

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
May 2, 2002**

MEMBERS PRESENT

DEANS: R. Goldfarb, D. Lemcoe, J. Lewis, R. Zifchak

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

J. Gutowski, D. Loper, M. Przygoda, J. Siegfried, L. Smith

FACULTY: S. Biswas, R. Conley, C. Dolan, P. Honey, S. Kelton, A. Picardo, M. Scanlon, L. Tillotson, S. Zale

STUDENTS: G. Aleksic, P. Cella, N. Gomez, J. Intili, K. Miano

SUPPORT STAFF: D. Krisza, M. Pent

TASK FORCE CHAIRS:

Academic Standards:	N. Schatz
Bylaws:	I. Ramer
Curriculum:	J. Gutowski
Educational Resources:	J. Liefert
Student Life and Community Concerns:	H. Swanicke

GUESTS: Mary-Pat Maciolek, Fred Hertrich, Peter Rice

PARLIAMENTARIAN: R. Zifchak

MEMBERS ABSENT

DEANS: M. Conners*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: R. Ellison*

FACULTY: B. Bogner, J. Brackenridge*, N. Dhanda*, J. Flakker*, K. Krapels*, J. Lasky*, A. Nicolai*

STUDENTS: V. Brown, A. Kirzner*, L. Koomson, J. Lubrano*, M. President, R. Remus

SUPPORT STAFF: R. Hanson, P. Hilton*, C. Rutowski*

TASK FORCE CHAIRS:

Accessibility for Persons with Disabilities:	E. Altruda*
Campus Diversity:	J. Roach*

*Excused

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With a quorum present, Chairperson Luke called the seventh regular meeting of the College Assembly to order on Thursday, May 2, 2002 at 2:05 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Chairperson Luke thanked the members for their commitment, time and dedication to the College governance process.

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

Goran Aleksic	Dorothy Loper
Sudipta Biswas	Keith Miano
Barbara Bogner	Alice Picardo
Patricia Cella	Margaret Przygoda
Richard Conley	Jay Siegfried
Charles Dolan	Lafayette Smith
Nelson Gomez	Lucia Tillotson
Patrick Honey	Steven Zale
Jodi Intili	Robert Zifchak

Members unable to attend the meeting were:

Naresh Dhanda	Linda Koomson
David Leon	Jane Lasky
Ray Hanson	James Lubrano
Peggy Hilton	Kevin McGowan
Anna Kirzner	

Chairperson Luke recognized and thanked Dr. Robert Zifchak for also being the Parliamentarian for the College Assembly.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: J. Intili Sec: C. Dolan

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

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REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Naomi Schatz, Chairperson

The last charge of the task force was to consider a new policy for MCC students taking courses at other colleges and transferring them back to MCC, in the cases where prerequisites at MCC are bypassed or developmental courses are avoided. After discussions regarding this charge, the members of the Academic Standards Task Force approved the following recommendation for consideration by the College Assembly:

In order to ensure transferability of courses from other accredited colleges and universities, enrolled MCC students must obtain a course approval form signed by their Department Chair or Division Dean prior to registering for such courses.

Motion to accept recommendation:

Mov: R. Zifchak Sec: A. Picardo

Discussion followed regarding if different department chairs or deans will interpret enrolled in a way that would be unfair to some students.

Professor Goldfarb stated that this recommendation ensures the transferability of courses. This recommendation is designed to give the students a guarantee that the course will transfer to MCC. It doesn't change the current policy as far as transferring courses if a student chose not to receive prior approval. This recommendation gives the students an extra measure of protection against one person interpreting the rule differently.

Vote on recommendation:

App: Majority Opp: 0 Abs: 2

Motion passes.

Professor Schatz thanked her task force members for their hard work and dedication.

B. Accessibility for Persons with Disabilities - Elisabeth Altruda, Chairperson

Although Professor Altruda was not able to attend today's meeting, she wanted to express her gratitude to her task force for their hard work and dedication.

C. Bylaws - Iris Ramer, Chairperson

Professor Ramer stated that after discussing the third charge of determining whether more adjunct representation would be desirable practical and appropriate, the following action is being recommended:

It is recommended that at the present time adjunct faculty not be appointed to the Bylaws Committee. The rationale for this is that the Bylaws Committee, being composed of only six members, could see its operations severely disrupted if a quorum could not be obtained due to the absence
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of adjunct members – who, after all, have other jobs and may have difficulty getting to meetings.

The question of adjunct representation should be considered by each individual College Assembly Task Force in the coming year. It should be noted, however, that this does not include the Curriculum Committee, which already has adjunct representation.

Motion to accept recommendation:

Mov: L. Tillotson Sec: J. Intili

Jodi Intili asked if the second paragraph of the recommendation included Bylaws?

Professor Ramer stated that it is recommended at the present time adjunct faculty not be appointed to the Bylaws Committee. However, the question of adjunct representation should be considered by each individual College Assembly Task Force in the coming year and this would include the Bylaws Committee.

Vote on recommendations:

App: Majority Opp: 0 Abs: 2

Motion passes.

Professor Ramer stated that the first charge was to update the Bylaws of the College Assembly in light of the recent administrative reorganization. The second charge to determine the appropriate representation for academic support and student services for these two divisions on the College Assembly and various task forces, in terms of administrative, faculty, staff and student positions. The changes that the task force is recommending begin on page 2 of the packet that was distributed last month. Professor Ramer noted that the strike-throughs represent existing provisions, with highlighted and more cursive type representing the changes the task force is recommending.

Motion to accept recommendation:

Mov: J. Intili Sec: G. Aleksic

Discussion followed on the proposed recommendation that under 1.0400 Article IV, Membership, Student Representation for Enrollment Management be changed from 1 to 2 students.

Amendment:

1,0400 Article IV, Membership, Student Representatives:
Enrollment Management would change from 1 to 2.

Motion to amend recommendation:

Mov: J. Gutowski Sec: M. Przygoda

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Vote on amendment to recommendation:

App: Majority Opp: 1 Abs: 1

Motion passes.

Discussion followed regarding the total number of student representatives and it was proposed to reduce the number of at-large students from 4 to 3.

Amendment:

1,0400 Article IV, Membership, Student Representatives:
Student Representatives At-Large change from 4 to 3.

Motion to amend the recommendation:	Vote on amendment to recommendation:
Mov: J. Siegfried Sec: D. Loper	App: 11 Opp: 13 Abs: 0
	Amendment denied.

Dean Lewis requested that under 1.0400 Article IV, Membership, Student Representation for Student Development be changed from 1 to 2 students. Dean Lewis stated that student representation for Student Development would be for a more global and universal perspective. The mission of Student Development is to look at the experience of the student from the time they enter MCC until the time they leave regardless of their academic division. Student Development is the totality of their experience at MCC and how to help the students get closer and further their goals.

Amendment:

1,0400 Article IV, Membership, Student Representatives:
Student Development would change from 1 to 2.

Motion to amend recommendation:	Vote on amendment to recommendation:
Mov: S. Kelton Sec: P. Honey	App: 10 Opp: 12 Abs: 4
	Amendment denied.

Professor Ramer stated that the changes to 1.0400 Article IV, Membership and including the amendments are:

Deans from 5 to 6

Chairpersons from 6 to 7

Faculty Representatives from 16 to 17

Student Representatives from 12 to 13

Representatives of the College's Support Staff remained at 5

Total Membership from 47 to 48

Motion to accept amended recommendations:

Mov: R. Conley Sec: S. Biswas

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Vote to accept amended recommendations:

App: Majority Opp: 0 Abs: 2

Motion passes.

Chair Luke stated that suggestions for corrections to the language of the College Assembly Bylaws could be made but would not be voted on.

Professor Ramer summarized changes that the task force made to the language of the College Assembly Bylaws. She also noted that the input from the College Assembly was informative.

Professor Ramer thanked her task force members for their hard work and dedication.

D. Campus Diversity – Joseph Roach, Chairperson

No Report

E. Curriculum - John Gutowski, Chairperson

Professor Gutowski stated that a correction was made to the Biotechnology Curriculum and CHM 201 was changed to CHM 203.

AFS 123 – Introduction to African Civilizations

Change in: Behavioral Objectives
General Education Diversity Designation

AFS 231 – African-American History

Change in: Catalog Course Description and Behavioral Objectives
General Education Diversity Designation

Motion to accept recommendations:

Mov: M. Przygoda Sec: J. Siegfried

No discussion.

Vote on recommendations

App: Majority Opp: 0 Abs: 0

BUS 107 – Computer Applications for Business

Change in: Catalog Course Description

BUS 115 – Mathematics of Finance

Change in: Catalog Course Description

Motion to accept recommendations:

Mov: J. Siegfried Sec: N. Gomez

No discussion.

Vote to accept recommendations:

App: Majority Opp: 0 Abs: 0

Motion passes.

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CIT 125 – Construction Estimating

New Course and New Course Code

CIT 130 – Civil/Construction Graphics/CAD II

New Course and New Course Code

CIT 215 – Soil Mechanics and Materials Testing

New Course and New Course Code

CIT 229 – Applied Structural Steel Design

New Course and New Course Code

Motion to accept recommendations:

Mov: C. Dolan Sec: L. Smith

No discussion.

Vote to accept recommendations:

App: Majority Opp: 0 Abs: 0

Motion passes.

ELT 215 – Applied Electricity

Change in Prerequisite(s)

Motion to accept recommendation:

Mov: G. Aleksic Sec: S. Kelton

No discussion.

Vote to accept recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

ENV 223 – Environmental Regulations

New Course and New Course Code

Motion to accept recommendation:

Mov: J. Intili Sec: D. Loper

No discussion.

Vote to accept recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

HRI 240 - Food Science and Technology

New Course and New Course Code

Motion to accept recommendation:

Mov: D. Loper Sec: L. Smith

No discussion.

Vote to accept recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

LET 101 – Legal Research

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

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LET 104 – Property Transactions

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

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LET 105 – Family Law

Change in: Catalog Course Description and Corequisite(s)

LET 106 – Wills and Estate Administration

Change in: Catalog Course Description and Corequisite(s)

LET 107 – Law Office Management

Change in: Catalog Course Description and Corequisite(s)

LET 108 – Torts

Change in: Catalog Course Description and Corequisite(s)

LET 109 – Criminal Law and Procedure

Change in: Catalog Course Description and Corequisite(s)

LET 110 – Litigation Procedure

Change in: Catalog Course Description and Corequisite(s)

LET 111 – Contracts and the Uniform Commercial Code

Change in: Catalog Course Description and Corequisite(s)

LET 112 – Business Organizations & Government Regulations

Change in Corequisite(s)

LET 121 – Advanced Legal Research

New Course Number and Change in Catalog Course Description

LET 208 – Paralegal Field Experience

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

LET 280 – Senior Seminar for Legal Assistants

Change in: Prerequisite(s)

Paralegal Studies Packet:

- 1) Paralegal Studies Program (AAS)
- 2) Paralegal Studies Certificate of Achievement
- 3) Paralegal Studies Technical Certificate

Motion to accept recommendations:

Mov: D. Lemcoe Sec: M. Pent

Professor Zifchak asked the question of why all the changes to the Paralegal Studies Packet. Dean Goldfarb was present and gave the explanation.

Vote to accept recommendations:

App: By Majority Opp: 0 Abs: 0

Motion passes.

MEC 130 – Manufacturing Processes and Materials

New Course and New Course Code

MEC 228 – Kinematics Design

New Course and New Course Code

MEC 250 – Solid Modeling

New Course and New Course Code

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Motion to accept recommendations:

Mov: M. Przygoda Sec: K. Miano

No discussion.

Vote to accept recommendations:

App: Majority Opp: 0 Abs: 0

Motion passes.

Chemical Technology

Change in Curriculum

Professor Gutowski noted that CHM 201 should be CHM 203 in all of the relevant technology curricula.

Motion to accept recommendation:
 Mov: D. Loper Sec: A. Picardo
 No discussion.

Vote to accept recommendation:
 App: Majority Opp: 0 Abs: 0
 Motion passes.

Environmental Technology

Change in Curriculum

Motion to accept recommendation:
 Mov: C. Dolan Sec: K. Miano
 No discussion.

Vote to accept recommendation:
 App: Majority Opp: 0 Abs: 0
 Motion passes.

Civil/Construction Engineering Technology

Change in Curriculum

Computer Aided Drafting Certificate

Change in Curriculum

Mechanical Engineering Technology

Change in Curriculum

Motion to accept recommendations:
 Mov: C. Dolan Sec: R. Goldfarb
 No discussion.

Vote to accept recommendations:
 App: Majority Opp: 0 Abs: 0
 Motion passes.

F. Educational Resources - Jane Liefert, Chairperson

The members of the Educational Resources Task Force offered the following recommendations for approval:

1. Recommendation:
 The college initiate a study to determine how well educational resources and services are equalized between the main campus and the Urban Centers.

Motion to accept recommendation:
 Mov: J. Siegfried Sec: D. Lemcoe
 No discussion.

Vote on recommendation:
 App: Majority Opp: 0 Abs: 2
 Motion passes.

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2. Recommendation:
 The college create a link on the Middlesex County College web site which will:
 - list the availability of specific software in all the computer labs so that students might more easily identify the appropriate computer lab which will better meet their needs.
 - identify the location of all lab coordinators for student assistance
 - list a schedule of current course offerings to assist students in registration efforts.

Motion to accept recommendation:

Mov: D. Loper Sec: L. Smith

Dorothy Loper noted that the current schedule for course offerings for both summer and fall are up on the MCC website, and that current information has been available for the last several semesters.

Vote on recommendation:

App: Majority Opp: 0 Abs: 2

Motion passes.

3. Recommendation:

The college should provide access for students to the tips and techniques (created by the IT department) for using Microsoft Word, Excel, PowerPoint, and Access, which are already available to faculty and staff through FYI on the intranet and in various handouts. These basic commands and other tips should be placed on the College's web site and could be organized by the frequently asked questions students have when writing and formatting their papers and presentations. Links to these tips could be provided from the IT department, the Computer Science Department, the Library and the Computer Lab of the English Department.

Motion to accept recommendation:

Mov: D. Lemcoe Sec: A. Picardo

Discussion followed requesting that the last two sentences be struck from the recommendation.

Motion to amend the recommendation to read: The college should provide access for students to the tips and techniques (created by the IT department) for using Microsoft Word, Excel, PowerPoint, and Access, which are already available to faculty and staff through FYI on the intranet and in various handouts.

Mov: J. Intili Sec: R. Zifchak

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Vote on amendment:

App: Majority Opp: 0 Abs: 1

Amendment passes.

Vote on amended recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

4. Recommendation:

An assessment Test for Computer/Technology Literacy:

The college should fund, define, develop, and implement a computer and information technology literacy assessment test, and a procedure that will allow students to successfully understand and utilize the various information and

technology resources available at Middlesex County College and used in routine class work.

Rationale:

Much like English, Reading, and Math, the use of technology, especially the Personal Computer, its various implementations and applications, and the Internet, have become an important and integral part of the teaching and learning process in many, if not most of the Middlesex County College academic programs.

Motion to accept recommendation:

Mov: D. Loper Sec: D. Lemcoe

After lengthy discussion a motion was made to table the recommendation.

Motion to table the recommendation:

Mov: J. Siegfried Sec: D. Loper

Vote to table recommendation:

App: Majority Opp: 2 Abs: 3
Recommendation is tabled.

5. Recommendation:

Increase Faculty Development:

The college should establish a Faculty Development Committee to increase faculty development across the campus. The chosen activities should enhance the classroom learning experience. Such activities include sponsoring guest speakers, workshops focused on teaching skills, formal seminars, and informal discussion groups. The committee will also be responsible for gathering and disseminating information concerning teaching development opportunities available at other institutions. The membership of this committee should consist of faculty and administrators from each division of the college.

Rationale:

In light of the increasing demands of student centered learning and developments in learning technologies, additional financial resources and time should be set aside for Faculty Development. This should include an additional

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one half day per division per semester, which could, for example, be during the Division or College Hour, e.g. one hour once a month.

Motion to accept recommendation:

Mov: J. Intili Sec: C. Dolan

Discussion followed that there are presently many faculty development activities already being developed, and a motion was made to table this recommendation.

Motion to table the recommendation:

Mov: R. Goldfarb Sec: M. Przygoda

Vote to table recommendation:

App: Majority Opp: 0 Abs: 2

Recommendation is tabled.

6. Recommendation:

The college should create a master technology plan for every lab room on and off of the main campus. The plan should evaluate the upgrade and replacement of hardware and software, the configuration of the instructor and student workstations, the inclusion/replacement of media equipment, and overall use of the room for teaching and learning purposes based on the course(s) offered in the room. Each department should be part of a committee responsible for creating and approving the part of the plan covering the lab rooms used by that department. Each committee should be comprised of:

- the Dean of the division
- the Chairperson of the department
- three faculty members from the department
- two members of the IT department
- one member of the media department

Motion to accept recommendation:

Mov. D. Loper Sec: A. Picardo

Discussion followed requesting that the last two sentences be struck from the recommendation. In the first sentence it was requested that the words "on and off of the main campus" be replaced with "at all MCC campuses." In the second sentence it was requested that the word "evaluate" be replaced with "include evaluating."

Motion to amend the recommendation to read: The college should create a master technology plan for every lab room at all MCC campuses. The plan should include evaluating the upgrade and replacement of hardware and software, the configuration of the instructor and student workstations, the inclusion/replacement of media equipment, and overall use of the room for teaching and learning purposes based on the course(s) offered in the room.

Mov: D. Loper Sec: J. Intili

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Vote on amendment:

App: Majority Opp: 0 Abs: 0
Amendment passes.

Vote on amended recommendation:

App: Majority Opp: 0 Abs: 0
Motion passes.

7. Recommendation:

The college should provide regularly scheduled workshops to address the technological needs of our students. These workshops would focus on such topics as word processing, graphing techniques, the development of spreadsheets and proper use of the Internet for research purposes.

Motion to accept recommendation:

Mov: G. Aleksic Sec: D. Loper

Discussion followed that there are many initiatives coming from the Student Success Initiative, and a motion was made to table this recommendation.

Motion to table the recommendation:

Mov: D. Lemcoe Sec: J. Intili

Vote to table the recommendation:

App: 8 Opp: 7 Abs: 0

Recommendation is tabled.

G Student Life and Community Concerns, Helena Swanicke, Chairperson

The members of the Task Force on Student Life and Community Concerns offer the following recommendation for approval:

Based on available data the Student Life and Community Concerns Task Force concluded that both part-time and full-time students do not have sufficient feedback procedures to express their satisfaction with existing instructional and support services. Feedback procedures vary by departments and facilities, and only eight out of twenty-four (33%) departments and facilities actively solicit student opinions. Our Task Force recommends that formal procedures be developed to provide student feedback of instructional and support services.

Motion to accept recommendation:

Mov: J. Intili Sec: M. Pent

No discussion.

Vote on recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

NEW BUSINESS

None

REPORT OF THE CHAIRPERSON

Chairperson Luke reported that the recommendation from the Accessibility for Persons with Disabilities Task Force of MCC considering the necessity for five handicap parking spaces on the circular outside the College Center is currently under review because the whole handicap parking situation around the Student Center is being considered.

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Chairperson Luke also reported that curricula issues that came before the Assembly at the April 4th meeting were approved and signed by Dr. Bakum and forwarded to the appropriate individuals for implementation. Additionally, Dr. Bakum signed the following recommendations:

Academic Standards – PAA scores not be accepted at this time as a basis for exempting prospective students from the college placement test. The task force further recommended that the College compile data concerning PAA Accuplacer scores which can be used to determine whether the PAA can be used as a predictor of math competency. This recommendation was forwarded to Robert Fishco, Vice President for Academic and Student Affairs for implementation.

Accessibility for Persons with Disabilities – creation of an “ad-hoc” committee for implementing an ADA self-evaluation. This recommendation was forwarded to Juana Lewis, Dean for Student Development for implementation.

Campus Diversity – That the College establish and implement, prior to the Fall Semester, an Annual International and Minority Student Orientation Program including, but not limited to, all international students, with or without visas, and all minority students including, but not limited to, those who are under the aegis of Educational Opportunity Fund (EOF), Project Connections (PC), Minority Students Affairs (MSA), English as a Second Language (ESL), and those who fall under the Americans with Disabilities Act (ADA). This program will be a half day in duration, and will introduce students to the MCC community, by providing them with printed materials and an oral presentation, outlining services and activities, especially addressing the needs and requirements of international and minority students. That the College develop two brochures: one that outlines the already-established services for international students and one that outlines the clubs and organizations that addresses the concerns of international and minority students. These brochures will be presented to the students during orientation and during registration. Chair Luke noted that some of the orientation activities are actually being conducted, and whatever is not being addressed will be implemented.

Student Life & Community Concerns – Develop a formal procedure to evaluate food service. This recommendation was forwarded to Karen Katt, Executive Director of Retail Services to review this recommendation as part of the process for the new vendor.

The Chair-Elect Nominating Committee has been formed which includes Janet Baker, Xenia Balabkins, Frank Rubino and Marilyn Laskowski-Sachnoff.

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Chairperson Luke thanked students, faculty, support staff and administrators who willingly served on the College Assembly and task forces.

Chairperson Luke asked the Chair-Elect, Margarete Driver to please come to the podium. The Chairperson presented her with a gavel. The gavel was a gift donated in recognition of all the previous accomplishments of the Assembly and it's future accomplishments. The gavel represents the democratic process of all constituencies on the campus. The Chair hoped that at the end of Dr. Driver's term, she would pass it on to the next Chair of the College Assembly. The Chair wished Dr. Driver success for a very productive two years to come.

Chair-Elect Driver presented Chair Luke with an embossed plaque.

The first meeting of the College Assembly for the year 2002-2003 will be Thursday, October 3, 2002 at 2:00 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: J. Intili Sec: R. Goldfarb

There being no further business, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Dr. Reginald Luke
Chairperson

RJL:ls