MINUTES OF THE COLLEGE ASSEMBLY MEETING
MARCH 6, 2008
MEMBERS PRESENT

DEANS: M. Brinson, M. Conners, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:
V. Blanco, F. Gordon, M. Maciolek, 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, A. Geva, R. Kappagantula, J. Ragsdale, K. Saber, B. Stoor

SUPPORT STAFF: S. D'Elia, 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: A. Burke, F. Burke, R. Ellison, D. Gardner, K. Hays, M. Kim, P. Lazaro, U. Narayanan, J. Nickerson, A. Picardo, R. Roy, E. Schatz, J. Wyes

PARLIAMENTARIAN: R. Luke

MEMBERS ABSENT

DEANS: M. Laskowski-Sachnoff*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: H. Holbeck*, T. Montani*

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

STUDENTS: V. Coulombe, M. Doan, S. Khawaja, M. Kocha*, A, Roche, S. Singh, D. Ventura, R. Yajnik

SUPPORT STAFF: A. Ballina, S. DeSantis*, J. Slicner
*Excused

With a quorum present, Professor Jeffrey Spector called the March regular meeting of the College Assembly to order on Thursday, March 6, 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.

Professor Spector introduced and welcomed new chairperson, Professor Nadine Heller, Chair of the Visual, Performing & Media Arts department.

APPROVAL OF MINUTES
Motion to approve minutes:
Mov: P. Fleming   Sec: S. Biswas
Minutes are accepted as presented.

UNFINISHED BUSINESS
None

REPORTS OF THE STANDING TASK FORCES
A.   Academic Standards – Dr. Steven Zale, Chair
Charge:
> Currently the "I" grade is counted as an "F" in determining the academic status. Consider whether this grade should be excluded from the calculation for status purposes or considered in some other way than an "F" grade. Make the appropriate recommendation.

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Recommendation:
>   The following points are recommended concerning the "I" grade:

- The "I" grade remains equal to zero academic points and continues to be calculated into the student's GPA.
- The "I" grade should have a set expiration date that is set by the professor, which cannot exceed one semester.
- Once a grade has replaced the "I" grade, the student's GPA should be automatically recalculated.
- Once a grade has replaced the "I" grade, the student's academic status should be automatically updated.
- An automatic notification system should be installed so that the appropriate individuals are notified as to any modifications to the student's academic status when the "I" grade has been superseded by another grade.

Rationale:

The task force recognized that the "I" grade is currently being treated as an academic grade without any point value. The "I" grade is currently calculated into the student's GPA. Therefore, the "I" grade may have a negative effect on the student's academic status until this grade is changed. The task force believed that the "I" grade also might have the correct effect on academic status because some "I" grades eventually do change to "F" grades. Once the student completes his/her academic responsibilities, this "I" grade will be changed to the appropriate letter grade. The task force felt that students who do not fulfill their responsibilities of completing their course work, in a timely fashion prior to the expiration date of the "I" grade, are the ones who will suffer the consequences.

The task force considered the exclusion of the "I" grade into the GPA and academic status review. If the "I" grade is excluded from the academic status, then the grade change becomes the determining factor on the academic status after the completion of the term. The task force believed that this could negatively impact financial aid students, military students, and veterans. Furthermore, it might have negative repercussions between third parties and students who receive this new status assigned based upon the grade change.

The college catalog (p. 13) describes the "I" grade as "incomplete work to be made up within one week from the end of the semester or by special arrangement of the department." The task force felt that by implementing an expiration date of one week for an "I" grade was a quixotic goal for the student, faculty, and the registrar personnel. The present procedure is that the student negotiates a set expiration date with the instructor (1 week, 2 weeks, 1 month, etc.), which widely varies among the faculty. The instructor enters an ending date for the "I" grade when the grades are submitted. During the fall term, the "I" grade could potentially be extended until the end of the spring term. Moreover,

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during the winter session, spring term, and pre-summer and summer sessions, the "I" grade could possibly be stretched until the end of the following fall term. Since there seemed to be numerous inconsistencies among the faculty with

these differing expiration dates, the task force felt that an established fixed expiration date, which is set by the professor and cannot exceed one semester, was needed. Lastly, the task force felt that the "I" grade policy should match current practice whereby campus cruiser already provides the last possible date.

Currently, there is no standard operating procedure to automatically recalculate a student's GPA and update the student's academic status when an "I" grade is changed to reflect the actual course grade (A-F). The implementation of this operating procedure would eliminate the necessity for the student to go to the Registrar and request for an update in academic status and GPA. In addition, an automatic notification system is currently inexistent and therefore needs to be installed so that the appropriate individuals are promptly informed as to any modifications to the student's academic status, such as Dean's List, Probation, and Graduation.

Motion to accept recommendation:
Mov: P. Fleming   Sec: R. Luke

Vote on recommendation:
App: 24   Opp: 2   Abs: 1
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:
        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.

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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.

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.

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

Vote on recommendation:
App: Majority   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.

Charge:
Review the Bylaws of the College Assembly and make the appropriate recommendations to reflect the current structure of the college divisions.

Recommendation:
Revisions to reflect the current structure of the College divisions.

D.   Campus Diversity – Professor Janet Peleg, Chair
No Report.

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E.   Campus Life – Mr. Terry McGlincy, Chair
No Report.

F.   Community Concerns – Dr. Victor Vega, Chair
No Report.

G.   Curriculum - Dr. Paul Yarmchuk, Chair
Recommendations:

ELT 223: Electronic Design and Manufacturing
      Change in: Contact Hours

Motion to accept recommendation:
Mov: S. Biswas   Sec: N. Picioccio

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

MEC 125: Advanced Mechanical Drawing CAD-II
      New Course

Motion to accept recommendation:
Mov: N. Picioccio   Sec: P. Fleming

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

CIT 104: Construction Surveying I
      Change in: Contact Hours
CIT 126: Advanced Civil Drawing/CAD-II
      New Course
CIT 205: Construction Surveying II
      Change in: Contact Hours
CIT 212: Water Resources Technology
      Change in: Contact Hours
CIT 216: Soil Mechanics
      New Course
CIT 218: Steel Design
      New Course
CIT 219: Reinforced Concrete Design
      New Course

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CIT 260: Civil/Construction Design Project
      Change in: Corequisite(s), Credit Hours and Contact Hours

Motion to accept recommendations:
Mov: R. Luke   Sec: C Harrington

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

Civil/Construction Engineering Technology: Change in Curriculum

Motion to accept recommendation:
Mov: C. Dolan   Sec: S. Biswas

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

Chemistry Option-Science Transfer Degree: Change in Curriculum

Motion to accept recommendation:
Mov: N. Picioccio   Sec: C. Harrington

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

Environmental Science Option-Science Transfer Degree: Change in Curriculum

Motion to accept recommendation:
Mov: A. Gincel   Sec: C. Pean

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

Earth Science Transfer: New Curriculum

Motion to accept recommendation:
Mov: M. Santelli   Sec: P. Fleming

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

Java Programming Certificate of Achievement: New Curriculum

Motion to accept recommendation:

Mov: J. Ramirez   Sec: C. Wathen

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

**I.   Ad-Hoc Task Force on Select Issues of Curriculum -
         Professor Phyllis Fleming, Chair**
Charge:
    Create a manual for the curriculum approval process that will be made
    available online to the campus community via the Infonet. This manual
    should include guidelines for fast track changes, as well as all standard
    pieces of the curriculum process. Work with the Task Force on Bylaws to
    remove the relevant articles from the Bylaws dealing with the curriculum
    process. Make appropriate recommendations.

Report:
    The task force has a curriculum manual draft and we are currently
    reviewing, revising and adding to that draft. The task force will continue to
    meet on a monthly basis to finish its work. The goal is to have a curriculum
    manual ready by April to present to the College Assembly.

Charge:
    Review the criteria used to designate a course as meeting a general
    education requirement. Make the appropriate recommendations. Any
    accepted recommendations should be added/included in the manual for
    curriculum approval.

Report:
    The task force has received a current copy of the state criteria used in
    determining a course as being a general education course. In August of
    2007, the state revised the general education criteria that had been used
    since 1997. The task force is now addressing this charge.

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H.   Educational Resources - Professor Susan Altman, Chair
Charge:
    Conduct a survey of the teaching faculty and administrators to determine the
    future technological needs of classrooms and labs. Make a report to the
    assembly and any appropriate recommendations.

Recommendation:
    Based on the survey of teaching faculty and administrators and a survey of New
    Jersey Colleges, we recommend increasing the number of media-enhanced

classrooms at the Edison campus and urban centers. Media-enhanced classrooms include a ceiling mounted projector and audio system, network PC, DVD/VCR, and wall mounted control switch.

We also recommend making computer lab facilities and/or wireless labs available to departments that do not have sufficient access to labs for classroom use.

In conjunction with the increased availability of technology on campus, we recommend more opportunities for professional development in the use of technology for teaching and learning.

Rationale:

In November 2007, we sent out a "Teaching and Learning Technology Uses and Needs" survey to all faculty on campus, and received 176 responses. This survey expressed a wide range of needs that would be supported by media-enhanced classrooms and increased lab availability.

In addition we surveyed New Jersey Colleges (both 2 and 4-year institutions) and received responses from 18 college campuses. These responses indicated widespread and expanding use of media-enhanced classrooms and/or wireless computing to facilitate learning.

The implementation of this recommendation would also support the goals expressed in the Middlesex County College Strategic Plan, specifically to "support the campus community in using technology that promotes and enhances extraordinary learning in the classroom, lab and beyond."

Motion to accept recommendation:
Mov: R. Luke   Sec: E. Reid

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

Investigate the adequacy of wireless service on campus and make an appropriate recommendation.

Recommendation:

We recommend that the college expand wireless computer access on campus for academic, administrative, faculty, staff and student use.

Rationale:

Based on the "Teaching and Learning Technology Uses and Needs" survey, a survey of both 2 and 4-year institutions in New Jersey and a survey of MCC

students by Enrollment Management Services, there is a need on campus for increased wireless computer access.

The Campus Computing Project conducted a 2007 National Survey of Information Technology in U.S. Higher Education and found the following:

> Wireless campus networks now reach three-fifths (60.1 percent) of college classrooms, compared to half (51.2 percent) in 2006 and just a third (31.1 percent) in 2004. Additionally, more than three-fourths (76.7 percent) of the campuses participating in the 2007 survey report a strategic plan for wireless in fall 2007, up from 68.8 percent in 2006 and 55.3 percent in 2004.

Based on information from the College of Education at Ohio University, research found "that wireless Internet can promote student-centered learning by providing a choice of location, better learning environment, flexibility of time, easy involvement in group projects, and improved communication with instructors and other learners". As shown in the study, students are "enthusiastic about the potential of wireless Internet because it allows them to be active learners".

The implementation of this recommendation would also support the goals expressed in the Middlesex County College Strategic Plan, specifically to "support the campus community in using technology that promotes and enhances extraordinary learning in the classroom, lab and beyond."

Motion to accept recommendation:
Mov: J. Ramirez   Sec: P. Fleming

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

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NEW BUSINESS
Professor Spector stated that there are no nominees for second chair-elect and the committee is continuing to seek out qualified nominees. 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.

REPORT OF THE CHAIR
1.   All curriculum items that came before the College Assembly at the February 7, 2008 meeting were approved by the College President and are to implemented by the Vice President for Academic and Student Affairs.

2.   Dr. La Perla-Morales signed the recommendation by the College Assembly on February 7, 2008 and subsequently forwarded it for implementation.

a.   That all smoking on the campus be restricted to campus parking lots with the exception of residencies on Hoff Road and in vehicles on campus.
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.
This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

3.   Professor Spector stated that although the President did not sign, she did accept the recommendation, "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." The President and Professor Spector agreed that since there was nothing prohibiting this and was past practice, it was decided that this did not require presidential signature or implementation. Departments would take it upon themselves to include this as a prerequisite and it would then be up to the Division Council, Curriculum Task Force, Office of the Vice President, College Assembly and the President to decide whether this would be an appropriate prerequisite for a course.

4.   The next meeting of the College Assembly will be held on Thursday, April 3, 2008.

RECOGNITION AND HEARING FROM THE PUBLIC
Professor Spector introduced guest speaker Dr. Christine Harrington, who is chairing the Academic Assessment Working Group, which is engaging in assessment activities
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this semester and will serve as a resource to the campus community.   Dr. Harrington shared with the Assembly a power point presentation on "Assessment and the Middlesex County College Community." If you would like a copy of the power point presentation you can contact Dr. Harrington at ext. 3838 or email at CHarrington@middlesexcc.edu. Dr. Harrington also stated that she is looking to start a Student Services Assessment Working Group, and if you are interested in participating to please contact her.

ADJOURNMENT
Motion to Adjourn:
Mov: S. Biswas   Sec: R. Luke

There being no further business, the meeting was adjourned at 3:25 p.m.

Respectfully submitted,

Jeffrey Spector
Chair, College Assembly

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