

MINUTES OF THE COLLEGE ASSEMBLY MEETING

MAY 3, 2007

MEMBERS PRESENT

DEANS: M. Conners, M. Laskowski-Sachnoff, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

V. Blanco, R. Ellison, H. HOLbeck, J. Kruszewski, M. Maciolek

FACULTY: X. Balabkins, S. Biswas, C. Bowers, B. Cavanaugh, C. Dolan, P. Fleming, J. Gaspar, N. Granuzzo, A. Gincel, C. Harrington, V. Kanwal, C. Pean, E. Reid, E. Schatz

STUDENTS: A. Bashir, R. Bhatt, J. Cortese, D. Dar, R. Dzioba, F. Husein

SUPPORT STAFF: S. DeSantis, L. Friedman, K. Gormish

TASK FORCE CHAIRS:

Academic Standards: S. Zale

Accessibility for Persons with Disabilities: M. Velez*

Bylaws: B. Simon

Campus Diversity: L. Carter

Campus Life: J. Herrling

Community Concerns: A. Davis

Curriculum: P. Fleming

Educational Resources: F. Burke for S. Rowley*

GUESTS: F. Burke, N. Dhanda, E. Griffith, K. Hays, R. Kim, T. Orosz, N. Picioccio, J. Siegfried

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT

DEANS: D. Lemcoe*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: F. Gordon*, T. Montani

FACULTY: E. Dikun*, J. Lasky*, C. Reilly*

STUDENTS: E. Kruger, M. Poandl*, T. Sitaca, D. Wesnowsky*, G. Virasawmi, J.C. Yew

SUPPORT STAFF: J. Slicner

*Excused

Meeting of the College Assembly - May 3, 2007

With a quorum present, Professor Jeffrey Spector called the May regular meeting of the College Assembly to order on Thursday, May 3, at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Professor Spector stated that as per 1.0300 Article III of the Bylaws, the College Assembly is responsible for making recommendations affecting academic, student, and other college affairs to the President of Middlesex County College. Subject to the legal and ethical responsibilities of the Board of Trustees and the President of the College, the College Assembly will make recommendations concerning the operations and management of the College, leaving the details of administration to the President of the College and the administrative staff.

Professor Spector announced that a handout is available to the College Assembly on, Reference Notes for Making a Motion and Amending a Motion Using Roberts Rules of Order.

APPROVAL OF GUESTS

Motion to approve guests:

Mov: E. Schatz Sec: P. Fleming

Vote on approval of guests:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: X. Balabkins Sec: E. Reid

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

Dr. La Perla-Morales thanked the College Assembly for its work conducted this academic year, and recognized the outgoing Assembly members for their service.

The following received Certificates of Recognition:

Xenia Balabkins
Anam Bashir
RuchiBhatt
Jessica Cortese
Doniya Oar

Faten Husein
Eric Kruger
John Kruszewski
Jane Lasky
Mary Pat Maciolek

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Ellen Dikun	Mary Poandl
Richard Dzioba	Emmi Schatz
Richard Ellison	Diane Wesnowsky
Linda Friedman	Gordon Virasawmi
John Gaspar	Johnnie Willard
Karen Gormish	Jean Chung Yew
Nanette Granuzzo	

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards - Dr. Steven Zale, Chair

Charge:

Investigate replacing the "N" grade with the ability for instructors to administratively withdraw a student at mid-term. If accepted discuss policies and procedures including an appeal process. Make appropriate recommendations.

An additional charge was added by the Chairperson of the College Assembly. It reads: As per our conversation, this is to affirm that it is within the scope of the charge, related to the N grade, to examine the possibility of eliminating the N grade.

Recommendation:

It is recommended that the use of the N grade be discontinued commencing with the fall 2007 semester.

Rationale:

The sub-committee did a thorough investigation of the community colleges in New Jersey to determine if they use an N grade in the same manner that MCC uses it. The task force discovered that the N grade or a grade similar to the N grade was not being applied at eight of the community colleges. Out of the eleven schools that do have an N grade or some comparable grade, several colleges counted it against the student's GPA; others handled it via an administrative withdrawal. In some cases, the N grade was only utilized at the midterm for a grade but not for a final grade. This information differs from what was presented at last year's College Assembly meeting on March 2, 2006.

Motion to accept recommendation:

Mov: E. Schatz Sec: J. Kruszewski

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 1

Motion passes.

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Charge:

Review the college procedure to change a major. Investigate authorizing additional persons to approve the change. Consider creating a separate form and an online process for administering the change. Investigate waiving the ten dollar fee for the first change of major and changes within a department. Make the appropriate recommendations.

Recommendation:

In addition to the deans and chairpersons who are authorized to approve a change of major, the task force recommends that the professional staff in the Department of Counseling and Career Services, EOF, MAPS, and the Academic Advising Center be authorized to sign the form for a student to change his/her major. It is also recommended that if the change of major form is signed by someone other than the chairperson, then that student is provided with the department's contact information. It is also strongly recommended that the Office of the Registrar send the department chair and dean the change of major information so that they can appropriately welcome the student into their new curriculum. Finally, the task force recommends that a new change of major form be developed with clarity for the student.

Rationale:

This recommendation is based upon the need to provide a full range of services for our growing part-time and evening student population. The task force felt that an expansion of the authority to approve a student's change of major was necessary.

Furthermore, the augmentation of authority will allow students to complete the process of changing a major in a more streamlined and efficient manner. Also, by permitting the additional groups to authorize a change of major, it will eliminate the need to make students visit multiple offices and obtain several signatures especially during periods when college personnel are unavailable. During the hectic summer months, some department chairpersons have limited hours of availability, therefore making it difficult for students to complete the change of major process in just one visit.

The Office of the Registrar will be responsible for contacting the chairperson of the department whenever such a change of major is approved by an individual who is outside of their department and/or division. Moreover, in order to meet the students' potential career paths, the task force encourages that additional training be provided for the above mentioned groups to better understand the college's program offerings.

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The task force did not believe that investigating the fee of \$10 for the first change of major was an academic standards issue

Motion to accept recommendation:

Mov: S. Biswas Sec: R. Luke

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

Consider the college policy on placement testing for students who are not part of a program and are currently required to take placement tests after one semester. Make the appropriate recommendations.

Recommendation:

It is recommended that the current policy where students are able to register for up to 11 credits in one semester before taking the Placement Test be changed to students being allowed to spread out the 11 credits over multiple semesters, and then be required to take the Placement Test.

Rationale:

Many non-matriculated students who have been away from an academic environment for an extended period of time and who wish to begin their studies again hope to do so at a slower pace over the course of several semesters. This recommendation will allow students to ease their transition back into college by slowly spreading out their credit total over the course of several semesters. This recommendation permits students to select courses in their area of interest and establish a pattern of academic success before they take the Placement Test.

Students will still not be able to take courses in English, Mathematics, and in some cases Natural Science courses without taking the College Placement Test. Furthermore, this recommendation only applies to part-time, non-matriculated students. Students who start as being non-matriculated but plan to matriculate are encouraged to take the College Placement Test as soon as possible. No matriculated degree or certificate seeking student can begin taking courses or receive an exemption without taking the College Placement Test.

Motion to accept recommendation:

Mov: E. Schatz Sec: C. Harrington

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Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

A student found cheating and given a failing grade by the instructor based upon the course syllabus may withdraw from the course. This is true even if the student has been reported for violations of the student code of conduct. Consider instituting a grade such as an "X" grade for students who have failed for violating the student code of conduct. Review this policy and make the appropriate recommendations.

Report:

The task force did begin investigating the charge of violation of the student code of conduct. Some information about how other colleges handle plagiarism was collected, but the task force decided that there was still much data collection and reflection needed to adequately investigate the charge. The task force believes that this is an important issue and would like this charge to be addressed fully next year. In addition, the college already has an "X" grade for audits; therefore, the charge needs to consider using a different grade.

However, the task force did discover that some colleges such as Bucks County Community College and Stockton College have a provision for an instructor to assign or issue an immediate and complete failure in a course. The task force got into a discussion concerning academic integrity, cheating, and plagiarism appeals. Moreover, the task force felt that data had to be collected referencing the number of cheating incident reports. We also discussed how it was the responsibility of the faculty member to file such a report.

B. Accessibility for Persons with Disabilities - Ms. Martha Velez, Chair

No Report

C. Bylaws - Dr. Beverly Simon, Chair

Dr. Simon stated that the task force would like to suggest that the following issues be considered for next year, 1) the requirement of task forces to meet on the second Thursday of the month, 2) consideration of a student chairing a task force and mentoring for that student, 3) changes to the Bylaws which are necessitated because of the merging of the Division of Enrollment Management and the Division of Student Development, and 4) the creation of a committee to review Fast-Track.

D. Campus Diversity - Professor Leslie Carter, Chair

No Report

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E. Campus Life - Dr. John Herrling, Chair

Charge:

Examine the current policy on the assignment of advisors to a) students who have not declared a major b) students who are LA-G or part-time students. Determine how the College can better serve the advising needs of these students and make appropriate recommendations.

Feedback was solicited from the Task Force members (both faculty and students) as well as John Kruszewski and Terri Orosz from the Academic Advising Center (who were invited to a meeting and shared what is happening currently):

- a) students who have not declared a major are advised by John Kruszewski and Terri Orosz (currently 265 students)
- b) part-time (they are not assigned an advisor but are given the information regarding services offered by the AAC for OC students as well as a list of department chairs and their office locations through email)
- c) LA-G students are advised through full-time advisors of the SSH division

Recommendation:

- 1) Identify other people on-campus who could help out with advising students during crunch times (both faculty and other staff who have the skills and knowledge to advise students) so that undecided students can obtain help with career choice decisions and information.
- 2) Encourage faculty members to utilize the Advising Center for some of their regular office hours so that each division is represented at critical times and can be available for undecided students to learn of career opportunities in that discipline.
- 3) Provide more training opportunities for faculty by a) inviting the Academic Advising Center to department meetings to assist in updating faculty on new policies, resources available to support the advising of students and the use of Colleague as well as b) having the AAC offer more training sessions for faculty and others.
- 4) Encourage faculty to send out welcome letters to new students and encourage them to connect with their department
- 5) Setting up a dialogue with interested faculty and students to discuss ways of improving the advising system.

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- 6) Devise a role for paid student leaders (and a method to pay them) to assist advisors in connecting with new students and doing pre and post -advisement work with students.

Motion to accept recommendation:

Mov: X. Balabkins See: J. Kruszewski

Discussion followed, under #3b, to delete the sentence and insert, "b) augmenting the existing training sessions for faculty and others including shadowing opportunities *in* the AAC."

Discussion continued to delete #4.

Motion to amend the recommendation to read:

- 1) Identify other people on-campus who could help out with advising students during crunch times (both faculty and other staff who have the skills and knowledge to *advise* students) so that undecided students can obtain help with career choice decisions and information.
- 2) Encourage faculty members to utilize the Advising Center for some of their regular office hours so that each *division* is represented at critical times and can be available for undecided students to learn of career opportunities in that discipline.
- 3) Provide more training opportunities for faculty by a) inviting the Academic Advising Center to department meetings to assist in updating faculty on new policies, resources available to support the advising of students and the use of Colleague as well as b) augmenting the existing training sessions for faculty and others including shadowing opportunities in the AAC.
- 4) Setting up a dialogue with interested faculty and students to discuss ways of improving the advising system.
- 5) Devise a role for paid student leaders (and a method to pay them) to assist advisors in connecting with new students and doing pre and post -advisement work with students.

Mov: J. Kruszewski See: E. Schatz

Vote on amendment:

App: Unanimous Opp: 0 Abs: 0

Amendment passes.

Vote on amended recommendation:

App: Unanimous Opp: 0 Abs: 1

Motion passes.

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Charge:

Review the availability of outside space for students to congregate between classes. Make recommendations.

Recommendation:

The Task Force has reviewed the possible location of new comfortable benches on-campus and recommends that the College investigate purchasing new benches to replace the existing 17 wooden ones as well as additional benches in new locations. It is the Task Force's recommendation that the benches be made of recycled plastics and be of varying colors to match the surroundings of the campus. The Task Force has identified suggested benches from catalogue provided by Purchasing and recommends the purchase of 45 benches for the 2008 year and 45 benches for the 2009 year. For 2010 and beyond, the Task Force recommends the consideration of benches that would be installed to circumvent shady trees on the campus as well as the consideration of tables and benches in shady locations.

Motion to accept recommendation:

Mov: L. Friedman Sec: J. Kruszewski

Discussion followed, to add in the first sentence, after the last word locations, "to be determined." Discussion continued to delete the last three sentences of the recommendation.

Motion to amend the recommendation to read: The Task Force has reviewed the possible location of new comfortable benches on campus and recommends that the College investigate purchasing new benches to replace the existing 17 wooden ones as well as additional benches in new locations to be determined.

Mov: M. Laskowski-Sachnoff Sec: C. Harrington

Vote on amendment:

App: Unanimous Opp: 4 Abs: 0

Amendment passes.

Vote on amended recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

Review the status of the recommendation to provide a shuttle between the Edison campus, the PA center and the NB Center.

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Report:

The Task Force discussed the practicality of this idea and the Perth Amboy and New Brunswick Center directors were surveyed to obtain their input. The basic cost of running the shuttle would approach \$120,000/year and a brief survey at each center indicates that student usage would be minimal. The Task Force recommends that this recommendation be dropped.

Charge:

Explore the requirements for food services at the New Brunswick and Perth Amboy Centers.

Report:

The center directors completed a survey of students at the centers (NB-194 students; PA-558 students) to ascertain interest in expanding or changing food services. The survey results indicated that based on student responses that consideration be given to expanding the number of snack machines and variety of snacks at the NB Center as well as increasing the frequency of filling the machines and consider adding a change machine. At the PA Center the only addition suggested would be also adding a change machine.

Charge:

Investigate ways to provide IT training opportunities for students on campus--wide systems such as campus cruiser and the college website. Based on information from both IT and the Registrar's Office.

Recommendation:

- 1) Provide (in the admissions acceptance letter) a link to Campus Cruiser with an accompanying tutorial complete with visuals of the main Campus Cruiser log-in and page.
- 2) Inform students of a) the Campus Cruiser helpline (answered 8-4, M-F by the helpdesk-although it is only staffed by one person and may need additional staff), b) the cruiser-help email account, and c) the help available at the Registrar's Office (helping with password retrieval and basic use of Campus Cruiser).
- 3) Provide additional training opportunities for students using College labs (Open labs in IRC with appropriate staffing and MSA labs in South I) and use Student Technical Assistants to provide the training.
- 4) Insure students know how to forward their Campus Cruiser email to their personal accounts.
- 5) Provide Campus Cruiser training to new students during the enrollment process.

Motion to accept recommendation:

Mov: C. Harrington Sec: P. Fleming

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Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

F. Community Concerns - Ms. Audrey Davis, Chair

No Report

G. Curriculum - Professor Phyllis Fleming, Chair

Recommendations:

ART 104: History of Photography

New Course

COM 120: Introduction to Public Relations

New Course

Motion to accept recommendations:

Mov: V. Kanwal Sec: R. Ellison

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

ENG 261: Copy Editing and Desktop Publishing for Magazine, Newspaper, and
Publishing

New Course

Motion to accept recommendation:

Mov: V. Kanwal Sec: H. Holbert

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Associate in Applied Science Degree in Technical Studies: New Curriculum

Motion to accept recommendation:

Mov: E. Schatz Sec: R. Ellison

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

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SC1158: Planetary Astronomy
New Course

SC1256: Stellar Galactic Astronomy
New Course

Motion to accept recommendations:
Mov: E. Schatz Sec: V. Kanwal

Vote on recommendations:
App: Unanimous Opp: 0 Abs: 0
Motion passes.

H. Educational Resources - Professor Frank Burke for Dr. Steven Rowley,
Chair
Charge:

Review the college use of electronic notification for official information such as change of academic status, the cancellation of a schedule, cancellation of classes & room change notices. Work with the registrar's office to establish a policy by which notifications can be sent to students in more timely fashion. Make appropriate recommendation

Recommendation:

That electronic means as a primary notification to students be continued and that training opportunities be made available to all employees and students. Students should be trained in the use of the official college student e-mail notification system during orientation and they should be informed that they should check their official college email account on a regular basis throughout the semester, since this account will be their primary means of notification.

Rationale:

It was found by the task force that the registrar's office has been using electronic notification as a primary means of contacting students. This has been carried out through Campus Cruiser, which is currently the college's official student email notification system. A problem that has been encountered is that messages sent by the registrar are not always getting to the intended recipient in a timely fashion. Many messages are bounced back to the registrar because the student's Campus Cruiser mailbox is full; the forwarding address specified by the student in Campus Cruiser no longer exists or the email box is disabled due to its non-use.

The continued use of electronic notification is a very sensible approach to communication with students in that messages can be received very quickly and that much less paper is used. It was thought by the task force that ensuring

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training opportunities for Campus Cruiser would help alleviate the problem of messages being returned. If students are aware of how the email function works in Campus Cruiser, they will be more likely to check the account and to clear it out when full. If college employees are more familiar with Campus Cruiser, they will be more likely to encourage students to use it on a regular basis. Widening the scope of training, especially to part time students and adjunct faculty would strengthen the use of Campus Cruiser as a means of communication for campus matters such as those of the registrar's office.

Motion to accept recommendation:

Mov: E. Schatz Sec: P. Fleming

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

Consider the need for policies and procedures for maintaining archive materials and method to make those materials available to the college community and the Middlesex County community as a whole. Make appropriate recommendation.

Recommendation:

That an archives advisory committee be created and that a line be created in the campus budget specifically for archive maintenance.

Rationale:

At present few, if any community colleges in the state have given much attention to archives of college materials. As the college continues its mission, the amount of archive material continues to grow, and the need for policy on organization and maintenance of this material grows with it.

The Middle Atlantic Regional Archives Conference recommends that a committee whose mission is dedicated to archives be established. Among other things, this committee would help to determine, usage policy for archives, publicity of the archived material, and the determination of what is to be kept in archives and what is discarded. In order for such a committee to carry out its charge, monies from the campus budget would need to be specifically earmarked for archives.

Motion to accept recommendation:

Mov: E. Schatz Sec: C. Dolan

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Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. All curriculum items that came before the College Assembly at the April 5, 2007 meeting were approved by the College President and are to be implemented by the Vice President for Academic and Student Affairs.
2. Dr. La Perla-Morales signed the recommendations by the College Assembly on April 5, 2007 and subsequently forwarded them to various offices for implementation.
 - a. The Task Force recommends the following change to 1.0701 - 1.0717 Article VII of the Bylaws:
Delete the note from the bottom of pages 9, 10, 11, 12, 14, 15, and 17 in the Bylaws.
 - b. The Task Force recommends the following change to article 1.0705 section B of the Bylaws:
 - B. The Chairperson of a task force shall be elected by the task force membership for a term of one academic year. If there is a tie, after a second vote, the Chairperson of the College Assembly should break the tie. If no member of the task force volunteers to serve, the Chairperson of the College Assembly may appoint the Chairperson of the task force for one academic year. The Chairperson of a task force may serve a successive term.
 - c. The Task Force recommends the following change to article 1.0500 Article V sections A through E of the Bylaws:
 - A. Officers of the College Assembly shall be a Chairperson, First Chairperson-elect and Second Chairperson-elect. They shall be elected by members of the College Assembly from faculty and those designated by the College to be administrators (see Appendix G). Candidates from either category must have served at least one semester, during the three-year period preceding the election, on the College Assembly, a College Assembly Task Force, a Division Councilor or a campus-wide committee recognized by the College.

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- B. A nominating committee shall be appointed by the College Assembly Chairperson in September of his/her second year of office. This committee is to present a slate of at least three candidates for Second Chairperson-elect at the February meeting of the College Assembly. Nominations from the floor shall be accepted only at the March meeting.
 - C. The Second Chairperson-elect shall be elected by the membership of the College Assembly at the April meeting of the Spring semester, and shall serve as Second Chairperson-elect until the First Chairperson-elect assumes his/her duties as Chairperson. The Second Chairperson-elect will then become First Chairperson-elect.
 - D. The First Chairperson-elect shall serve during the Chairperson's term and as Chairperson the following two academic years.
 - E. All officers shall be chosen by ballot; the votes of a majority of quorum of the College Assembly necessary for election, as provided in Article 1.0906.
 - F. In no candidate receives a majority of a quorum as provided herein in the first ballot, then a run-off shall be held between the two persons receiving the highest number of votes on said first ballot.
3. The next meeting of the College Assembly will be held on Thursday, October 4, 2007 at 2:00 p.m.
4. Professor Spector thanked the students, faculty, administrators and support staff who willingly serve on the College Assembly. He continued by expressing his thanks to the members of the task forces for all of their hard work, and to the task force chairs for their extensive amount of work in organizing meetings, taking minutes and preparing recommendations and reports. He thanked Mr. John Kruszewski who serves as the Assembly's webmaster. He then thanked Professor Marilyn Laskowski-Sachnoff for being the Parliamentarian to the Assembly. He continued by expressing his thanks to Lisa Sgro, secretary to the Assembly.

RECOGNITION AND HEARING FROM THE PUBLIC

Professor Kanwal recognized Professor Spector, Chair of the College Assembly for all of his hard work.

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ADJOURNMENT

Motion to Adjourn:

Mov: E. Schatz Sec: P. Fleming

There being no further business, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Jeffrey Spector
Chair, College Assembly

JS:ls