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, B. Cavanaugh, C. Dolan, P. Fleming, J. Gaspar, N. Granuzzo, C. Harrington, V. Kanwal, C. Pean, C. Reilly, E. Schatz

STUDENTS: A. Bashir, R. Bhatt, J. Cortese, D. Dar, R. Dzioba, F. Husein, E. Kruger, D. Wesnowky, J. Willard, J. C.Yew

SUPPORT STAFF: S. DeSantis, J. Melendez, K. Gormish

TASK FORCE CHAIRS:
Academic Standards: S. Zale
Accessibility for Persons with Disabilities: M. Velez*
Bylaws: A. Picardo for B. Simon
Campus Diversity: L. Carter
Campus Life: J. Herrling
Community Concerns: A. Davis
Curriculum: N. Picioccio for P. Fleming*
Educational Resources: E. Reid for S. Rowley*

GUESTS: D. Boelhower, E. Griffith, K. Hays, R. Kim, L. Mortensen, A. Picardo, N. Picioccio, E. Reid, T. Sabol, N. Sachnoff, D. Trainor, D. Zimmerman

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT
DEANS: D. Lemcoe*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: T. Montani*

FACULTY: C. Bowers, E. Dikun*, P. Fleming*, A. Gincel, Lasky*, E. Reid

STUDENTS: L. Campbell, J. Jacik, M. Poandl*, T. Sitaca, G. Virasawmi

SUPPORT STAFF: L. Friedman*, J. Slicner
*Excused

With a quorum present, Professor Jeffrey Spector called the March regular meeting of the College Assembly to order on Thursday, March 1, 2007 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.

APPROVAL OF MINUTES
Motion to approve minutes:
Mov: X. Balabkins   Sec: R. Ellison
Minutes are accepted as presented.

UNFINISHED BUSINESS
None

REPORTS OF THE STANDING TASK FORCES
A.   Academic Standards – Dr. Steven Zale, Chair
Charge:
> 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. Make the appropriate recommendations.

Recommendation:
> It is recommended 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.

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Rationale:

Currently, some students are permitted to participate without completing all of the degree requirements. The task force was interested in making a recommendation that would be fair, consistent, and based on sound rationale. There were a number of possible situations where it seemed reasonable to allow a student to participate in the graduation ceremony despite not having all of the graduation requirements by May. The task force based this recommendation on a number of findings. We discovered that four of MCC's academic programs from two divisions support students' participation in the commencement ceremony prior to the completion of all degree requirements because the program requirements are not completed until the summer. In order to be consistent throughout the college, the task force believes that it is justifiable for students, who have two courses remaining to participate in the graduation ceremony.

The task force felt that it was important to offer students who were planning to graduate by the end of the summer semester, with two courses remaining for degree requirements, the opportunity to walk at graduation during the prior May graduation ceremony due to its significance. The rationale for this recommendation is that many students transfer or gain employment in areas not geographically close to Middlesex County College, thus prohibiting them from easily participating in the graduation ceremony the following May. In addition, it potentially may be more memorable for the students to participate in the graduation ceremony with their schoolmates versus attending the ceremony the following year with students of whom they are not as familiar.

It is important to note that a distinction is made in the commencement bulletin between graduates and candidates. According to the bulletin, graduates only include students who completed degree requirements by January of that year. All other students listed are classified as candidates for graduation. Since the diploma is what marks graduation and students are only considered candidates in the commencement bulletin, there did not seem to be a sound rationale for excluding these students, who had two courses remaining for degree completion requirements from participating in the graduation ceremony.

By changing the current policy to the one recommended above, Middlesex County College will be allowing more students the opportunity to have the experience of a graduation ceremony. In addition to considering all of the issues previously mentioned, information from other community colleges was also gathered and considered.

Motion to accept recommendation:
Mov: D. Wesnowsky   Sec: E. Schatz
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Vote on recommendation:
App: Unanimous Opp: 0 Abs: 0
Motion passes.

B.   Accessibility for Persons with Disabilities -
**   Ms. Martha Velez, Chair**
No Report

C.   Bylaws – Ms. Alice Picardo for 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:
>   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 <u>1.1101</u>
>   <u>Amendment of the Bylaws</u>:

>   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.

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>> 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.

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.

Motion to accept recommendation:
Mov: H. Holbeck   Sec: E. Schatz

Discussion followed to insert under number 4, after (5) the word "school."

Motion to amend number 4 of the recommendation to read: 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.
Mov: S. DeSantis   Sec: R. Luke

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

Vote on amended recommendation:
App: Unanimous   Opp: 0   Abs: 0
Motion passes.

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

Professor Spector stated that in 1.0500 Article V Section A that defines the officers and their duties should be included in this recommendation and will be part of what will be
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voted on at the subsequent meeting. It does not effect the intent of the recommendation, but those terms need to be identified and defined.

Charge:
Amend the Bylaws of the College Assembly, 1.0500 Article V, B and C, to

create an article to establish a process of succession for the Chairperson of the College Assembly in the event the Chairperson is unable to fulfill his/her duties temporarily or permanently. The process should consider a situation where both the current Chairperson and Chair-elect are unavailable. These conditions could be for the short-term or long-term, if one or both officers need to be replaced. In addition, consider in your deliberations, a situation in which the Chair-elect has not been selected, such as during the months of July-December of the first year of a new Chairperson's term.

Recommendation:

The Bylaws Task Force recommends the following change to article 1.0500 Article V sections B through E of the Bylaws:

Presently:

B. A nominating committee shall be appointed by the College Assembly Chairperson at the May meeting to present a slate of at least three candidates for Chairperson-elect at the October meeting. Nominations from the floor shall be accepted only at the November meeting.

C. The Chairperson-elect shall be elected by the membership of the College Assembly at the December meeting of the Fall semester, and shall serve as Chairperson-elect during the Chairperson's term and as Chairperson the following two academic years.

D. 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.

E. If 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.

Revision:

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

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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.

Rationale:

Under the present Bylaws, there is no Chairperson-elect for the first six months of the Chairperson's term of office (July – December). If the Chairperson were unable to serve during that time, the College Assembly would have neither a Chairperson nor Chair-elect. This would be especially problematic during the summer months when the Chairperson develops the new charges for the Task Forces for the next academic year. We propose the election of a Second Chair-elect just prior to the expiration of the Chairperson's term in order to eliminate the potential gap in leadership.

Although this does not address the possibility of both the Chairperson and Chair-elect resigning during the first year and a half of the Chairperson's term, it does ensure that a Chair-elect has been selected before the crucial time period during the summer months of the new Chairperson's tenure.

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Presently

May 2006	July 2006	October 2006	November 2006	December 2006	May 2008	July 2008
Nominating Committee Selected	New Chair Takes Office	Slate for Chair-elect	Nominations from floor for Chair-elect	Chair-elect elected	Nominating Committee Selected	Chair-elect becomes Chair

Proposed

July 2006	December 2006	July 2008
Chairperson		
	Chair-elect ⟶	Chairperson

September 2007

Nominating Committee

Selected Chair-elect — for Second Chair-elect — elect elected — and Second Chair-elect becomes First Chair-elect

charge: Review arti

cle 1.0705 section B of the Bylaws of the College Assembly to clearly define the voting process. This section must provide for a situation in which the Task Force is either at an impasse in selecting a Chairperson, or a situation in which no member of the Task Force will assume the position. Change this section as required.

Recommendation:

The Bylaws Task Force recommends the following change to article 1.0705 section B of the Bylaws:

Presently:

B. The Chairperson of a task force shall be elected by the task force membership or appointed by the Chairperson of the College Assembly for one academic year. He/she may be re-elected or re-appointed for a successive term.

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Revision:

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.

Rationale:

The Bylaws Task Force would like all Chairpersons of Task Forces be elected by their task force's membership. If no member of a task force wishes to serve as Chairperson, the Chairperson of the College Assembly should be permitted to appoint a task force Chairperson. In the case of a tie, the Chairperson of the College Assembly should break the tie.

Charge:

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.

Recommendation:

The Bylaws Task Force recommends the following change to 1.0701 – 1.0717 Article VII of the Bylaws:

Presently:
Chairperson is elected by the Task Force.
Revision:
Delete the note from the bottom of pages 9, 10, 11, 12, 14, 15, and 17 in the Bylaws.

Rationale:

The selection of a task force's Chairperson is already discussed in article 1.0705 Section B.

D.   Campus Diversity – Professor Leslie Carter, Chair
No Report

E.   Campus Life – Dr. John Herrling, Chair
Report:
On charge #1, to examine the current policy on the assignment of advisors to 1) students who have not declared a major, 2) students who are liberal arts general and 3) Meeting of the College Assembly – March 1, 2007

part-time students. Determine how the college can better serve the advising needs of these students and make appropriate recommendations. The task force has solicited feedback from the members of the committee as well as Mr. Kruszewski and Ms. Orosz from the Advising Center. Mr. Kruszewski and Ms. Orosz indicated that for students that have not declared a major, they are currently being advised by the Academic Advising Center. Part-time students are not assigned advisors, but are given information regarding services offered by the Academic Advising Center, as well as a list of department chairs and their locations. Liberal arts general students are currently advised by the Social Sciences and Humanities faculty. Suggestions are being considered for identifying others on campus that can advise students particularly during crunch times. Inviting the Advising Center to department meetings to assist in updating

faculty on new policies and the use of Colleague. Another consideration is to encourage faculty to send out welcome letters to new students encouraging them to connect with their academic department. Lastly, to set up dialogue with interested faculty to discuss ways of improving the advising system. On charge #2, to review the availability of outside space for students to congregate between classes. The task force has reviewed the possible location of new comfortable benches on campus and is working on a recommendation to have about 60 benches installed.   The idea would be to try to install them over a 3 to 4 year period. On charge #3, to review the status of the recommendation to provide a shuttle between the Edison Campus and the Perth Amboy and New Brunswick Centers. Discussion focused on the practicality and the center directors were surveyed to obtain their input.   A brief survey at each center indicated that student usage would be minimal. This recommendation may be moved in a different direction. On charge #4, to explore the requirements for food service at the New Brunswick and Perth Amboy centers. The center directors are doing a survey of the students at the centers to ascertain interest in an expanded food service. Currently, there are only vending machines available at the centers. On charge #5, to investigate ways to provide IT training opportunities for students on campus wide systems such as Campus Cruiser and the college website. This charge is being addressed with the Information Technology department and the Registrar's office.

F.   Community Concerns – Ms. Audrey Davis, Chair
No Report

G.   Curriculum - Professor Nicholas Picioccio for Professor Phyllis Fleming, Chair
Recommendations:

ACC 221: Fraud Examination
       New Course
ACC 222: Fraud Data Analysis
       New Course

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ACC 223: Fraud and the Law
       New Course
ACC 224: Advanced Fraud Examination
       New Course

Motion to accept recommendations:
Mov: X. Balabkins   Sec: E. Schatz

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

Forensic Accounting and Fraud Examination Technical Certificate: New Curriculum

Motion to accept recommendation:
Mov: C. Dolan   Sec: E. Schatz

Vote on recommendation:
App: Unanimous   Opp: 0   Abs: 0
Motion passes

DHY 224: Dental Hygiene Seminar
        New Course

Motion to accept recommendation:
Mov: R. Ellison   Sec: C. Harrington

Vote on recommendation:
App: Unanimous   Opp: 0   Abs: 0
Motion passes

Dental Hygiene: Change in Curriculum

Motion to accept recommendation:
Mov: R. Ellison   Sec: J. Gaspar

Vote on recommendation:
App: Unanimous   Opp: 0   Abs: 0
Motion passes

SCI 258: Climatology
        New Course
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Motion to accept recommendation:
Mov: H. Holbeck   Sec: D. Wesnowsky

Vote on recommendation:
App: Unanimous   Opp: 0   Abs: 0
Motion passes

H.   Educational Resources - Dr. Steven Rowley, Chair
Charge:
        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 other types of equipment/resources should be cycled.

Include resources used for academic purposes as well as administrative/staff purposes.

Recommendation:

That individual department chairs 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 minor capital requests are submitted in a given year.

Rationale:

In following through with this charge, the Educational Resources task force found that there is a wide variety of needs for computer hardware and software on campus. Departments, such as computer science need frequent changes to both hardware and software to meet the constant changes that are occurring, whereas many other departments do not require changes to software and hardware on as frequent a basis. A few departments have been communicating on a regular basis with IT, but many have not until an urgent need arises. There are also quite a few computer labs on campus that are no longer supportable by IT because the software and equipment used in these labs are no longer supported by their respective manufacturers.

Regular communication between departments and the IT department is necessary to make sure that needs are met. In addition, regular communication ensures that outdated labs are upgraded in a timely fashion so that equipment and software does not become unusable due to lack of support.

Motion to accept recommendation:
Mov: E. Schatz   Sec: C. Dolan

Discussion followed, in the first sentence to strike out the words, "individual department chairs" and insert "departments and divisions will."
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Motion to amend the recommendation to read: 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 minor capital requests are submitted in a given year.
Mov: R. Luke   Sec: E. Schatz

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

Discussion followed, in the last sentence to strike out the words, "minor capital" and insert the word "technology."

Motion to amend the recommendation to read: 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.
Mov: E. Schatz   Sec: C. Harrington

Vote on amendment:
App: Unanimous   Opp: 0   Abs: 0

Vote on amended recommendation:
App: Unanimous   Opp: 0   Abs: 0

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 Campus Cruiser during orientation and they should be informed that they should check their Campus Cruiser email account on a regular basis throughout the semester, since this account will be their primary means of notification.

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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. 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 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: D. Wesnowsky

Discussion followed that references to "Campus Cruiser" be replaced with "official student e-mail system."

Motion to amend the recommendation to read: 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 official student email system during orientation and they should be informed that they should check their official student email system account on a regular basis throughout the semester, since this account will be their primary means of notification.
Mov: E. Schatz   Sec: C. Harrington

Vote on amendment:
App: Unanimous   Opp: 0   Abs: 0

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Discussion followed, in the second sentence to take out the words, "during orientation."

Motion to amend the recommendation to read: 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 official student email system and they should be informed that they should check their official student email system account on a regular basis throughout the semester, since this account will be their primary means of notification.
Mov: C. Harrington   Sec: E. Schatz

Vote on amendment:
App: Unanimous   Opp: 0   Abs: 0

Discussion followed, in the second sentence after the word Students to insert the words "and employees."

Motion to amend the recommendation to read: That electronic means as a primary notification to students be continued and that training opportunities be made available to all employees and students. Students and employees should be trained in the use of official student email system and they should be informed that they should check their official student email system account on a regular basis throughout the semester, since this account will be their primary means of notification.
Mov: E. Schatz   Sec: C. Dolan

Discussion followed and Professor Schatz withdrew the amendment.

Discussion continued and Mr. Edwin Reid withdrew this recommendation to present to the College Assembly at a later date.

NEW BUSINESS
None

REPORT OF THE CHAIR
1.   Professor Spector introduced Professor Thomas Sabol, a new faculty member and Chair for the Engineering Technologies Department.

2.   Professor Spector announced that 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.

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3.   All curriculum items that came before the College Assembly at the February 1, 2007 meeting were approved by the College President and are to be implemented by the Vice President of Academic and Student Affairs.

4.   The following Fast Track curriculum items were approved:

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.

MAT 080: Algebra I Alternative
New Course Title

5.   Dr. La Perla-Morales signed the recommendations approved by the College
Assembly on February 1, 2007 and subsequently forwarded them to various
offices for implementation.

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

b.   The task force recommends the following change to article 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.

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6.   Dr. La Perla-Morales signed the recommendation that was approved by
the College Assembly on December 7, 2006.

a.   That the College adopt the Synchron Eyes software for lab management.
This recommendation is to be implemented by the Vice President for
Finance and Administration.

7.   The next meeting of the College Assembly will be held on Thursday, April 5, 2007
at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC
Professor Spector introduced the following invited guest speaker Professor Alice
Picardo, Director of First Year Experience: The First Year Experience is an initiative to
research and coordinate collaborative efforts to improve and maintain student success
in the first year of college. As director of the initiative, I report to the Vice President of
Academic and Student Affairs, Dr. Karen Hays. Presently, there are about 38 members
who consist of faculty, staff, administrators and the student body who work on one of

the FYE committees. Currently, the committees are academic strategies, chaired by Dr. Groninger. Academic strategies is charged to examine and create academic delivery that will help insure greater student success in the first year. As a result, this committee is comprised of all faculty with the exception of a position for the Director of Academic Advising and myself as director. As part of academic strategies, collaborating faculty from the Departments of Biology, English, Psychology and Education, specifically, Professors Alfieri, Przygoda and Ms. Petti have created a learning community called "SCRUBS" which stands for, students can read and understand biology successfully, which consists of developmental biology reading and student success which will be offered in the Fall of 2008. The theme of this learning community is the integration and application of reading and student success strategies to master developmental biology. It will be promoted to the large number of students who have interest in our health technology programs, biology and chemistry, but who lack the preparation to take credit courses. Academic strategies is also working on a proposal process and form to assist the faculty in the development of learning communities, discussing placement test issues and technology concerns. Academic and student affairs linkages is chaired by Ms. Class-Rivera and is examining the combined efforts of academic and student affairs interventions during the first year. It is comprised of faculty, staff, administration and students. This year the committee presented a recommendation that has been approved by the Vice President concerning earlier access to Campus Cruiser for our new students. Presently, Campus Cruiser access is assigned after a student registers. We have recommended that Campus Cruiser now be assigned at the point of admission, and through the collaborative work of Information Technology and Enrollment Management this is going forward. The committee is now creating a recommendation for a Summer Bridge program through the work and guidance of Ms. Class-Rivera, Drs. DeLucia and Zimmerman.
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The purpose will be to help students succeed in developmental courses and begin credit courses in the Fall. Another group of committee members are looking at the ways we orient our students and other first year interventions. The third committee, research and assessment is comprised of faculty, staff and administrators and is chaired by Dr. Harrington. This committee has been focusing on strategizing ways for the campus to effectively use the focus group and survey data to enhance FYE initiatives. They have connected with the college wide assessment committee, chaired by Professors Glazer and Lamala, and are working together to help the campus groups coordinate and facilitate focus groups.   Dr. Altruda, Professors Holbeck and Picioccio have conducted focus groups on developmental education from both the faculty and the student point of view on the enrollment process, orientation, student experiences and specialized programs such as NJ Stars. This information has been posted on the InfoNet and one of the goals is to get that information out to you in a way that you can use it. There was a fourth committee which has already completed their charge. This committee produced the working version of the points of contact that is on the InfoNet. This represents our collected information about what kind of contact you make with your students and how you reach out to first year students. The Perth Amboy Center was using it on how their services may be redundant or what they could do to collaborate

with services on the main campus. This committee was chaired by Mr. Kruszewski and I encourage you to use it. Finally, you are all invited to become a part of the First Year Experience. If you have heard anything today that has peaked your interest please contact me.

Dr. Harrington announced that Disability Awareness Day is Monday, March 26, at 11:00 a.m. in the Performing Arts Center.   The keynote speaker is LeDerick Horne, who will talk on "Redefining Learning Disabilities: A Journey to Success." The Committee invites all to attend and strongly encourages students' attendance at the keynote speech and throughout the day.

Dr. Luke announced that the Division of Science, Mathematics and Health Technologies is sponsoring a guest speaker on the topic of Global Warming on April 20, 2007. For more information please contact Dr. Reginald Luke, Dean for the Division of Science, Mathematics and Health Technologies.

ADJOURNMENT
Motion to Adjourn:
Mov: E. Schatz   Sec: C. Harrington

Meeting of the College Assembly – March 1, 2007

There being no further business, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Jeffrey Spector
Chair, College Assembly

JS:ls