TO:         Members of the College Assembly

FROM:       Margarete Driver, Ph.D.
            Chair, College Assembly

RE:         College Assembly Recommendations – 2002-2003
            And Summary of Task Force Charges for 2002-2003

DATE:       October 2, 2003

|  | PRESIDENTIAL |
|---|---|
| **RECOMMENDATION** | **APPROVAL** |

**Academic Standards Task Force:**
**Professor Naomi  Schatz - Chair**

- That the explanation of an I grade in the MCC catalog be changed.          11/15/02
The new explanation will read:  Incomplete work to be made up by
special arrangement with the instructor and chair of the department.  An I
grade will be changed to an F if work is not completed by the agreed
upon date, which can be no later than the end of the following semester.

- That the following charge:  "Review suspension/restriction decision of          2/14/03
students with low GPAs whose 'current' semester average is
respectable; report to the Assembly and make possible recommendations"
be disposed of without change in the policy on Academic Standards of Progress

- That WP and WF grades be abolished.  The deadline for dropping a          4/16/03
course with a grade of W shall be changed to 10 business days after midterm
grades are available to students.

- That the MCC catalog section "Withdrawal From a Course" be          5/9/03
changed.  (See recommendation 4/16/03)

-  That the catalog section entitled Academic Integrity be replaced with a          5/9/03
new version.  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.

**Accessibility for Persons with Disabilities Task Force:**
**Dr. Christine Harrington - Chair**

- That on a routine basis in standardized language the following                    11/15/02
text be included in all registration materials (Focus, Master Schedule) as well as other publications such as the college website, campus cruiser, FYI, and Quo Vadis:  Students who have mobility impairments are encouraged to contact Disability Services at 732.906.2546 for assistance with registering for courses located in fully accessible classrooms.

- That the Executive Director, Facilities Management, who is by position             2/14/03
on the Task Force for Accessibility for Persons with Disabilities and the College Wide Safety and Health committees, act as a liaison between the two committees.  In this role, this person will report information to each committee to ensure that issues for persons with disabilities are addressed in a collaborative manner.

- That the College develop a plan to purchase five (5) Evacu-track Chairs,           2/17/04
so that each two story building will be equipped with a means for persons with mobility impairments to exit the building in the event of an emergency.

- That a member of the Task Force on Accessibility for Persons with                  2/17/04
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.

- That the College develop and distribute policies and procedures for               2/17/04
employees with disabilities.

**Bylaws Task Force:**
**Professor Iris Ramer - Chair**

- That an Adjunct-at-Large position be added to the Task Force on                    2/14/03
Campus Diversity.

| RECOMMENDATION | PRESIDENTIAL APPROVAL |
|---|---|
| - That an Adjunct-at-Large position be added to the Task Force on Student Life and Community Concerns. | 4/18/03 |
| - That an Adjunct-at-Large position be added to the Task Force on Accessibility for Persons with Disabilities. | 4/18/03 |
| - That a representative from the Department of Information Technology be added to the Task Force on Accessibility for Persons with Disabilities. | 4/18/03 |
| - That the following charge: "Revisit student representation issue in the Division of Student Development and make recommendation(s)" be disposed of without further action. | 4/18/03 |
| - That the following charge: "Coordinate with the Task Force on Curriculum to increase academic faculty by one per academic division, making it a total of nine (9)" be disposed of without changes at this time to current membership. | 4/18/03 |

**Campus Diversity Task Force:**
**Professor Frank Burke - Chair**

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| - That services vital to academic success be available to all Middlesex County College students regardless of where or when they attend classes. Specifically, vital services should be identified for students taking courses at the urban centers and on the weekend or at night at the main campus and that a plan be put into place to fill unmet student needs. | 2/14/03 |
| - That the College encourage the use of peer and faculty mentoring as effective methods of improving student performance and increasing student retention. | 3/24/03 |
| - That Middlesex County College students be surveyed about their experience here and the results reported annually. It is further recommended that issues identified as negatively impacting the success of large numbers of students be investigated further and actions planned and implemented to resolve these issues. | 4/18/03 |

| RECOMMENDATION | PRESIDENTIAL APPROVAL |
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**Curriculum Task Force:**
**Professor John Gutowski - Chair**

- That the new Course Approval Form be adopted.      2/14/03

- That the following courses, degree and program additions and revisions be
  implemented by the institution.

**ACCOUNTING AND LEGAL STUDIES**
ACC 203 - Accounting Systems and Procedures
    Change in:  Catalog Course Description, Course Content and
    Behavioral Objectives
PLS 100 - Introduction to the Paralegal Profession      3/24/03
    New Course Code
    Change in:  Catalog Course Description and Title
PLS 101 - Legal Research      3/24/03
    New Course Code
PLS 104 - Property Transactions      3/24/03
    New Course Code and Change in Catalog Course Description
PLS 105 - Family Law      3/24/03
    New Course Code
PLS 106 - Wills and Estate Administration      3/24/03
    New Course Code and Change in Catalog Course Description
PLS 107 - Law Office Management      3/24/03
    New Course Code
PLS 108 - Torts      3/24/03
    New Course and Change in Catalog Course Description
PLS 109 - Criminal Law and Procedure      3/24/03
    New Course Code
PLS 110 - Litigation Procedure      3/24/03
    New Course Code
PLS 111 - Contracts and the Uniform Commercial Code      3/24/03
    New Course Code and Change in Catalog Course Description
PLS 112 - Business Organizations and Government Regulation      3/24/03
    New Course Code and Change in Catalog Course Description
PLS 113 - Legal Writing      3/24/03
    New Course Code and Change in Catalog Course Description
PLS 121 - Advanced Legal Research      3/24/03
    New Course Code
PLS 208 - Paralegal Field Experience      3/24/03
    New Course Code and Change in Catalog Course Description
PLS 280 - Senior Seminar for Paralegals      3/24/03
    New Course Code
    Change in:  Catalog Course Description and Title
Paralegal Studies Program - Change in Curriculum      3/24/03
Paralegal Studies Certificate Program - Change in Curriculum      3/24/03
Paralegal Studies Technical Certificate Program - Change in Curriculum      3/24/03

| RECOMMENDATION | PRESIDENTIAL APPROVAL |
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**BIOLOGY**

BIO 104 – Mysteries of the Microbial World     2/14/03
    New Course and New Course Code
    General Education Approval:  Natural Sciences; Diversity

BIO 131 - Human Structure and Function     4/18/03
    New Course and New Course Code
    General Education Approval:  Natural Sciences

**CHEMISTRY & PHYSICS**

CPT 205 - Process Equipment and Instrumentation     5/9/03
    New Course

EMP 100 - Introduction to Emergency Management     5/9/03
    New Course

SCI 220 - Forensic Science     5/9/03
    New Course
    General Education Approval:  Natural Science

**COMPUTER SCIENCE**

CSC 134 - Object Oriented Programming Using C++     5/9/03
    Change in:  Catalog Course Description and Behavioral Objectives

CSC 166 - C++ Programming     5/9/03
    Change in:  Catalog Course Description, Title, Course Content and Behavioral Objectives

CSC 239 - Database System Concepts     5/9/03
    Change in Catalog Course Description, Course Content and Behavioral Objectives

CSC 241 - Web Programming     5/9/03
    Change in:  Catalog Course Description, Title, Course Content, Behavioral Objectives and Prerequisite(s)

Network Administration and Support Option - Change in Curriculum     5/9/03

Technical Certificate in Windows 2000/Novell Netware Administration -
    Change in Curriculum

Certificate in Network Administration - Change in Curriculum     5/9/03

**ELECTRICAL ENGINEERING TECHNOLOGY DEPARTMENT**

ELT 105 - Foundations of Electrical and Electronics Technology     5/9/03
    New Course

ELT 110 - Electrical/Electronic Devices & Circuits     5/9/03
    New Course

ELT 210 - Electronic Circuits and Systems     5/9/03
    New Course

ELT 223 - Electronic Design and Manufacturing     5/9/03
    Change in:  Catalog Course Description, Course Content, Behavioral Objectives, Prerequisite(s), Corequisite(s) and Contact Hours

ELT 224 - Communication Electronics     5/9/03
    Change in:  Catalog Course Description and Prerequisite(s)

| <u>RECOMMENDATION</u> | **PRESIDENTIAL**<br>**APPROVAL** |
|---|---|

ELT 226 - Microcomputers — 5/9/03
  Change in:  Catalog Course Description, Course Content, Behavioral
  Objectives, Credit Hours and Contact Hours

ELT 239 - Digital/Data Communications and Networking — 5/9/03
  Change in:  Catalog Course Description, Course Content
  and Behavioral Objectives

Electronics and Computer Engineering Technology Program - — 5/9/03
  Change in Curriculum

Certificate in Electronic and Computer Engineering Technology - — 5/9/03
  Change in Curriculum


## HISTORY AND SOCIAL BEHAVIOR

HIS 245 – History of Major World Religions — 11/15/02
  Change in:  Catalog Course Description and Behavioral Objectives
  General Education Approval:  Diversity


## HOTEL, RESTAURANT AND INSTITUTIONAL MANAGEMENT

DTC 101 - Introduction to Dietetic Technology — 5/9/03
  Change in:  Behavioral Objectives

DTC 102 - Tools and Techniques of the Nutrition Care Process — 5/9/03
  Change in:  Title and Behavioral Objectives

DTC 208 - Supervised Field Experience:  Nutrition Care — 5/9/03
  Change in:  Catalog Course Description, Title and Behavioral Objectives

DTC 209 - Supervised Field Experience:  Foodservice Systems Management — 5/9/03
  Change in:  Catalog Course Description, Title and Behavioral Objectives

DTC 210 - Supervised Field Experience:  Clinical, Community, Foodservice — 5/9/03
  Change in:  Catalog Course Description, Title, and Behavioral Objectives

DTC 220 - Seminar in Dietetic Technology — 5/9/03
  Change in:  Catalog Course Description and Behavioral Objectives

HRI 103 - Principles of Food Selection and Preparation — 5/9/03
  Change in:  Behavioral Objectives

HRI 105 - Basic Nutrition — 5/9/03
  Change in:  Behavioral Objectives

HRI 108 - Quantity Food Production — 5/9/03
  Change in:  Behavioral Objectives

HRI 203 - Banquet and Dining Room Management — 5/9/03
  Change in:  Catalog Course Description, Title and Behavioral Objectives

HRI 205 - Food and Beverage Controls and Purchasing — 5/9/03
  Change in:  Catalog Course Description and Behavioral Objectives

HRI 208 - Foodservice Sanitation — 5/9/03
  Change in Catalog Course Description, Title and Behavioral Objectives

HRI 210 - Introduction to Medical Nutrition Therapy — 5/9/03
  Change in:  Catalog Course Description, Title and Behavioral Objectives

HRI 212 - Normal and Clinical Nutrition — 2/14/03
  New Course and New Course Code

HRI 213 - Food Service Systems Management in Dietetics    5/9/03
    Change in:  Catalog Course Description, Title, Course Content and Behavioral Objectives

Associate in Applied Science Degree, Hotel, Restaurant and Institution    5/9/03
    Management, Option:  Culinary Arts Management - Change in Curriculum

Associate in Applied Science Degree, Hotel, Restaurant and Institution    5/9/03
    Management, Option:  Restaurant/Foodservice Management -
    Change in Curriculum

Associate in Applied Science Degree, Hotel, Restaurant and Institution    5/9/03
    Management, Option:  Hotel/Motel Management - Change in Curriculum

Dietetic Technology - Change in Curriculum    5/9/03

Technical Certificate in Restaurant Operations - Change in Curriculum    5/9/03

Culinary Arts Certificate of Achievement Program - Change in Curriculum    5/9/03

## MATHEMATICS

MAT 020 - Geometry    5/9/03
    Change in:  Catalog Course Description, Course Content, Behavioral
    Objectives, Credit Hours and Contact Hours

MAT 129A - Precalculus (Part A)    5/9/03
    New Course Code and Change in Title
    General Education Approval:  Mathematics

MAT 129B - Precalculus (Part B)    5/9/03
    New Course Code and Change in Title
    General Education Approval:  Mathematics

## MECHANICAL-CIVIL/CONSTRUCTION ENGINEERING

CIT 104 - Construction Surveying-I    5/9/03
    Change in:  Prerequisite(s)

CIT 105 - Statics for Technicians    5/9/03
    Change in:  Prerequisite(s)

CIT 203 - Strength of Materials    5/9/03
    Change in:  Prerequisite(s)

CIT 205 - Construction Surveying-II    5/9/03
    Change in:  Prerequisite(s)

CIT 210 - Soils in Construction    5/9/03
    New Course

CIT 212 - Water Resources Technology    5/9/03
    Change in:  Prerequisite(s) and Contact Hours

CIT 217 - Structural Design    5/9/03
    New Course

CIT 252 - Boundary Law    5/9/03
    New Course Code and Change in Title

CIT 260 - Civil Construction Design Project    5/9/03
    New Course

CMT 124 - Applied Technical Graphics/CAD-II    5/9/03
    New Course

| RECOMMENDATION | PRESIDENTIAL APPROVAL |
|---|---|

MCT 220 - Introduction to Robotics and Control Systems — 5/9/03
    New Course

MEC 123 - Technical Graphics CAD-1 — 5/9/03
    Change in: Catalog Course Description, Course Content and Behavioral
    Objectives

MEC 204 - Fluid Mechanics — 5/9/03
    Change in: Prerequisite(s)

MEC 228 - Kinematics Design — 5/9/03
    Change in: Prerequisite(s)

Civil/Construction Engineering Technology - Change in Curriculum — 5/9/03
Civil/Construction Engineering Technology Certificate - Change in Curriculum — 5/9/03
Land Surveying Option - Change in Curriculum — 5/9/03
Mechanical Engineering Technology Program - Change in Curriculum — 5/9/03
Computer Aided Drafting - Change in Curriculum — 5/9/03

**MEDIA ARTS AND DESIGN**

MAD 117 - Freehand Drawing — 5/9/03
    Change in: Catalog Course Description, Course Content
    and Behavioral Objectives

PCP 221 - Color Printing Methods and Practice — 3/24/03
    Change in: Catalog Course Description, Course Content and
    Behavioral Objectives

PCP 224 - Computer Imagery — 3/24/03
    Change in: Catalog Course Description, Course Content,
    Behavioral Objectives and Contact Hours

PCP 225 - Product & Stock Photography — 3/24/03
    Change in: Catalog Course Description, Course Content,
    Behavioral Objectives and Contact Hours

PCP 226 - Professional Studio Photography — 3/24/03
    Change in: Catalog Course Description, Course Content
    and Behavioral Objectives

**NURSING**

Joint Associate Degree Nursing Program — 2/14/03
    Change in Curriculum

**OFFICE ADMINISTRATION**

OAD 102 - Document Processing II — 5/9/03
    Change in: Catalog Course Description, Course Content, Behavioral Objectives,
    Corequisite(s) and Credit Hours

OAD 122 - Information Processing I — 5/9/03
    Change in: Catalog Course Description, Course Content, Behavioral
    Objectives, Prerequisite(s) and Corequisite(s)

OAD 123 - Information Processing II — 5/9/03
    New Course and New Course Code

| RECOMMENDATION | PRESIDENTIAL APPROVAL |
|---|---|

OAD 210 - Records Management        5/9/03
 Change in Prerequisite(s)

OAD 223 - Integrated Software Applications        5/9/03
 Change in:  Catalog Course Description, Course Content, Behavioral
 Objectives and Prerequisite(s)

OAD 224 - Office Projects        5/9/03
 New Course

Office Administration Degree and Certificate of Achievement Program -        5/9/03
 Change in Curriculum

**PSYCHOLOGY AND EDUCATION**

SSD 101 - Student Success        5/9/03
 New Course

**RADIOGRAPHY EDUCATION**

Radiography Education: Career Track - Change in Curriculum        5/9/03

**VISUAL AND PERFORMING ARTS**

ART 120 - Survey of American Art        3/24/03
 New Course
 General Education Approval:  Humanities

ART 150 - Introduction to Mixed Media        3/24/03
 New Course
 General Education Approval:  Humanities

ART 219 - Graphic Arts:  Traditional        3/24/03
 Change in:  Catalog Course Description and Title
 General Education Approval:  Humanities

ART 220 - Graphic Arts:  Contemporary        3/24/03
 Change in:  Catalog Course Description and Title
 General Education Approval:  Humanities

**Educational Resources Task Force:**
**Professor Jane Liefert – Chair**

- That each department arrange for one faculty member        4/18/03
to work closely with the librarian assigned to his/her division.  This
person forwards requests made by faculty members within the
department to the Library Liaison and responds to requests for
help from librarians when materials should be weeded. At the
beginning of each academic year, the department chairs should
forward the name of their library representative to the Director of
Learning Resources.

| | **PRESIDENTIAL** |
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| <u>**RECOMMENDATION**</u> | <u>**APPROVAL**</u> |

- That a policy be implemented to promote and protect employee
and student health through ergonomically-sound practices.  Specifically,
the recommendations are that the College:
  - Develop and implement focused programs designed to prevent and
    eliminate the most significant causes of ergonomic disorders.
  - Integrate recognition, evaluation and control of ergonomic disorders
    into established departmental health and safety programs.
  - Ensure that planning for the necessary resources to execute this
    policy and associated program is included in departmental
    strategic and fiscal (budgetary) plans.
  - Provide departments with an effective ergonomics program model
    that enhances their mission by reducing ergonomic disorders and
    addresses hazards that represent an unacceptable risk to
    departmental employees and students.

2/17/04

- 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.

2/17/04

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

Pending

- That 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.

2/17/04

**<u>Student Life and Community Concerns Task Force</u>:**
**Ms. Alice Picardo – Chair**

- That information on ergonomic issues (relative to Repetitive Stress
and related injuries) be provided to the college community through
multiple communication channels.

2/17/04

MD:ls