

DATE: June 17, 2002

TO: Campus Community

FROM: Reginald Luke, Ph.D.
Chairperson
College Assembly, 2000-2002

RE: COLLEGE ASSEMBLY RECOMMENDATIONS – 2000-2002

**PRESIDENTIAL
APPROVAL**

RECOMMENDATION

**Academic Standards Task Force
John Kruszewski, Chairperson – 2000-2001
Emmi Schatz, Chairperson – 2001-2002**

<p>- That charges (#1 and #4) concerning the timeliness of midterm grades and an attendance policy for students in RDG 009, RDG 011, EST 009, ENG 009, ENG 010 and all ESL courses be forwarded to the Student Success Steering Committee. The Task Force believes that this Committee is best equipped to examine and research these proposals, along with other issues related to improving student success, in order to avoid replication or contradiction. The Steering Committee can assign these proposals to its workgroups for study and then forward a comprehensive package of proposals to the appropriate College Assembly Task Force(s) for consideration.</p>	<p>5/4/01</p>
<p>- That guidelines for determining equivalency courses taken at foreign schools to US high school laboratory science courses be developed by the appropriate department chairperson for use by administrative offices.</p>	<p>3/7/02</p>
<p>- That PAA scores not be accepted at this time as a basis for exempting prospective students from the college placement test. The task force further recommends that the College compile data concerning PAA and Accuplacer scores which can be used to determine whether the PAA can be used as a predictor of math competency.</p>	<p>4/17/02</p>
<p>- That enrolled MCC students, to ensure transferability of courses from other colleges and universities, must obtain a course approval form signed by their Department Chair or Division Dean prior to registering for such courses.</p>	<p>5/2/02</p>

RECOMMENDATION**PRESIDENTIAL
APPROVAL****Accessibility for Persons with Disabilities Task Force
Elisabeth Altruda, Chairperson 2000-2002**

- That the funds that have been designated to provide adequate signage for both handicap parking areas and handicap access to buildings on the MCC campus be released as soon as possible after the completion of the road project.	4/30/01
- That the Task Force on Accessibility for Persons with Disabilities form an Ad Hoc Committee in this academic year to begin to address the creation of a program or project to increase MCC's campus awareness about disabilities for presentation in October 2001, Disabilities Awareness Month.	4/30/01
- That MCC conduct an ADA (Americans with Disabilities Act) Self-Evaluation regarding its addressing issues concerned with compliance and implementation of matters involved with and specific to the ADA. The last evaluation was conducted in May of 1992; the findings from the evaluation were addressed to some extent in March 1996.	4/30/01
- That the Task Force on Accessibility for Persons with Disabilities be charged with the creation of an "ad hoc" committee, open to membership from the entire college-wide community, whose purpose is to structure programming to promote both awareness of and sensitivity to those members of the MCC campus family, including students and/or staff, with disabilities.	1/24/02
- That MCC create an "ad hoc" committee for implementing an ADA self-evaluation.	4/18/02
- That MCC consider the necessity for FIVE handicap parking spaces on the circular area outside the College Center.	4/18/02

RECOMMENDATION**PRESIDENTIAL
APPROVAL****Bylaws Task Force:****Frank Rubino, Chairperson – 2000-2001****Iris Ramer, Chairperson – 2001-2002**

- That changes to Bylaws be made in the following areas: College Assembly Membership, Method of Membership Task Forces on: Academic Standards, Curriculum, Student Life and Educational Resources.	6/13/01
- That the position of Instructional Designer be represented on the Education Resources Task Force.	2/25/02
- That membership of the Educational Resources Task Force be increased from 12 to 14, one being the position of Instructional Designer and the other, an additional faculty member.	2/25/02
- That at the present time adjunct faculty not be appointed to the Bylaws Committee. The question of adjunct representation should be considered by each individual College Assembly Task Force in the coming year, but this does not include Curriculum Committee which already has adjunct representation.	Pending
- That membership in the College Assembly be revised as follows: Deans: 5 to 6 Chairpersons: 6 to 7 Faculty Representatives: 16 to 17 Student Representatives: 12 to 13 Total Membership: 47 to 48	Pending

Campus Diversity**Joseph Roach, Chairperson – 2000-2001**

- That an Annual International and Minority Student Orientation be implemented; that two brochures be developed: One that outlines the already-established services for international students and one that outlines the clubs and organizations which address the concerns of international and minority students.	3/21/02
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Curriculum Task Force**Margarete Driver, Chairperson – 2000-2001****John Gutowski, Chairperson – 2001-2002****ACCOUNTING AND LEGAL STUDIES**

Legal Assistant

Change in Curriculum

5/4/01

RECOMMENDATION**PRESIDENTIAL
APPROVAL**

Legal Assistant Technical Certificate Change in Curriculum	5/4/01
Paralegal Studies Program Change in Curriculum	5/4/01
BUS 107 – Computer Applications for Business Change in: Catalog Course Description	6/6/02
BUS 115 – Mathematics of Finance Change in: Catalog Course Description	6/6/02
LET 101 – Legal Research Change in: Catalog Course Description, Course Content Behavior Objectives, Credit Hours, Contact Hours	5/4/01
LET 101 – Legal Research Change in: Catalog Course Description, Course Content Behavior Objectives, Credit Hours, Contact Hours	6/6/02
LET 104 – Property Transactions Change in: Catalog Course Description, Course Content, Behavioral Objectives, Corequisite(s), Credit Hours, Contact Hours	6/6/02
LET 105 – Family Law Change in: Catalog Course Description, Corequisite(s)	6/6/02
LET 106 – Wills and Estate Administration Change in: Catalog Course Description, Corequisite(s)	6/6/02
LET 107 – Law Office Management Change in: Catalog Course Description, Corequisite(s)	6/6/02
LET 108 – Torts Change in: Catalog Course Description, Corequisites(s)	6/6/02
LET 109 – Criminal Law and Procedure Change in: Catalog Course Description, Corequisite(s)	6/6/02
LET 110 – Litigation Procedure Change in: Catalog Course Description, Corequisite(s)	6/6/02

RECOMMENDATION	PRESIDENTIAL APPROVAL
LET 111 – Contracts and the Uniform Commercial Code Change in: Catalog Course Description, Corequisite(s)	6/6/02
LET 112 – Business Organizations & Government Regulations Change in: Corequisite(s)	6/6/02
LET 114 – Computer Applications for the Law Office Change in: Course Content, Behavioral Objectives, Credit Hours, Contact Hours	5/4/01
LET 121 – Advanced Legal Research New Course Number Change in: Catalog Course Description	6/6/02
LET 208 – Paralegal Field Experience Change in: Catalog Course Description, Title, Prerequisite(s)	6/6/02
LET 280 – Senior Seminar for Legal Assistants Change in: Prerequisite(s)	6/6/02
BIOLOGY	
Biotechnology Change in Curriculum	4/18/02
BIO 108 – Essentials of Human Anatomy New Course	5/2/01
BIO 119 – Biology for Lab Technology I New Course, New Course Code	3/22/02
BIO 120 – Biology for Lab Technology II New Course, New Course Code	3/22/02
BIO 205 – Methods in DNA Technology New Course, New Course Code	3/22/02
BIO 206 – Protein Purification and Tissue Culture Techniques New Course, New Course Code	3/22/02
BIO 221 – Microbiology Change in: Behavioral Objectives, Prerequisite(s)	3/22/02

RECOMMENDATION	PRESIDENTIAL APPROVAL
SCI 103 – Safety and FDA Regulations for Lab Technicians New Course, New Course Code	3/22/02
SCI 104 – Technical Communication New Course, New Course Code	3/22/02
SCI 215 – Current Good Manufacturing Practice and Quality Control for Biotechnology New Course, New Course Code	3/22/02
SCI 216 – Current Issues and Opportunities in Lab Technology New Course, New Course Code	3/22/02
CHEMISTRY & PHYSICS	
Chemical Technology Change in Curriculum	6/6/02
Environmental Technology Change in Curriculum	6/6/02
CHM 203 – Principles of Organic Chemistry (Lecture) New Course, New Course Code	4/18/02
CHM 219 – Classical Volumetric and Spectrophotometric Analysis Change in: Catalog Course Description, Title, Course Content, Behavioral Objectives, Prerequisite(s), Corequisite(s), Contact Hours	4/18/02
CHM 220 – Methods of Chromatographic Separation Change in: Catalog Course Description, Title, Course Content, Behavioral Objectives, Prerequisite(s), Corequisite(s), Credit Hours	4/18/02
CPT 100 – Introduction to Chemical Process Technology New Course	5/2/01
ENV 208 – Environmental Health Hazards Change in: Title, Behavioral Objectives	5/4/01
ENV 211 – Critical Issues in Air and Water Pollution Change in: Contact Hours	4/18/02
ENV 212 – Global Environmental Issues Change in: Contact Hours	4/18/02

RECOMMENDATION	PRESIDENTIAL APPROVAL
ENV 223 – Environmental Regulations New Course, New Course Code	6/6/02
SCI 206 – Introduction to Forensic Science New Course	5/4/01
COMPUTER SCIENCE	
CSC 133 – Introduction to Computer Science using C++ Change in: Corequisite(s)	5/2/01
CSC 245 – Unix and Shell Programming Change in: Catalog Course Description, Course Content, Behavioral Objectives, Prerequisites(s)	5/2/01
CSC 247 – NetWare System Administration Change in: Catalog Course Description, Course Content, Behavioral Objectives, Prerequisite(s)	5/2/01
CSC 248 – NetWare Service Support Change in: Catalog Course Description, Course Content, Behavioral Objectives	5/2/01
CSC 251 – Windows 2000 Professional Administration Change in: Catalog Course Description, Title, Course Content Behavioral Objectives, Credit Hours, Contact Hours	5/2/01
CSC 252 – Windows 2000 Server Administration Change in: Catalog Course Description, Title, Content, Behavioral Objectives	5/2/01
ELECTRICAL ENGINEERING TECHNOLOGY DEPARTMENT	
Automotive Technology Program Change in Curriculum	4/18/02
Electronics & Computer Engineering Technology Change in Curriculum	5/2/01
Electronics & Computer Engineering Technology Change in Curriculum	2/25/02
ELT 111 – Digital Electronics Change in: Prerequisite(s) and Corequisite(s)	1/24/02

RECOMMENDATION	PRESIDENTIAL APPROVAL
ELT 215 – Applied Electricity Change in: Prerequisite(s)	6/6/02
ELT 223 – Electronic Design and Manufacturing Change in: Prerequisite(s)	2/25/02
ENGLISH	
ENG 121 – English Composition I Change in: Behavioral Objectives	3/22/02
ENG 122 – English Composition II Change in: Behavioral Objectives	3/22/02
HISTORY AND SOCIAL BEHAVIOR	
AFS 123 – Introduction to African Civilizations Change in: Behavioral Objectives	6/6/02
AFS 231 – African-American History Change in: Catalog Course Description, Behavioral Objectives	6/6/02
HIS 123 – History of Civilization in East Asia Change in: Catalog Course Description, Title, Behavioral Objectives	3/22/02
HIS 124 – History of Civilization in the Third World Change in: Catalog Course Description, Title, Behavioral Objectives	3/22/02
HIS 258 – History of Woman Change in: Behavioral Objectives	3/22/02
SOC 121 – Introduction to Sociology Change in: Catalog Course Description, Title, Behavioral Objectives	3/22/02
SOC 122 – Social Institutions Change in: Catalog Course Description, Title, Behavioral Objectives	3/22/02
SOC 123 – Introduction to Anthropology Change in: Catalog Course Description, Course Content, Behavioral Objectives	3/22/02

RECOMMENDATION**PRESIDENTIAL
APPROVAL**

SOC 131 – Contemporary Social Problems Change in: Catalog Course Description, Behavioral Objectives Prerequisite(s)	3/22/02
SOC 205 – Diversity & Multiculturalism in US Society Change in: Title, Behavioral Objectives	4/18/02
SOC 223 – Power, Privilege and Class Change in: Catalog Course Description, Title, Behavioral Objectives	4/18/02
SOC 231 – Indians of the Americas Change in: Catalog Course Description, Course Content, Behavioral Objectives	3/22/02
SOC 240 – Perspectives on Sexual Identity Change in: Catalog Course Description, Course Content, Behavioral Objectives	3/22/02
HOTEL, RESTAURANT AND INSTITUTIONAL MANAGEMENT	
Dietetic Technology: A.A.S. Degree Change in Curriculum	5/2/01
HRI 105 – Basic Nutrition Change in: Corequisite(s)	5/2/01
HRI 205 – Food and Beverage Controls and Purchasing Change in: Prerequisite(s)	5/2/01
HRI 240 – Food Science and Technology New Course, New Course Code	6/6/02
MARKETING ART & DESIGN	
Graphics for Digital Media: Technical Certificate	5/4/01
DMA 210 – Web Page Design and Layout New Course	5/4/01
DMA 212 – Web Animation & Motion Graphics New Course	5/4/01

RECOMMENDATION**PRESIDENTIAL
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MAD 108 – Photography II Change in: Catalog Course Description, Course Content, Behavioral Objectives	5/4/01
MAD 121 – Graphics for Computer Authors and Presenters Change in: Catalog Course Description, Course Content, Behavioral Objectives	5/4/01
MATHEMATICS	
MAT 123 – Statistics I Change in: Title	2/25/02
MAT 124 – Statistics II Change in: Title	2/25/02
MECHANICAL-CIVIL/CONSTRUCTION ENGINEERING	
Civil/Construction Engineering Technology Change in Curriculum	6/6/02
Computer Aided Drafting Certificate Change in Curriculum	6/6/02
Mechanical Engineering Technology Change in Curriculum	6/6/02
CIT 125 – Construction Estimating New Course, New Course Code	6/6/02
CIT 130 – Civil/Construction Graphics/CAD II New Course, New Course Code	6/6/02
CIT 215 – Soil Mechanics and Materials Testing New Course, New Course Code	6/6/02
CIT 229 – Applied Structural Steel Design New Course, New Course Code	6/6/02
Mechanical Engineering Technology Curriculum Title Change	5/4/01
MEC 130 – Manufacturing Processes and Materials New Course, New Course Code	6/6/02

RECOMMENDATION	PRESIDENTIAL APPROVAL
MEC 218 – Kinematics New Course	5/4/01
MEC 228 – Kinematics Design New Course, New Course Code	6/6/02
MEC 250 – Solid Modeling New Course, New Course Code	6/6/02
MEDICAL LABORATORY TECHNOLOGY	
Medical Laboratory Technology Change in Curriculum	4/18/02
OFFICE ADMINISTRATION	
OAD 122 – Word Processing Change in: Catalog Course Description	3/12/01
OAD 207 – Advanced Transcription for Business Change in: Catalog Course Description	3/12/01
PHYSICAL EDUCATION, RECREATION & DANCE	
PED 108 – Modern Dance Change in: Catalog Course Description, Course Content Behavioral Objectives	2/25/02
PED 148 – Ballet New Course	4/18/02
PED 225 – First Aid-CPR (Professional Rescuer) and Safety Education Change in: Catalog Course Description, Title, Course Content, Behavioral Objectives	2/25/02
PED 245 – American Lifeguard Training, CPR, Professional Rescuer & First Aid Change in: Catalog Course Description	2/25/02
POLITICAL SCIENCE	
POS 222 – Comparative Government Change in: Title, Behavioral Objectives	3/22/02
PSYCHOLOGY AND EDUCATION	
Education Practitioner: A.A.S. Degree Change in Curriculum	4/9/01

RECOMMENDATION	PRESIDENTIAL APPROVAL
Teacher Aide Certificate Change in Curriculum	4/18/02
PSY 226 – Educational Psychology: Classroom Applications New Course	4/9/01
RADIOGRAPHY EDUCATION	
RAD 274 – Radiographic Imaging and Science III New Course Code Change in: Credit Hours, Contact Hours	4/18/02
VISUAL AND PERFORMING ARTS	
Visual and Performing Arts: A.A. Degree Change in Curriculum	4/9/01
ART 115 – Survey in Non-Western Art New Course	4/9/01
ART 208 – Art Seminar & Cooperative Education Work Experience New Course	4/9/01
COM 110 – Interpersonal Communication New Course	4/9/01
COM 115 – Intercultural Communication New Course	4/9/01

RECOMMENDATION

Educational Resources

N. Sachnoff, Chairperson – 2000-2001

Jane Liefert, Chairperson – 2001-2002

- That MCC initiate a study to determine how well educational resources and services are equalized between the main campus and the Urban Centers.	Pending
- That the college create a link on the MCC web site which will: a. 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. b. Identify the location of all lab coordinators for student assistance. c. List a schedule of current course offerings to assist students in registration efforts.	Pending
- That the college 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.	Pending
- That the college 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 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.	Pending

Student Life and Community Concerns Task Force

Jean Flakker, Chairperson – 2000-2001

Helena Swanicke – 2001-2002

- That department chairs remind all faculty to send out the advisee letters as soon as they become available.	5/4/01
- That faculty have a feedback form available to give to students who experience registration/advisement experiences.	5/4/01
- That faculty advisors must have access to the Colleague system. Advisement & registration is difficult without it.	5/4/01
- That coordination of efforts of this Task Force and the Title III Grant committee be continued next semester.	
- That the present food vendor (Corporate Chefs) and any future vendor address the following concerns: Customer Service, Cleanliness, Variety/Quality; Changes: Investigate the possibility of other fast food franchises; the College and food vendor develop a formal procedure to evaluate food service and menu on a regular basis, such as monthly or semiannually.	Pending
- That formal procedures be developed to provide student feedback of instructional and support services.	Pending

