

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
MARCH 2, 2006
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

R. Ellison, F. Gordon, J. Kruszewski, M. Maciolek

FACULTY: G. Allen, J. Baker, X. Balabkins, B. Cavanaugh, S. DelVecchio, N. Granuzzo, C. Harrington, M. Lynch, N. Picioccio, E. Schatz

STUDENTS: A. Latar, D. Levine, A. Lowe, N. Shah, T. Sitaca

SUPPORT STAFF: L. Friedman, J. Fuller, M. Lotz

TASK FORCE CHAIRS:

Academic Standards: B. Gray

Accessibility for Persons with Disabilities: M. Miniere

Bylaws: M. Spano

Campus Diversity: T. Orosz

Campus Life: C. Harrington

Community Concerns: D. Yoseloff

Curriculum: P. Fleming

Educational Resources: L. Ostar*

GUESTS: F. Burke, A. Class-Rivera, M. Edwards , E. Griffith, K. Hays, F. Hertrich, H. Holbeck, F. Rubino, D. Wesnowsky

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT

DEANS: G. Kehrer*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: T. Montani*, A. Snopek*, C. Weisz*

FACULTY: S. Biswas*, C. Bowers*, E. Dikun*, J. Lasky*, A. Matagrano*, S. Rowley*, K. Shay*

STUDENTS: R. Asiedu, N. Drelles*, V. Jambusaria*, E. Manresa, J. Misistia, P. Patel, S. Patel*, C. Sanford*

SUPPORT STAFF: R. Gons*, K. Gormish*

*Excused

Meeting of the College Assembly – March 2, 2006

With a quorum present, Professor Alice Picardo called the March regular meeting of the College Assembly to order on Thursday, March 2, 2006 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve the minutes:

Mov: X. Balabkins Sec: E. Schatz

Minutes are accepted as presented.

UNFINISHED BUSINESS

Professor Picardo announced that the following recommendation was reported to the College Assembly at the February 2, 2006 meeting and would be voted on at today's meeting.

Charge:

Coordinate, with the Task Force on Campus Life, an evaluation of the composition and purpose of said Task Force. Make appropriate recommendations.

Recommendation:

The Bylaws Task Force recommends the following revised membership and purposes for the Task Force on Campus Life in place of those described in the current edition of the College Assembly Bylaws:

Membership:

A. Faculty	3
B. Faculty at large	1
C. Adjunct at large	1
D. Faculty Advisor to a Student Organization	1
E. Director of Student Activities	1
F. Director or representative from the Office of Health & Safety	1
G. Director of Academic Advising or Admissions or designee	1
H. Executive Director or representative from Facilities Management	1
I. Director or representative from Counseling and Career Services	1
J. Director or representative from New Brunswick or Perth Amboy Center	1
K. Support Staff from Police Department	1
L. Support Staff with direct student contact	1
M. Officer of the College Center Programming Board	1
N. Students	5
Total	20

Meeting of the College Assembly – March 2, 2006

Purposes:

Studies and recommends policy regarding:

- A. Student life (bookstore, clubs, food services¹, parking, and student activities).
- B. Use of facilities by campus community for activities that occur outside of the classroom situation.
- C. Student support services (academic advisement, admissions, athletics, bursar, counseling and career services, EOF, financial aid, library, minority student affairs, registrar, safety and health, testing, and tutoring).
- D. Campus oriented publications for internal use.

Rationale:

This charge was originally given to the Task Force on Campus Life during the 2004-2005 academic year. At that time, the members of the task force thought they needed more time to experience being independent from the Task Force on Community Concerns before fully addressing this charge. They felt that they were adequately prepared during the 2005-2006 academic year; hence, the College Assembly President (re)assigned the charge to the Task Force on Campus Life and the Bylaws Task Force.

Both task forces have worked closely on this charge. Through meetings, an exchange of minutes and reports, and constant interchange of suggestions and ideas, the respective task forces have revised the membership and purposes of the Task Force on Campus Life to reflect more accurately the needs and concerns of this relatively new task force.

Both task forces agree that since Campus Life is concerned with the use of space, a representative from Facilities Management should be added. We also agree that membership of support staff should be expanded to two people, including a representative from the Police Department as well as support staff with direct student contact, such as a laboratory coordinator or a representative from tutoring. To define the particular areas of Enrollment Management that would be most relevant to the Task Force, we agree that this representative should be designated as coming specifically from Advising or Admissions. Finally, we agree that an additional faculty member should be added to balance the number of directors and students. The total membership of the Task Force will increase by 3, from 17 to 20.

Regarding the purposes, both task forces agree that the purposes of the Task Force on Campus Life are more comprehensive and broader in scope than those defined in the current edition of the Bylaws. Both task forces agree that a more

Meeting of the College Assembly – March 2, 2006

¹ This area includes the cafeteria, catering, vending, kiosks, special activities, and the like.

accurate description of the purposes is necessary. To this end, the Bylaws Task Force reviewed and revised recommendations made by Campus Life, a process that has resulted in the revised purposes listed above. For clarity, specific areas and offices have been listed alphabetically after “Student Life” and “Student Support Services”; in the same spirit, a footnote has been included for “food services.”

Motion to accept recommendation:

Mov: S. DelVecchio Sec: M. Laskowski-Sachnoff

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Brenda Gray, Chair

Charge:

The members of the Academic Standards Task Force have studied Charge #3 which reads:

Establish a policy that indicates when academic status will be assessed.

Currently, determination is made at the conclusion of Fall, Winter, Spring and Summer reporting. Make appropriate recommendations.

Recommendation:

The Academic Status Review be made at the conclusion of the Fall, Spring and Summer reporting.

Rationale:

Under the current situation, the winter Academic Status Review has caused problems in communicating the results to students, faculty and staff in a timely fashion. The proposed policy would only make a determination at the end of the Fall, Spring and Summer reporting.

Motion to accept recommendation:

Mov: E. Schatz Sec: D. Lemcoe

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

The members of the Academic Standards Task Force have studied Charge #4 which reads:

Review the implications of the new SAT, which now requires an essay, upon the writing component of the College Placement Test.

- a. Determine exemption from the writing component of the College Placement Test.
- b. If this were to be permitted, what score would warrant exemption?

Make appropriate recommendations.

Recommendation:

1. The new writing portion of the SAT not be used at this time as part of the CPT exemption process.
2. Charge #4 be revisited at a later date

Rationale:

After research into what other institutions around the state and country are currently doing as well as extensive discussion with members of the high school guidance community, no examples of the writing portion of the exam are currently being used in this capacity; consequently, this Charge should be revisited at a later date.

Motion to accept recommendation:

Mov: R. Luke Sec: J. Baker

In response to questions, Professor Gray reported that members of her committee researched the issue and, at this time, schools in the area are not using the writing portion of the SAT. ETS information was not provided to the Assembly.

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

The members of the Academic Standards Task Force have reviewed Charge #5 which reads:

Review the necessity of awarding of "N" grades. Make the appropriate recommendations.

Recommendation:

1. The “N” grade should remain as a grade given at the mid-term and as a final grade, if it were given as a mid-term grade.
2. The “N” grade be better defined. The recommended definition is: “Insufficient information to evaluate the student at this time.”
3. In service training for faculty in assigning the “N” grade at mid-term is needed.

Rationale:

After review of the “N” grade, the Task Force felt that it should remain in force. The consensus of the group was that the "N" grade would give students, who for one reason or another did not attend class enough to be evaluated by mid-term due to various reasons (i.e. illness family problems, financial difficulties personal problems, etc), the opportunity to continue at MCC without being penalized by receiving an F in the course which could negatively impact their GPA. Because the "N" grade is somewhat vague as currently written in the College Catalogue, ("N" not evaluated insufficient course participation p.13), it needed to be more clearly defined. Additionally, information should be collected from all PT/FT faculty as to how they use the "N" grade. This information would serve as discussion points for the recommended in service training.

Motion to accept recommendation:

Mov: R. Ellison Sec: N. Picioccio

Discussion began concerning the existence of an “N” grade and faculty administrative withdrawals, use at other institutions, various definitions of the grade, consistent use by full and adjunct faculty, the grade as a midterm and or final grade, the “awkwardness” of the grade, faculty training, and the implications of the grade and the appeals process.

Vote on recommendation:

App: 12 Opp: 8 Abs: 0

Motion passes.

**B. Accessibility for Persons with Disabilities -
Dr. Michael Miniere, Chair**

Report:

The Task Force completed the final version of its survey at the February 9th meeting. Elaine Weir-Daidone advised the committee that she could get the survey mailed out through the Department of Counseling and Career Services. The deadline for responding to the survey was set at March 2nd. We had two options as to how we would collect the survey. Either through return envelopes or by way of drop-boxes located at the Project Connections Office, the

Meeting of the College Assembly – March 2, 2006

Counseling and Career Services Office, and at the Student Services Office. The Task Force decided on the return envelopes option.

The Elizabethtown Gas Company has been gracious enough to donate four Devils' Hockey tickets including parking as an added incentive for students to respond to the survey. Moreover, Professor Andrew Dzurisin from the Department of History and Social Behavior has been kind enough to donate two tickets to a Princeton basketball game.

C. Bylaws – Dr. Mathew Spano, 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:

To review the Curriculum Task Force's recommendation to add the approval and signature of the Vice President for Academic and Student affairs to the sequential course approval procedure as stipulated in the current Bylaws.

Recommendation:

The Bylaws Task Force recommends the inclusion of the approval and signature of the Vice President for Academic and Student affairs in the sequential course approval procedure as stipulated in the current Bylaws. The Bylaws Task Force also recommends the inclusion of the approval and signature of the Division Dean in the procedure. The Bylaws Task Force recommends that the following revised procedure replace the current one in 3.A. under Curriculum Task Force (1.0710):

- A. All new courses offered for academic credit or academic credit equivalency by the College shall be subject to the following sequential course approval procedures:
1. Approval of department if applicable-signature of appropriate person.
 2. Evaluation and signature of Department Chairperson or Director.
 3. Approval of Division Council if applicable-signature of Chairperson.
 4. Approval of Division Dean-signature.
 5. Approval of Curriculum Task Force-signature of Chairperson.
 6. Approval of College Assembly-signature of Chairperson.
 7. Approval of Vice President for Academic and Student Affairs-signature.
 8. Approval of President-signature.

Meeting of the College Assembly – March 2, 2006

Rationale:

The Bylaws Task Force supports the Curriculum Task Force's rationale, which states "The Vice President for Academic and Student Affairs is the chief academic officer for the campus whose responsibilities include the overseeing and enforcing

of all curricula. The Curriculum Task Force strongly feels that this job description and its accompanying responsibilities warrant the addition to the ... sequential course approval procedures.”

Moreover, the course approval procedure in the current Bylaws does not include the Division Dean’s approval and signature. To be consistent with past and present course approval forms and practice, which require the Dean’s approval, the Bylaws Task Force feels that the Division Dean should also be added to the course approval procedure in the Bylaws.

Charge:

To consider the Fast Track curriculum approval process for inclusion in the College Assembly Bylaws.

Report:

The Bylaws Task Force reviewed all of the necessary documentation regarding the Fast Track process, and we met with the Curriculum Task Force Chair and the Vice President for Academic and Student Affairs on February 16th to discuss the process further. After careful review, the Bylaws Task Force does not feel that the “Fast Track Approval” process is a Bylaws issue at this time. We support the Curriculum Task Force’s suggestion to implement on a trial basis the fast track process that was approved by the College Assembly and accepted by the President. We agree with the Curriculum Task Force that this trial period of perhaps one academic year may be used to define further the term “minor changes”; to gather examples and descriptions of such changes; and to test and revise (if necessary) the Fast Track process. Once this review has been completed, and the Fast Track process is in its most complete and clearly defined form, it may then be evaluated for adoption into the Bylaws as an amendment to the standard course approval procedure.

In addition, the Bylaws Task Force also made suggestions to revise the Fast Track process as it now stands. These suggestions dealt with further defining minor changes to prohibit changes in course objectives and including faculty and departments in the Fast Track process. We also raised several questions about the process regarding the number of minor changes allowed in a given time frame, procedures for accepting or rejecting minor change requests, recourse for denied requests, and raising awareness of the standard curriculum approval procedure across campus. A copy of our report will be sent to the Curriculum Task Force for their consideration.

Meeting of the College Assembly – March 2, 2006

Professor Picardo announced that copies of the "Fast-Track" implementation process and forms are available to the College Assembly. This information will also be placed on the InfoNet.

D. Campus Diversity – Ms. Theresa Orosz, Chair

Charge:

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

Recommendation:

That an information/education session between the Middlesex County College Police force and Middlesex County College student clubs be implemented.

Implementation:

- Dean Lewis has indicated that the MCC police and Student Activities staff communicate on an ongoing basis. In addition, she meets with the Police Chief regularly and communicates via phone and email when situations warrant. She is also in close communication with the Captain, as well.
- On January 20, 2006, a Best Practices Conference entitled “Effective Police and Student Affairs Partnerships” was hosted by Dean Lewis and Chief Smilek. Members of the Division of Student Development, the MCC Police Department, Health and Safety and faculty attended. The purpose of the meeting was to discuss and share ways in which the student affairs staff and the police can work together to positively impact student behavior and to identify challenges and constraints that affect the development of effective partnerships. Pat Brennen, Director, Special Services Unit, Division of Public Safety from the University of Pennsylvania was the guest speaker. The conference also included a presentation by Captain Christine Rutowski of the MCC Police Department and Dean Lewis. Diversity issues were discussed during the conference. Two follow-up meetings are being scheduled for this semester. The first will focus on a review of the partnership and goals. Student club members will be invited to the second meeting which will focus on plans for the 2006 – 2007 academic year.

Rationale:

The conference provided a foundation and direction for future meetings and collaborative efforts between MCC student club members and the MCC police force.

Meeting of the College Assembly – March 2, 2006

E. Campus Life – Dr. Christine Harrington

Charge:

Examine and report on students’ perception of the role they play in college governance. Are these optimal avenues for the collective student voice? Survey

students on how to strengthen their level of participation. Make appropriate recommendations.

Recommendation:

It is recommended that in addition to the current methods used (excellent academic performance, division council recommendations, and student activities fair), additional avenues for student awareness of and involvement in college governance be utilized. The task force recommends that campus cruiser and flyers posted campus-wide be used as main avenues for encouraging student participation in college governance. In addition, the task force suggests that students be informed of this opportunity at New Student Orientation, through professor announcements, Quo Vadis – the student newspaper, and possibly even Open Houses. It is also recommended that a mechanism within campus cruiser be used for students to voice concerns and suggestions, allowing the student voice to be present even in the development of charges for task forces. In addition, it is suggested that the Bylaws Task Force consider the process of student selection to College Assembly and task forces, focusing on representation of the general student population.

Rationale:

A focus group was used to survey students involved in college governance. I, along with two other members from the task force, attended the regularly scheduled monthly meeting for students participating in college governance. Eight students were present, representing the Educational Resources, Accessibility for Persons with Disabilities, Curriculum, Community Concerns, Diversity and College Assembly. Students reported that they were for the most part unaware of college governance until they received a letter from the Dean encouraging their participation or were encouraged to participate by a professor. Students mentioned that when they talked about being involved with their peers that the perception of others was that it was “difficult” to become a part of college governance.

The task force was concerned that the current methods used may not be yielding a student voice that is representative of the general student body at Middlesex County College. By expanding current practice to include many other methods where the general student population would be targeted, the College will hopefully benefit by having a diverse, yet representative student voice in college governance. There was also concern about the lack of awareness of college governance and the importance of the student voice on campus. It is hoped that

Meeting of the College Assembly – March 2, 2006

the additional methods stated above will not only increase participation but also increase awareness. Providing a simple on-line method for students to voice concerns and suggestions is another way to gain student input and perspective. It is hoped that this avenue will play a role in the development of charges for the different task forces, again maximizing the opportunity for the student voice.

Motion to accept recommendation:

Mov: M. Laskowski-Sachnoff Sec: E. Schatz

A motion was made to strike out the word "even" in the second to last sentence.

Vote on amendment:

App: Unanimous Opp: 0 Abs: 0

Amendment passes.

A motion was made and carried to remove the last sentence from the recommendation because it is an implementation issue. The last sentence of the recommendation was removed.

Mov: J. Baker Sec: X. Balabkins

The newly amended motion reads:

"It is recommended that in addition to the current methods used (excellent academic performance, division council recommendations, and student activities fair), additional avenues for student awareness of and involvement in college governance be utilized. The task force recommends that campus cruiser and flyers posted campus-wide be used as main avenues for encouraging student participation in college governance. In addition, the task force suggests that students be informed of this opportunity at New Student Orientation, through professor announcements, Quo Vadis – the student newspaper, and possibly even Open Houses. It is also recommended that a mechanism within campus cruiser be used for students to voice concerns and suggestions, allowing the student voice to be present in the development of charges for task forces."

Vote on amendment:

App: Unanimous Opp: 0 Abs: 0

Vote on amended recommendation:

App: Unanimous Opp: 0 Abs: 0

Amended motion passes.

F. Community Concerns – Ms. Darlene Yoseloff

No report.

Meeting of the College Assembly – March 2, 2006

G. Curriculum - Professor Phyllis Fleming, Chair

Recommendations:

CSC 161 - Introduction to Computer Science Using Java

New Course

CSC 162 - Object Oriented Programming Using Java

New Course

Motion to accept recommendations:

Mov: N. Schatz Sec: J. Baker

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Computer Science Transfer Program: Change in Curriculum

Motion to accept recommendation:

Mov: J. Kruszewski Sec: J. Baker

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

DHY 204 - Dental Materials

Change in: Course Content and Contact Hours

Motion to accept recommendation:

Mov: R. Luke Sec: C. Harrington

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

ENG 241 - Feature Writing

New Course

Motion to accept recommendation:

Mov: S. DelVecchio Sec: E. Schatz

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Meeting of the College Assembly – March 2, 2006

H. Educational Resources - Mr. Lewis Ostar, Chair

No report.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. All Curriculum items that came before the College Assembly at the February 2, 2006 meeting were approved by the College President. The Vice President for Academic and Student Affairs will implement those items.
2. Professor Picardo reminded all Task Force Chairs that they have a standing charge to report on the implementation status of approved and signed recommendations submitted by your Task Force in 2005. She thanked those who have already done so. She also requested that Task Force Chairs bring as many recommendations as possible to the April meeting, due to the full agenda at the May meeting.
3. A reminder that all curriculum items are to be submitted to the College Assembly Office by March 10. The College Assembly office must receive all items from the Curriculum Task Force by April 17th in order to be on the agenda for the final May 4, 2006 meeting.
4. Regarding the noise complaints in L'Hommedieu Hall, Professor Picardo reported that Mr. Donald Drost, Executive Director of Facilities Management has asked Mr. John Cielez, Jr., Warehouse Supervisor to follow up on the concern regarding noise and the appearance of benches in the L'Hommedieu corridors. He has arranged to have them relocated to an area in the building that would be less disruptive to the classroom environment. Dean Luke and the building department chairs will be consulted to determine the best location.
5. Copies of the "Fast-Track" implementation process are now available. Copies were made available at the meeting and are now available on the Infonet in Word format.
6. A meeting for student members of the College Assembly and Task Forces was held on February 27. Professor Spector hosted the meeting in my absence. The next student meeting will take place on Monday, April 3, in the College Center, Room 314 at 11:00 a.m. All are invited to attend.
7. The Assembly is reminded that all recommendations to be voted on at the next College Assembly meeting must be submitted to the Assembly office on or

Meeting of the College Assembly – March 2, 2006

before March 27, 2006. The next regular meeting of the College Assembly will be held on Thursday, April 6, 2006 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

Professor Ellison announced that information regarding the Adult Learner Survey is available to members of the Assembly. He reported that the College has identified almost 3000 adult learners and they have been sent surveys via e-mail. The College needs a response of 500 students to be a participant in the National Survey of Adult Learning.

Professor Ellison asked the members and guests of the Assembly to encourage their students to participate in the survey. Over 100 responses have already been received.

ADJOURNMENT

Motion to Adjourn:

Mov: S. DelVecchio Sec: J. Baker

There being no further business, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Alice L. Picardo
Chair, College Assembly

ALP:ls