

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
MAY 1, 2003  
MEMBERS PRESENT**

**DEANS:** G. Kehrer, D. Lemcoe, R. Luke

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**  
M. DeLucia, J. Gutowski, J. Kruszewski

**FACULTY:** X. Balabkins, G. Bedoya, D. Brower, T. Dey, C. Dolan, S. Kelton, K. Krapels, M. Lopez, A. Nicolai, N. Picioccio, J. Ramirez, M. Scanlon, N. Schatz, J. Spector, G. Vastola

**STUDENTS:** D. Chivukula, Devnani, E. Figueiredo, C. Higgins, A. Kong, C. Fai Lam, C. Lippe, F. Tung

**SUPPORT STAFF:** K. Hogue, D. Krisza, M. Pent, C. Rutowski

**TASK FORCE CHAIRS:**

<b>Academic Standards:</b>	N. Schatz
<b>Accessibility for Persons with Disabilities:</b>	C. Harrington
<b>Bylaws:</b>	I. Ramer
<b>Campus Diversity:</b>	F. Burke
<b>Curriculum:</b>	J. Gutowski
<b>Educational Resources:</b>	J. Liefert
<b>Student Life and Community Concerns:</b>	A. Picardo

**GUESTS:** S. Foster, D. Holovacko, M. Lynch, C. Pam, M. Laskowski-Sachnoff, B. Simon, J. Stevenson

**PARLIAMENTARIAN:** R. Strugala

**MEMBERS ABSENT**

**DEANS:** M. Conners\*, R. Goldfarb\*, J. Lewis\*

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**  
J. Herrling\*, L. Lederer\*, J. Shindelman\*

**FACULTY:** S. Biswas\*, E. Christensen\*

**STUDENTS:** M. Conlin, N. Devnani\*, E. Frenkel\*, A. Levitt\*, C. Lovallo\*, A. Schwaikert\*

**SUPPORT STAFF:** S. Waxmundsky

\*Excused

Meeting of the College Assembly – May 1, 2003

With a quorum present, Dr. Margarete Driver called the May regular meeting of the College Assembly to order on Thursday, May 1, 2003 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

President Bakum addressed the College Assembly members and then read the names of the outgoing members receiving Certificates of Recognition:

Ms. Damianty Chivukula  
 Professor Timothy Dey  
 Ms. Elizabeth Figueiredo  
 Professor John Gutowski  
 Ms. Cheryl Higgins  
 Professor Saul Kelton  
 Ms. Pui Wah Alice Kong  
 Ms. Denise Krisza  
 Mr. Chun Fai Lam  
 Mr. Chris Lippe  
 Professor Albert Nicolai  
 Ms. Michele Pent  
 Professor Nicholas Picioccio  
 Sergeant Christine Rutowski  
 Professor Michael Scanlon  
 Ms. Flora Tung

Members also receiving Certificates of Recognition but unable to attend the meeting were:

Ms. Melissa Conlin  
 Ms. Nita Devnani  
 Professor Richard Ellison  
 Ms. Elizabeth Frenkel  
 Professor Kimberly Krapels  
 Ms. Abby Levitt  
 Ms. Carol Lovallo  
 Ms. Angela Schwaikert

### **APPROVAL OF MINUTES**

Motion to approve minutes:

Mov: X. Balabkins Sec: R. Luke

Minutes are accepted as presented.

Meeting of the College Assembly – May 1, 2003

## REPORTS OF THE STANDING TASK FORCES

### A. Academic Standards – Professor Naomi Schatz, Chair

#### I. Report Filed:

The Task Force did research on the charge to "conduct study on issues of plagiarism in on-line courses and make recommendation(s)," by attending a colloquium presented by NJEDGE, and by reviewing articles and policies of other schools. Plagiarism is a serious and escalating problem at many colleges and universities in all courses, not just in on-line courses. Research shows that schools with honor codes have lower rates of cheating and when academic integrity is emphasized, the rate of cheating and plagiarism falls. The Task Force believes that: 1) This charge should be expanded to cover all courses and 2) Academic integrity be emphasized by renewed institutional commitment toward academic honesty. Because this issue requires more time, attention, and research, the Task Force recommends the following:

#### 1. Recommendation:

The catalog section entitled Academic Integrity will be replaced with the new version which is attached to this memo (attachment A). In addition, the College Assembly will create an ad-hoc committee to examine the issues surrounding academic integrity. The intention of the Task Force is that this committee will examine the current policy on violations of academic integrity and recommend whether a new policy on sanctions is appropriate. The ad-hoc committee will also recommend venues that should be used to educate the College community on the issue of academic integrity and emphasize its importance.

#### Rationale:

Our charge regarding this issue is as follows: "Conduct study on issues of plagiarism in on-line courses and make recommendations."

In researching this issue, the Task Force gathered and examined a number of articles from print journals and from the Internet. In addition, members attended a colloquium on plagiarism presented by NJEdge. Our research made it quite clear that plagiarism and cheating are a serious (and escalating) problem in all courses, not just online courses. (For example, see CAI Research at [http://www.academicintegrity.org/cai\\_research.asp](http://www.academicintegrity.org/cai_research.asp)) Thus the Task Force decided not to limit our charge to examining issues only related to online courses.

Our research also convinced us that a broad institutional commitment is required to affect significant change in this area. Students, staff, and faculty need to be educated on what constitutes cheating and plagiarism, and what penalties can be imposed according to College policy. The issue needs to be emphasized and treated as important, not as an afterthought. When academic integrity is emphasized, research shows that the incidence of cheating and plagiarism falls.

Meeting of the College Assembly – May 1, 2003

(For example, see How to Get Started at [http://www.academicintegrity.org/resources\\_inst.asp](http://www.academicintegrity.org/resources_inst.asp))

Therefore, we recommend that the College become proactive in addressing this serious problem. The ad-hoc committee will recommend appropriate ways for MCC to move forward to an environment that stresses academic integrity. We envision the ad-hoc committee addressing issues such as:

- are the current penalties appropriate; if not, what penalties are appropriate
- should MCC adopt an honor code
- how can we educate students on what constitutes plagiarism and cheating? (e.g. student orientation, special seminars, student success/freshman seminar courses, credit bearing courses, information added to the Pathfinder or some other document)
- how can we educate faculty on ways to reduce opportunities for plagiarism and cheating, and on how to handle incidents when they occur? (e.g. faculty development day, special seminars, information added to the Faculty Handbook, Intranet, or some other document)

Motion to accept recommendation:

Mov: N. Picioccio Sec: C. Dolan

With no discussion and no objection to the motion, the motion was unanimously adopted.

## 2. Recommendation:

The MCC catalog section "Withdrawal From a Course" shall be changed. The section will now read as shown in the attached document (attachment B).

## Rationale:

Our charge regarding this issue is as follows: "Review class-withdrawal (Add/Drop) and Course Withdrawal Evaluation forms with reference to relevant signature(s); make recommendation to continue or modify/reduce number of signatures."

The Task Force determined that the actual forms in use are a matter of procedure, not policy. However, the Task Force did review the issue of required signatures. This review resulted in one policy change: withdrawal from developmental courses will no longer require the signature of the Director of the Testing Center or the Director of Academic Advising. The reason for the change is that the current policy places a significant burden on students in developmental courses, since only two individuals on campus are authorized to approve withdrawal. The burden is especially great for evening students, since the Director of the Testing Center or the Director of Academic Advising may not be on campus every evening. In addition, enhanced training for academic advisors is expected soon, as part of the Student Success Initiative, so these

Meeting of the College Assembly – May 1, 2003

advisors will be better prepared to advise developmental students regarding withdrawals.

Some additional changes are recommended for the catalog language to explain possible repercussions of dropping a course:

We recommend adding a statement to the "First Ten Days..." section to remind the student that he or she may not be able to add a course to replace the dropped course.

We recommend adding a statement to remind the student that dropping a developmental course may limit the courses for which the student can register in the following semester.

We recommend adding a statement to advise the student to retain their copy of the Course Withdrawal form until final grades are assigned.

Therefore, the Task Force is recommending new language for this section of the catalog.

As a voting member of the College Assembly, Professor Schatz moved to remove the tabled recommendation, "withdrawal from a course."

The motion was removed from the table and approved unanimously.

**B. Accessibility for Persons with Disabilities -  
Dr. Christine Harrington, Chair**

1. Recommendation:

It is recommended that a member of the Task Force on Accessibility for Persons with Disabilities be appointed to the search committee for the Executive Director, Human Resources and Labor Relations to ensure that the candidate has knowledge of the American with Disabilities Act (ADA) and is aware and sensitive to the needs of persons with disabilities.

Rationale:

By virtue of position, the Executive Director of Human Resources and Labor Relations is a member of the Task Force on Accessibility for Persons with Disabilities. It would be extremely helpful to the task force as well as the entire campus community to have the person in this position be knowledgeable about

Meeting of the College Assembly – May 1, 2003

ADA and the needs of persons with disabilities, as disability issues are a part of their job duties.

Motion to accept recommendation:

Mov: C. Lippe      Sec: J. Spector

With no discussion and no objection to the motion, the motion was unanimously adopted.

2. Recommendation:

The Task Force on Accessibility for Persons with Disabilities recommends that the College develop and distribute policies and procedures for employees with disabilities.

Rationale:

Although it seems that accommodation requests from employees with disabilities have been worked out on an informal basis, it is important for employees to clearly understand the policies and procedures for disclosing their disability and accessing accommodations. This would assist employees with disabilities with determining whether they wish to self-disclose and can provide consistency and clarity in information and process.

Motion to accept recommendation:

Mov: G. Bedoya      Sec: C. Dolan

With no discussion and no objection to the motion, the motion was unanimously adopted.

**C. Bylaws – Professor Iris Ramer, Chair**

No Report

**D. Campus Diversity – Professor Frank Burke, Chair**

No Report

**E. Curriculum - Professor John Gutowski, Chair**

Recommendations:

**CSC 134 - Object Oriented Programming Using C++**

Change in: Catalog Course Description and Behavioral Objectives

**CSC 165 - C++ Programming**

Change in: Catalog Course Description, Title, Course Content and Behavioral Objectives

Meeting of the College Assembly – May 1, 2003

**CSC 239 - Database System Concepts**

Change in Catalog Course Description, Course Content and Behavioral Objectives

**CSC 241 - Web Programming**

Change in: Catalog Course Description, Title, Course Content, Behavioral Objectives and Prerequisite(s)

Motion to accept recommendations:

Mov: N. Schatz      Sec: N. Piciocco

With no discussion and no objection to the motion, the motion was unanimously adopted.

**Network Administration and Support Option** - Change in Curriculum  
**Technical Certificate in Windows 2000/Novell Netware Administration** -  
 Change in Curriculum  
**Certificate in Network Administration** - Change in Curriculum

Motion to accept recommendations:

Mov: C. Dolan      Sec: A. Nicolai

With no discussion and no objection to the motion, the motion was unanimously adopted.

**DTC 101 - Introduction to Dietetic Technology**

Change in: Catalog Course Description and Behavioral Objectives

**DTC 102 - Tools and Techniques of the Nutrition Care Process**

Change in: Catalog Course Description, Title and Behavioral Objectives

**DTC 208 - Supervised Field Experience: Nutrition Care**

Change in: Catalog Course Description, Title and Behavioral Objectives

**DTC 209 - Supervised Field Experience: Foodservice Systems Management**

Change in: Catalog Course Description, Title and Behavioral Objectives

**DTC 210 - Supervised Field Experience: Clinical, Community, Foodservice**

Change in: Catalog Course Description, Title, and Behavioral Objectives

**DTC 220 - Seminar in Dietetic Technology**

Change in: Catalog Course Description and Behavioral Objectives

**HRI 103 - Principles of Food Selection and Preparation**

Change in: Behavioral Objectives

Meeting of the College Assembly – May 1, 2003

**HRI 105 - Basic Nutrition**

Change in: Behavioral Objectives

**HRI 108 - Quantity Food Production**

Change in: Behavioral Objectives

**HRI 203 - Banquet and Dining Room Management**

Change in: Catalog Course Description, Title and Behavioral Objectives  
**HRI 205 - Food and Beverage Controls and Purchasing**

Change in: Catalog Course Description and Behavioral Objectives

**HRI 208 - Foodservice Sanitation**

Change in Catalog Course Description, Title and Behavioral Objectives

**HRI 210 - Introduction to Medical Nutrition Therapy**

Change in: Catalog Course Description, Title and Behavioral Objectives

**HRI 213 - Food Service Systems Management in Dietetics**

Change in: Catalog Course Description, Title, Course Content and Behavioral Objectives

Motion to accept recommendations:

Mov: C. Lippe      Sec: N. Schatz

With no discussion and no objection to the motion, the motion was unanimously adopted.

**Associate in Applied Science Degree, Hotel, Restaurant and Institution Management, Option: Culinary Arts Management** - Change in Curriculum

**Associate in Applied Science Degree, Hotel, Restaurant and Institution Management, Option: Restaurant/Foodservice Management** - Change in Curriculum

**Associate in Applied Science Degree, Hotel, Restaurant and Institution Management, Option: Hotel/Motel Management** - Change in Curriculum

**Technical Certificate in Restaurant Operations** - Change in Curriculum

**Culinary Arts Certificate of Achievement Program** - Change in Curriculum

Motion to accept recommendations:

Mov: C. Lam      Sec: C. Lippe

With no discussion and no objection to the motion, the motion was unanimously adopted.

**Dietetic Technology** - Change in Curriculum

Meeting of the College Assembly – May 1, 2003

Motion to accept recommendations:

Mov: E. Figueiredo Sec: C. Dolan

With no discussion and no objection to the motion, the motion was unanimously adopted.

**ELT 105 - Foundations of Electrical and Electronics Technology**

New Course

**ELT 110 - Electrical/Electronic Devices & Circuits**

New Course

**ELT 210 - Electronic Circuits and Systems**

New Course

**ELT 223 - Electronic Design and Manufacturing**

Change in: Catalog Course Description, Course Content, Behavioral Objectives, Prerequisite(s), Corequisite(s) and Contact Hours

**ELT 224 - Communication Electronics**

Change in: Catalog Course Description and Prerequisite(s)

**ELT 226 - Microcomputers**

Change in: Catalog Course Description, Course Content, Behavioral Objectives, Credit Hours and Contact Hours

**ELT 239 - Digital/Data Communications and Networking**

Change in: Catalog Course Description, Course Content and Behavioral Objectives

Motion to accept recommendations:

Mov: N. Picioccio Sec: X. Balabkins

With no discussion and no objection to the motion, the motion was unanimously adopted.

**Electronics and Computer Engineering Technology Program- Change in Curriculum**

**Certificate in Electronics and Computer Engineering Technology - Change in Curriculum**

Motion to accept recommendations:

Mov: N. Picioccio Sec: C. Dolan

Correction noted: Electronics and Computer Engineering Technology Program and Certificate in Electronics and Computer Engineering Technology: MAT 129A and MAT 129B, Class Hours are listed as 2 and should be 3, and Lab Hours are listed as 1 and should be 0.

Meeting of the College Assembly – May 1, 2003

Motion to amend the recommendation: Electronics and Computer Engineering Technology Program and Certificate in Electronics and Computer Engineering Technology: MAT 129A and MAT 129B, Class Hours 3 and Lab Hours 0.

Mov: J. Gutowski Sec: N. Schatz

Vote on amendment:

App: Unanimous  
Amendment passes.

Vote on amended recommendation:  
App: Unanimous  
Motion carries.

**MAT 020 - Geometry**

Change in: Catalog Course Description, Course Content, Behavioral Objectives, Credit Hours and Contact Hours

**MAT 129A - Precalculus (Part A)**

New Course Code and Change in Title  
General Education Approval: Mathematics

**MAT 129B - Precalculus (Part B)**

New Course Code and Change in Title  
General Education Approval: Mathematics

Motion to accept recommendations:  
Mov: M. Scanlon Sec: N. Picioccio

With no discussion and no objection to the motion, the motion was unanimously adopted.

**OAD 102 - Document Processing II**

Change in: Catalog Course Description, Course Content, Behavioral Objectives, Corequisite(s) and Credit Hours

**OAD 122 - Information Processing I**

Change in: Catalog Course Description, Course Content, Behavioral Objectives, Prerequisite(s) and Corequisite(s)

**OAD 123 - Information Processing II**

New Course and New Course Code

**OAD 210 - Records Management**

Change in Prerequisite(s)

**OAD 223 - Integrated Software Applications**

Change in: Catalog Course Description, Course Content, Behavioral Objectives and Prerequisite(s)

Meeting of the College Assembly – May 1, 2003

**OAD 224 - Office Projects**

New Course

Motion to accept recommendations:  
Mov: J. Spector Sec: T. Dey

With no discussion and no objection to the motion, the motion was unanimously adopted.

**Office Administration Degree and Certificate of Achievement Program -  
Change in Curriculum**

Motion to accept recommendation:

Mov: A. Kong      Sec: C. Higgins

With no discussion and no objection to the motion, the motion was unanimously adopted.

**MEC 123 - Technical Graphics CAD-1**

Change in: Catalog Course Description, Course Content and Behavioral Objectives

**MEC 204 - Fluid Mechanics**

Change in: Prerequisite(s)

**MEC 228 - Kinematics Design**

Change in: Prerequisite(s)

**MCT 220 - Introduction to Robotics and Control Systems**

New Course

Motion to accept recommendations:

Mov: N. Picioccio    Sec: C. Higgins

With no discussion and no objection to the motion, the motion was unanimously adopted.

**Mechanical Engineering Technology Program - Change in Curriculum  
Computer Aided Drafting - Change in Curriculum**

Motion to accept recommendations:

Mov: E. Figueiredo    Sec: C. Rutowski

With no discussion and no objection to the motion, the motion was unanimously adopted.

Meeting of the College Assembly – May 1, 2003

**CIT 104 - Construction Surveying-I**

Change in: Prerequisite(s)

**CIT 105 - Statics for Technicians**

Change in: Prerequisite(s)

**CIT 203 - Strength of Materials**

Change in: Prerequisite(s)

**CIT 205 - Construction Surveying-II**

Change in: Prerequisite(s)

**CIT 210 - Soils in Construction**

New Course

**CIT 212 - Water Resources Technology**

Change in: Prerequisite(s) and Contact Hours

**CIT 217 - Structural Design**

New Course

**CIT 250 - Boundary Law**

New Course Code and Change in Title

**CIT 260 - Civil Construction Design Project**

New Course

**CMT 124 - Applied Technical Graphics/CAD-II**

New Course

Motion to accept recommendations:

Mov: N. Picioccio Sec: J. Spector

With no discussion and no objection to the motion, the motion was unanimously adopted.

**Civil/Construction Engineering Technology** - Change in Curriculum

**Civil/Construction Engineering Technology Certificate** - Change in Curriculum

**Land Surveying Option** - Change in Curriculum

Motion to accept recommendations:

Mov: C. Dolan Sec: J. Spector

With no discussion and no objection to the motion, the motion was unanimously adopted.

**ACC 203 - Accounting Systems and Procedures**

Change in: Catalog Course Description, Course Content and Behavioral Objectives

Meeting of the College Assembly – May 1, 2003

Motion to accept recommendation:

Mov: F. Tung Sec: A. Kong

With no discussion and no objection to the motion, the motion was unanimously adopted.

**CPT 205 - Process Equipment and Instrumentation**

New Course

**EMP 100 - Introduction to Emergency Management**

### New Course

Motion to accept recommendations:

Mov: C. Dolan      Sec: C. Lam

With no discussion and no objection to the motion, the motion was unanimously adopted.

### **MAD 117 - Freehand Drawing**

Change in: Catalog Course Description, Course Content and Behavioral Objectives

Motion to accept recommendation:

Mov: N. Schatz      Sec: J. Spector

With no discussion and no objection to the motion, the motion was unanimously adopted.

### **SCI 220 - Forensic Science**

New Course

General Education Approval: Natural Science

Motion to accept recommendation:

Mov: N. Schatz      Sec: J. Spector

With no discussion and no objection to the motion, the motion was unanimously adopted.

### **SSD 101 - Student Success**

New Course

Motion to accept recommendation:

Mov: C. Higgins      Sec: C. Lippe

Meeting of the College Assembly – May 1, 2003

With no discussion and no objection to the motion, the motion was unanimously adopted.

### **Radiography Education: Career Track - Change in Curriculum**

Motion to accept recommendation:

Mov: N. Schatz      Sec: J. Spector

With no discussion and no objection to the motion, the motion was unanimously adopted.

## **F. Educational Resources - Professor Jane Liefert, Chair**

### 1. Recommendation:

That a Standing Technology Advisory Committee be established to review academic priorities and develop strategies for the integration of learning technologies in the support of the curriculum and to coordinate planning of developments between Academic departments and Instructional Design, Media Services, IT and Facilities Management.

### Rationale:

The committee should address the growing needs, concerns and academic priorities of Faculty and Department Chairs and enable the coordination of the services of Instructional Design, Media Services, IT and Facilities Management. The committee should also address issues such as, the compatibility of educational technology and systems; planning for cooperative use of systems to maximize efficiency; disseminating new educational technological information; planning for the security and maintenance of educational technology and systems, and to plan facility improvements for the adaptation of new equipment and technology in classrooms.

### Motion to accept recommendation:

Mov: J. Spector    Sec: T. Dey

With no discussion and no objection to the motion, the motion was unanimously adopted.

### 2. Recommendation:

The college create a Privacy Policy governing the examination, collection and dissemination of all personal and private information, relating to students and employees, from any and all electronic and/or paper sources.

Meeting of the College Assembly – May 1, 2003

### Rationale:

Access to student and employee personal information should be treated with the highest standard of ethics. The college should require all employees to follow guidelines that will protect the privacy of all personal information gathered or distributed by the college, regardless of the format (electronic or paper) of the information. Employees should be made aware, on a regular basis, of all pertinent laws, and all college policies and standards.

Members of the IT department have the additional responsibility of ensuring the integrity and confidentiality of any and all private information seen while carrying out their duties. Persons in these positions are granted significant trust to use their privileges

appropriately for their intended purpose and only when maintenance of the system is required. Any private information seen in carrying out these duties must be treated in the strictest confidence.

Motion to accept recommendation:

Mov: C. Dolan      Sec: G. Kehrer

Discussion on the language of an attached sample Privacy Policy (attachment C) focused on possible "criminal violations" for which only the police would be responsible and not the Information Technology Department, on the ramifications of "permission," and on the necessity of informing all College employees of such a policy.

With no further discussion and no objection to the motion, the motion was unanimously adopted.

### 3. Recommendation:

The college create environmentally diverse types of student spaces in and around all buildings utilized by students.

#### Rationale:

Since MCC is a commuter college, it is especially important for students to have places to "hang" out. Students are often seen sitting in their cars. Many of the areas that students have used in the past have been changed into classrooms (i.e. the game room and rooms in Main Hall) or are used for other activities (i.e. Cafeteria C). Students need a variety of different types of areas to congregate:

Quiet areas – with comfortable furniture.

Conversational areas – many buildings have foyers, corridors or other spaces that could accommodate couches and chairs.

Study areas – the library and upstairs in IRC have cubicles set up for studying purposes but most other buildings are lacking these types of facilities.

Meeting of the College Assembly – May 1, 2003

Noisy areas – (like the game room) students need areas where they can talk without interfering with classroom activities or other educational endeavors.

Outside areas – benches and picnic tables should be placed near the entrances of every building used by students. Some of these benches and picnic tables should be in shaded areas.

Motion to accept recommendation:

Mov: C. Higgins      Sec: E. Figueiredo

With no discussion and no objection to the motion, the motion was unanimously adopted.

**G. Student Life and Community Concerns - Ms. Alice Picardo, Chair**  
No Report

**REPORT OF THE CHAIRPERSON**

1. Dr. Bakum signed the recommendations approved by the College Assembly on April 3, 2003, and subsequently forwarded them to various offices for implementation:
  - a. That WP and WF grades be abolished. The deadline for dropping a course with a grade of W shall be changed to 10 business days after midterm grades are available to students. The recommendation is to be implemented by Dean Diane Lemcoe, Enrollment Management.
  - b. That adjunct-at-large positions be added to the Task Forces on Accessibility for Persons with Disabilities and Student Life and Community Concerns; in addition, that a representative from the IT department be added to the Task Force on Accessibility for Persons with Disabilities.
  - c. That MCC students be surveyed about their experience and that the results be posted annually with a view on ameliorating practices and circumstances which negatively impact student success. The recommendation is to be implemented by Ms. Camille Mahon and the Office of Institutional Research.
  - d. That close liaison between academic departments and the library be organized on the acquisition and purging of materials. The recommendation is to be implemented by Dr. Robert Fishco, Vice President for Academic and Student Affairs.

Meeting of the College Assembly – May 1, 2003

- e. That the Curriculum Task Force Recommendation: BIO 131 - Human Structure and Function, be implemented by Dr. Robert Fishco, Vice President for Academic and Student Affairs.
2. The following recommendations are pending on:
    - a. the purchase of five (5) Evacu-Track chairs.
    - b. ergonomically sound practices at MCC.
    - c. the dissemination of ergonomic issues (relative to repetitive stress injury and related injuries).
  3. Reminders from the Chair:
    - a. As indicated in a recent e-mail communication to all Task Force Chairs, a request is made to send unedited annual reports to her by e-mail at [Margarete.Driver@middlesexcc.edu](mailto:Margarete.Driver@middlesexcc.edu). They will be posted on the College Assembly website at [Assembly@middlesexcc.edu](mailto:Assembly@middlesexcc.edu).

- b. During the months of May, June and July the Chair will request appointments with task force chairs, academic faculty, students, and members of the administration for input into issues which are of concern to the college community, and which may lead to research reports and/or charges for the 2003-2004 academic year.
4. The next regular meeting of the College Assembly will be on Thursday, October 2, 2003, at 2:10 p.m. in L'Hommedieu Hall.

#### **RECOGNITION AND HEARING FROM THE PUBLIC**

Confirmation was sought on the elimination of WP and WF grades via recommendation by the Task Force on Academic Standards at the April College Assembly meeting. The Chair briefly explained the policy signed by the College President.

#### **ADJOURNMENT**

Motion to Adjourn:

Mov: C. Rutowski    Sec: N. Schatz

There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Margarete Driver, Ph.D.  
Chair, College Assembly

MD:ls