

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
APRIL 5, 2007
MEMBERS PRESENT**

DEANS: M. Conners, M. Laskowski-Sachnoff, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:
V. Blanco, M. Maciolek, T. Montani

FACULTY: X. Balabkins, C. Bowers, B. Cavanaugh, C. Dolan, P. Fleming, J. Gaspar,
N. Granuzzo, A. Gincel, C. Harrington, J. Lasky, C. Pean, E. Reid, C. Reilly, E. Schatz

STUDENTS: L. Campbell, J. Cortese, R. Dzioba, F. Husein

SUPPORT STAFF: S. DeSantis, K. Gormish

TASK FORCE CHAIRS:

Academic Standards: S. Zale

Accessibility for Persons with Disabilities: M. Velez*

Bylaws: B. Simon

Campus Diversity: L. Carter*

Campus Life: J. Herrling

Community Concerns: A. Davis

Curriculum: P. Fleming

Educational Resources: S. Rowley*

GUESTS: D.M. Gardner, R. Goldfarb, E. Griffith, K. Hays, L. Mortenson, U. Narayanan,
N. Picioccio, N. Sachnoff

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT

DEANS: D. Lemcoe*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: R. Ellison*, F. Gordon*,
H. Holbeck*, J. Kruszewski*,

FACULTY: S. Biswas*, E. Dikun*, V. Kanwal*

STUDENTS: A. Bashir*, R. Bhatt*, D. Dar, E. Kruger, J. Jacik, M. Poandl*, T. Sitaca, D.
Wesnowsky*, J. Willard, J.C. Yew

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

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With a quorum present, Professor Jeffrey Spector called the April regular meeting of the College Assembly to order on Thursday, April 5, 2007 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Professor Spector stated that as per 1.0300 Article III of the Bylaws, the College Assembly is responsible for making recommendations affecting academic, student, and other college affairs to the President of Middlesex County College. Subject to the legal and ethical responsibilities of the Board of Trustees and the President of the College, the College Assembly will make recommendations concerning the operations and management of the College, leaving the details of administration to the President of the College and the administrative staff.

Professor Spector announced that a handout is available to the College Assembly on, Reference Notes for Making a Motion and Amending a Motion Using Roberts Rules of Order.

APPROVAL OF GUESTS

Motion to approve guests:

Mov: P. Fleming Sec: E. Reid

Vote on approval of guests:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

APPROVAL OF MINUTES

Motion to approve minutes:

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

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Steven Zale, Chair

Charge:

Consider the transition of a student from a non-credit based program to a credit-based academic program. Determine standards which would be used to award the student credit MCC credits or transfer credits towards a degree. Make the appropriate recommendations.

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Report:

The Task Force has considered this charge and decided not to make a recommendation at this time. This is a very important issue, and very relevant to consideration by the Task Force, but the Task Force determined that it is not the appropriate time to make a recommendation, because of a statewide effort that is in progress at this time.

A subcommittee of the Task Force researched the current situation regarding articulation by discussing the current status with the Deans who are active in current efforts at MCC in this area. The Deans were extremely helpful in updating the Task Force on the current status of efforts regarding articulation at MCC and in the Community College sector in NJ.

The subcommittee feels that it is very important for the Task Force to address this issue. In order for a student to receive credit, there must be some demonstration of competency in the course objectives. Some non-credit courses at MCC give what could be called a "certificate of completion". This indicates that the student attended the course but doesn't give any indication of what material or skills were mastered. However, other courses and programs have something that is equivalent to a "certificate of competency". For example, students who complete the new phlebotomy program will take a national exam. This exam could be used to verify that the student has mastered the material covered.

The issues that need to be evaluated include:

- what types of "certificate of competency" will be acceptable to grant credit
- what policy will be used to match a non-credit course with a credit bearing course

However, it is premature for the Task Force to consider these issues. The NJ Council of Community Colleges currently has a project on non-credit to credit articulation. The goal of the project is to develop statewide standards for articulation, which will promote the development of training statewide. The project has hired a consultant to examine best practices in linking non-credit and credit programs and to evaluate previous attempts to implement statewide projects in career programs. The consultant will submit a report to the Council of County Colleges in May and then the Council will move forward on creating the statewide standards.

The Task Force believes that this issue should be reconsidered after the Council of County Colleges creates a statewide policy on articulation.

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**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:

Amend the Bylaws of the College Assembly, 1.0500 Article V, B and C, to create an article to establish a process of succession for the Chairperson of the College Assembly in the event the Chairperson is unable to fulfill his/her duties temporarily or permanently. The process should consider a situation where both the current Chairperson and Chair-elect are unavailable. These conditions could be for the short-term or long-term, if one or both officers need to be replaced. In addition, consider in your deliberations, a situation in which the Chair-elect has not been selected, such as during the months of July-December of the first year of a new Chairperson's term.

Recommendation:

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

Presently:

A. Officers of the College Assembly shall be a Chairperson and Chairperson-elect. They shall be elected by members of the College Assembly from faculty and those designated by the College to be administrators (see Appendix G). Candidates from either category must have served at least one semester, during the three-year period preceding the election, on the College Assembly, a College Assembly Task Force, a Division Council or a campus-wide committee recognized by the College.

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

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

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D. All officers shall be chosen by ballot; the votes of a majority of a quorum of the College Assembly necessary for election, as provided in Article 1.0906.

E. If no candidate receives a majority of a quorum as provided herein in the first ballot, then a run-off shall be held between the two persons receiving the highest number of votes on said first ballot.

Revision:

A. Officers of the College Assembly shall be a Chairperson, First Chairperson-elect and Second Chairperson-elect. They shall be elected by members of the College Assembly from faculty and those designated by the College to be administrators (see Appendix G). Candidates from either category must have served at least one semester, during the three-year period preceding the election, on the College Assembly, a College Assembly Task Force, a Division Council or a campus-wide committee recognized by the College.

B. A nominating committee shall be appointed by the College Assembly Chairperson in September of his/her second year of office. This committee is to present a slate of at least three candidates for Second Chairperson-elect at the February meeting of the College Assembly. Nominations from the floor shall be accepted only at the March meeting.

C. The Second Chairperson-elect shall be elected by the membership of the College Assembly at the April meeting of the Spring semester, and shall serve as Second Chairperson-elect until the First Chairperson-elect assumes his/her duties as Chairperson. The Second Chairperson-elect will then become First Chairperson-elect.

D. The First Chairperson-elect shall serve during the Chairperson's term and as Chairperson the following two academic years.

E. All officers shall be chosen by ballot; the votes of a majority of a quorum of the College Assembly necessary for election, as provided in Article 1.0906.

F. If no candidate receives a majority of a quorum as provided herein in the first ballot, then a run-off shall be held between the two persons receiving the highest number of votes on said first ballot.

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Rationale:

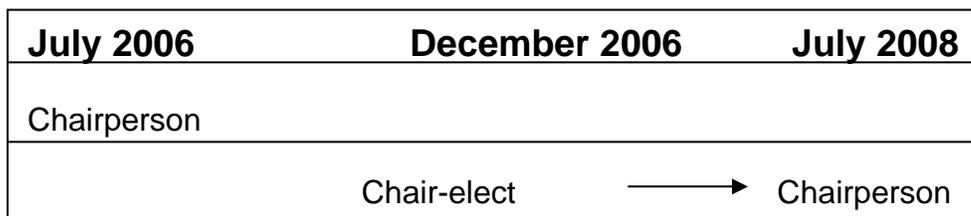
Under the present Bylaws, there is no Chairperson-elect for the first six months of the Chairperson's term of office (July – December). If the Chairperson were unable to serve during that time, the College Assembly would have neither a Chairperson nor Chair-elect. This would be

especially problematic during the summer months when the Chairperson develops the new charges for the Task Forces for the next academic year. We propose the election of a Second Chair-elect just prior to the expiration of the Chairperson's term in order to eliminate the potential gap in leadership.

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

Presently

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



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Proposed

<i>September 2007</i>	<i>February 2008</i>	<i>March 2008</i>	<i>April 2008</i>	<i>July 2008</i>
Nominating Committee Selected	Slate for Second Chair-elect	Nominations from floor for Second Chair-elect	Second Chair-elect elected	First Chair-elect becomes Chair and Second Chair-elect becomes First Chair-elect

July 2006	December 2006	April 2008	July 2008
Chairperson	→		
	First Chair-elect	→	Chairperson
		Second Chair-elect →	First Chair-elect

Motion to accept recommendation:

Mov: Schatz Sec: Fleming

Vote on recommendation:

App: Unanimous Opp: 2 Abs: 2

Motion passes.

Charge:

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

Recommendation:

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

Presently:

B. The Chairperson of a task force shall be elected by the task force membership or appointed by the Chairperson of the College Meeting of the College Assembly – April 5, 2007

Assembly for one academic year. He/she may be re-elected or re-appointed for a successive term.

Revision:

B. The Chairperson of a task force shall be elected by the task force membership for a term of one academic year. If there is a tie, after a second vote, the Chairperson of the College Assembly shall break the tie. If no member of the task force volunteers to serve, the Chairperson of the College Assembly may appoint the Chairperson of the task force for one academic year. The Chairperson of a task force may serve a successive term.

Rationale:

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

Motion to accept recommendation:

Mov: V. Blanco Sec: E. Schatz

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

Review the notes in articles 1.0700 – 1.0717 to determine if the note "Chairperson to be elected by Task Force" is superfluous and perhaps confusing in certain situations such as a Chairperson assignment. Make the appropriate recommendations to change or remove this note from these sections of the Bylaws.

Recommendation:

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

Presently:

Chairperson is elected by the Task Force.

Revision:

Delete the note from the bottom of pages 9, 10, 11, 12, 14, 15, and 17 in the Bylaws.

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Rationale:

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

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

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

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

E. Campus Life – Dr. John Herrling, Chair
 No Report

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

G. Curriculum - Professor Phyllis Fleming, Chair
 Recommendations:

HRI 214: Nutrition Fundamentals for Nursing
 New Course

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

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

PSY 232: Life Span Development
 New Course

Motion to accept recommendation:
 Mov: S. DeSantis Sec: C. Harrington

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

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NRB 121: Nursing Concepts in Health and Wellness
 Change in: Course Code, Course Content, Prerequisite(s), Co-requisite(s), Title,
 Course Description, Behavioral Objectives, Credit Hours and Contact Hours
NRB 122: Nursing Concepts in Health Alterations I

Change in: Course Code, Course Content, Prerequisite(s), Co-requisite(s), Title, Course Description, Behavioral Objectives, Credit Hours and Contact Hours

NRB 221: Nursing Concepts Applied to Families

Change in: Course Code, Course Content, Prerequisite(s), Co-requisite(s), Title, Course Description, Behavioral Objectives, Credit Hours and Contact Hours

NRB 222: Nursing Concepts in Health Alterations II

Change in: Course Code, Course Content, Prerequisite(s), Co-requisite(s), Title, Course Description, Behavioral Objectives, Credit Hours and Contact Hours

Motion to accept recommendations:

Mov: E. Schatz Sec: R. Luke

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

MCC-RBMC Nursing: Change in Curriculum

Motion to accept recommendation:

Mov: E. Reid Sec: C. Harrington

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

EMT 101: Emergency Medical Technician-Basic

New Course

Motion to accept recommendation:

Mov: S. DeSantis Sec: R. Luke

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

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Process Technology Technical Certificate: New Curriculum

Motion to accept recommendation:

Mov: X. Balabkins Sec: C. Dolan

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

MAT 090: Algebra II Alternative
New Course

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

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

H. Educational Resources - Dr. Steven Rowley, Chair
No Report

NEW BUSINESS
None

REPORT OF THE CHAIR

1. All curriculum items that came before the College Assembly at the March 5, 2007 meeting were approved by the College President and are to be implemented by the Vice President of Academic and Student Affairs.
2. The following Fast Track curriculum item was approved:

DHY 208: Pharmacology

Change the designation of "pre-requisite" to "co-requisite" for the following courses:

- DHY 203: General and Oral Pathology
- DHY 207: Dental Health Education
- DHY 211: Preventive Oral Health Services III
- DHY 215: Advanced Periodontology

Program course sequence to be changed.

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3. Dr. La Perla-Morales signed the recommendations approved by the College Assembly on March 5, 2007 and subsequently forwarded them to various offices for implementation.
 - a. That in addition to students meeting all graduation requirements, those students who have two courses remaining for their degree requirements and expect to graduate by the subsequent summer semester should also be given the opportunity to participate in the commencement ceremony in May of that calendar year. It is also recommended that program exceptions be made, allowing students needing more than two courses for graduation to participate in the May commencement, when the

program is completed by the end of the summer (ex. Automotive Technology). Furthermore, it is recommended that this policy be included in the college catalog and on the college website. This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

- b. The Task Force recommends the following change to article 1.1101
Amendment of the Bylaws:

Revision:

1. The Chairperson of the College Assembly will issue a charge to the Bylaws Task Force regarding the amendment or change to the Bylaws.
2. The Bylaws Task Force will deliberate and either report not to change the Bylaws or formulate a recommendation to amend or change the Bylaws.
3. If, as a result of the deliberations, the Bylaws Task Force decides to recommend designee will report the proposed recommendation to the College Assembly. No motion, discussion, or votes on this recommendation will be entertained at this time.
4. Copies of the proposed amendment or change and its rationale must be circulated to each member of the College Assembly at least five (5) school days before a motion, discussion, or vote on the recommendation may take place.
5. At a subsequent meeting of the College Assembly, the recommendation to amend or change the Bylaws will be acted upon in the form of a motion, discussion and vote. A two-thirds vote of the members present will be required for adoption.
6. All approved recommendations must be forwarded to the Office of the President for final approval and implementation.

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- c. That departments and divisions will meet with the Information Technology department on at least an annual basis to discuss and document needs. It is recommended that these meetings take place before technology requests are submitted in a given year. This recommendation is to be implemented by the Vice President of Academic and Student Affairs and the Vice President of Finance and Administration.
4. The next meeting of the College Assembly will be held on Thursday, May 3, 2007 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

Professor Cavanaugh announced that April is Liberal Arts Month, and the College has put together a number of events to celebrate it. A complete listing is on the InfoNet. Activities include a dance workshop, lectures, international films, opening receptions for the Visual Arts and Media Arts Student Exhibitions, Cafe International with International Performances, the Faculty Talent Showcase, Spring Dance Concert and performances of "The Diviners." Please encourage students to attend. Tickets will be given to students who attend and faculty could possibly accept these tickets for extra credit.

Dr. Trainor announced that presentations on two days in April will examine the phenomenon of global warming and how it may affect New Jersey. The first, "The Impact of Global Warming on New Jersey," is scheduled for Thursday, April 19 in L'Hommedieu Hall Amphitheater from 2-3:20 p.m. The speaker is Dr. Kenneth Miller, chairperson of the Geology Department at Rutgers University. On Friday, April 20, a panel will give an update on the potential consequences of global warming to New Jersey residents, including a discussion of practical ways people can make their lives on campus and in the community more sustainable. It will be in the Performing Arts Center from 10 a.m. to Noon.

ADJOURNMENT

Motion to Adjourn:

Mov: E. Schatz Sec: J. Lasky

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

Respectfully submitted,

Jeffrey Spector
Chair, College Assembly
JS:ls