

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
FEBRUARY 7, 2008
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

V. Blanco, M. Maciolek, T. Montani, T. Orosz, T. Sabol

FACULTY: S. Biswas, E. Christensen, C. Dolan, P. Fleming, A. Gincel, C. Harrington, V. Kanwal, C. Pean, , N. Picioccio, J. Ramirez, E. Reid, C. Reilly, M. Santelli, C. Wathen

STUDENTS: P. Berwanger, A. Bea, M. Cai, L. Chen, V. Coulombe, A. Geva, M. Kocha, A. Roche, K. Saber, S. Singh, R. Yajnik

SUPPORT STAFF: A. Ballina, S. D'Elia, S. DeSantis, N. Nichols

TASK FORCE CHAIRS:

Academic Standards: S. Zale

Accessibility for Persons with Disabilities: M. Velez*

Bylaws: B. Simon

Campus Diversity: J. Peleg

Campus Life: T. McGlincy

Community Concerns: V. Vega

Curriculum: P. Yarmchuk

Educational Resources: S. Altman

GUESTS: P. Lazaro, F. Hertrich, J. Nickerson, U. Narayanan, R. Roy, D. Gardner, R. Kim, F. Burke, E. Schatz

PARLIAMENTARIAN: R. Luke

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: F. Gordon, H. Holbeck*

FACULTY: C. Bowers, B. Cavanaugh*, E. Dikun

STUDENTS: M. Doan, R. Kappagantula, S. Khawaja, J. Ragsdale*, B. Stoor*, D. Ventura

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 7, 2008 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Professor Spector stated 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.

Middlesex County College puts learning first and measures its success only by the success of its students. All members of the College community contribute to student success.

The mission of Middlesex County College is to provide a quality, affordable post-secondary education responsive to the needs of the community and accessible to all who can benefit from it. We emphasize academic excellence and student success to a student centered and innovative life long learning environment for our diverse population.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: P. Fleming Sec: N. Picioccio

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Steven Zale, Chair

Charge:

Discuss using a minimal grade as a prerequisite for successive classes. For example, should a prerequisite for CSC 162 be a C or better in CSC 161. Make the appropriate recommendations.

Recommendation:

It is recommended that academic departments who do not currently assign a minimum grade of "C" or better for prerequisite courses be allowed to establish a minimum grade of "C" in such courses upon their discretion.

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Rationale:

Currently, there are several courses offered at the college that require a “C” grade or better in their prerequisite courses, such as Eng 122 and in the allied-health programs. The task force was interested in making a recommendation that would be fair and based on sound rationale. The task force believed that it was important to define the level of performance that was acceptable and predictive of continued satisfactory progress from prerequisite courses at MCC. There were a number of possible situations where it seemed reasonable to establish a minimum grade of “C” for prerequisite courses. One scenario was to allow a student to enroll in a successive course after earning a “D” grade only if that course was not part of the student’s major. For those courses within the major, a “C” grade or better would be required for the student to take the next level course.

The task force closely examined the new NJ Legislation (A3968/S2535 - Chapter 175) that became effective on January 1, 2008. This NJ Act provides for the seamless transfer of academic credits from a completed associate of arts degree or associate of science degree awarded by a county college. The legislation states that the county college degree is fully transferable and credited as the first two years of a baccalaureate degree program at a 4-year public institution. This signifies that the destination school accepts the complete degree with all credits earned. Therefore, if a student received a “D” grade from MCC, the credit of this course will be accepted by the 4-year school; however, the 4-year school and the student might have to resolve any disputes between them regarding the transfer of course work deemed unsatisfactory. According to this legislation, no public or independent institution is required to admit a student from a county college or waive its admission standards.

The task force recognized the fact that “Ds” were transferable to the 4-year school. Furthermore, if the student had the option to repeat the course with a “D” prior to transferring, the student might elect not to repeat it. In addition, the task force was faced with several unknown variables, such as not knowing the course requirements of all programs in all of the 4-year schools. Despite grades of “D” or higher being transferable, the task force felt that it was a probable situation that individual departments at these 4-year schools would insist upon the student repeating those courses with “Ds”.

Besides taking into consideration this NJ Act, with the support of Faxian Wang, the task force gathered substantial data concerning students who earned a “D” grade in the first-level courses from Fall 2004 to Summer II 2007 semesters and their success rates in the subsequent courses. For the purpose of this study, the task force defined a “successive” class to mean any course that uses a previous class as its course prerequisite. The task force’s data report attempted to reveal

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whether students, who repeated a course after earning a “D” grade, did better in the successive course than moving immediately onto it. While there was a slight

overall improvement in students' grades when they repeated the courses, the small sampling of data made it too arduous to draw any firm conclusions. The report neither categorized the students by majors, such as science and non-science majors, nor did it classify the students who had the same instructors versus different instructors for the two courses. Lastly, the inclusion of the N and W grades in the report were part of the analysis. Due to the differences in pedagogic techniques and student learning styles, the task force felt that these independent variables could have further impacted the findings of the study.

In addition to examining the data collected, the task force requested feedback from each academic department across the campus. The following departments responded with a fervent interest in implementing a minimum grade of "C" in selected courses within their department: accounting, biology, chemistry, and ESL. Also, dental hygiene and radiography who already implemented a minimum "C" grade, stated that it was necessary for competency reasons or accreditation requirements, respectively. From all of the responses that were collected by the task force, only engineering was uninterested in implementing a minimum "C" grade. The task force also comprehensively reviewed all of the courses at MCC that currently require a minimum grade of "C".

In spite of a "D" grade being transferred under the NJ legislation as part of a completed degree, the task force identified a "C" grade in a prerequisite course as the minimal level of performance necessary for continued satisfactory progress into the next successive course. By implementing a minimum grade of "C" in prerequisite courses, those students who wish to transfer to a 4-year school will display evidence of proficiency, academic potential, and readiness to handle the university curriculum in a satisfactory manner. Furthermore, MCC is taking the congruous remedial actions as early as possible by encouraging the students to evaluate their academic progress and seek out help for any developing problems. The task force believed that a "D" grade, although it is marginally passing, should represent a clear warning that the student is responsible for remedying those deficiencies in order to avoid compounding the problem in subsequent successive classes, which build upon that background information.

The task force felt that the enforcement of a minimum "C" grade in prerequisite courses attempts to better prepare students academically, regardless of whether they transfer to an upper division school or not. The task force believed that the minimum "C" grade would avoid a potential pitfall for students. MCC would be doing a great disservice to the students who earned a "D" grade by

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allowing them to move forward in a program when they will most likely have to repeat the course at the 4-year school.

Motion to accept recommendation:

Mov: S. Biswas Sec: V. Blanco

Discussion followed regarding those students who are not interested in transferring to a 4-year college. It was also stated that much of our course work is sequential and offered only from one year to the next and not from semester to semester. If a student falls out of a sequence they may have to wait until the following year to retake the class. In some cases, students may decide to transfer to other places such as local schools or another college. In addition, concerns were raised on how this may affect students financially.

Discussion continued to insert in the first sentence, after the word that, "the Curriculum Task Force of the College Assembly be permitted to look at "C" or better as a prerequisite for successive classes."

Motion to amend the recommendation to read: It is recommended that the Curriculum Task Force of the College Assembly be permitted to look at "C" or better as a prerequisite for successive classes."

Mov: C. Harrington Sec: V. Kanwal

Discussion continued to strike out the words, "the Curriculum Task Force of the College Assembly be permitted to look at "C" or better as a prerequisite for successive classes" and add the following, in the last sentence, after the word discretion, "and keeping with the standard curriculum approval process. The amendment was accepted as friendly.

Amended recommendation to read: It is recommended that academic departments who do not currently assign a minimum grade of "C" or better for prerequisite courses be allowed to establish a minimum grade of "C" in such courses upon their discretion and keeping with the standard curriculum approval process.

Vote on amendment:

App: Majority Opp: 0 Abs: 2

Amendment passes.

Discussion continued and Professor Fleming called the question.

Motion to call the question:

Mov: P. Fleming Sec: N. Picioccio

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Vote to call the question:

App: Majority Opp: 0 Abs: 1

Question was called. Debate ceased.

Vote on amended recommendation:

App: 26 Opp: 0 Abs: 3

Motion passes.

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

No Report

C. Bylaws – Dr. Beverly Simon, Chair

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.

Charge:

Consider revising 1.0500 Article V Section B to indicate that the First Chairperson-elect should Chair and recruit members for the nominating committee that selects the Second Chairperson-elect.

Recommendation:

The Bylaws Task Force recommends the following change to 1.0500 Article V Section B.

Presently:

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.

Revision:

The First Chairperson-elect shall chair and appoint members to a nominating committee in September of the Chairperson's 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.

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Rationale:

Moving the responsibility to establish and chair this committee from the Chairperson to the First Chairperson-elect will relieve the Chairperson of one of his/her many duties. This will also give the First Chairperson-elect an opportunity

to become active in the mechanics of the College Assembly before his/her term of office begins.

D. Campus Diversity – Professor Janet Peleg, Chair

Charge:

Evaluate and discuss student activities, clubs, educational programs and events on campus in terms of campus diversity. Do they present an effective means to encourage diverse groups to socialize and work together?

Recommendation:

1. That campus Cruiser be used as a vehicle to keep current and prospective MCC students abreast of student clubs and their activities, and that the information be accessible (user friendly), centralized, and regularly updated.
2. That a workshop be implemented for club advisors to inform them of how to set up and/or update a club website, within the parameters set by the College.

Rationale:

The Task Force has found that there are a great number of clubs and activities on campus that encourage the diverse groups of students at MCC to socialize and work together. However, there appears to be no one efficient way for the clubs to get their announcements out to students.

The Task Force believes that Campus Cruiser is the most efficient way to centralize all of the student activities so that any student at either our Edison campus, or our Perth Amboy and New Brunswick centers, can access this information. Even if they cannot participate in a club or activity, it is important for students to know where their fees are going. They often ask and should be informed of which activities they are supporting.

Motion to accept recommendation:

Mov: S. Biswas Sec: V. Kanwal

Discussion followed on whether or not this recommendation is a matter of policy or the process on policy.

Motion to table the recommendation:

Mov: S. Biswas Sec: K. Saber

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Vote to table recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

E. Campus Life – Mr. Terry McGlincy, Chair

Charge:

Review our current policy concerning smoking on campus.

Recommendation:

1. That all smoking on the campus be restricted to campus parking lots.
2. That a limited number of gazebo like structures be built adjacent to major parking lots. That the structures be placed, whenever possible, in such a manner that one might cover 2 or more parking areas.

Rationale:

After investigating our present policy the task force was surprised to find that a prior recommendation (no smoking within 25 feet) was never approved by the President. This left us with an earlier policy (and State law) of no smoking in public buildings. Utilizing this as a starting point we reviewed the smoking policies at a number of community colleges around the state. After our review it was decided to make this recommendation.

Motion to accept recommendation:

Mov: N. Picioccio Sec: C. Harrington

Discussion followed to change the recommendation to read, "No smoking on campus."

Motion to amend the recommendation to read: No smoking on campus.

Mov: J. Ramirez Sec: C. Harrington

Vote on amendment:

App: 4 Opp: 16 Abs: 6

Amendment denied.

Discussion continued to add in #1, after the word lots, "with the exception of residencies on Hoff Road and vehicles on campus."

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Motion to amend the recommendation to read: 1. That all smoking on the campus be restricted to campus parking lots with the exception of residencies on Hoff Road and vehicles on campus. 2. That a limited number of gazebo like structures be built adjacent to major parking lots. That the structures be placed, whenever possible, in such a manner that one might cover 2 or more parking areas.

Mov: C. Harrington Sec: P. Fleming

Vote on amendment:

App: 26 Opp: 2 Abs: 0

Amendment passes.

Vote on amended recommendation:

App: 25 Opp: 2 Abs: 0

Motion passes.

Charge:

Review code of Student Conduct. Update the code to reflect the needs of our contemporary campus community. The code should include relevant items from the report of Academic Integrity.

Report:

The task force met over the winter break and began to draft a new set of guidelines and procedures. We anticipate completion prior to the end of the term.

F. Community Concerns – Dr. Victor Vega, Chair

No Report

G. Curriculum - Dr. Paul Yarmchuk, Chair

Recommendations:

CSC 106 - Intermediate PC Applications with Programming

Change in: Credit Hours

Motion to accept recommendation:

Mov: C. Harrington Sec: P. Fleming

Vote on recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

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HRI 116 - Professional Pastry Techniques

New Course

HRI 118 - Cakes, Decorating & Specialty Techniques

New Course

HRI 120 - Baking & Pastry Arts Externship
New Course

Motion to accept recommendations:
Mov: V. Kanwal Sec: S. Biswas

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

Baking and Pastry Arts Certificate of Achievement: New Curriculum

Motion to accept recommendation:
Mov: P. Fleming Sec: C. Harrington

Vote on recommendation:
App: Majority Opp: 0 Abs: 0
Motion passes.

H. Educational Resources - Professor Susan Altman, Chair

Charge:
Create a "Survey of Use and Needs of Technology on Campus"

Report:

The results of the survey (sent to faculty November 2007) were discussed. The results confirmed that many people are using media-enhanced classrooms and are interested in learning about and using the other technologies available to them on campus. We discussed the need for upgrades, and more equipment, as well as the need for more training of faculty. We are surveying other community colleges and all members will discuss this information at the next meeting and make appropriate recommendations.

Charge:
"Wireless on campus"

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Report:

After a general discussion, several questions arose in relationship to the use of wireless and its value to learning objectives. Members will be reviewing a packet of articles related to the use of Internet and laptops on college campuses. We are also surveying other community colleges about

policies on authentication and requirements (if any) of laptops. We will be discussing our findings at our next meeting and make appropriate recommendations.

Charge:

“How the college assigns rooms regarding technology”

Report:

We discussed the current policy and problems related to it. In addition we discussed the need for more communication regarding needs of faculty and the need for more general teaching labs with computers. We are planning on continuing our discussion at the next meeting and make possible recommendations.

Charge:

“Adequacy of printers on campus, including color printers for student use”

Report:

Discussion of student use of printers and the availability of printers in the various computer labs on campus. We will have specific information of number and types at our next meeting and will discuss and make recommendations as appropriate.

**I. Ad-Hoc Task Force on Select Issues of Curriculum -
Professor Phyllis Fleming, Chair**

No Report

NEW BUSINESS

Professor Spector asked the Assembly for consent to move the Second Chair-Elect nominations to the March meeting, at the April meeting nominations will be accepted from the floor and at the May meeting, the nominees will make a short presentation before the membership vote. According to Bylaws 1.1102 - Suspension of Bylaws, Bylaws may be suspended for any meeting of the College Assembly with unanimous consent of the voting members present. By consensus, all members of the Assembly were in favor of suspending the Bylaws.

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REPORT OF THE CHAIR

1. All curriculum items that came before the College Assembly at the November 1, 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:

SCI 210: Environmental Geology

Remove SCI 155 as prerequisite.

Computer Science Transfer Program

MAT 129 - Precalculus is dropped

Existing math courses move up one semester in the program.

MAT 210 - Linear Algebra is added.

Radiograph Program Career Track and Transfer Track

Convert GE course in Career Track to GE (MAT) and add a GE (MAT) elective course to the transfer track in semester III Fall.

3. The College Assembly has contacted the divisions who are in the process of formulating their list of representatives for the College Assembly and its task forces. Please contact the chairperson of your division council, chairperson of your department, or dean and offer your experience to the Assembly and or a task force. You are encouraged to please talk to your colleagues and your students to get them involved.
4. If you are interested in being considered for nomination to the Chair of the College Assembly, please contact Professor Jeffrey Spector or Professor Richard Ellison.
5. The next meeting of the College Assembly will be held on **Thursday, March 6, 2008 at 2:00 p.m.**

RECOGNITION AND HEARING FROM THE PUBLIC

Dr. Christine Harrington announced that she would be speaking on the topic, "Assessment Initiative" at the next College Assembly meeting.

ADJOURNMENT

Motion to Adjourn:

Mov: V. Kanwal Sec: T. Sabol

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There being no further business, the meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Jeffrey Spector

Chair, College Assembly

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