

TO: Members of the College Assembly

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

RE: Report on College Assembly Recommendations – 2002-2004

DATE: October 7, 2004

**RECOMMENDATION**

**PRESIDENTIAL  
APPROVAL**

**Academic Standards Task Force:**  
**Professor Naomi Schatz, Chair – 2002-2003**  
**Dr. Marian Sackrowitz, Chair – 2003-2004**

- 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 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 2/14/03
- 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. 4/16/03
- That the MCC catalog section "Withdrawal From a Course" be changed. (See recommendation 4/16/03) 5/9/03
- That the catalog section entitled Academic Integrity be replaced with a 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 5/9/03

## **RECOMMENDATION**

## **PRESIDENTIAL APPROVAL**

of academic integrity and recommend whether a new policy on sanctions is appropriate. The ad-hoc committee will also recommend venues to be used to educate the College community on the issue of academic integrity and emphasize its importance.

- That a student whose foreign degree has been equated to a U.S. Bachelor's degree by a certified evaluation service be exempt from taking the Accuplacer test. Furthermore, it is recommended that students in this category be allowed to submit a TOEFL score that can be used in lieu of ESL placement testing. The cut off scores and additional testing will be determined by the ESL Department. 11/10/04
- That the College's published material for International and ESL students be supplemented. The committee recommends that an International and ESL information packet be drafted cooperatively by all appropriate departments. This information should also be posted on the College's web site. 2/13/04
- That the current policy of requiring students to submit transcripts be retained. 2/13/04
- That the Academic Dismissal policy be changed to read: Academic Dismissal will occur when a student, who has been readmitted following Academic Suspension or previous Academic Dismissal, fails to maintain an overall GPA of 2.0 in the coursework taken subsequent to readmission. 4/13/04
- That the College institute the grades of A- and B-. The Task Force does not recommend the institution of the C- grade. The Task Force recommends that the A- and B- grades carry weights of 3.7 and 2.7, respectively. The weight given to all the existing grades to remain unchanged. 8/10/04
- That the period of academic dismissal be shortened to two years. 4/13/04

### **Accessibility for Persons with Disabilities Task Force:**

**Dr. Christine Harrington, Chair – 2002-2003**

**Ms. Lynn Somers, Chair – 2003-2004**

- That on a routine basis in standardized language the following text to 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. 11/15/02

**RECOMMENDATION****PRESIDENTIAL  
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| - That the Executive Director, Facilities Management, who is by position on the Task Force for Accessibility for Persons with Disabilities and on 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.   | 2/14/03 |
| - That the College develop a plan to purchase five (5) Evacu-track Chairs, 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.  | 2/17/04 |
| - 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.  | 2/17/04 |
| - That the College develop and distribute policies and procedures for employees with disabilities.   | 2/17/04 |
| - That all persons contributing to the Middlesex County College Website be made aware of ADA guidelines. At the same time, web pages are to be reviewed and endorsed for compliance.   | Pending |
| - That information related to PC accessibility for persons with disabilities be conveyed to the student population through: <ol style="list-style-type: none"><li>1. The addition of signage at Campus computer labs indicating accessibility as well as how to access additional assistance through the Adaptive Computer Lab.</li><li>2. The addition of a sticker on a PC, indicating which station in the lab is wheelchair accessible.</li><li>3. The addition of information to the Student PC Fact Sheet indicating wheelchair accessibility in Campus computer labs and the existence of the Adaptive Lab.</li><li>4. The addition of information to the PathFinder indicating wheelchair accessibility in Campus computer labs and the location of Lab Coordinators' offices.</li><li>5. The addition of information to the PC Lab Summary sheet indicating labs with wheelchair accessibility.</li></ol> | 5/21/04 |

**RECOMMENDATION****PRESIDENTIAL  
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**Bylaws Task Force:****Professor Iris Ramer, Chair – 2002-2003****Professor Jeffrey Spector, Chair – 2003-2004**

- That an Adjunct-at-Large position be added to the Task Force on Campus Diversity. 2/14/03
- 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
- That the following Charge: ("Deliberate the pro's and con's of allowing the Task Forces the options of electing a single chairperson or co-chairpersons to lead their Task Force.") be disposed of with no action be taken on this charge. 5/21/04
- That the following Charge: ("Coordinate with the Academic Standards Task Force the addition of one (1) full-time teaching, at-large (academic) faculty; make the appropriate recommendation.") be disposed of without changes at this time to current membership. 5/21/04
- That an Adjunct-at-Large position be added to the Task Force on Academic Standards. 5/21/04
- That one (1) director or designee from either of the off-campus centers (New Brunswick or Perth Amboy) be added to the Task Force on Campus Diversity "by virtue of the position." 5/21/04

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- That the Director of the Office of Academic Advising or his/her designee be added to the Curriculum Task Force “by virtue of the position.” 5/21/04
  
- That the following changes be made on the Curriculum Task Force 1) the addition of one faculty member from each of the academic divisions; 2) the removal of the position of faculty-at-large; 3) the removal of the position of Dean, Director or designee from Enrollment Management or Student Development; and 4) the addition of Director/Representative from the Office of Counseling and Career Services. This will increase the membership of the Task Force to 17. 5/21/04
  
- That an Adjunct-at-Large position be added to the Task Force on Educational Resources. 5/21/04
  
- That the following charge: (“Deliberate the creation of two task forces, one Student Life and one for Community Concerns with a view to making the appropriate recommendation. For each new task force, this may involve but not be limited to determining the appropriate number and provenance of membership and reassigning and/or adding of responsibility (Purposes). Therefore:  
1. That the Task Force for Student Life and Community Concerns be dissolved as pursuant to the College Assembly Bylaw Section 1.0702  
2. That a Task Force for Student Life be established, pursuant to College Assembly Bylaw Section 0.0702  
3. That a Task Force for Community Concerns be established, pursuant to College Assembly Bylaw Section 1.0702

Task Force on Campus Life:

1. MEMBERSHIP

- a. Faculty 3
- b. Adjunct at large 1
- c. Faculty Advisor to a student organization 1
- d. Students 5
- e. Director, Student Activities/College Center 1
- f. Director or representative from the Department of Counseling and Career Services 1
- g. Support staff 1
- a. Officer of College Center Programming Board 1
- b. Director or designee department of Health and Public Safety 1
- c. Dean or representative from Enrollment Management 1
- d. Director or designee from one urban center 1

Total.....17

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2. PURPOSES:

- a. Use of college facilities by students and student organizations
- b. Student created and/or oriented College publications
- c. Student Campus Safety and Health
- d. Counseling, Job placement, College Transfers
- e. Academic Advisement
- f. Student Activities
- g. Financial Aid

Task Force on Community Concerns:

1. MEMBERSHIP

- a. Director or representative from Marketing & Public Information 1
- b. Faculty 3
- c. Adjunct at large 1
- d. Students 3
- e. Director or representative from Student Activities 1
- f. Chief of police or representative from the Police department 1
- g. Support staff 1
- h. Director of School Relations 1
- i. Director or Designee from one of the urban centers 1
- j. Dean or designee of Corporate and Community Education 1

Total..... 14

2. PURPOSES:

- a. Use of college facilities
- b. College publications including the college website.
- c. Public information about the college in public forums such as, but not limited to, newspapers, radio, the Internet
- d. Campus speakers
- e. Relationship of the College with local, county, state and national communities.
- f. Campus Safety and Health

**Campus Diversity Task Force:**

**Professor Frank Burke, Chair – 2002-2003**

**Professor Leah Ghiradella, Chair – 2003-2004**

- 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

**RECOMMENDATION****PRESIDENTIAL  
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- 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
- That based on discussions with various members of the campus community, the Task Force pondered "...the feasibility/social ethics of removing the category of 'Race' from all student documents and questionnaires asking for such a designation, leaving only two designations: American or Non-American, " and makes no recommendation.
- That the following Charge: ("Determine if the College adequately addresses diversity concerns/issues [aside from single-focus student clubs with separate budgets and separate interests].") be answered as follows: 5/21/04
- Consider devoting a day to diversity awareness for all faculty and staff.
  - Consider enhancing funding for the OMSA in order to broaden the student population served.
  - Consider instituting an annual diversity awareness day for the entire campus community.
- That the following Charge: ("Determine the adequacy and efficacy of current orientation activities for international students on I-20 visas and/or second language learners.") be answered as follows: 5/21/04
1. Holding a combined orientation for international students and second language learners.
  2. Including a separate session for international students to cover INS requirements.
  3. Conducting a full day orientation that includes some social activities.
  4. Including native-born, English speaking MCC students in the orientation process.
  5. Providing information on the American education system as it is implemented at MCC.

**RECOMMENDATION****PRESIDENTIAL  
APPROVAL****Curriculum Task Force:****Professor John Gutowski, Chair – 2002-2003****Professor Jane Liefert, Chair – 2003-2004**

- That the new Course Approval Form be adopted. 2/14/03
- That the new Course Approval Form to coincide with the format of NJ Transfer and RU ARTSYS be adopted. 4/13/04
- That a “Fast Track” Course Approval Form be adopted. Pending  
To allow departments to request a “fast track” course approval for minor changes in courses/curriculums. The change(s) would only require the review and approval of the Department faculty, the Department chairperson, the Divisional Council chairperson, the chairperson of the Curriculum Task Force, the Divisional Dean, and the Vice President for Academic and Student Affairs. When approved by the aforementioned group, the course/curriculum change would forgo all other approval processes including approval by members of the Divisional Council, approval by members of the Curriculum Committee, and approval by College Assembly.
- 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** 3/24/03  
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

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<b>PLS 110 - Litigation Procedure</b> New Course Code	3/24/03
<b>PLS 111 - Contracts and the Uniform Commercial Code</b> New Course Code and Change in Catalog Course Description	3/24/03
<b>PLS 112 - Business Organizations and Government Regulation</b> New Course Code and Change in Catalog Course Description	3/24/03
<b>PLS 113 - Legal Writing</b> New Course Code and Change in Catalog Course Description	3/24/03
<b>PLS 121 - Advanced Legal Research</b> New Course Code	3/24/03
<b>PLS 208 - Paralegal Field Experience</b> New Course Code and Change in Catalog Course Description	3/24/03
<b>PLS 280 - Senior Seminar for Paralegals</b> New Course Code Change in: Catalog Course Description and Title	3/24/03
<b>Paralegal Studies Program - Change in Curriculum</b>	3/24/03
<b>Paralegal Studies Certificate Program - Change in Curriculum</b>	3/24/03
<b>Paralegal Studies Technical Certificate Program - Change in Curriculum</b>	3/24/03
<b>BIOLOGY</b>	
<b>BIO 104 – Mysteries of the Microbial World</b> New Course and New Course Code General Education Approval: Natural Sciences; Diversity	2/14/03
<b>BIO 131 - Human Structure and Function</b> New Course and New Course Code General Education Approval: Natural Sciences	4/18/03
<b>CHEMISTRY &amp; PHYSICS</b>	
<b>CPT 100 – Introduction to Chemical Process Technology</b> Change in: Catalog Course Description, Course Content, Behavioral Objectives, Prerequisite(s), Corequisite(s), Credit Hours, Contact Hours	5/21/04
<b>CPT 205 - Process Equipment and Instrumentation</b> New Course	5/9/03
<b>EMP 100 - Introduction to Emergency Management</b> New Course	5/9/03
<b>SCI 155 – Introduction to Geology</b> Change in: Title and Prerequisite(s)	4/12/04
<b>SCI 157 – Introduction to Meteorology</b> Change in Prerequisite(s)	4/12/04
<b>SCI 220 - Forensic Science</b> New Course General Education Approval: Natural Science	5/9/03
<b>Chemistry Option– Science Transfer Degree – Change in Curriculum</b>	4/12/04
<b>COMPUTER SCIENCE</b>	
<b>CSC 106 – Intermediate PC Applications with Programming</b> New Course	5/21/04

**RECOMMENDATION****PRESIDENTIAL  
APPROVAL**

**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

**DENTAL AUXILIARIES EDUCATION**

**DHY 102 – Dental Radiology** 4/12/04

Change in Title

**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)

**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

**RECOMMENDATION****PRESIDENTIAL  
APPROVAL****HOTEL, RESTAURANT AND INSTITUTIONAL MANAGEMENT**

<b>DTC 101 - Introduction to Dietetic Technology</b>	5/9/03
Change in: Behavioral Objectives	
<b>DTC 102 - Tools and Techniques of the Nutrition Care Process</b>	5/9/03
Change in: Title and Behavioral Objectives	
<b>DTC 208 - Supervised Field Experience: Nutrition Care</b>	5/9/03
Change in: Catalog Course Description, Title and Behavioral Objectives	
<b>DTC 209 - Supervised Field Experience: Foodservice Systems Management</b>	5/9/03
Change in: Catalog Course Description, Title and Behavioral Objectives	
<b>DTC 210 - Supervised Field Experience: Clinical, Community, Foodservice</b>	5/9/03
Change in: Catalog Course Description, Title, and Behavioral Objectives	
<b>DTC 220 - Seminar in Dietetic Technology</b>	5/9/03
Change in: Catalog Course Description and Behavioral Objectives	
<b>HRI 103 - Principles of Food Selection and Preparation</b>	5/9/03
Change in: Behavioral Objectives	
<b>HRI 105 - Basic Nutrition</b>	5/9/03
Change in: Behavioral Objectives	
<b>HRI 108 - Quantity Food Production</b>	5/9/03
Change in: Behavioral Objectives	
<b>HRI 203 - Banquet and Dining Room Management</b>	5/9/03
Change in: Catalog Course Description, Title and Behavioral Objectives	
<b>HRI 205 - Food and Beverage Controls and Purchasing</b>	5/9/03
Change in: Catalog Course Description and Behavioral Objectives	
<b>HRI 208 - Foodservice Sanitation</b>	5/9/03
Change in Catalog Course Description, Title and Behavioral Objectives	
<b>HRI 210 - Introduction to Medical Nutrition Therapy</b>	5/9/03
Change in: Catalog Course Description, Title and Behavioral Objectives	
<b>HRI 212 - Normal and Clinical Nutrition</b>	2/14/03
New Course and New Course Code	
<b>HRI 213 - Food Service Systems Management in Dietetics</b>	5/9/03
Change in: Catalog Course Description, Title, Course Content and Behavioral Objectives	
<b>Associate in Applied Science Degree, Hotel, Restaurant and Institution Management, Option: Culinary Arts Management</b>	5/9/03
- Change in Curriculum	
<b>Associate in Applied Science Degree, Hotel, Restaurant and Institution Management, Option: Restaurant/Foodservice Management</b>	5/9/03
- Change in Curriculum	
<b>Associate in Applied Science Degree, Hotel, Restaurant and Institution Management, Option: Hotel/Motel Management</b>	5/9/03
- Change in Curriculum	
<b>Dietetic Technology</b>	5/9/03
- Change in Curriculum	
<b>Technical Certificate in Restaurant Operations</b>	5/9/03
- Change in Curriculum	
<b>Culinary Arts Certificate of Achievement Program</b>	5/9/03
- Change in Curriculum	

**MATHEMATICS**

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

**RECOMMENDATION****PRESIDENTIAL  
APPROVAL**

<b>MAT 129A - Precalculus (Part A)</b> New Course Code and Change in Title General Education Approval: Mathematics	5/9/03
<b>MAT 129B - Precalculus (Part B)</b> New Course Code and Change in Title General Education Approval: Mathematics	5/9/03
<b>MECHANICAL-CIVIL/CONSTRUCTION ENGINEERING</b>	
<b>CIT 104 - Construction Surveying-I</b> Change in: Prerequisite(s)	5/9/03
<b>CIT 105 - Statics for Technicians</b> Change in: Prerequisite(s)	5/9/03
<b>CIT 203 - Strength of Materials</b> Change in: Prerequisite(s)	5/9/03
<b>CIT 205 - Construction Surveying-II</b> Change in: Prerequisite(s)	5/9/03
<b>CIT 210 - Soils in Construction</b> New Course	5/9/03
<b>CIT 212 - Water Resources Technology</b> Change in: Prerequisite(s) and Contact Hours	5/9/03
<b>CIT 217 - Structural Design</b> New Course	5/9/03
<b>CIT 252 - Boundary Law</b> New Course Code and Change in Title	5/9/03
<b>CIT 260 - Civil Construction Design Project</b> New Course	5/9/03
<b>CMT 124 - Applied Technical Graphics/CAD-II</b> New Course	5/9/03
<b>MCT 220 - Introduction to Robotics and Control Systems</b> New Course	5/9/03
<b>MEC 123 - Technical Graphics CAD-1</b> Change in: Catalog Course Description, Course Content and Behavioral Objectives	5/9/03
<b>MEC 204 - Fluid Mechanics</b> Change in: Prerequisite(s)	5/9/03
<b>MEC 228 - Kinematics Design</b> Change in: Prerequisite(s)	5/9/03
<b>Civil/Construction Engineering Technology</b> - Change in Curriculum	5/9/03
<b>Civil/Construction Engineering Technology Certificate</b> - Change in Curriculum	5/9/03
<b>Land Surveying Option</b> - Change in Curriculum	5/9/03
<b>Mechanical Engineering Technology Program</b> - Change in Curriculum	5/9/03
<b>Computer Aided Drafting</b> - Change in Curriculum	5/9/03
<b>MEDIA ARTS AND DESIGN</b>	
<b>MAD 117 - Freehand Drawing</b> Change in: Catalog Course Description, Course Content and Behavioral Objectives	5/9/03

**RECOMMENDATION****PRESIDENTIAL  
APPROVAL**

<b>PCP 221 - Color Printing Methods and Practice</b> Change in: Catalog Course Description, Course Content and Behavioral Objectives	3/24/03
<b>PCP 224 - Computer Imagery</b> Change in: Catalog Course Description, Course Content, Behavioral Objectives and Contact Hours	3/24/03
<b>PCP 225 - Product &amp; Stock Photography</b> Change in: Catalog Course Description, Course Content, Behavioral Objectives and Contact Hours	3/24/03
<b>PCP 226 - Professional Studio Photography</b> Change in: Catalog Course Description, Course Content and Behavioral Objectives	3/24/03
<b>NURSING</b>	
<b>Joint Associate Degree Nursing Program</b> Change in Curriculum	2/14/03
<b>OFFICE ADMINISTRATION</b>	
<b>OAD 102 - Document Processing II</b> Change in: Catalog Course Description, Course Content, Behavioral Objectives, Corequisite(s) and Credit Hours	5/9/03
<b>OAD 122 - Information Processing I</b> Change in: Catalog Course Description, Course Content, Behavioral Objectives, Prerequisite(s) and Corequisite(s)	5/9/03
<b>OAD 123 - Information Processing II</b> New Course and New Course Code	5/9/03
<b>OAD 210 - Records Management</b> Change in Prerequisite(s)	5/9/03
<b>OAD 223 - Integrated Software Applications</b> Change in: Catalog Course Description, Course Content, Behavioral Objectives and Prerequisite(s)	5/9/03
<b>OAD 224 - Office Projects</b> New Course	5/9/03
<b>Office Administration Degree and Certificate of Achievement Program -</b> Change in Curriculum	5/9/03
<b>PSYCHOLOGY AND EDUCATION</b>	
<b>SSD 101 - Student Success</b> New Course	5/9/03
<b>RADIOGRAPHY EDUCATION</b>	
<b>RAD 171 – Radiographic Imaging and Science I</b> Change in: Contact Hours	5/21/04
<b>RAD 248 – Radiographic Positioning Laboratory IV</b> Change in: Contact Hours	5/21/04
<b>RAD 275 – Radiographic Physics and Equipment Maintenance</b> New Course Code	5/21/04

**RECOMMENDATION****PRESIDENTIAL  
APPROVAL**

<b>Radiography Education: Career Track</b> – Change in Curriculum	5/21/04
<b>Radiography Education: Transfer Track</b> – Change in Curriculum	5/21/04
<b>Radiography Education: Career Track - Change in Curriculum</b>	5/9/03

**VISUAL AND PERFORMING ARTS**

<b>ART 120 - Survey of American Art</b>	3/24/03
New Course General Education Approval: Humanities	
<b>ART 150 - Introduction to Mixed Media</b>	3/24/03
New Course General Education Approval: Humanities	
<b>ART 219 - Graphic Arts: Traditional</b>	3/24/03
Change in: Catalog Course Description and Title General Education Approval: Humanities	
<b>ART 220 - Graphic Arts: Contemporary</b>	3/24/03
Change in: Catalog Course Description and Title General Education Approval: Humanities	
<b>ART 223 – Sculpture: Traditional</b>	5/21/04
Change in: Title General Education Approval: Humanities	
<b>ART 224 – Sculpture: Contemporary</b>	5/21/04
Change in: Title General Education Approval: Humanities	

**Educational Resources Task Force:**  
**Professor Jane Liefert, Chair – 2002-2003**  
**Mr. Lewis Ostar, Chair – 2003-2004**

- That each department make arrangements for one faculty member 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.	4/18/03
- That a policy be implemented to promote and protect employee and student health through ergonomically-sound practices. Specifically, the recommendations are that the College: <ul style="list-style-type: none"><li>◦ Develop and implement focused programs designed to prevent and eliminate the most significant causes of ergonomic disorders.</li><li>◦ Integrate recognition, evaluation and control of ergonomic disorders into established departmental health and safety programs.</li></ul>	2/17/04

**RECOMMENDATION**

- 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.
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- 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. This policy, along with the FERPA policy, is to be given to all current employees and new employees when they are hired. 2/17/04
  
  - That while American higher education has historically supported freedom of expression and all other forms of personal freedom, it be the policy of Middlesex County College to comply fully with the Patriot Act in the suppression of terrorism. Pending
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- Student Life and Community Concerns Task Force:**  
**Ms. Alice Picardo, Chair – 2002-2003**  
**Mr. Thomas Peterson, Chair – 2003-2004**
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- 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
  
  - That the following Report: (“Make feasibility study on allowing evening students taking classes in Edison Hall to park behind Edison Hall in the staff parking lot.”) finds that it is College policy to allow student parking in staff spaces behind Edison Hall after 5 p.m. Signs are posted.
  
  - That the following Report: (“Study the advisability/necessity of having members(s) of the Police department attend new student and family

## **RECOMMENDATION**

## **PRESIDENTIAL APPROVAL**

orientation to address issues of safety and related concerns.”) finds that this is planned for the next orientation cycle.

- That the following Charge: (“Review information capabilities of current student IDs; research additional, multiple option, such as a smart card, for all students; make appropriate recommendation.”) results in no recommendation, but reports that a College committee is working on this item.

- That the following Report: (“Study solutions to such civility problems as cell phone use and messaging activity during class time by students and faculty.”) finds that action by the College Assembly is not necessary. The Task Force feels that a faculty member has the right to determine policy for his or her own class. If the policy is that cell phones should be turned to “vibrate” so that class is not disrupted, then students would follow that. Another professor may have a more liberal policy, and that is his or her right to do so. It is the feeling of the committee that faculty members have the right to develop policies as they see fit, as long as they are reasonable and universally applied within that classroom. While cell phones can be annoying, students may have legitimate need to be in contact, for example, rescue squad members, or parents of very young children.

- That all students be required to obtain a College ID. 2/13/04

- That students be included, where appropriate, in initiatives which are aimed at designing or redesigning facilities. 2/13/04

- That adjunct faculty be required to obtain a College ID. 4/13/04

- That both Division Hour and College Hour be called “College Hour,” and that every effort be made not to schedule classes during those times. 4/13/04

- That the following Charge: (“Determine if a room for students to pray or engage in quiet contemplation is needed.”) be referred first to the College attorney to determine if separation of church and state plays a role in this. If not, the Task Force recommends that a room be assigned for this purpose. 8/10/04

- That smoking be prohibited within 25 feet of the entrance to a campus building. Pending

- That a card be issued to individuals with disabilities that would outline the steps they can take if an elevator is malfunctioning (i.e., where to call for assistance, where the nearest phone is, etc.); the same information is to be posted near the elevator. 5/21/04