

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
FEBRUARY 1, 2007
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

V. Blanco, R. Ellison, H. Holbeck, J. Kruszewski, M. Maciolek, T. Montani

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, C. Reilly, E. Schatz

STUDENTS: J. Cortese, D. Dar, R. Dzioba, F. Husein, E. Kruger, M. Poandl, G. Virasawmi

SUPPORT STAFF: S. DeSantis, L. Friedman, J. Fuller, K. Gormish, J. Slicner

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: S. Rowley*

GUESTS: N. Sachnoff, V. Barrett Paterson, N. Bailey, L. Mortenson, E. Griffith, K. Hays

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: F. Gordon*

FACULTY: E. Dikun*, J. Lasky*

STUDENTS: A. Bashir, R. Bhatt, J. Jacik, T. Sitaca, D. Wesnowsky*, J. Willard, J.C. Yew

SUPPORT STAFF: J. Slicner

*Excused

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With a quorum present, Professor Jeffrey Spector called the February regular meeting of the College Assembly to order on Thursday, February 1, 2007 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Professor Spector stated that as per 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 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 the administration to the President of the College and the administrative staff.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: P. Fleming Sec: X. Balabkins

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Steven Zale, Chair

Charge:

Review the Academic Status review procedure and policy. Consider the removal of academic review following the summer semester. Make the appropriate recommendations.

Recommendation:

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.

Rationale:

The task force initially investigated the current policy and procedure and discovered that the policy in our college catalog (p. 14) and on our website states that a student receives a report that indicates his or her status at the conclusion of the fall, winter (status review was eliminated for the winter but it is still in the catalog), spring, and summer sessions. The task force based this recommendation for the removal of the summer academic status review based upon a number of findings. Many students who enroll in the summer classes are classified as visiting students. MCC enrolled 649 visiting students (about 25%)

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out of 2,609 students in the summer 2005. In addition, many MCC students take remedial courses in order to complete them prior to the start of the fall semester.

After speaking with several people in the Office of the Registrar, deans, and chairs, it is their belief that there is just not ample time to evaluate students' academic achievements and then inform them of status changes. Subject to the current policy, by the time the summer reporting was completed, the fall semester had already begun; therefore, problems occurred in the timely notification of the status results to students, faculty, and staff. The proposed policy would only make a status determination at the conclusion of the fall and spring terms.

The Registrar's Office has the ability to generate a Positive Exception Report. This report identifies just those students whose GPAs have increased as a result of taking summer courses. This report can be reviewed by the Deans in order for them to make any necessary modifications to the student's Academic Status from the previous semester.

The task force believes that the removal of the summer academic status review is justifiable.

Motion to accept recommendation:

Mov: X. Balabkins Sec: E. Reid

Vote on recommendation:

App: 25 Opp: 0 Abs: 0

Motion passes.

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

No Report

C. Bylaws – Dr. Beverly Simon, Chair

Professor Spector announced that the recommendation that was about to be presented and voted upon had subsequently been reported to the Assembly at the previous meeting, as outlined in the College Assembly Bylaws.

Charge:

Investigate the need for a conflict of interest statement in the Bylaws. Make the appropriate recommendations.

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Recommendation:

The Bylaws Task Force recommends the following change to article 1.0300 Article III of the Bylaws:

Presently:

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 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.

Revision:

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.

Rationale:

The only change we made was to add the word "ethical" to the article. The Board of Trustees already has a Code of Ethics and each employee of the college is subject to the Ethics, Conflict of Interest statement as delineated by the Purchasing Department, <http://infonet.middlesexcc.edu/purchase/control.cfm/ID/94>. We felt that these two documents were sufficient and did not see the need to add a Conflict of Interest statement to the Bylaws.

Motion to accept recommendation:

Mov: E. Schatz Sec: S. Rowley

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

The Bylaws Task Force submitted the following recommendation as a report to be voted on at the next College Assembly meeting, as outlined in the College Assembly Bylaws.

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Charge:

Review section 1.1101 of the College Assembly Bylaws. Determine the need to clarify and/or revise this section. Make the appropriate recommendations.

Recommendation:

The Bylaws Task Force recommends the following change to article 1.1101
Amendment of the Bylaws:

Presently:

An amendment to the Bylaws may be adopted at any regular or special meeting of the College Assembly following a meeting at which it was proposed. Copies of the proposed amendment must be circulated to each member of the College Assembly at least five (5) school days before it is to be voted upon, together with a statement.

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 a change or amendment to the Bylaws, the Chairperson of the Bylaws Task Force or 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) 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.

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Rationale:

The procedures to amend or change the Bylaws are unclear as presently stated. By explicitly listing the steps required to amend or change the Bylaws, any uncertainty in this procedure would be clarified.

D. Campus Diversity – Professor Leslie Carter, Chair

No Report

E. Campus Life – Dr. John Herrling, Chair

No Report

F. Community Concerns – Ms. Audrey Davis, Chair

No Report

G. Curriculum - Professor Phyllis Fleming, Chair

Recommendations:

BUS 210 - Introduction to Event Planning

New Course

BUS 213 - Law for Event Planning and Management

New Course

BUS 239 - Field Experience in Event Planning Management

New Course

BUS 250 - Seminar in Event Planning Management

New Course

FIN 113 - Personal Finance

New Course

Motion to accept recommendations:

Mov: D. Lemcoe Sec: S. Biswas

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Certificate of Achievement in Event Planning Management: New Curriculum

Motion to accept recommendation:

Mov: J. Kruszewski Sec: E. Reid

No discussion.

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Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

H. Educational Resources - Dr. Steven Rowley, Chair

No Report

NEW BUSINESS

None

REPORT OF THE CHAIR

1. All curriculum items that came before the College Assembly at the December 7, 2007 meeting were approved by the College President and are to be implemented by the Vice President of Academic and Student Affairs.
2. The following Fast Track curriculum items were approved:

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

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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.

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.
- CSC 110 - Microcomputer Operating Systems and Architecture
Change prerequisite to CSC 105 or CSC 106 or BUS 107.
- 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 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.
- 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.

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3. Dr. La Perla-Morales signed the recommendations approved by the College Assembly on December 7, 2006 and subsequently forwarded them to various offices for implementation.
 - a. 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.

This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

- b. 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.
4. The following recommendation is pending:
 - a. That the College adopt the Synchron Eyes software for lab management.
 5. The next meeting of the College Assembly will be held on Thursday, March 1, 2007 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: P. Fleming Sec: E. Schatz

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There being no further business, the meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Jeffrey Spector
Chair, College Assembly

JS:ls