

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
APRIL 6, 2006  
MEMBERS PRESENT**

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

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

R. Ellison, J. Kruszewski, M. Maciolek, T. Montani, A. Snopek

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

**STUDENTS:** A. Lowe, J. Pidich, C. Sanford, D. Wesnowsky

**SUPPORT STAFF:** J. Fuller, R. Gons, K. Gormish, M. Lotz

**TASK FORCE CHAIRS:**

**Academic Standards:** B. Gray

**Accessibility for Persons with Disabilities:** M. Miniere

**Bylaws:** M. Spano

**Campus Diversity:** T. Orosz

**Campus Life:** C. Harrington

**Community Concerns:** D. Yoseloff

**Curriculum:** P. Fleming

**Educational Resources:** L. Ostar

**GUESTS:** E. Griffith, J. Gutowski, K. Hays, F. Hertrich, H. Holbeck, J. Spector, J. Siegfried

**PARLIAMENTARIAN:** M. Laskowski-Sachnoff

**MEMBERS ABSENT**

**DEANS:**

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** F. Gordon\*

**FACULTY:** J. Baker\*, S. Biswas\*, J. Lasky\*, A. Matagrano\*, K. Shay\*, S. Rowley \*

**STUDENTS:** N. Drelles, V. Jambusaria, A. Latar

**SUPPORT STAFF:** L. Friedman\*, K. Gormish\*

\*Excused

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With a quorum present, Professor Alice Picardo called the April regular meeting of the College Assembly to order on Thursday, April 6, 2006 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Prof. Picardo announced that copies of the report from the Ad Hoc Committee on Academic Integrity were available to the Assembly, since there was a recommendation on the agenda regarding the report.

### **APPROVAL OF MINUTES**

Motion to approve minutes:

Mov: E. Schatz      Sec: X. Balabkins

Minutes are accepted as presented.

### **UNFINISHED BUSINESS**

Professor Picardo announced that the following recommendation from the Bylaws Task Force was reported to the College Assembly at the March 2, 2006 meeting and would be voted on today.

Charge:

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

Recommendation:

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

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

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7. Approval of Vice President for Academic and Student Affairs-signature.
8. Approval of President-signature.

**Rationale:**

The Bylaws Task Force supports the Curriculum Task Force's rationale, which states "The Vice President for Academic and Student Affairs is the chief academic officer for the campus whose responsibilities include the overseeing and enforcing of all curricula. The Curriculum Task Force strongly feels that this job description and its accompanying responsibilities warrant the addition to the sequential course approval procedures."

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

**Motion to accept recommendation:**

Mov: R. Luke            Sec: X. Balabkins

**Vote on recommendation:**

App: Unanimous    Opp: 0        Abs: 0

Motion passes.

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

### **A. Academic Standards – Dr. Brenda Gray, Chair**

**Charge:**

As per the College Assembly Bylaws, the Task Force on Academic Standards is charged to review the Ad Hoc Committee on Academic Integrity Report and bring it forward to the College Assembly for recommendation.

**Recommendation:**

The Academic Standards Task Force accepts the Ad Hoc Committee on Academic Integrity Report and recommends that the report be forwarded to the President for consideration and possible implementation.

**Rationale :**

It is clear that the Ad Hoc Committee put much time and commitment into examining MCC's current policy on violations of academic integrity and the need for new policies and/ or sanctions, as they were charged to do. The report is well researched and thought out and clearly shows the Committee's two years of work.

The recommendations are good and should be forwarded to the President

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for consideration and possible implementation. The Academic Standards Task Force commends the Ad Hoc Committee for a job well done.

Motion to accept recommendation:

Mov: R. Luke Sec: E. Dikun

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

During academic status review, academic situations arise when a student takes one or two courses during a winter or summer sessions, successfully passes the course(s), but because of a prior, low GPA and academic restriction status, is actually reclassified to academic suspension or dismissal. In this case, the student is penalized for taking and passing these courses. Do our policies for academic status take into account such situations of interim academic progress? Consider developing a policy that would formally recognize students who improve in this situation. Make appropriate recommendations.

Recommendation:

For students who are on academic probation or restriction, their academic status cannot be downgraded to academic suspension or dismissal in any subsequent semester for which the GPA is at or above 2.0. However, if a student is taking a developmental course in that semester, the student needs to achieve a grade of C or better in that semester for this allowance to apply.

Rationale:

This recommendation requests that a relaxation of the Standards of Progress (p. 14 of the College Catalog) be allowed for a student who had a particularly bad start at the college with a low GPA, is making good academic progress in subsequent semesters, but not necessarily at the rate prescribed by the Standards of Progress. The demarcation points of 23 and 39 credits in the Standard of Progress appear to be where the critical changes to suspension or dismissal can occur. The allowance being recommended would hold the student academically harmless for any particular semester for which the term GPA is satisfactory (at least 2.0 GPA and no poor grades in developmental courses). Of course, a student academic status can be changed to a better one, if the term GPA is high enough to warrant such a change.

Motion to accept recommendation:

Mov: J. Lewis Sec: A. Snopek

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Discussion ensued regarding standards of progress, the number of students affected by this situation, and the attainment of a C or better in both developmental and credit courses

A motion was made to amend the recommendation to read: "For students who are on academic probation or restriction, their academic status cannot be downgraded to academic suspension or dismissal in any subsequent semester for which the term GPA is at or above 2.0. However, a student must achieve a grade of C or better in all courses in that semester for this allowance to apply."

Mov: E. Schatz Sec: N. Picioccio

Discussion continued and a vote was taken.

Vote to amend:

App: 5 Opp: 16 Abs: 0

Motion to amend denied.

Further discussion followed to insert the word "term" before the word GPA.

A motion to amend the recommendation was made: "For students who are on academic probation or restriction, their academic status cannot be downgraded to academic suspension or dismissal in any subsequent semester for which the term GPA is at or above 2.0. However, if a student is taking a developmental course in that semester, the student needs to achieve a grade of C or better in that semester for this allowance to apply."

Mov: E. Schatz Sec: G. Kehrer

Vote to amend:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Vote on amended recommendation:" For students who are on academic probation or restriction, their academic status cannot be downgraded to academic suspension or dismissal in any subsequent semester for which the term GPA is at or above 2.0. However, if a student is taking a developmental course in that semester, the student needs to achieve a grade of C or better in that semester for this allowance to apply."

App: Unanimous Opp: 2 Abs: 1

Motion passes.

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

Report:

The Task Force had a surprisingly successful response to the survey. We are now in the process of organizing, analyzing, and interpreting the data. We will make our recommendations at the May meeting.

The survey was such a success that we feel that maintaining the survey and having it sent out on a yearly basis is a good idea for future Task Forces.

**C. Bylaws – Dr. Mathew Spano, Chair**

Charge:

To coordinate, with the Task Force on Community Concerns, an evaluation of the composition and purpose of said Task Force. Make appropriate recommendations.

Report:

The Bylaws Task Force met to consider the recommendation that the composition of the Task Force on Community Concerns “include affiliate members from the external community who would advise on matters as needed.” We met with Tom Peterson, from the Task Force on Community Concerns, and Jeffrey Spector, the former Bylaws Task Force Chair, to consider their perspectives and concerns as well as to gather information and history on the subject. Together, we all discussed the recommendation, its rationale, and Community Concern’s current composition and purpose.

All in attendance at the meeting fully supported Community Concern’s rationale for this recommendation, namely that the Task Force on Community Concerns could be an ideal mechanism to develop the College’s relationship with the surrounding community. Likewise, we all agreed that individuals from the external community should be in close contact with the Task Force in order to share information, work on projects of mutual interest and benefit, and develop working relationships. This close contact could very well include individuals from the external community attending Task Force meetings and participating in an advisory capacity. Indeed, an advisory board comprised of three or four “resource individuals” from the external community might be formed to attend meetings on a regular basis. We all agreed that such suggestions would be consistent with the current purposes of the Task Force on Community Concerns as stated in the Bylaws. Certainly, nothing in the current Bylaws precludes such possibilities for Community Concerns, and the Bylaws Task Force wishes to encourage our colleagues in Community Concerns to pursue such possibilities and to remind them that under the current Bylaws they have the freedom and flexibility to do so.

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Considering this freedom and flexibility, Bylaws does not feel that the composition of Community Concerns needs to be changed to include--as members--individuals

from the external community. Members of College Assembly Task Forces have gone through nomination and voting procedures that involve the MCC community and that are subject to the MCC Bylaws. As employees of the College, Task Force members have the College as their primary interest and motivation, and use their voting privileges to further that interest. Finally, the designation of Task Force members has been carefully balanced to represent the various constituencies of the MCC community. Hence, Task Force membership involves procedures and considerations that would not necessarily apply to individuals from the external community.

For the aforementioned reasons, and after a careful review of the recommendation, the Bylaws Task Force voted unanimously not to change the Task Force's membership or purpose at this time. Instead, a suggestion for a standing *charge* of the Task Force might be to establish and develop relationships with organizations, constituencies, and/or "resource individuals" from outside of the college community.

A copy of our report has been sent to the Task Force on Community Concerns for their consideration.

**Charge:**

To consider all new positions as they may apply to the assembly. Make appropriate recommendations.

**Report:**

After repeated requests, the Bylaws Task Force has only recently obtained from Human Resources a list of administrative and support staff titles. We will forward a list of new titles to the secretary of the College Assembly for inclusion in the Bylaws. The Task Force also suggests that this charge be completed annually by the Secretary of the College Assembly.

**Charge:**

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

**Report:**

The Bylaws Task Force has already evaluated and revised last year's recommendation to change the purposes of the Campus Life Task Force. Regarding last year's recommendation to change the membership of the Educational Resources Task Force, the Bylaws Task Force Chair has contacted Meeting of the College Assembly – April 6, 2006

the Chair of Educational Resources, who reports that the change has been implemented and is satisfactory. Regarding last year's recommendation to revise the voting procedures for Enrollment Management and Student Development to

elect members to the College Assembly and its task forces, the Bylaws Chair contacted the Deans of the two respective divisions, who report that the new voting procedures are being implemented. Since the election process will not be completed until May, an evaluation of the voting procedures is not possible at this time.

**D. Campus Diversity – Ms. Theresa Orosz, Chair**

No report.

**E. Campus Life – Dr. Christine Harrington**

Charge:

Investigate and determine the need for a college-wide policy and procedures manual to instruct faculty, staff, and administration on basic, day-to-day operational procedures such as purchasing guidelines, room and transportation reservations, etc. Make appropriate recommendations.

Recommendation:

It is recommended that a campus wide policy and procedure manual be developed.

Rationale:

The task force, with the assistance of Brian Richards in IT, sent a survey to all employees of the college via e-mail about the need for a campus wide policy and procedures manual. We received 194 responses. Ninety-two percent of those who completed the campus life survey on this topic indicated that they thought a college wide policy and procedures manual would be beneficial. Thus, the survey indicates that a manual is wanted and necessary. Of those who responded, 147 provided suggestions as to what they would like to see included in the manual. Based on this feedback, it seems important that the format for this manual include frequently asked questions, a key-word search engine, broad categories (such as but not limited to Human Resources, Facilities / Maintenance, Finance Division, Information Technology, Student Services, and Academic Departments) and a feedback section allowing users to provide comments about how they make the site more user-friendly. Because information is often changing, we believe a web-based, PDF format will make it easy to facilitate any update that may be necessary to keep the manual current. If one would like a paper version of a part of the manual, one may easily print it from a PDF file.

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Motion to accept recommendation:

Mov: A. Snopek Sec: N. Picicchio

Vote on recommendation:

App: Unanimous    Opp: 0    Abs: 1

Motion passes.

**F.    Community Concerns – Ms. Darlene Yoseloff**

No Report

**G.    Curriculum - Professor Phyllis Fleming, Chair**

Recommendations:

**CIT 125 - Construction Estimating**

Change in: Course Content, Catalog Course Description, Credit Hours and Contact Hours

**CIT 217 - Structural Design**

Change in: Course Content, Credit Hours and Contact Hours

**The Civil/Construction Engineering Technology:** Change in Curriculum

Motion to accept recommendations:

Mov: E. Schatz    Sec: D. Lemcoe

Vote on recommendations:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

**MCT 220 - Introduction to Robotics and Control Systems**

Change in: Course Content, Catalog Course Description, Credit Hours and Contact Hours

**MEC 160 - Mechanical Design Project**

New Course

**Mechanical Engineering Technology Program:** Change in Curriculum

Motion to accept recommendations:

Mov: R. Luke    Sec: C. Bowers

Vote on recommendations:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

**A.A.S. in Advertising Graphic Design:** Change in Curriculum

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**A.A.S. in Professional Commercial Photography:** Change in Curriculum

Motion to accept recommendations:

Mov: A. Snopek      Sec: R. Ellison

Vote on recommendations:

App: Unanimous      Opp: 0      Abs: 0

Motion passes.

For historical correctness, Prof. Picardo announced that she would ask for the Rationale (#3) on the Approval Form to be re-written for accuracy. She explained that the courses that constitute the A.A.S. in Advertising Graphic Design and A.A.S. in Professional Commercial Photography did not come to the College Assembly for approval during the fall of 2004. The former Dean of Business, Computer Science and Engineering Technologies forwarded the proposed course changes to the President for approval and signature when College Assembly was not in session in the fall of 2004. The President signed and approved the courses at that time and the information was sent to the College Assembly as an information item only. Curriculum changes were not submitted at that time.

#### **H. Educational Resources - Mr. Lewis Ostar, Chair**

Charge:

Research and make recommendations on a policy for designing flexible/adaptable and technology enhanced learning spaces.

Recommendation:

That an annual program of upgrade, maintenance and refreshing be resourced and implemented to build an increasing percentage of technology and media ready classrooms and learning spaces that support the use of analogue and digital media services.

That a general specification for technology and media ready classrooms and learning spaces be developed and updated annually (e.g. ceiling mounted data/video projector, DVD/VHS player, computer and network connection to support Internet and Video on Demand services).

That new learning spaces are designed to include and enable the flexible use of media and technology.

Rationale:

Statistics from national and local surveys indicate that currently nearly 50% of college classroom and learning spaces are enhanced with a ceiling mounted data/video projector and PC. Forecasts project this figure to rise to 80% within

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the next five years (InfoComm 2005). A survey of current faculties at MCC shows about 15% of classrooms and 50% of PC labs or 33% overall have reached this specification. As such we are falling behind other colleges locally and nationally.

That coupled with a need to mitigate a growing demand for mobile media technology e.g. NOMAD presentation system etc, indicate the need to significantly increase the percentage of classrooms and learning spaces with fixed but flexible technology to enable the use of internet and network based learning technologies and media services. In addition any new or upgraded faculties should include and enable the flexible use of media technology. The need to maintain and refresh these technologies also requires adequate resources be made available annually for this purpose.

Motion to accept recommendation:

Mov: J. Lewis      Sec: A. Snopek

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 2, 2006 meeting were approved by the College President. To be implemented by the Vice President for Academic and Student Affairs.
  
2. The following Fast Track curriculum items were approved:
  - RAD 190 - Clinical Orientation
    - Increase the number of Clinical Hours to 8
  - CHM 107 - Principals of Chemistry
    - Change of Course Title to: Principals of General Organic and Biochemistry
  - SOC 131 - Contemporary Social Problems
    - Drop the SOC 121 prerequisite

To be implemented by the Vice President for Academic and Student Affairs.
  
3. Dr. La Perla-Morales signed the recommendations approved by the College Assembly on March 2, 2006 and subsequently forwarded them to various offices for implementation.
  - a. That the new writing portion of the SAT not be used at this time as part of the CPT exemption process. That this charge be revisited at a later date.

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  - b. That the “N” grade should remain as a grade given at the mid-term and as a final grade, if it were given as a mid-term grade.  
That the “N” grade be better defined. The recommended definition is:

“Insufficient information to evaluate the student at this time.”

That in-service training for faculty in assigning the “N” grade at mid-term is needed.

This recommendation is to be implemented by the Vice President for Academic & Student Affairs

- c. That Academic Status Review be made at the conclusion of the fall, spring and summer reporting.  
This recommendation is to be implemented by the Vice President for Academic & Student Affairs.
- d. That the following revised membership and purposes for the Task Force on Campus Life in place of those described in the current edition of the College Assembly Bylaws:

Membership:

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

Purposes:

Studies and recommends policy regarding:

- A. Student life (bookstore, clubs, food services<sup>1</sup>, parking, and student activities).

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- B. Use of facilities by campus community for activities that occur outside of the classroom situation.

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<sup>1</sup> This area includes the cafeteria, catering, vending, kiosks, special activities, and the like.

- C. Student support services (academic advisement, admissions, athletics, bursar, counseling and career services, EOF, financial aid, library, minority student affairs, registrar, safety and health, testing, and tutoring).
  - D. Campus oriented publications for internal use.
- e. That in addition to the current methods used (excellent academic performance, division council recommendations, and student activities fair), additional avenues for student awareness of and involvement in college governance be utilized. The task force recommends that campus cruiser and flyers posted campus-wide be used as main avenues for encouraging student participation in college governance. In addition, the task force suggests that students be informed of this opportunity at New Student Orientation, through professor announcements, Quo Vadis – the student newspaper, and possibly even Open Houses. It is also recommended that a mechanism within campus cruiser be used for students to voice concerns and suggestions, allowing the student voice to be present in the development of charges for task forces.
- This recommendation is to be implemented by the Vice President for Academic & Student Affairs.

A meeting for student members of the College Assembly and Task Forces was held on Monday, April 3, 2006. The next and final student meeting will take place on Monday, May 1, in the College Center, Room 314, at 11:00 a.m.

All recommendations to be voted on at the next College Assembly meeting must be submitted to the Assembly office on or before April 24, 2006. The next regular meeting of the College Assembly will be held on Thursday, May 4, 2006 at 2:00 p.m.

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

Professor John Gutowski announced that the MCC Foundation is hosting the Annual Scholarship Ball to be held at The Palace at Somerset Park on Saturday, April 8, 2006. Tax deductible contributions for student scholarships are always being accepted and welcomed.

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### **ADJOURNMENT**

Motion to Adjourn:

Mov: S. DeVecchio Sec: M. Lynch

There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Alice L. Picardo  
Chair, College Assembly

ALP:ls