

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
APRIL 2, 2009  
MEMBERS PRESENT**

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

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

S. Barnhart, T. Montani, T. Orosz, T. Sabol, D. Trainor

**FACULTY:** S. Altman, S. Biswas, E. Christensen, E. Dikun, T. Drew, M. Edwards, S. Majiduddin, N. Picioccio, J. Ramirez, A. Rivera, M. Santelli, M. Scanlon, J. Waintraub, S. Zale

**STUDENTS:** A. Alaigh, J. Colbeth, J. Crawford, J. Espinoza, P. Gopalan, E. Makwana, T. Mensah, V. Patel, M. Plichta, S. Shah, Y. Shudoh, A. Unglert, D. Wolfe, F. Zanatta

**SUPPORT STAFF:** B. Rosen

**TASK FORCE CHAIRS:**

**Academic Standards:** S. Zale

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

**Bylaws:** J. Spector

**Campus Diversity:** H. Hyman

**Campus Life:** T. McGlincy

**Community Concerns:** P. Moran

**Curriculum:** P. Yarmchuk

**Educational Resources:** S. Altman

**GUESTS:** A. Clark, K. Hays, R. Kappagantula, R. Kim, J. Ferrell, J. Nickerson, R. Powell, R. Roy

**PARLIAMENTARIAN:** M. Laskowski-Sachnoff

**MEMBERS ABSENT**

**DEANS:** M. Conners\*

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** M. Maciolek\*

**FACULTY:** U. Narayanan\*, E. Reid, C. Wathen\*

**STUDENTS:** N. Albulhasan\*, J. LeDonne\*, N. Rajendran\*

**SUPPORT STAFF:** A. Ballina\*, S. D'Elia\*, R. Hanson\*

\*Excused

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With a quorum present, Professor Richard Ellison called the April regular meeting of the College Assembly to order on Thursday, April 2, 2009 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

### **APPROVAL OF MINUTES**

Motion to approve minutes:

Mov: T. Drew Sec: B. Rosen

Minutes are accepted as presented.

### **UNFINISHED BUSINESS**

None

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

#### **A. Academic Standards – Dr. Steven Zale, Chair**

Charge:

Review the college's current policy on Foreign Credential Evaluation Service guidelines and make appropriate recommendations.

Recommendation:

It is recommended that 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 included in the college catalog and on the college web site.

Rationale:

Currently, the college catalog (2008-2009) states that students requesting transfer credit from a foreign college must submit an evaluation from a "certified evaluation service". The catalog also mentions that "students whose foreign degree was equated to a US bachelor degree after 'evaluation by a certified evaluation service' are exempt from taking the Accuplacer Test." The task force felt that the college's catalog and web site did not specify what was meant by a certified evaluation service, nor did it list any approved evaluation services.

The task force recognized that examining students' transcripts for accuracy and authenticity was a consequential issue. Although there is no designation in the catalog of a specific evaluation service, staff from the admissions department reported that they typically make a verbal request to those students to have their foreign transcripts evaluated on a course-by-course basis by World Education

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Services (WES), a not for profit organization. Besides WES providing course-by-course evaluation services and translation into English, WES delivers their evaluations electronically to MCC.

The purpose of WES, which originated in 1974, is to help a college streamline and simplify its international students' admissions processes. MCC's admissions department only verbally recommends WES to foreign students because their evaluation reports provide an accurate and objective representation of the academic history of an international candidate. Based upon documents that have been checked for validity and accuracy, WES offers an analysis of a student's degrees and transcripts and provides U.S. equivalents for each credential in a clear-cut and consistent manner.

There is also a handout entitled "Evaluation Services used by NJ Department of Education" that the admissions office occasionally provides to the students. This handout lists 16 potential evaluation services; however, the college has always recommended that students use WES at a cost of \$160 that is paid by the student, which is approximately the same fee as other services.

The task force investigated how other NJ community colleges and 4-year colleges have dealt with the matter of foreign transfer credit. Some NJ colleges accept evaluations only from WES, whereby others, such as Rutgers, accept evaluations from any of the 19 members of NACES (National Association of Credential Evaluation Services), which was established in 1987. After surveying a majority of the NJ colleges, the task force discovered that most schools favor WES. For example, Brookdale accepts foreign evaluations only from WES or any member of NACES; Georgian Court accepts only from WES; Mercer County Community College accepts evaluations from WES or members of NACES. In addition, a task force member attended the meeting of NJ College Admissions Officers and confirmed the findings of the task force, which was that other colleges accept foreign evaluations from NACES.

The task force also reviewed the NJ Commission on Higher Education web site. The web site lists four endorsed organizations providing foreign transcript evaluation services: WES and IERF (International Education Research Foundation) – both are NACES members and two additional evaluation services: ACEI (Academic Credentials Evaluation Institute) and AACRAO (American Association of Collegiate Registrars and Admissions Officers) – non-NACES members. According to the NJ Department of Education regarding the NJ Standard for Foreign Institutions, "*a duly authorized institution of higher education is one that is recognized by the appropriate body in the particular country provided that the institution's requirements for awarding degrees are generally equivalent to those accepted*

*in the U.S. by an accrediting body recognized by the U.S. Secretary of Education.*" The task force also felt that MCC should be in accordance with what the state advises for evaluation services.

Since within the US, no government agency monitors the establishment of foreign credential evaluation services, it is essential that MCC explicitly documents in the college catalog and on the college web site the following approved evaluation services: WES, members of NACES, and the four evaluation services listed by the NJ Commission on Higher Education (<http://www.state.nj.us/highereducation/PDFs/foreigntranscript.pdf>).

Motion to accept recommendation:

Mov: N. Picioccio Sec: D. Trainor

Vote on recommendation:

App: Majority Opp: 0 Abs: 0

Motion passes.

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

Charge:

Investigate the availability of Adaptive Testing facilities for part-time and evening students.

Recommendation:

There is a plan to merge Adapted Testing Services with the regular Testing Center. As part of the merger, additional staff needs to be added to extend the Testing Center availability to evenings and weekends.

Rationale:

The task force invited Ryan Manatch, Adaptive Center Technician and Rob Kim, Director of Testing to discuss the impact of the future merger between the regular and adaptive testing and developed the above recommendation. One of the goals of the merger is to better serve the student community with disabilities. However, there is not enough staff to extend the hours of the testing center to evenings and weekends. Students with disabilities should be able to take tests on the same day as their scheduled class. Currently, Adaptive Testing is not open at all in the evenings. We are the only college in the area with no evening or weekend hours for testing.

Motion to accept recommendation:

Mov: N. Picioccio Sec: S. Biswas

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Discussion followed and in the second sentence, after the word merger to strike out the following, “additional staff needs to be added to extend the Testing Center availability to evenings and weekends” and replace with, “the Testing Center hours need to be extended to evenings and weekends.”

Motion to amend the recommendation to read: There is a plan to merge Adapted Testing Services with the regular Testing Center. As part of the merger, the Testing Center hours need to be extended to evenings and weekends.

Mov: S. Barnhart Sec: T. Drew

Vote on amendment:

App: Unanimous Opp: 0 Abs: 0

Amendment passes.

Vote on amended recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

Review and update the previous report on accommodations and availability of technology labs on campus for persons with disabilities.

Recommendation:

As technology is upgraded on the campus, we need to continually update the Adaptive Technology as well. We need to have an organized budget plan to purchase both additional software and newer versions of some existing programs.

There is an urgent need to immediately buy additional software, especially Zoom Text to provide access for students that are visually impaired. Only the Zoom Text Magnifier is necessary for the visually impaired. The cost of Zoom Text is \$395.00.

Rationale:

The task force developed the above recommendation after consulting with Seham Mohamed, the Coordinator of the Adapted Technology Lab. Presently, hardware and software need to be moved from room to room because we do not have enough copies and students cannot be accommodated in all of their classes. Currently, there is no Adaptive Technology plan to meet the need for access to all the labs and no budget line to purchase additional equipment.

In addition, not all of our programs are compatible with all of our computers. We need to have upgrades on hand so that when students request a program, the program can be tested and immediately installed.

Motion to accept recommendation:

Mov: S. Biswas    Sec: J. Espinoza

Discussion followed to strike out the second paragraph.

Motion to amend the recommendation to read: As technology is upgraded on the campus, we need to continually update the Adaptive Technology as well. We need to have an organized budget plan to purchase both additional software and newer versions of some existing programs.

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

Vote on amendment:

App: Unanimous    Opp: 1    Abs: 1

Amendment passes.

Discussion continued to strike out the word, "budget."

Motion to amend the recommendation to read: As technology is upgraded on the campus, we need to continually update the Adaptive Technology as well. We need to have an organized plan to purchase both additional software and newer version of some existing programs.

Mov: S. Zale    Sec:

Professor Ellison asked for a second to the motion to amend the recommendation and with no response he stated that the motion dies for lack of a second.

Vote on amended recommendation:

App: Unanimous    Opp: 0    Abs: 1

Motion passes.

Charge:

Conduct a survey of faculty, staff, administrators and students without disabilities to ascertain campus concerns regarding disability issues as they pertain to working with and providing services for students with disabilities.

Recommendation:

On the basis of the survey, the task force is proposing the following recommendations:

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- More parking is needed for the persons with disabilities, especially near the College Center, behind IRC and Edison Hall.
- The circular area in front of the College Center should be designated as handicapped parking.
- Signs need to be posted to direct persons with disabilities to the automatic doors of the buildings and the elevators.
- An automatic door should be installed on the back entrance to Edison Hall near the designated handicapped parking.
- There is also a need to enforce the parking by police.
- Educate the college community not to park in the hatched area for van accessibility

Rationale:

Parking for people who use handicapped parking is in shortage on the campus and especially near College Center as indicated by the survey. If you are a visitor to the college center to attend a performance, or a student or a staff member using the building or the cafeteria, the closest handicapped parking is in the back of College Center. To enter the building or to use the elevator, no automatic door in hallway is lined up with the elevator. It is a long walk from the entrance to the automatic door to the elevator by the Bunker Lounge. By parking on the main level, one has greater access to the PAC and cafeteria and is not dependent on the elevator, which is frequently out of service.

People new to a building are not aware of the location of automatic doors or the elevators. Putting signs to direct people could be very helpful.

Motion to accept recommendation:

Mov: S. Altman    Sec: T. Orosz

Vote on recommendation:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

**C. Bylaws – Professor Jeffrey Spector, 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:

Review the membership of the Curriculum Task Force and consider adding the curriculum management specialist from the registrar's office. Make the appropriate recommendation.

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Recommendation:

Amend Article 1.0710 Task Force on Curriculum Section A membership to include the Curriculum Management Specialist from the registrar's office.

Rationale:

The registrar's office deals with matters of curriculum which effect the interaction between courses, such as but not limited to prerequisites and co-requisites. The registrar's office also deals with matters concerning curriculums in their entirety and relationship of the course within them. In addition this office is familiar with regulations and rules governing matters of curriculum within MCC and the State of New Jersey. The registrar's office also deals with external entities such as NJ transfers and other colleges for matters of transfer and is familiar with their requirements and format. The Bylaw task force solicited the opinion of the current chair of the Curriculum Taskforce and the past two chairs of the Curriculum Task Force chairperson. All parties consulted agreed that the curriculum specialist from the registrar's office should be added to this task force.

Charge:

“ Adjunct faculty to Task Forces and College Assembly. Adjuncts can only be appointed for one academic year, and their appointment is contingent upon them actually teaching in the fall semester that they are appointed. This teaching requirement can be verified by the Chair of the Assembly or the department assistant to the College Assembly prior to the annual reorganization meeting.”

Recommendation:

Add the following text as section M to article 1.0401, as section I to article 1.0705.

The term of office for an adjunct faculty member cannot exceed one academic year. To qualify for their appointment to a full term of one academic year the adjunct must be employed by Middlesex County College in fall semester that they are appointed. Adjunct faculty appointed in the spring to complete the term of a vacant position can only be appointed for that semester and must be actively employed by Middlesex County College. This teaching requirement will be verified by the chairperson of the College Assembly or the department assistant to the College Assembly prior to the annual reorganization meeting of the assembly or prior to the appointment of an adjunct to complete the term of a vacant position. Adjunct faculty serving on the college assembly or one of it taskforces during the Fall semester who are subsequently not employed by the college during the following Spring semester shall inform the College Assembly office within seven calendar days after the start of the Spring semester. Their

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continued participation shall be at the discretion of the College Assembly chairperson.

Rationale:

The role of the adjunct professor at Middlesex County College is important and vital to the fulfillment of the mission statement of Middlesex County College. Adjunct participation in campus governance and input into the issues that are addressed is important and vital to fulfilling this mission statement as well. In order to maintain a body representative of the college community we must assure ourselves that those serving as adjunct representatives are legitimate members of the community by virtue of their employment by the college.

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

Charge:

Report on the implementation status of recommendations submitted by your task force in 2007-2008, approved by the College Assembly and forwarded to/signed by the College President

Recommendation:

To ensure that diversity is incorporated into the fabric of the Core Curriculum, the task force recommends follow up interviews with members who sit on the General Education Review Committee, and any other key members of our college community involved in the review or adoption of core curriculum for MCC.

Rationale:

As presented in the December 4, 2008 report to the Assembly, courses for consideration as General Education Diversity Electives have been reviewed by New Jersey community colleges' General Education Foundation.

As further reported in the December meeting, the NJCC's General Education Learning Goals and Suggested Individual College-Wide Learning Objectives for diversity courses are for students to understand the importance of global perspective and culturally diverse peoples. It is the task force's belief that these global perspectives change just as world issues grow and wane. Therefore, regular review is crucial to our ability to enlighten our students when it comes to possible consequences as well as the possibility of their valuable contributions to our society. We further believe it is our duty to stay abreast of current international, multicultural, and multiethnic issues and the effects they may have on our students' course requirements.

In this way we will truly ascertain how diversity is incorporated into the fabric of the Core Curriculum at MCC and other community colleges in New Jersey.

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Motion to accept recommendation:

Mov: N. Picioccio    Sec: S. Biswas

Discussion followed on the clarity of the recommendation. It was suggested that Dr. Hyman could withdraw or table this recommendation and go back to the task force to discuss and develop a finalized report based on what the task force presented at the December College Assembly meeting.

Discussion continued and a vote was taken.

Vote on recommendation:

App: 0    Opp: 14    Abs: 7

Motion passes.

### **E. Campus Life – Mr. Terry McGlincy, Chair**

Charge:

Study the establishment of a student government for Middlesex County College. Examine possible forms and responsibilities of a student government. Present a report to the Assembly and make appropriate recommendations.

Report:

We have reviewed almost all community colleges in the state and all had some form of student government.

A student government should have the responsibility to make meaningful impact on the life of the student. We therefore suggest that specific responsibilities would be assigned such as;

- The review and recommendation of student fee allocation.
- The responsibility of the Traffic Appeals Board.
- The selection/appointment of student representatives to college wide committees and organization.
- Selection process for the graduating class representative to the B.O.T.

We also feel the form of government and the constitution would best be developed by a student committee during the summer/fall term, and until these are completed that the CCPB could act in an interim basis.

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We would suggest that two members of the Student Activities staff might also serve on this committee for a level of guidance.

We further suggest that the voting body of the student government be kept to a minimum so that quorum issues would be kept to a minimum but that representatives from Perth Amboy and New Brunswick must also be included.

Charge:

Study the establishment of a student government for Middlesex County College. Examine possible forms and responsibilities of a student government. Present a report to the Assembly and make appropriate recommendations.

Recommendation:

That a student government be established at Middlesex County College and that it would be given all necessary authority to review issues and make recommendations to appropriate offices.

Rationale:

There are a sufficient number of student specific issues and responsibilities that could be more readily reviewed by a student government.

Students in the assembly presently, may feel a certain level of intimidation and an all student forum would allow for a place of more open discussion.

Educational components of:

- Nomination and election process.
- Responsibility and impact of governance.
- Financial accounting review of fee request and subsequent recommendation of allocation.

Better selection process and true student representation.

Speed of debate and decision.

Motion to accept recommendation:

Mov: J. Espinoza    Sec: T. Orosz

Discussion followed on clarification of the responsibilities of the SGA and its implications to College Assembly, CCPB and the Campus Life Task Force.

Discussion continued and Professor Picioccio called the question.

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Motion to call the question:

Mov: N. Picioccio    Sec: T. Drew

Vote to call the question:

App: Unanimous Opp: 0 Abs: 1  
Question was called. Debate ceased.

Vote on recommendation:  
App: Unanimous Opp: 0 Abs: 3  
Motion passes.

**F. Community Concerns – Ms. Patricia Moran, Chair**  
No report.

**G. Curriculum - Dr. Paul Yarmchuk, Chair**  
Recommendation:

**POS 225H: American Political Thought**  
New Course

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

Several students enrolled in POS 225H expressed how truly enriching, insightful and beneficial this course is. Other comments included that it's a privilege to take this class; it's the most interesting and enjoyable course; this course is unlike any other course, it provides students with a free environment where to develop their research interests. Professor Hertrich said that he felt honored to teach this class and that the students are responsible for the class' success.

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

**H. Educational Resources - Professor Susan Altman, Chair**  
Charge:

Consider the most beneficial means to communicate course information (such as standardized course outline template) to students. Investigate how other colleges communicate course information (including student learning outcomes) to students. Make appropriate recommendations about making this type of learning resources available to all students.

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Recommendation:  
The college website is the best place to communicate course information to students. Based on our research, the college needs a single source relational and free-text searchable database to feed all applications including colleague,

campus cruiser, the college website, all department websites, and the college catalogue.

**Rationale:**

When researching our own website, there is a great deal of confusion due to different descriptions, pre-requisites, and curriculum requirements found in various places including the catalogue, website, colleague etc. We looked at many college websites and found similar problems in keeping information current and the same in all places.

These differences create confusion for students and duplication of effort in keeping this information current. In order to convey accurate information including student-learning outcomes (as per the course information template), we strongly suggest a single source information database to keep all data current and easily accessible to our students.

**Motion to accept recommendation:**

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

**Vote on recommendation:**

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

**NEW BUSINESS**

None

**REPORT OF THE CHAIR**

1. All curriculum items that came before the College Assembly at the March 5, 2009 meeting were approved and signed by the College President and are to be implemented by the Vice President for Academic and Student Affairs.
2. The following Fast-Track curriculum items were approved:
  - ELT 223: Electronic Design and Manufacturing  
Change lecture to 1 credit, laboratory to 2 credits
  - MEC 130: Manufacturing Processes and Materials  
Change the lecture/lab distribution to 0 lecture and 6 laboratory hours  
Change title to "Manufacturing Processes and Materials"
  - MEC 260: Mechanical Design Project  
Change title to "Mechanical Design Project"

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UTI 106: Introduction to Energy Utility Engineering  
Change title to "Introduction to Energy Utility Engineering"  
Medical Laboratory Technology

Replace BIO 119 and BIO 120 with BIO 117 Biology I and BIO 118 Biology II. Each course is 4 credits (to equal 8) and the contact hours are the same as the previous courses.

#### Nursing

The Associate in Science (A.S.) Degree Program in Nursing in association with Raritan Bay Medical Center seeks to revise its General Education Elective coursework to be more flexible and consistent with changes in NJ General Education Guidelines.

3. The following recommendation was not approved due to economic issues:
  - a. That "airport" like lockers be placed in appropriate numbers and locations to meet the needs of the campus community.
4. The next meeting of the College Assembly will be held on Thursday, May 7, 2009 at 2:00 p.m.

#### **RECOGNITION AND HEARING FROM THE PUBLIC**

Professor Altman reminded the Assembly that April is Liberal Arts Month which runs from April 3 through May 1, and includes more than 40 activities that showcase lectures, poetry readings, music and dance, theater, history and international culture. The first event scheduled for Friday, April 3 is the Honors Program Talent Showcase. Dr. Michael Kimmel will deliver the keynote address on Monday, April 20. For the complete schedule of events and locations, visit [www.middlesexcc.edu/liberalarts](http://www.middlesexcc.edu/liberalarts). Please bring your classes to attend these exciting events.

Dr. Kanwal announced that the 8<sup>th</sup> Annual Disability Awareness Day program will feature Dr. Michael Fowlin on issues of diversity training and disability awareness. Please join us on Monday, April 13 at 11:00 a.m. in TSC 100.

#### **ADJOURNMENT**

Motion to Adjourn:

Mov: S. Barnhart    Sec: S. Biswas

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

Respectfully submitted,

Richard Ellison  
Chair, College Assembly