

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
MAY 1, 2008
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

V. Blanco, F. Gordon, T. Montani, T. Orosz, T. Sabol

FACULTY: P. Fleming, A. Gincel, C. Harrington, V. Kanwal, C. Pean, , N. Picioccio, J. Ramirez, C. Reilly, M. Santelli

STUDENTS: P. Berwanger, A. Bea, M. Cai, L. Chen, V. Coulombe, A. Geva, J. Ragsdale, A. Roche, K. Saber, S. Singh, D. Ventura, R. Yajnik

SUPPORT STAFF: S. D'Elia, S. DeSantis

TASK FORCE CHAIRS:

Academic Standards: S. Zale

Accessibility for Persons with Disabilities: M. Velez

Bylaws: B. Simon

Campus Diversity: J. Peleg

Campus Life: T. McGlincy

Community Concerns: V. Vega

Curriculum: P. Yarmchuk

Educational Resources: S. Altman

GUESTS: S. Barnhart, R. Ellison, E. Griffith, N. Heller

PARLIAMENTARIAN: R. Luke

MEMBERS ABSENT

DEANS: M. Laskowski-Sachnoff*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: H. Holbeck*, M. Maciolek*

FACULTY: S. Biswas*, C. Bowers*, B. Cavanaugh*, E. Christensen, E. Dikun*, C. Dolan*, E. Reid*, C. Wathen*

STUDENTS: R. Kappagantula*, M. Kocha*

SUPPORT STAFF: A. Ballina*, N. Nichols, J. Slicner

*Excused

Meeting of the College Assembly – May 1, 2008

With a quorum present, Professor Jeffrey Spector called the May regular meeting of the College Assembly to order on Thursday, May 1, 2008 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

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

Middlesex County College puts learning first and measures its success only by the success of its students. All members of the College community contribute to student success.

The mission of Middlesex County College is to provide a quality, affordable post-secondary education responsive to the needs of the community and accessible to all who can benefit from it. We emphasize academic excellence and student success to a student centered and innovative life long learning environment for our diverse population.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: P. Fleming Sec: A. Roche

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

Dr. LaPerla-Morales thanked the College Assembly for its work conducted this academic year, and recognized the outgoing Assembly members for their service.

The following received Certificates of Recognition:

Amanda Bea	Christine Harrington
Pamella Berwanger	Hope Holbeck
Sudipta Biswas	Virender Kanwal
Virgil Blanco	Rajya Kappagantula
Claudine Bowers	SahrishKhawaja
Ming Rong Cai	Maria Kocho
Brenda Cavanaugh	Tracey Montani
Longwei Chen	Claire Pean

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Veronical Coulombe

Joseph Ragsdale

Stephanie DeSantis
 Charles Dolan
 Phyllis Fleming
 Adi Geva
 Angelina Gincel
 Fannie Gordon

Ethel Reid
 Catherine Reilly
 Alfredo Roche
 Kamil Saber
 Sukhjinder Singh
 Brian Stoor
 Dora Ventura
 Ruchik Yajnik

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Steven Zale, Chair

Charge:

A student found cheating and given a failing grade by the instructor based upon the course syllabus may withdraw from the course. This is true even if the student has been reported for violations of the student code of conduct. Review this policy and make the appropriate recommendations.

Report:

In the Board of Trustees Policy Book, found on the college Web site, it describes MCC's policy regarding violations of the Code of Student Conduct, which includes cheating or plagiarism as outlined in #15. The procedure and practice already exist at the college to ensure that a student who withdraws from a course can be given an "F" grade only if the instructor files a formal charge. The instructor should state a Cheating Policy and Academic Integrity Policy in his or her course syllabus to have the Code of Student Conduct process run smoothly.

If a student was found cheating, the instructor could inform the student that he or she would receive an "F" grade as a consequence of his or her action since cheating and integrity policies stated in the syllabus were violated. There is nothing to prevent the student from withdrawing from the course. On the other hand, the faculty member could file a violation of the Code of Student Conduct by writing a letter to the Vice President of Academic and Student Affairs. In this letter, the faculty member charges a formal complaint against the student

describing the allegation. This structural process is already in place to handle this situation. If the student pleads innocent then informal hearings are held. If the student appeals after the hearings, this situation could lead to Judicial Board hearings. If the student charged is found guilty, the "W" grade is replaced with an "F" grade.

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If the faculty member decides not to file any violation, the student who withdraws following the policy for withdrawal will receive a "W" grade in the course and can

simply repeat the course the following semester. The “W” grade is not the problematic issue. It is the responsibility of the faculty to proceed through the Code of Student Conduct process by filing a complaint if the incident warrants it.

Moreover, the task force discussed the following scenario: If the student was caught cheating and then switched sections after the first two weeks of the semester, the faculty member could still file a violation of the Code of Student Conduct. If the student receives an “A” grade in that new switched section but is found guilty due to the Code of Student Conduct process, the final grade could change to an “F” because the violation takes precedence.

The task force felt that posting of the Code of Student Conduct should be consistent on the college Web site and in the college catalog and Pathfinder. Currently, only the college Web site displays the entire policy, where the Pathfinder omits a large portion of it, and the 2005-2008 catalog briefly refers to the policy.

The task force felt that this specific charge was a minor portion of a much larger Academic Integrity issue. Therefore, the task force strongly suggests that the report generated by the Ad Hoc Committee on Academic Integrity in 2005 be evaluated, reviewed, and possibly implemented since it lists recommendations and sanctions, which should be considered.

Dr. Zale thanked the members of the Task Force for their hard work, dedication and contributions. He also thanked the subcommittee chairs who did an exceptional job. He continued expressing his thanks to the Task Force members who willingly typed the minutes.

Discussion followed on the possibility of an ombudsman to represent students who have violated the Code of Student Conduct which includes cheating or plagiarism in connection with an academic program at the College. It was stated that in the Judicial Board Process the student would have the right to bring a lawyer or any other representative of their choice from within or without the College community.

**B. Accessibility for Persons with Disabilities -
Ms. Martha Velez, Chair**

No Report

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C. Bylaws – Dr. Beverly Simon, Chair

Dr. Simon stated that the Task Force had some suggested charges for the next College Assembly: 1) In light of the fact that there have been major modifications to the college’s organizational chart the membership of each Task Force should be re-

examined by each Task Force and the Bylaws Task Force. 2) Article 1.0906 Quorum should be reviewed since the membership of the College Assembly has changed. 3) Article 1.0401 sections I and J – how are alternate representatives selected? Should that be stated in the Bylaws?

Dr. Simon thanked all the members of her Task Force and she continued expressing her thanks to Professor Spector and Ms. Sgro for their help.

D. Campus Diversity – Professor Janet Peleg, Chair

Charge:

Conduct a survey and/or focus groups of faculty, staff, administrators and students to ascertain campus concerns regarding campus diversity and ways to improve awareness of other groups on campus. In addition, identify activities which would increase the awareness and interaction between the groups. Create a report to educate the college and make appropriate recommendations.

Report:

The Diversity Task Force conducted a focus group for faculty, staff, and administrators on March 31, 2008, concerning the issue of diversity on campus. Three administrators, four faculty members, and four staff members attended.

For the purpose of the focus group discussion, the following MCC definition of diversity was used:

The practice of diversity at Middlesex County College embraces, recognizes, and respects individual perspectives while fostering an environment that reflects the rich and unique composition of our community.

The following questions guided the discussion:

1. What are some of your positive experiences and/or observations related to diversity at Middlesex County College?
2. What are some of your negative experiences and/or observations related to diversity at MCC?
3. What changes would you make at MCC in faculty, staff, courses, and activities to improve awareness?

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4. Is there something important you feel we have missed regarding this topic?

All the participants felt that the increasing culturally and linguistically diverse number of students at MCC has given them the opportunity to gain a knowledge

of, and respect for the many diverse cultures on the MCC campus. One participant stated, “Our diverse student body refreshes our jobs every day.”

The majority of the participants felt that there is either fragmented or delayed communication among members of the College community as it pertains to diversity related issues. One participant pointed out that although opportunities exist for staff members to participate in cultural events, their schedules sometimes prohibit them from attending these activities. Another participant expressed some concern about the way we orient our new students to MCC. The participant said that an incoming student should not just be oriented into a segregated group; i.e., ESL, EOF, Project Connections, etc., but as part of an incoming group of first year MCC students. “We have to marry the individual needs of a student with what all MCC students need,” said this participant. One participant said that it isn’t enough to have a Diversity Day once a year, but rather to “incorporate diversity into every element of the College.”

In summary, all of the participants were appreciative for the opportunity to discuss diversity, and were thoughtful in regards to ways that MCC can improve diversity relations. They offered the following actions the College could possibly take to increase sensitivity, and create a more socially cohesive climate:

- Incorporate diversity into the fabric of the core curriculum.
- Increased sensitivity training for all faculty and staff.
- Recruit faculty and staff to reflect the diverse population on campus and surrounding communities.
- Create a climate where the different cultural and religious groups on campus can collaborate and work together.
- Work more towards the returning student and/or the student training for a second career.
- Help students beyond their own support networks to help one another out. While a lot has to come from the students, all the effort should be made to help them out.
- Administration and faculty should creatively unite curriculum with diverse activities.
- Consider whether there is any value in doing the same full-blown MCC orientation that we do for our “regular” MCC students, for all our specific populations of students, while keeping a portion of the orientation devoted to their special needs.

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- Create opportunities for staff members to participate in College-wide cultural events and activities.

Professor Peleg thanked all the members on the Task Force for their hard work and contributions. She also expressed appreciation to the two (2) extraordinary students who served on the Task Force.

E. Campus Life – Mr. Terry McGlincy, Chair

Charge:

On the charge to: Review the Code of Student Conduct. Update the code to reflect the needs of our contemporary campus community. The code should include relevant items from the report on academic integrity

Recommendation:

The Task Force has developed a set of procedures to accompany the new Code. These procedures will be sent directly to the office assigned with the responsibility to implement the new Code. As the Assembly is charged with recommending policy and not procedure, these are meant only as a recommendation to the appropriate office. These procedures include groups of individuals both staff and alternately students that would act as student advocates. It establishes a particular board in which students are the predominance. It includes four (4) students and three (3) staff and it's a required review of any student who is being suspended or expelled from the institution even if the student does not want it . The hearing at my level would provide that information to the student explaining that they have the right to appeal and here is a list of advocates for this particular year whether they are staff or students. A number of the issues and questions that were being raised when Dr. Zale was reporting are covered in those procedures. We are not recommending the operational procedures to the Assembly we are recommending that the following Code of Student Conduct and Sanctions be recommended for adoption:

CODE OF STUDENT CONDUCT

In order to provide for the maximum safety and well-being of the total college community, including guests, certain standards of behavior have been established at Middlesex County College. Upon admission to the College, all students accept an unqualified commitment to adhere to such standards and to conduct themselves in a manner that reflects pride in themselves and the College. These standards of conduct will apply to students engaging in College sponsored activities both on and off-campus.

Conduct that adversely affects a student's responsible membership in the academic community shall result in appropriate disciplinary action. The College will not tolerate

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deliberately disruptive behavior, violence, or physical interference with the rights of any member of our college community.

The Code of Student Conduct outlines behavior deemed unacceptable at Middlesex County College. Infractions of the Code include, but are not limited to, the actions listed below.

1. Unauthorized use or possession on the campus of weapons, ammunition, explosives, fireworks, or other dangerous substances or materials.
2. Threatening or inflicting bodily harm or physical abuse or injury to the person of a fellow student, faculty or staff member, administrative officer or guest of the College.
3. Obstruction or disruption of teaching, learning, research, administration, discipline procedures or other College authorized event. Disruptions of teaching and learning which may include tardiness, offensive language or behavior, noise and improper use of personal communication devices (eg: cell phones, headphones, pagers, PDAs and laptops).
4. All forms of academic dishonesty, including cheating, facilitating academic dishonesty, and plagiarism or assisting others to engage in those activities.
5. The failure to report any action or plan of dishonesty whether knowledge of such act or plan is obtained directly or indirectly.
6. The soliciting of assisting another to do any act which would subject a student to probation, suspension or expulsion.
7. Unauthorized distribution, use
8. Failure to comply with the College's policy on smoking.
9. Illegally gambling on College property.
10. The violation of any of the criminal statutes of the State of New Jersey, which violation occurs either on the campus, at off campus sponsored events or directly affects the College community. The College will cooperate fully with any law enforcement agency investigating such violations.
11. Falsification, alteration or withholding information related to records or documents maintained by the College.

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12. Theft, misappropriation, vandalism, non-accidental damage, grossly negligent damage or arson to any College property or private property of a fellow student, faculty or staff member, administrative officer or guest of the College.

13. Failure to present student identification to a College employee in response to a request.
14. Unauthorized entry into any secured building or facility, obstructing access to any campus building or facility, the unauthorized use or occupation of any classroom, public or common indoor areas, recreational or athletic facility, faculty office or any other components of the College's physical plant or property.
15. Failure to register the dissemination of printed material or unauthorized display of posters and advertising material.
16. Abusive or unauthorized use and operation of outdoor and indoor sound systems, public address systems sound tracks, or bull horns.
17. Unauthorized consumption and/or unauthorized possession of alcoholic beverages on campus.
18. Failure, after a warning, to wear adequate clothing and foot covering while attending classes or utilizing any campus facility.
19. Consumption of food and beverages outside of authorized areas unless authorization has been given by a faculty member, staff or administrator.
20. Soliciting or assisting another to do any act which would subject that student to any sanction within the Code of Student Conduct.
21. A failure to abide by the "acceptable use policies for computers."
22. It is the policy of this College that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited. Organizations which initiate advocate or promote activities which threaten the safety or well being of persons or property on College grounds, which disrupt the program environment or are harmful to the education process are prohibited. Activities involving initiations, hazing, intimidation, and/or related actions of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student causing

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and/or participating in activities which intimidate or adversely affects the attendance of another student or staff member will be subject to disciplinary action.

- 23 Engaging or the soliciting of any activity which would interfere with the normal operation of the College.

SANCTIONS

The various penalties for the commission of a violation are set forth hereafter. Upon a finding of or plea of guilty for any violation, one or more of the listed sanctions may be imposed independently or cumulatively.

- a. Warning:
 Notice, orally or in writing, that continuation or repetition of conduct found wrongful may be cause for more severe disciplinary action.

- b. Probation:
 1. Exclusion from participation in privileged or extracurricular College activities for a period not to exceed 1 year.

 2. Fine, restitution and or community service not to exceed 50 hours and/or counseling services as may be required.

- c. Disciplinary Suspension:
 Temporary separation from the College for a period of time not to exceed 2 years.

- d. Expulsion:
 Permanent separation from the College for all programs academic or extracurricular.

- e. Administrative Suspension:
 The Vice President of Academic and Student Affairs or her/his representative shall have the authority and responsibility to assure the well being of the college community and to insure the College's ability to carry out its mission. To provide for this environment, any act or threat which, in the opinion of the Vice President for Academic and Student affairs, endangers any individual, or which results in terrorizing any member of the college community or guests may warrant immediate suspension. Similarly, any act which may result in the disruption of college activities or inciting others to disrupt college activities or interference with the right of any member of the college from performing
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 assigned duties or attending class may also warrant immediate suspension.
 The suspension shall remain in effect until the Vice President of Academic and Student Affairs or receives evidence that the presence of the accused does not pose a threat to any member of the college community.

Motion to accept recommendation:

Mov: C. Harrington Sec: P. Fleming

Discussion followed to include this Code of Student Conduct and Sanctions in the College catalogue and on the College website.

Discussion continued and under the section, Code of Student Conduct, for #17 to be moved after #7, #10 to be moved after #2 and #22 be moved after the current #10.

Motion to amend the recommendation to read:

1. Unauthorized use or possession on the campus of weapons, ammunition, explosives, fireworks, or other dangerous substances or materials.
2. Threatening or inflicting bodily harm or physical abuse or injury to the person of a fellow student, faculty or staff member, administrative officer or guest of the College.
3. The violation of any of the criminal statues of the State of New Jersey, which violation occurs either on the campus, at off campus sponsored events or directly affects the College community. The College will cooperate fully with any law enforcement agency investigating such violations.
4. It is the policy of this College that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited. Organizations which initiate advocate or promote activities which threaten the safety or well being of persons or property on College grounds, which disrupt the program environment or are harmful to the education process are prohibited. Activities involving initiations, hazing, intimidation, and/or related actions of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student causing and/or participating in activities which intimidate or adversely affects the attendance of another student or staff member will be subject to disciplinary action.

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5. Obstruction or disruption of teaching, learning, research, administration, discipline procedures or other College authorized event. Disruptions of teaching and learning which may include tardiness, offensive language or behavior, noise and improper use of personal communication devices (eg: cell phones, headphones, pagers, PDAs and laptops).
6. All forms of academic dishonesty, including cheating, facilitating academic dishonesty, and plagiarism or assisting others to engage in those activities.

7. The failure to report any action or plan of dishonesty whether knowledge of such act or plan is obtained directly or indirectly.
8. The soliciting of assisting another to do any act which would subject a student to probation, suspension or expulsion.
9. Unauthorized distribution, use
10. Unauthorized consumption and/or unauthorized possession of alcoholic beverages on campus.
11. Failure to comply with the College's policy on smoking.
12. Illegally gambling on College property.
13. Falsification, alteration or withholding information related to records or documents maintained by the College.
14. Theft, misappropriation, vandalism, non-accidental damage, grossly negligent damage or arson to any College property or private property of a fellow student, faculty or staff member, administrative officer or guest of the College.
15. Failure to present student identification to a College employee in response to a request.
16. Unauthorized entry into any secured building or facility, obstructing access to any campus building or facility, the unauthorized use or occupation of any classroom, public or common indoor areas, recreational or athletic facility, faculty office or any other components of the College's physical plant or property.
17. Failure to register the dissemination of printed material or unauthorized display of posters and advertising material.

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18. Abusive or unauthorized use and operation of outdoor and indoor sound systems, public address systems sound tracks, or bull horns.
19. Failure, after a warning, to wear adequate clothing and foot covering while attending classes or utilizing any campus facility.
20. Consumption of food and beverages outside of authorized areas unless authorization has been given by a faculty member, staff or administrator.
21. Soliciting or assisting another to do any act which would subject that student to any sanction within the Code of Student Conduct.

22. A failure to abide by the “acceptable use policies for computers.”
- 23 Engaging or the soliciting of any activity which would interfere with the normal operation of the College.

Mov: F. Gordon Sec: C. Harrington

Vote on amendment:

App: 3 Opp: 5 Abs: 15

Motion denied.

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

F. Community Concerns – Dr. Victor Vega, Chair

Dr. Vega thanked all the Task Force members and especially the students for their time and commitment, and the opportunity to discuss three of the charges that the Task Force reported on. Those charges include: 1) The needs of the business sector in the southern part of Middlesex County. 2) Financial sponsorship of College organizations and the College by the business community. 3) Ways that MCC can respond to parental concerns. On the last charge, to explore methods by which the community can express their academic and other needs to the college community and include means by which the information will be disseminated to the appropriate department or office in the College. This charge required clarification and information on the history of the charge and the Task Force decided to table this for next year.

G. Curriculum - Dr. Paul Yarmchuk, Chair

Dr. Yarmchuk thanked all of his Task Force members for all their hard work and effort.

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Recommendations:

ENG 090: English 010 Bridge Course

New Course

RDG 090: Reading 011 Bridge

New Course

Motion to accept recommendations:

Mov: N. Picioccio Sec: C. Harrington

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

POS 131: Introduction to Public Administration
New Course

Motion to accept recommendation:
Mov: N. Picioccio Sec: J. Ramirez

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

MEC 130: Manufacturing Processes and Materials
Change in: Credit Hours

MEC 228: Kinematics Design
Change in: Credit Hours and Contact Hours

MEC 260: Mechanical Design Project
Change in: Credit Hours

Motion to accept recommendations:
Mov: C. Reilly Sec: P. Fleming

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

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Civil Engineering Technology: Change in Curriculum
Electrical Engineering Technology: Change in Curriculum

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

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

Mechanical Engineering Technology: Change in Curriculum

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

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

H. Educational Resources - Professor Susan Altman, Chair

Professor Altman thanked the Task Force members who worked hard this year and especially the two (2) students who participated.

Charge:

Review the adequacy of printers (both black/white and color) available for student use on campus and make any appropriate recommendations.

Recommendation:

Based on a review of availability of printers for student use on campus, we recommend the addition of a color printer to the existing black and white printer in each of the open labs in IRC 233 and 239.

Rationale:

Based on numerous and continual requests in the library, and the course requirements of various curricula, there is a need for color printing on campus that is available to a broad range of students.

The library has many educational resources and image databases such the New York Public Library Digital Gallery and ARTstor that are available to students and faculty for research related to course assignments. ARTstor for instance has over 700,000 images (with plans to double the current amount) that are relevant across the curricula, and serves users in disciplines as diverse as African-

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American Studies, American Studies, Anthropology, History, Art, Photography, Music, Dance, Theatre, Foreign Language, Middle Eastern Studies, Maps/Charts and Graphs, Women's Studies and Literature. Many students from these and other academic departments request color printing related to their coursework.

There are currently a total of 95 printers available in computer labs across campus. Of these 95 printers, there are 6 color printers available to students in the following labs:

JLC 120 (Media Arts – 2 printers)
 ED 132 (Career/counseling)
 CC123 (HRI)
 LH 102 and 103 (Biology)

There are 2 additional labs that have color printers (MH 118 and MH 143) but these labs are no longer in service. The above-mentioned labs are specific to the department and do not have open lab hours for general student use. The open labs in IRC 233 and 239 are open to a wide range of students and would best serve the student need for color printing.

Based on the current needs of the curriculum and the current placement of color printers, we recommend the addition of these color printers to be available for student use.

Motion to accept recommendation:

Mov: C. Pean Sec: C. Reilly

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

**I. Ad-Hoc Task Force on Select Issues of Curriculum -
Professor Phyllis Fleming, Chair**

Professor Fleming thanked her Task Force members and all other individuals for their input.

Charge:

Create a manual for the curriculum approval process that will be made available online to the campus community via the Infonet. This manual should include guidelines for fast track changes, as well as all standard pieces of the curriculum process. Work with the Task Force on Bylaws to remove the relevant articles

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from the Bylaws dealing with the curriculum process. Make appropriate recommendations.

Recommendation:

The task force recommends adoption of the Curriculum Procedures Manual which contains the guidelines for fast track changes, as well as all standard pieces of the curriculum approval process (see attached manual). The task force also recommends that the Curriculum Procedures Manual be made available online to the campus community via the InfoNet. In addition, the task force recommends that the Curriculum Procedures Manual be updated and revised on a yearly basis by the Curriculum Task Force of the College Assembly, as a standard charge.

Rationale:

In adopting the Curriculum Procedures Manual and making it available online via the InfoNet, the campus community will have easy access to the guidelines for

fast track changes, as well as all standard pieces of the curriculum approval process. In addition, having the Curriculum Task Force of the College Assembly, as a standard charge, update and revise the Curriculum Procedures Manual on a yearly basis as needed, will ensure that the Curriculum Procedures Manual contains the most current guidelines for fast track changes, as well as all standard pieces of the curriculum approval process.

Motion to accept recommendation:

Mov: C. Harrington Sec: N. Picioccio

Discussion followed to consider a visual type flow chart to be included in the manual.

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 April 3, 2008 College Assembly meeting were approved by the College President and are to be implemented by the Vice President of Academic and Student Affairs.

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2. The following Fast-Track curriculum items were approved:

Engineering Technology

Change in subject name from Mecomtronics to Engineering Technology

BIO 103: Plants, People and Culture

Revised college catalogue course description to better reflect the course content as a General Education Science in accordance with the new General Education guidelines.

Paralegal Studies Certificate

Reduction of required credits from 33 to 31.

Paralegal Studies Technical Certificate

Reduction of required credits from 20-22 to 17-19.

BIO 112: Human Anatomy and Physiology II

Requirement of a minimal C grade in BIO 111: Human Anatomy and Physiology I as a prerequisite.

BIO 224: Applied Microbiology

Requirement of a minimal C grade in BIO 221: Microbiology as a

prerequisite.

SCI 204: Concepts of Physical Science

Change in Course description to comply with recommendations made by NJCC GE.

Program Title Changes Required by State for Business, Computer Science and Engineering Technologies and for Psychology and Education, History and Social Behavior and Visual Performing and Media Arts.

The following are changes from Certificate of Achievement to Certificate:

- Civil Engineering Technology
- Electrical Engineering Technology
- Culinary Arts
- Management Support Services
- Computer Programming
- Network Administration
- Paralegal Studies
- Small Business Management/Entrepreneurial
- Teacher Aide
- Correction Administration

The following are changes from Technical Certificate to Certificate of Achievement:

- Accounting
- Computer Aided Drafting
- Information Systems Security
- Windows/PC Support
- Computer Help Desk Administration
- Java and Web Programming

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- Hotel Operations
- Restaurant Operations
- Graphics for Digital Media
- Paralegal Studies
- Small Business Management/Entrepreneurial Studies

3. Dr. La Perla-Morales signed the recommendations by the College Assembly on April 3, 2008 and subsequently forwarded them to various offices for implementation.
 - a. That students who place into two or more of the listed developmental courses (RDG 009, RDG 011, ENG 009, ENG 010, MAT 010, and MAT 013) be required to take SSD 101. It is further recommended that the Developmental Education Guidelines be modified to allow RDG 009 students to register for SSD 101.

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

- b. That the following two new grades be assigned, only by the registrar during midterm and final grading, under the following scenarios:
 “IP” grade – indicates that the course is in progress and the instructor has not yet assigned a grade. This grade is to be used for courses that span 2 semesters. The “IP” grade should be used at midterm time and at the conclusion of the first semester of the course.

“GU” grade – indicates that the grade is unreported by the instructor. This grade is meant for instructors who do not submit their roster grades on time due to an emergency situation.

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

- c. Revisions to reflect the current structure of the College divisions.
- d. That a mechanism (such as a college website) be set in place so that the diverse groups on Campus can invite others to participate in their cultural activities, and that a subsequent annual workshop be set up for club presidents and their advisors to set up a club website, and to review different ways to inform and invite others to share in their cultural activities.

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

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- e. Adoption of the General Education Foundation for Associate in Arts, Associate in Science, Specialized Associate, and Certificate Programs in New Jersey’s Community Colleges. This General Education Foundation was adopted in 1997, reaffirmed in 2007, and revised in August of 2007. This recommendation is to be implemented by the Vice President for Academic and Student Affairs.
4. Professor Spector thanked the students, faculty, administrators and support staff who willingly served on the Assembly. He thanked Dr. Luke for being the Parliamentarian to the Assembly this past year and Professor John Kruszewski who, has for several years, served as the Assembly’s webmaster. He continued by expressing his thanks to Ms. Lisa Sgro, secretary to the Assembly.
5. Professor Spector called Chair-Elect Richard Ellison to the podium. He presented the gavel of the College Assembly to him and stated that the gavel is in recognition of all the previous accomplishments and its future accomplishments. It’s given to represent the responsibility to guide the concerns, wishes and desires of all the constituencies of the campus including

faculty, staff, administration, and most importantly, of our students. On behalf of the Assembly, he wished him success and support in the coming years.

6. The first meeting of the College Assembly for the 2008-2009 academic year will be Thursday, October 2, 2008.

RECOGNITION AND HEARING FROM THE PUBLIC

As his first order of business, Professor Ellison offered the following resolution:

WHEREAS, Jeffrey Spector has served the College Assembly as Chairperson of the By-Laws Task Force from 2003 – 2005, and as a member of the Academic Standards Task Force from 2001-2004 and as Chair Elect from 2004 – 2006; and

WHEREAS, Jeffrey Spector has served as Chairperson of the College Assembly since 2006 and his term is expiring at the conclusion of this academic year; and

WHEREAS, Jeffrey Spector was a driving force behind the development of the Curriculum Approval Process manual;

WHEREAS, his wisdom, experience, leadership and dedication have been greatly responsible for the continued growth and development of the College Assembly; and

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WHEREAS, his continued commitment to and enthusiasm for the College's governance system has resulted in the fulfillment of the on-going goals of the College Assembly; and

WHEREAS, his intelligence, vision and energy will be an inspiration and guiding factor to the future of the College Assembly;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The members of the College Assembly of Middlesex County College, on behalf of the entire College community, do hereby recognize and acknowledge in deep appreciation and gratitude the outstanding contributions of Professor Jeffrey Spector to the College Assembly and wish him continued success in all future endeavors.
2. The College Assembly does hereby offer a certified copy of this resolution to Jeffrey Spector, as a memento to thank him for his service as Chairperson of the College Assembly.

Chair-Elect Ellison then asked for approval from the body, so moved and seconded. Unanimous by acclamation this May 1, 2008, Chair-Elect Ellison offered him the copy of the resolution and presented him with an embossed plaque.

Professor Spector thanked Professor Ellison, members of the College Assembly and its Task Forces for their support, dedication and enthusiasm during the past year.

ADJOURNMENT

Motion to Adjourn:

Mov: C. Reilly Sec: P. Fleming

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

Respectfully submitted,

Jeffrey Spector
Chair, College Assembly

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