

TO: Members of the College Assembly  
FROM: Jeffrey Spector  
Chair, College Assembly  
RE: College Assembly Annual Report- 2006-2007  
DATE: June 11, 2007

**PRESIDENTIAL  
APPROVAL**

**RECOMMENDATION**

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**Academic Standards Task Force:  
Dr. Steven Zale, Chair - 2006-2007**

On the charge to: Review the policy which allows students to participate in the commencement ceremony prior to completing all degree requirements. This applies primarily to those students which will complete the credit requirements in one of the subsequent summer sessions.

- **That in addition to students meeting all graduation requirements, those students who have two courses remaining for their degree requirements and expect to graduate by the subsequent summer semester should also be given the opportunity to participate in the commencement ceremony in May of that calendar year. It is also recommended that program exceptions be made, allowing students needing more than two courses for graduation to participate in the May commencement, when the program is completed by the end of the summer (ex. Automotive Technology). Furthermore, it is recommended that this policy be included in the college catalog and on the college website.** **3/22/07**

**To be implemented by: Vice President for Academic and Student Affairs**

On the charge to: Review the college procedure to change a major. Investigate authorizing additional persons to approve the change. Consider creating a separate for 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.

- 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. 5/10/07

**To be implemented by: The Vice President for Academic and Student Affairs**

On the charge to: Study the college policy and procedure on drop/add. Consider allowing students to add a course without the signatures of the instructor and department chair during the first week of classes.

- That students be allowed to register for courses during the first week of classes without a signature provided that the class is still open. If the course is closed, then it is recommended that the student obtain the signature of the Department Chair or Dean, if the Chair is not available. It is also recommended that the student be informed in writing that it is his or her responsibility to make up the work that was missed in the course, if this is possible, and the student should be strongly encouraged to contact his or her professor as soon as possible. It is strongly recommended that a student registering for a course during this time period speak with an academic advisor to determine if the course meets her/his graduation requirements. In addition, it is recommended that this policy be included in all registration related materials including the college catalog and website. 2/5/07

**To be implemented by: The Vice President for Academic and Student Affairs**

On the charge to: Review the Academic Status review procedure and policy. Consider the removal of academic review following the summer semester.

- The task force recommends the removal of academic status review following the summer semester. In addition, it is recommended that this policy be updated in the college catalog and website. 2/8/07

**To be implemented by: The Vice President for Academic and Student Affairs**

**RECOMMENDATION**

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On the charge which reads: 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.**

On the charge to: 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.

- **It is recommended that the use of the N grade be discontinued commencing with the fall 2007 semester.** **5/10/07**

**To be implemented by: The Vice President for Academic and Student Affairs**

On the charge to: Consider the transition of a student from a non-credit based program to a credit based academic program. Determine standards which would be used to award the student credit MCC credits or transfer credits towards a degree.

**Report:**

- The Task Force has considered this charge and decided not to make a recommendation at this time. This is a very important issue, and very relevant to consideration by the Task Force, but the Task Force determined that it is not the appropriate time to make a recommendation, because of a statewide effort that is in progress at this time.

A subcommittee of the Task Force researched the current situation regarding articulation by discussing the current status with the Deans who are active in current efforts at MCC in this area. The Deans were extremely helpful in updating the Task Force on the current status of efforts regarding articulation at MCC and in the Community College sector in NJ.

The subcommittee feels that it is very important for the Task Force to address this issue. In order for a student to receive credit, there must be some demonstration of competency in the course objectives. Some non-credit courses at MCC give what could be called a "certificate of completion". This indicates that the student attended the course but doesn't give any indication of what material or skills were mastered. However, other courses and programs have something that is equivalent to a "certificate of competency". For example, students who complete the new phlebotomy program will take a national exam. This exam could be used to verify that the student has mastered the material covered.

The issues that need to be evaluated include:

- what types of "certificate of competency" will be acceptable to grant credit
- what policy will be used to match a non-credit course with a credit bearing course

However, it is premature for the Task Force to consider these issues. The NJ Council of Community Colleges currently has a project on non-credit to credit articulation. The goal of the project is to develop statewide standards for articulation, which will promote the development of training statewide. The project has hired a consultant to examine best practices in linking non-credit and credit programs and to evaluate previous attempts to implement statewide projects in career programs. The consultant will submit a report to the Council of County Colleges in May and then the Council will move forward on creating the statewide standards.

The Task Force believes that this issue should be reconsidered after the Council of County Colleges creates a statewide policy on articulation.

**RECOMMENDATION**

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On the charge to: 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.

- **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.** 5/10/07

To be implemented by: The Vice President for Academic and Student Affairs

**Accessibility for Persons with Disabilities Task Force:**  
Ms. Martha Velez, Chair - 2006-2007 - None

**Bylaws Task Force:**  
Dr. Beverly Simon, Chair - 2006-2007

On the charge to: Re-examine the current quorum requirements for standing task forces of the College Assembly.

- **That one third of the members of a task force or committee shall constitute a quorum except for the Bylaws Task Force, which shall require four members to constitute a quorum.** 12/19/06

On the charge to: Investigate the need for a conflict of interest statement in the bylaws.

- **The Task Force recommends the following change to article 1.0300 Article III of the Bylaws:** 2/8/07

**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.**

On the charge to: Review section 1.1101 of the College Assembly bylaws.  
Determine the need to clarify and/or revise this section.

- **The Task Force recommends the following change to article 3/22/07  
1.1101 Amendment of the Bylaws:**

**Revision:**

- 1. The Chairperson of the College Assembly will issue a charge to the Bylaws Task Force regarding the amendment or change to the Bylaws.**
- 2. The Bylaws Task Force will deliberate and either report not to change the Bylaws or formulate a recommendation to amend or change the Bylaws.**
- 3. If, as a result of the deliberations, the Bylaws Task Force decides to recommend designee will report the proposed recommendation to the College Assembly. No motion, discussion, or votes on this recommendation will be entertained at this time.**
- 4. Copies of the proposed amendment or change and its rationale must be circulated to each member of the College Assembly at least five (5) school days before a motion, discussion, or vote on the recommendation may take place.**
- 5. At a subsequent meeting of the College Assembly, the recommendation to amend or change the Bylaws will be acted upon in the form of a motion, discussion and vote. A two-thirds vote of the members present will be required for adoption.**
- 6. All approved recommendations must be forwarded to the Office of the President for final approval and implementation.**

On the charge to: Amend the Bylaws of the College Assembly. Create an article to establish a process of succession for the Chairperson of the College Assembly in the event the current Chairperson is unable to fulfill his/her duties temporarily or permanently. The process should take into account a situation where the current Chairperson is unavailable and the Chair-elect is unavailable. These conditions can be for the short term; i.e., one meeting or semester, or the long term if one or both officers need to be replaced. In addition, define within the process a situation in which the Chair-elect had not been selected such as during the months of July - December of the first year of a new Chairperson's term.

- The Task Force recommends the following change to article 1.0500 Article V sections A through E of the Bylaws: 4/13/07
- 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 Council or a campus-wide committee recognized by the College.
  - 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 a 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.

On the charge to: Review Article 1.0705 section B of the Bylaws of the College Assembly in order to clearly define the voting process. This section must also provide for a situation wherein the Task Force is either at an impasse in its voting for a Chair or in the event that no members of the Task Force will assume the position. Change this section as required.

- **The Task Force recommends the following change to article 1.0705 section B of the Bylaws: 4/13/07**

- 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.**

On the charge to: Review the notes in articles 1.0700 - 1.0717 to determine if the note "Chairperson to be elected by Task Force" is superfluous and perhaps confusing in certain situations such as a Chairperson assignment. Make the appropriate recommendations to change or remove this note from these sections of the Bylaws.

- **The Task Force recommends the following change to 1.0701 - 1.0717 Article VII of the Bylaws: 4/13/07**

**Delete the note from the bottom of pages 9, 10, 11, 12, 14, 15, and 17 in the Bylaws.**

On the charge to: Review the Bylaws of the College Assembly to determine if the tasks and responsibilities of the Task Force Chairpersons are adequately defined. Make the appropriate recommendations.

**Campus Diversity Task Force:  
Professor Leslie Carter, Chair - 2006-2007**

On the charge to: Conduct surveys and/or focus groups of faculty, staff, administrators and students to ascertain campus concerns regarding campus diversity and ways to improve awareness of other groups on campus. In addition identify activities which would increase the awareness and interaction between the groups. Create a report to educate the college and Make the appropriate recommendations.

**Report:**

- **The Chair met with Dr. Faxian Yang in the Office of Institutional Research to find out whether his office has conducted similar research in the past. He also sought assistance in implementing an effective way to gather information related to the charge. Based in part by the meeting with Dr. Yang, the Task Force decided to use focus groups as its preferred method of gathering information related to this charge. The task force's goal for the remainder of the semester**

**RECOMMENDATION**

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is to become familiar with the focus group process. Toward that end, Professor Alice Picardo will attend the next meeting and share her experiences doing a number of focus groups for the First Year Experience. The task force will also establish a timetable for the focus groups, decide what it wants to know, determine the number of focus groups and the populations to be interviewed at its final meeting of the semester.

**Campus Life Task Force:**

**Dr. John Herrling, Chair - 2006-2007**

On the charge to: Examine the current policy on the assignment of advisors to students who have not declared a major, who are declared as liberal arts general or who are part-time students. Determine how the college can better serve the advising needs of these students.

- 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. 5/10/07**
- 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.**

**To be implemented by: The Vice President for Academic and Student Affairs**

On the charge to: Review the availability of outside space for students to congregate between classes.

## **RECOMMENDATION**

**PRESIDENTIAL  
APPROVAL**

- **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.** 5/10/07

**To be implemented by: Executive Director for Facilities Management**

On the charge to: Review the status of the recommendation to provide a shuttle between the Edison campus, the Perth Amboy center and the New Brunswick Center.

### **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.**

On the charge to: 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.**

On the charge to: Investigate ways to provide IT training opportunities for students on campus-wide systems such as Campus Cruiser and the college website.

- 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.** 5/10/07
- 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).**

**RECOMMENDATION**

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- 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.

To be implemented by: The Vice President for Academic and Student Affairs and The Vice President for Finance and Administration

**Community Concerns Task Force:**  
**Ms. Audrey Davis, Chair - 2006-2007**

On the charge to: Investigate the policies and procedures academic departments must follow to inform the community about new and existing programs. This investigation should include finding outlets for disseminating information, ways in which the departments interact with organization and agencies as well as standards for the production of material in multi-lingual print form and electronic form. Create a manual outlining the process and the standards.

**Report:**

- The Community Concerns Task Force feels a manual should be developed to describe procedures on how departments should go about developing promotional material for their departments. It would include some standard graphic and editorial guidelines. It is anticipated that the following also would be included:

The manual would be divided into three sections. The first section would talk about the process departments and organizations should follow: who they should contact, how to prepare information, timelines, etc. This would include procedures for requesting postings on the Infonet, CampusCruiser and the website. It would also discuss options regarding multi-lingual formats.

The second would discuss editorial style. This would not be a comprehensive style manual, but it would go into style guidelines unique to higher education and to Middlesex County College. This would go a long way to maintaining consistency in our voice.

The third would talk about graphic style – how to maintain a consistent graphic look in all internal and external communications

**RECOMMENDATION****PRESIDENTIAL  
APPROVAL****Curriculum Task Force:****Professor Phyllis Fleming, Chair - 2006-2007****ACCOUNTING AND LEGAL STUDIES****ACC 221: Fraud Examination** 3/22/07

New Course

**ACC 222: Fraud Data Analysis** 3/22/07

New Course

**ACC 223: Fraud and the Law** 3/22/07

New Course

**ACC 224: Advanced Fraud Examination** 3/22/07

New Course

**Forensic Accounting and Fraud Examination Technical Certificate:** 3/22/07

New Curriculum

**BUSINESS ADMINISTRATION AND MANAGEMENT****BUS 210 - Business Administration and Management** 2/8/07

New Course

**BUS 213 - Law for Event Planning and Management** 2/8/07

New Course

**BUS 239 - Field Experience in Event Planning Management** 2/8/07

New Course

**BUS 250 - Seminar in Event Planning Management** 2/8/07

New Course

**FIN 113 - Personal Finance** 2/8/07

New Course

**Certificate of Achievement in Event Planning Management:** New Curriculum 2/8/07**CHEMISTRY & PHYSICS****SCI 158: Planetary Astronomy** Pending

New Course

**SCI 256: Stellar Galactic Astronomy** Pending

New Course

**SCI 258: Climatology** 3/22/07

New Course

**COMPUTER SCIENCE****CSC 130 - Computers, Society and Ethics** 12/19/06

New Course

**CSC 236 - Data Structures in Java** 11/14/06

New Course

**CSC 239 - Database Concepts** 11/14/06

Change in: Course Content, Prerequisites and Behavioral Objectives

**CSC 258 - Computer Forensics** 11/14/06

New Course

<b>RECOMMENDATION</b>	<b>PRESIDENTIAL APPROVAL</b>
<b>Certificate in Computer Programming:</b> Change in Curriculum	<b>11/14/06</b>
<b>Certificate in Network Administration:</b> Change in Curriculum	<b>11/14/06</b>
<b>Computer Science Transfer Program:</b> Change in Curriculum	<b>11/14/06</b>
<b>DENTAL AUXILIARIES</b>	
<b>DHY 224: Dental Hygiene Seminar</b> New Course	<b>3/22/07</b>
<b>Dental Hygiene:</b> Change in Curriculum	<b>3/22/07</b>
<b>Dental Assisting Certificate of Achievement:</b> New Curriculum	<b>12/19/06</b>
<b>ENGLISH</b>	
<b>ENG 261: Copy Editing and Desktop Publishing for Magazine, Newspaper, and Publishing</b> New Course	<b>Pending</b>
<b>ENGINEERING TECHNOLOGIES</b>	
<b>Associate in Applied Science Degree in Technical Studies:</b> New Curriculum	<b>5/10/07</b>
<b>HOTEL, RESTAURANT AND INSTITUTION MANAGEMENT</b>	
<b>HRI 214: Nutrition Fundamentals for Nursing</b> New Course	<b>4/13/07</b>
<b>MATHEMATICS</b>	
<b>MAT 090: Algebra II Alternative</b> New Course	<b>4/13/07</b>
<b>NURSING</b>	
<b>NRB 121: Nursing Concepts in Health and Wellness</b> Change in: Course Code, Course Content, Prerequisite(s), Co-requisite(s), Title, Course Description, Behavioral Objectives, Credit Hours and Contact Hours	<b>4/13/07</b>
<b>NRB 122: Nursing Concepts in Health Alterations I</b> Change in: Course Code, Course Content, Prerequisite(s), Co-requisite(s), Title, Course Description, Behavioral Objectives, Credit Hours and Contact Hours	<b>4/13/07</b>
<b>NRB 221: Nursing Concepts Applied to Families</b> Change in: Course Code, Course Content, Prerequisite(s), Co-requisite(s), Title, Course Description, Behavioral Objectives, Credit Hours and Contact Hours	<b>4/13/07</b>
<b>NRB 222: Nursing Concepts in Health Alterations II</b> Change in: Course Code, Course Content, Prerequisite(s), Co-requisite(s), Title, Course Description, Behavioral Objectives, Credit Hours and Contact Hours	<b>4/13/07</b>
<b>MCC-RBMC Nursing:</b> Change in Curriculum	<b>4/13/07</b>
<b>PSYCHOLOGY AND EDUCATION</b>	
<b>PSY 232: Lifespan Development</b> New Course	<b>4/13/07</b>

**RECOMMENDATION**

**PRESIDENTIAL  
APPROVAL**

**VISUAL, PERFORMING AND MEDIA ARTS**

**ART 104: History of Photography**

New Course

5/10/07

**COM 120: Introduction to Public Relations**

New Course

5/10/07

**Reported to the College Assembly: FAST-TRACK APPROVAL**

**BUSINESS ADMINISTRATION AND MANAGEMENT**

**Business Administration Degree (*designed for transfer*) A.S.**

To reduce the number of degree credits from the present 64-68 to 61-65 credits.

**Fashion Merchandising and Retail Management Degree, A.A.S.**

To reduce the number of degree credits from the present 67-71 to 61-65 credits.

**Management, A.A.S. Degree**

To reduce the number of degree credits from the present 63-67 to 60-64 credits.

**Marketing Degree, A.A.S.**

To reduce the number of degree credits from the present 63-67 to 60-64 credits.

**COMPUTER SCIENCE**

**CSC 134 - Object Oriented Programming using C++**

Change prerequisite to CSC 133 and (MAT 116 or MAT 129A or MAT 129)

**CSC 208 - Visual BASIC Programming**

Change prerequisite to CSC 106 or CSC 133 or CSC 161

**CSC 233 - Computer Architecture and Assembly Language I**

Change prerequisite to CSC 133 or CSC 161

**CSC 110 - Microcomputer Operating Systems and Architecture**

Change prerequisite to CSC 105 or CSC 106 or BUS 107

**CSC 235 - Data Structures**

Change prerequisite to CSC 134 and (MAT 116 or MAT 129B or MAT 129)

**CSC 245 - Unix and Shell Programming**

Change prerequisite to CSC 133 or CSC 161

**CSC 248 - PC Service and Support**

Change in prerequisite to CSC 200 and CSC 110

**CSC 261 - Information Technology Management**

Change in prerequisite to (CSC 133 or CSC 161) and CSC 200 and ENG 121

**Computer Science Transfer Program**

Maximum number of credits reduced to sixty-six (66) to comply with state law in the regulation.

**Computer and Information Systems Curriculum - General Option**

Maximum number of credits reduced to sixty-six (66) to comply with state law in the regulation.

**Computer and Information Systems Curriculum-Network Administration and Support Option**

Maximum number of credits reduced to sixty-six (66) to comply with state law in regulation.

**RECOMMENDATION**

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**DENTAL AUXILIARIES**

**DHY 208 - Pharmacology**

Change the designation of "pre-requisite" to "co-requisite" for the following courses:

- DHY 203: General and Oral Pathology
- DHY 207: Dental Health Education
- DHY 211: Preventive Oral Health Services III
- DHY 215: Advanced Periodontology

Program course sequence to be changed.

**DHY 211 - Preventive Oral Health Services III**

The addition of 4 hours/week of clinical practice/laboratory time. This change would increase the clinical contact hours from the current 13 hours/week to 17 hours/week. This will increase the credit/contact hour ratio to approximately 1:4. As the credit:contact hour ratios for clinical practicums differ in each of the health technologies (i.e., Radiography Education's ratio is 1:8, Medical Laboratory Technology's ratio is 1:4 and Respiratory Care is 1:6), this increase in clinical hours is in congruence with other clinical practice experiences and thus will not necessitate a change in course credit or program credit requirements.

**DHY 108 - Preventive Oral Health Services II**

The addition of 3 hours/week of clinical practice/laboratory time. This change would increase the clinical contact hours from the current 10 hours/week to 13 hours/week. This will increase the credit/contact hour ratio to approximately 1:4. As the credit:contact hour ratios for clinical practicums differ in each of the health technologies (i.e., Radiography Education's ratio is 1:8, Medical Laboratory Technology's ratio is 1:4 and Respiratory Care is 1:6), this increase in clinical hours is in congruence with other clinical practice experiences and thus will not necessitate a change in course credit or program credit requirements.

**DHY 212 - Preventive Oral Health Services IV**

The addition of 4 hours/week of clinical practice/laboratory time. This change would increase the clinical contact hours from the current 13 hours/week to 17 hours/week. This will increase the credit/contact hour ratio to approximately 1:4. As the credit:contact hour ratios for clinical practicums differ in each of the health technologies (i.e., Radiography Education's ratio is 1:8, Medical Laboratory Technology's ratio is 1:4 and Respiratory Care is 1:6), this increase in clinical hours is in congruence with other clinical practice experiences and thus will not necessitate a change in course credit or program credit requirements.

**HOTEL, RESTAURANT AND INSTITUTION MANAGEMENT**

**Restaurant/Foodservice Management - A.A.S.**

Changes made to total semester credits from 66-68 to 63-66

**Hotel/Motel Management - A.A.S.**

Changes made to total semester credits from 66-68 to 63-66

**Culinary Arts Management - A.A.S.**

Changes made to total semester credits from 65-67 to 62-65

**MATHEMATICS**

**MAT 080: Algebra I Alternative**

New Course Title

**PSYCHOLOGY AND EDUCATION**

**PSY 123 - Introductory Psychology**

Eliminate the requirement for radiology students to take PSY 123 and substitute the phrase "Required: one - three semester hour GE SS course"

**Educational Resources Task Force:**

**Dr. Steven Rowley, Chair – 2006-2007**

On the charge to: Review the college use of electronic notification for official information such as change of academic status or the cancellation of a schedule. Work with the registrar's office to establish a policy by which notifications can be sent to students in more timely fashion.

- **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.** 5/10/07

**To be implemented by: The Vice President for Academic and Student Affairs**

On the charge to: Review college policy on the replacement and upgrade of computer software and hardware. Determine an appropriate time frame in which types of computer equipment and perhaps others types of equipment /resources should be cycled. Include resources used for academic purposes as well administrative/staff purposes.

- **That departments and divisions will meet with the Information Technology department on at least an annual basis to discuss and document needs. It is recommended that these meetings take place before technology requests are submitted in a given year.** 3/22/07  
**To be implemented by: Vice President for Academic and Student Affairs and Vice President for Finance and Administration**

On the charge to: Evaluate the requirements for computer lab management software. Review the investigation previously done by the Information Technology department. Consider implementation priorities.

- **That the College adopt the Synchron Eyes software for lab management.** 2/5/07

**RECOMMENDATION**

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On the charge to: 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.

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

On the charge to: Report on the implementation status of recommendations submitted by your Task Force in 2005-2006, approved by the College Assembly and forwarded to/signed by the College President.

**Report:**

- **The Task Force reports that the following recommendation was made and approved by the College Assembly:**
- **That an annual program of upgrade, maintenance or refreshing be resourced and implemented to enable an increasing percentage of technology mediated classrooms and learning spaces that support the use of digital media services.**

**That a specification for technology mediated classrooms and learning spaces is developed and updated annually (e.g. ceiling mounted data/video projector and PC with DVD player + Internet/network connection to support Video on Demand services).**

**That new flexible learning spaces are designed to include and enable the flexible use of media technology.**

**Implementation:**

- **The installation of Media Enhanced Classrooms on campus has begun this semester. The current specification of Media Enhanced Classrooms is as follows:**

**Ceiling mounted data/video projectors with XGA resolution  
2000+ lumens installed with a wall switch and pall plate and  
security.**

**Dell PC with monitor and DVD/CD drive.**

**DVD/VHS dual video deck.**

**Wall mounted speakers**

**RECOMMENDATION**

**PRESIDENTIAL  
APPROVAL**

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**Minor Capital funds from 2005/06 were allocated for 10 Media Enhanced Classrooms in ED (3), LH (1), MH (4), Lib (2)**

**Minor Capital funds from 2006/07 were allocated for 4 Media Enhanced Classrooms in LH (3), PEC (1)**

**Vocational Education funds for 2006/07 were allocated for 12 Media Enhanced Classrooms in TSC (7) and LH (5).**

**Currently, we are awaiting the installation of the first 10 rooms this semester. It is anticipated the remaining 16 will follow.**