

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
APRIL 1, 2010  
MEMBERS PRESENT**

**DEANS:** M. Brinson, M. Conners, S. Larkin, M. Laskowski-Sachnoff,

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

S. Barnhart, J. Dunning, M. Foley, J. Herrling, T. Montani, R. Roy, D. Trainor

**FACULTY:** S. Altman, S. Biswas, N. Dhanda, T. Drew, M. Edwards, N. Granuzzo, S. Majiduddin, J. Ostacher, C. Pean, E. Reid, A. Rivera, M. Scanlon, T. Young, S. Zale

**STUDENTS:** A. Alaigh, T. Frierson, J. Gabriel, J. Sapiezynski, L. Sarfati, A. Unglert, H. Wojtyła

**SUPPORT STAFF:** M. Ambroziak, G. Jurick, R. Nunez, B. Rosen, T. Varites

**TASK FORCE CHAIRS:**

**Academic Standards:** T. Young

**Accessibility for Persons with Disabilities:** V. Kanwal

**Bylaws:** J. Spector\*

**Campus Diversity:** H. Hyman

**Campus Life:** D. Johnson

**Community Concerns:** D. Watson

**Curriculum:** S. Zale for M. Santelli\*

**Educational Resources:** N. Picioccio

**GUESTS:** V. Blanco, K. Hays, H. Holbeck, A. Miller

**PARLIAMENTARIAN:** M. Laskowski-Sachnoff for J. Kruszewski\*

**MEMBERS ABSENT**

**DEANS:**

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

**FACULTY:** U. Narayanan, N. Picioccio, J. Waintraub

**STUDENTS:** P. Hornak\*, C. Keefe\*, G. Perdomo\*, G. Petrie\*, J. Pinero\*

**SUPPORT STAFF:** M. Ambroziak\*, T. Varites\*

\*Excused

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With a quorum present, Theresa Orosz called the April regular meeting of the College Assembly to order on Thursday, April 1, 2010 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

### **APPROVAL OF MINUTES**

Motion to approve minutes:

Mov: N. Picioccio Sec: N. Dhanda

Minutes are accepted as presented.

### **UNFINISHED BUSINESS**

None

### **REPORTS OF THE STANDING TASK FORCES**

#### **A. Academic Standards – Professor Tracy Young**

Charge:

Review the credit-by-examination (CBE) process and reaffirm the process or make recommendations for change.

Recommendation:

The Task Force recommends the establishment of an Ad Hoc committee to review and establish written guidelines detailing the method and procedure for establishing and maintaining CBE at Middlesex County College.

Rationale:

This recommendation is based on a survey of the department chairs, data gathered from the testing center and discussions with members of the campus community that identified the following issues and inconsistencies with the current CBE system:

- No college wide standards for CBE process
- No uniform validation of exams used for CBE
- Poor student awareness about CBE and/or interest in CBE
- Small number of student attempting CBE
- Exceptionally low pass rate for CBE (reported at less than 20%)
- Lack of a standard pass rate for CBEs (in some cases an established pass rate that is higher than that needed by students taking the course)
- Non-transferability of credit obtained by CBE
- CBE offered when there is a CLEP for the course/topic area that (CLEP is validated national exam that is accepted---transferable---at many institutions)

The task force concludes that the intricate nature of CBE combined with the inconsistencies identified make the CBE process at MCC bigger than can be dealt with by this task force. Further, we feel that it requires the formation of a specialized Ad Hoc committee that will take our preliminary data and conduct further research to determine the need for CBE and, if necessary, establish written guidelines detailing the method and procedure for establishing and maintaining CBE at Middlesex County College.

Dr. Trainor stated that credit-by-examination (CBE) cannot be given for 4 credit laboratory science courses, however CBE can be given for 3 credit General Chemistry courses. She noted that no MCC student has passed a CBE for a General Chemistry course.

Motion to accept recommendation:

Mov: C. Pean      Sec: E. Reid

Vote on recommendation:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

Charge:

Report on the implementation status of recommendations submitted by your task force in 2008-2009, approved by the College Assembly and forwarded to the College President for signature.

Report:

- **2008-2009 Charge:** Review the college's policy on Foreign Credential Evaluation Services guidelines and make appropriate recommendations.
  - **Recommendation:** ... the admissions office and registrar request that students seeking transfer credit for courses taken at foreign institutions have their course work evaluated on a course by course basis by World Education Services (WES). In addition, the admissions office and registrar should accept evaluations from any member of the National Association of Credential Evaluation Services (NACES), or any member listed on the NJ Commission on Higher Education web site. This information should be in the college catalog and on the college web site.
  - **Implementation:** Signed by the president and implemented with no problems.
- **2008-2009 Charge:** Review the newly adopted campus policy which permits students to register for classes during the first week of a semester without faculty signatures. Especially review the policy as it relates to classes which only meet one time per week for three or four hours. Survey the teaching

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- faculty and department chairs to assess the success or failure of this new policy.
  - **Recommendation:** ... students be required to obtain an instructor's signature (or a printed copy of an e-mail from the instructor giving permission) during the first week of classes if the class has met and the section is open. In addition, students will be required to obtain signatures from both the chair and instructor (or a printed copy of an e-mail from the instructor giving permission) if the class has already met and the section is closed.
  - **Implementation:** Signed by the president and implemented in the fall 2009 semester with no problems.

**B. Accessibility for Persons with Disabilities -  
Dr. Virender Kanwal, Chair**

**Charge:**

Report on the implementation status of recommendations submitted by our task force in 2008-2009, approved by the College Assembly and forwarded to the College President for signature.

**Report:**

We invited John Herrling, Director of Counseling and Career Services and Seham Mohammed, Lab Coordinator of Project Connections to our meeting during last semester to get an update on the purchase of equipment for persons with disabilities. According to Dr. Herrling, college computer and software upgrades come from a budget run by Neil Sachnoff. Dr. Herrling will meet with Mr. Sachnoff to try to set up a software replacement upgrade budget and program. Seham Mohammed was asked to send a "wish list" to Mr. Sachnoff in order to purchase technology for the floating labs when funding becomes available. Current funding comes from a variety of sources including the State as part of a CRC grant and from Vocational Education funds.

Don Drost, Executive Director of Facilities Management visited us during our meeting and gave us an update on the progress of last year's recommendations. An automatic door was installed on the back entrance of Edison Hall. Additional signs have been added all over the campus to point out where handicapped accessible doors are located. New handicapped accessible parking spaces will be added by Edison Hall and by the IRC. Our task force members are grateful to Don Drost for facilitating all of these changes.

Our task force has recommended in prior years that handicapped accessible parking spaces be added by the circular drive in front of College Center. This recommendation has been approved by the College

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Assembly but has not been implemented yet. The walk from the rear of the building via the elevator to the front of the building to reach the new Theater is very long and difficult for someone in a wheelchair or walker. We have invited a member of the administration to come to a meeting with us to discuss this problem.

Rob Kim, Director of Testing and Tutoring also visited us during our meeting and gave us a report on the status of a future merger between regular and adaptive testing. The Testing Center has a plan for the merger to occur in the near future. The Testing Center has been adapted so that the students in the last row of the Center can use spellers and calculators. There are two private testing rooms. The problems with the doors not being wide enough are being addressed by moving the doorways and having a wider door installed. In the future, all new college construction will have ADA approved doors. Sound dampening panels are being added to the ceilings. There is also a possibility of hiring new part-time Testing Technicians in order to include two late nights in the schedule.

We reached out to Ron Goldfarb and John Gutowski, the two steering committee leaders of Middle States Accreditation in order to offer our willingness and expertise in the matters connected to accessibility for persons with disabilities on the campus.

### **C. Bylaws – Professor Jeffrey Spector, Chair**

Ms. Orosz announced that a report from the Bylaws Task Force is listed on the agenda. Unfortunately Professor Spector, Chair of Bylaws was not able attend to present the report, nor were any of the task force members available. Professor Spector had appointed a designee to present the report on behalf of Bylaws, however in discussion with the Parliamentarian, a review of Robert’s Rules of Order indicates that under “Reception of Reports” the reporting member must be either the chairperson of the committee or a task force member, therefore the report was not presented at the meeting. Because there is a two month reporting requirement for Bylaws, the task force will be recharged next year and the report will be presented no later than the November meeting for voting by the Assembly at the December meeting.

### **D. Campus Diversity – Dr. Hillary Hyman, Chair**

Charge:

Report on the implementation status of recommendations submitted by your task force in 2008-2009, approved by the College Assembly and forwarded to the College President for signature.

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Report:

These recommendations included a recommendation that sensitivity training for all faculty and staff be increased and that relevant campus issues be addressed as part of one of the upcoming faculty obligation days. It was further recommended (2/09) that all faculty and staff be encouraged to attend. The following report addresses these recommendations.

We report that the college's efforts to increase diversity related initiatives continue to move forward slowly. It appears a consistent and systemic institutional effort is still in the process of being developed.

There are a number of initiatives, some of which have been ongoing for many years that address cultural sensitivity and diversity issues. For instance, the Office of Minority Student Affairs sponsored Diversity Day for three successive years. The first two years featured student panels who discussed the uniqueness of their culture and its relevance to their educational experience at Middlesex County College. Last year's Diversity Day once again featured students that presented individually and responded to questions in an Oprah Winfrey style format. The most recent Diversity Day sponsored by the Office of Minority Student Affairs was in April 2008. The program was videotaped and facilitated by Dr. John Dunning.

The Center for the Enrichment of Learning and Teaching (CELT), under the direction of Dr. Kathy Fedorko, has continued to offer workshops. They are offered during the academic year and on Faculty Development Day. Over the years, some of the workshops have addressed diversity related issues (Strategies for Embracing Cultural Diversity in the Classroom, 2008, Prof. Sheema Majiduddin - Workshop, Teaching in an International Classroom, 2009 Prof. Rita Burton – Faculty Development Day ) but few by comparison have focused on diversity related issues specifically. These offerings are attended by faculty and staff who have an interest in learning more about a particular topic. They are also taught or facilitated by volunteer presenters whose only motivation is the desire to share their particular expertise with the college community. There is no institutional incentive for persons to attend or to present.

The Office of Student Activities provides the College Community with annual programming that addresses issues of diversity specifically. Annual events offered by the office are as follows: Women's History Month, Hispanic Heritage Month, African History Month, Kwanzaa, Christmas, Hanukah and Ramadan programs. The office also provides funding for many cultural, religious and ethnic student organizations. These organizations frequently sponsor events that address their issues but are open to the entire college community. Some of the new student organizations for this current academic year are the Asian club Meeting of the College Assembly – April 1, 2010

and the Korean club. In addition, the gay and lesbian organization has been revitalized after a few years of low participation.

Liberal Arts Month has offered a variety of activities every year, such as international films and musical entertainment but does not focus on diversity issues specifically. It does aim to support and promote the Diversity Day activities that have been held during the same month.

The Task Force on Accessibility for Persons with Disabilities continues to sponsor Disability Awareness Day which is an annual event that attracts a college wide audience. Presenters that have national recognition have on occasion been keynote speakers as well as former Middlesex County College graduates like Le Derrick Horne who will present on March 29 at 11:00 am. Topics presented over the years have ranged from mental health issues to learning disabilities.

The Center for the Study of Prejudice, Genocide and the Holocaust was established in the early 1990s and has been unofficially co-directed by Professors Norman Poppel and Jerome Shindelman (both of whom are now retired). The center is located in Raritan Hall and provides an opportunity for the college community to access its library of books (most of which have been donated by Shindelman and Poppel) and research related topics. In previous years the center sponsored trips to the Holocaust Museum in Washington D.C. and provided a week of related programming in collaboration with the Office of Student Activities. These activities no longer occur which is in part due to the retirement of Professors Shindelman and Poppel. We'd like to mention that they generously continue to donate their time to the center once a week during the academic year. The center continues to co-sponsor an annual Holocaust Commemoration with the Jewish Federation . The event is held every April. The center has never been financially underwritten by the college beyond the space in Raritan Hall and the office and equipment that it provides.

In April of 2003 and November of 2007 the college contracted with a private law firm to provide Sexual Harassment Training to all college employees. This initiative was vigorously promoted by the college and all college employees were strongly encouraged to attend. The college reports that the turnout was quite high to both of these training sessions. The Diversity Task Force has begun discussion about recommending the offering of an on-line version of this training.

Dr. Karen Hays, Vice President for Academic and Student Affairs reports that the college is currently researching training programs that relate to cultural/ethnic sensitivity and the recognition of disabilities. The goal of the college is to have  
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material available that can be regularly accessed by all employees and provide an opportunity for any new employee to become better informed on these issues. Online programs are one of the things under consideration. Particular

consideration is being given to the appropriateness of the material i.e. suitable for college students and employees as opposed to K-12. This work is currently being conducted by Mr. Joseph Morano, Special Assistant to the President for Labor Relations and Legal Affairs. However, she can foresee a diversity or sensitivity workshop being held this Fall during the State of the College or on Faculty Development Day. These activities are planned in conjunction with the college president Dr. Joann La Perla Morales and Dr. Kathy Fedorko, Director of CELT.

Dr. Hays also reports that the college has implemented an Employee Assistance Program and some employees have already benefitted from the services that it provides.

All in all, sensitivity training is a work in progress at MCC.

**E. Campus Life – Professor Dennis Johnson, Chair**

No Report

**F. Community Concerns – Ms. Denise Watson, Chair**

No Report

**G. Curriculum - Dr. Steven Zale for Professor Marianne Santelli, Chair**

DHY 218: Local Anesthesia and Pain Control

New Course

Motion to accept recommendation:

Mov: N. Picioccio Sec: M. Laskowski-Sachnoff

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Dental Hygiene A.A.S.: Revised Curriculum

Motion to accept recommendation:

Mov: S. Altman Sec: S. Larkin

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

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**H. Educational Resources - Professor Nicholas Picioccio, Chair**

Charge:

Survey the college community for feedback on what resources / items should be preserved in the library's archives. Make appropriate recommendations.

**Recommendation:**

Establish a committee or group of liaisons to the Archives from among members of the academic and administrative departments in order to facilitate timely and consistent accession of both electronic and tangible materials that are integral to the history of the college or that have otherwise been deemed essential to the Archive collection.

**Rationale:**

A recent college wide survey has indicated that materials that may be appropriate for the Middlesex County College Archives collection may come from many sources and have widely varied purposes. An appointed group of contacts would help to ensure that the Archives continues to receive appropriate materials going forward and that there is adequate communication between the Archives staff and the college community regarding the collection. Additionally, this committee could help to foster greater awareness of the Middlesex County College Archives mission. A recommendation that resulted from a Mid-Atlantic Regional Archives Conference consultation was the reestablishment of the Archives Advisory Committee that would “be the public face for MCC historical activities and promote the Library and Archives to the college community.”

**Motion to accept recommendation:**

Mov: M. Scanlon Sec: T. Young

**Vote on recommendation:**

App: Unanimous Opp: 0 Abs: 0

Motion passes.

**NEW BUSINESS**

None

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**REPORT OF THE CHAIR**

1. The following curriculum item that came before the College Assembly at the March 4, 2010 meeting were approved and signed by Dr. La Perla-Morales and forwarded to the Office of the Vice President for Academic and Student Affairs for implementation:

MAD 108: Photography II  
 PCP 221: Color Photograph  
 PCP 224: Digital Imaging  
 PCP 225: Commercial Photography  
 PCP 226: Professional Studio Photography  
 PCP 280: Portfolio

2. The following Fast-Track curriculum items were approved:
  - RAD 275
  - Hotel Operations Certificate of Achievement
  - Restaurant Operations Certificate of Achievement
  - Hotel, Restaurant and Institution Management: Culinary Arts Management  
Option AAS
  - Hotel, Restaurant and Institution Management: Hotel/Motel Management  
Option AAS
  - Hotel, Restaurant and Institution Management: Restaurant/Foodservice  
Management Option AAS
  - DTC 210
  - DTC 220
  - HRI 201
  - Civil Engineering Technology AAS
  - Civil Engineering Technology – Land Surveying Option AAS
  - Electrical Engineering Technology AAS
  - Mechanical Engineering Technology AAS
  - Engineering Science AS
  
3. With regard to the following Community Concerns Task Force recommendation:
 

“That the College support the Centers with the resources necessary to provide workshops for ESL students and their parents to create awareness of educational opportunities and the processes for admission to Middlesex County College. Workshops will include sessions for the Non-English speaking population,” Ms. Orosz reported that the President fully supports activities to increase awareness of the Colleges’ offerings for ESL students and their families, but did not feel such activities require a formal recommendation from the Assembly and that this can be accomplished via the mechanisms that are already in place within the institution.

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4. Ms. Orosz announced that the Nursing Program has been accredited by the National League for Nursing Accrediting Commission (NLNAC). She congratulated the graduates who achieved a 97.44 percent pass rate.
  
5. The next meeting of the College Assembly will be held on Thursday, May 6, 2010 at 2:00 p.m.

**RECOGNITION AND HEARING FROM THE PUBLIC**

A student brought to the Assembly's attention that the following new computer regulations are being enforced by the Student Technical Assistants: 1) current MCC ID & Class Schedule is needed to enter any open lab 2) all personal items must be removed if a student leaves the room for any reason 3) no student may remain in the open lab for more than 4 hours. He expressed concern that these rules are restrictive and affect the accessibility of the computer labs for many students. In addition, other students are complaining about these new rules and especially #2.

Ms. Orosz stated that she would forward his concerns to the appropriate department for consideration.

**ADJOURNMENT**

Motion to Adjourn:

Mov: N. Picioccio      Sec: S. Altman

There being no further business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Theresa Orosz  
Chair, College Assembly

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