

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
MAY 4, 2006  
MEMBERS PRESENT**

**DEANS:** M. Conners, M. Laskowski-Sachnoff, D. Lemcoe, J. Lewis

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

R. Ellison, F. Gordon, J. Kruszewski, M. Maciolek, T. Montani, A. Snopek, C. Weisz

**FACULTY:** G. Allen, J. Baker, X. Balabkins, S. Biswas, B. Cavanaugh, S. DelVecchio, E. Dikun, N. Granuzzo, A. Matagrano, N. Picioccio, S. Rowley, E. Schatz, K. Shay

**STUDENTS:** V. Jambusaria, D. Levine, A. Lowe, P. Patel, S. Patel, J. Pidich, C. Sanford, N. Shah, T. Sitaca, D. Wesnowsky

**SUPPORT STAFF:** L. Friedman, J. Fuller, R. Gons, 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:** N. Bailey, P. Bhatia, F. Burke, M. Denes, E. Griffith, J. Gutowski, K. Hays, F. Hertrich, J. Spector, E. Weir-Daidone

**PARLIAMENTARIAN:** M. Laskowski-Sachnoff

**MEMBERS ABSENT**

**DEANS:** G. Kehrer\*, R. Luke\*

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

**FACULTY:** C. Bowers\*, C. Harrington\*, J. Lasky\*, M. Lynch\*

**STUDENTS:** N. Drelles, A. Latar\*, D. Levine\*, E. Manresa\*, J. Misistia\*

**SUPPORT STAFF:** K. Gormish\*

\*Excused

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With a quorum present, Professor Alice Picardo called the May regular meeting of the College Assembly to order on Thursday, May 4, 2006 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

### **APPROVAL OF MINUTES**

Motion to approve minutes:

Mov: E. Dikun      Sec: S. Biswas

Minutes are accepted as presented.

Dr. La Perla-Morales thanked the College Assembly for its work conducted over the past semester, and recognized the outgoing Assembly members for their service.

The following received Certificates of Recognition:

Janet Baker	Eric Manresa
Sudipta Biswas	Anthony Matagrano
Claudine Bowers	Jacqueline Misistia
Brenda Cavanaugh	Tracy Montani
Sallie DelVecchio	Poras Patel
Richard Gons	Sehul Patel
Fannie Gordon	Nicholas Picioccio
Christine Harrington	Jacqueline Pidich
Viral Jambusaria	Carol Sanford
Apolonio Latar	Neha Shah
Daniel Levine	Kathleen Shay
Mary Lou Lotz	Albert Snopek
Andrew Lowe	Thomas Sitaca
Mary Lynch	Diane Wesnowsky

Professor Picardo expressed her appreciation to Dr. La Perla-Morales for working with the College Assembly over the past year and a half.

### **UNFINISHED BUSINESS**

None

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

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

Charge:

Examine the current policy on awarding two degrees. The current policy states: “A second associate degree may be awarded to only those programs which differ by a minimum of 15 credits in major courses. Such a degree may be

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awarded only upon completion of the degree requirements for the second degree.” (CC2005-2008, p. 11) Consider changing the policy to a 12 credit difference. In most of these programs, there is only a 12 credit difference; for example in the achievement of a double major in Biology transfer and Chemistry transfer, Business Administration and Accounting, or two Liberal Arts options. Currently students must appeal before being granted permission to be awarded two degrees. Make appropriate recommendations.

Recommendation:

A second Associate degree may be awarded upon completion of the degree requirements for the second degree.

Rationale:

There is no need for a specific number of credits as long as the candidate has met the criteria for the dual major. The difference currently can be as little as eight (8) credits or as much as eighteen credits (18) with a majority of dual majors at twelve (12) credits. Both MCC and the student benefit from the dual major; we feel the college should endorse and encourage dual majors. Additionally, we considered the fact that the college continually offers new courses and majors that may evolve after the student has started their present program/major.

Motion to accept recommendation:

Mov: G. Allen            Sec: K. Shay

Vote on recommendation:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

Charge:

Investigate and report on the College’s current procedure for evaluating life experience for college credit. Consider how life experience can be credited using more than the traditional evaluating tools, such as CLEP. Survey similar institutions for their policies and procedures. Make appropriate recommendations.

Recommendation:

The Academic Standards Task Force recommends that MCC utilize Prior Learning Assessment (PLA) and Work Credit in addition to the CLEP, DANTES which are currently used by the college for college credit ( College Catalogue) .

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Rationale:

Currently, MCC grants credit for the following: Non Collegiate Educational Programs; Experiences in the Armed Services; Dantes Tests (Defense Agency for Non-Traditional Education and of course Previous College Credit.

The Task Force reviewed a sampling of both NJ four year institutions as well as county colleges within our geographical area concerning their procedures for granting credit for life experiences. CLEPS, DANTES and Military Service were used by most and Thomas Edison, Union County, Raritan Valley and Hudson County also accepted credit for PLA (Prior Learning Assessment). Hudson County and Thomas Edison had the most extensive list including work and life experience. MCC should accept credit for work and life experiences when course objectives have been met for the following reasons:

1. Other NJ 4yr. as well as 2 yr. colleges are successfully implementing it
2. Since 28% of MCC's Student population is adult, granting credit for work experience would make the college even more attractive to the adult/non-traditional student who bring a host of experience with them.
3. Provide incentive to MCC students to get work experience, thereby preparing them for the future
4. Allow the college to compete with other institutions
5. MCC is successfully using work credit (i.e. Health Sciences).

Motion to accept recommendation:

Mov: E. Schatz      Sec: S. Biswas

After some discussion on transferability of credit and implementation, a vote was taken.

Vote on recommendation:

App: Unanimous    Opp: 0    Abs: 1

Motion passes.

Charge:

Examine the policy stated in the catalog regarding repeated courses (CC2005-2008. p.13). Presently, a student can repeat a course three times before appealing to a Dean for additional attempts. Examine this policy for the ethical implications for the student who repeats five or six times. Report and make recommendations.

Report:

According to statistical data most of the heavy repeats at MCC are in remedial and developmental courses and only a few non-developmental courses, the requests for repeats exceptions are predominantly in English and Mathematical

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courses. Additionally, students often take courses from which they are forced to withdraw due to circumstances beyond their control or are not evaluated early in the semester, but these attempts still count as a repeat (course attempt). The appropriate Dean should then be able to make a decision on the student's appeal to repeat the class beyond the normal three times based on the student's personal situation and make a sound judgment, based on all the facts and information presented.

**Rationale:**

Since both withdrawal's at anytime in the semester after the first two weeks and a letter grade "N" given to student's who register but have not attended class count as a course attempt we strongly believe, the current policy as per the college catalog should remain as is.

Dr. Gray thanked the members of the Task Force on Academic Standards and the Department Assistant Ms. Lisa Sgro.

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

**Report::**

The task force was preparing to make a recommendation regarding the noise problem that exists at the Project Connections testing area. At our final meeting (April 13), however, Randy Larate from Facilities Engineering (attending in place of Donald Drost) ask me if he and I could go over to the testing area for the purpose of trying to find out what was causing the noise. We went to the testing area immediately after the meeting was adjourned and eventually went on the roof of JLC and realized that one of the fans was unusually loud possibly due to bad bearings. It turned out that there were plans already made to have a crane come to the college on Saturday, April 15, for the purpose of replacing the fan and replacing one of the motors that was also creating a problem. Those units were replaced on Saturday April 15. The problem is slightly improved, but there is still a humming noise at the testing center. Randy later informed me that he spoke with John Mondana, Director of Facilities Maintenance, and John said that the fan unit on the roof and the ductwork above the ceiling are setting up a harmonic that is resonating through the structure and/or the ductwork. John is going to check with the HVAC lead person to take another look to see if further improvement can be accomplished. He suggested that using sound absorbing material in the testing center might completely alleviate the problem. We will report on any new progress as it occurs.

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Charge:

Conduct surveys and/or focus groups of faculty, staff, students, and administration to ascertain campus concerns regarding disability issues as they pertain to working with and providing services for students with disabilities.

Consider learning, as well as physical disabilities issues. Create a report to educate the college community in terms of these concerns. Make appropriate recommendations.

**Recommendation:**

It is recommended that all instructors including full time and adjunct faculty be provided with information at the beginning of each semester regarding the procedures and laws for handling and accommodating persons with disabilities. This information could be provided through handouts and workshops.

**Rationale:**

The Task Force, through an open forum and a survey to all students with disabilities, learned that some professors are not very sensitive to the student's needs, particularly in the area of testing accommodations and the amount of time needed for testing. Instructors should be more aware of the testing center and how to send disabled students to the center for testing. The task force also heard stories of instructors singling out Project Connections students in front of the class and giving them a difficult time when it came to accommodating them for taking exams. This kind of behavior is absolutely unnecessary, unlawful, and cannot be tolerated.

**Motion to accept recommendation:**

Mov: M. Laskowski-Sachnoff      Sec: A. Snopek

**Vote on recommendation:**

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

Dr. Miniere thanked the members of the Task Force on Accessibility for persons With Disabilities and the College Assembly.

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

Dr. Spano thanked the members of the Bylaws Task Force, and the Chairs of the Task Forces for Community Concerns, and Campus Life, respectively. He also thanked Ms. Darlene Yoseloff, Dr. Christine Harrington, Professor Phyllis Fleming, Mr. Tom Peterson, Professor Jeffrey Spector, and Vice President Karen Hays, Professor Alice Picardo and Ms. Lisa Sgro.

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

**Charge:**

Develop a definition of “diversity” as it applies to Middlesex County College students, faculty, administration, and staff. Consider all aspects of diversity, including, but not limited to, gender, race, creed, sexual orientation. Report to the Assembly. Subsequently, make appropriate recommendations.

**Recommendation:**

The Task Force recommends for adoption the following diversity definition for Middlesex County College:

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.”

**Rationale:**

After thoughtful research and discussion, the task force worked collaboratively to develop an inclusive, rather than exclusive definition of diversity. References to specific aspects of diversity were purposefully omitted so as to create an optimistic and long-standing statement that will not have to be revisited by future Campus Diversity Task Forces. It is the hope of this task force that, if adopted, it will become a “working” definition that will serve as a foundation for subsequent charges and initiatives.

**Motion to accept recommendation:**

Mov: E. Schatz    Sec: S. DelVecchio

**Vote on recommendation:**

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

Ms. Orosz thanked the members of the Task Force on Diversity, members of the Assembly and Ms. Lisa Sgro.

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

None

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

None

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

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**Accounting Program:** Change in Curriculum

**Paralegal Studies Program:** Change in Curriculum

Motion to accept recommendations:

Mov: J. Baker      Sec: R. Ellison

Vote on recommendations:

App: Unanimous    Opp: 0      Abs: 1

Motion passes.

**Business Administration Degree, designed for transfer:** Change in Curriculum

**Fashion Merchandising and Retail Management Program:** Change in Curriculum

**Management Program:** Change in Curriculum

**Marketing Program:** Change in Curriculum

**Small Business Management/Entrepreneurial Studies Program:**

Change in Curriculum

Motion to accept recommendations:

Mov: X. Balabkins    Sec: E. Dikun

After some discussion regarding implementation a vote was taken.

Vote on recommendations:

App: Unanimous    Opp: 0      Abs: 0

Motion passes.

### **SCI 210 - Environmental Geology**

New Course

Transfer documentation that was attached to SCI 210-Environmental Geology was replaced with corrected transfer documentation. The corrected transfer documentation was made available to the Assembly.

Motion to accept recommendation:

Mov: A. Snopek      Sec: S. Biswas

Vote on recommendation:

App: Unanimous    Opp: 0      Abs: 0

Motion passes.

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### **CPT 214 - Process Technology Quality**

### New Course

Motion to accept recommendation:

Mov: E. Shatz      Sec: K. Shay

Vote on recommendation:

App: Unanimous    Opp: 0      Abs: 0

Motion passes.

### **Process Technology:** New Curriculum

Motion to accept recommendation:

Mov: N. Picioccio Sec: M. Conners

Vote on recommendation:

App: Unanimous    Opp: 0      Abs: 0

Motion passes.

### **Respiratory Care:** Change in Curriculum

Motion to accept recommendation:

Mov: E. Schatz      Sec: M. Conners

Vote on recommendation:

App: Unanimous    Opp: 0      Abs: 0

Motion passes.

### **CSC 248 - PC Service and Support**

Change in: Course Content, Prerequisite(s), Title, Catalog Course Description and Behavioral Objectives

Motion to accept recommendation:

Mov: F. Gordon      Sec: N. Picioccio

Vote on recommendation:

App: Unanimous    Opp: 0      Abs: 0

Motion passes.

### **Technical Certificate in Windows/PC Support:** Change in Curriculum

Motion to accept recommendation:

Mov: K. Shay      Sec: E. Schatz

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Vote on recommendation:

App: Unanimous    Opp: 0    Abs: 0  
Motion passes.

**Computer and Information Systems - Network Administration and Support Option:**  
Change in Curriculum

Motion to accept recommendation:  
Mov: E. Schatz    Sec: D. Lemcoe

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

**Computer and Information Systems - General Option:** Change in Curriculum

Motion to accept recommendation:  
Mov: M. Laskowski-Sachnoff    Sec: S. Biswas

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

**Computer Aided Drafting Technical Certificate:** Change in Curriculum

Motion to accept recommendation:  
Mov: X. Balabkins    Sec: N. Picioccio

Vote on recommendation:  
App: Unanimous    Opp: 0    Abs: 0

Professor Fleming thanked the Task Force on Curriculum, Profesor Picardo and Ms. Lisa Sgro.

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

None

**NEW BUSINESS**

None

## REPORT OF THE CHAIR

1. All curriculum items that came before the College Assembly at the April 6, 2006 meeting were approved by the College President and are to be implemented by the Vice President for Academic and Student Affairs.
  
  2. The following Fast Track curriculum item was approved:  
 CHM 107 - Principals of General, Organic & Biochemistry  
 Course description change.  
 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 April 6, 2006 and subsequently forwarded them to various offices for implementation.
    - a. That 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 development course in that semester, the student needs to achieve a grade of C or better in that semester for this allowance to apply.  
 This recommendation is to be implemented by the Vice President for Academic and Student Affairs.
  
    - b. That 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):
      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.
      7. Approval of Vice President for Academic and Student Affairs-signature.
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8. Approval of President-signature.

- c. That a campus wide policy and procedure manual be developed. This recommendation is to be implemented by the Vice President for Academic and Student Affairs.
- d. 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.

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

- 4. Dr. La Perla-Morales is reviewing the following recommendation: That the Task Force on Academic Standards accepts the Ad Hoc Committee on Academic Integrity Report and recommends that the report be forwarded to the President for consideration and possible implementation.
- 5. A meeting for student members of the College Assembly and Task Forces was held on Monday, May 1, 2006.
- 6. In following the Bylaws of the College Assembly, the Chair-Elect Nominating Committee has been formed; its members include Professors Balabkins, Bogner, Kruszewski and Drs. Gordon and Strugala.
- 7. This year the College Assembly passed a combination of 53 courses and curricula changes. In addition, the signature of the Vice President of Academic and Student Affairs was added to the Curriculum Approval Process. The Curriculum Task Force assisted in the implementation of the Fast Track Approval Process. Professor Picardo recognized the leadership of each Chairperson:

Dr. Brenda Gray, Academic Standards

Dr. Michael Miniere, Accessibility for Persons with Disabilities

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Dr. Mathew Spano, Bylaws

Ms. Theresa Orosz, Campus Diversity

Dr. Christine Harrington, Campus Life

Ms. Darlene Yoseloff, Community Concerns

Professor Phyllis Fleming, Curriculum  
Mr. Brian Richards for Mr. Lewis Ostar, Educational Resources.

8. Professor Picardo thanked the students, faculty, and administrators and support staff who willingly served on the Assembly. She thanked Professor Fred Hertrich for providing Parliamentarian assistance when Dean Laskowski-Sachnoff was away from campus and Professor John Kruszewski who, has for several years, served as the Assembly's webmaster. She then thanked Dean Marilyn Laskowski-Sachnoff for being the Parliamentarian to the Assembly for the past two (2) years and noted her unselfish dedication and her ability to always act with grace under pressure. She continued by expressing her thanks to Ms. Lisa Sgro for being acutely organized and ensuring that the business of the Assembly was always conducted in an orderly and timely manner.
9. Professor Picardo called Chair-Elect Jeffrey Spector to the podium. She presented the gavel of the College Assembly to him and stated that the gavel is a gift donated in recognition of all the previous accomplishments of the Assembly and of course, its future accomplishments. It is given to represent the awesome 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, she wished him success and support in the coming years.
10. The first meeting of the College Assembly for the 2006-2007 academic year will be Thursday, October 5, 2006 at 2:00 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

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

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

**WHEREAS**, Alice L. Picardo has served the College Assembly as Chairperson-Elect from 2002-2004; as a Member of the Assembly from 2000-2002; as a Member of the Task Force on Accessibility for Persons with Disabilities and as Chairperson of the Task Force on Student Life and Community Concerns; and

**WHEREAS**, Alice L. Picardo has served as Chairperson of the College Assembly since 2004; and that her term is expiring at the conclusion of this academic year; and

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**WHEREAS**, Alice L. Picardo has distinguished herself as a counselor, mentor, advisor and exemplary member of our college community for the students of Middlesex County College, and has served Middlesex County College as the inaugural Director of the First Year Experience Program; and

**WHEREAS**, Alice L. Picardo in her capacity as Chairperson of the College Assembly, she has served as Chairperson of the Vice-President of Academic and Student Affairs Screening Committee; and a Member of the Presidential Screening Committee; and

**WHEREAS**, Alice L. Picardo has led the College Assembly with intellectual foresight and a commitment to students, faculty, administration and staff alike, and their individual and collective success and, her leadership and strength has been a source of stability and cohesion during times of controversy and great transition which occurred during her term as college assembly chairperson; and

**WHEREAS**, Alice L. Picardo has directed the advancement of the integration of technology into the processes and procedures of the college assembly and its taskforces; and

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

**WHEREAS**, her commitment to and enthusiasm for the College governance system has resulted in the fulfillment of the on-going goals of the College Assembly; and her intelligence and vision 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 gratitude and appreciation the outstanding contributions of Alice L. Picardo to the College Assembly and wish her continued success in all future endeavors.
2. The College Assembly does hereby offer a certified copy of this resolution to Alice L. Picardo, as a memento to thank her for her service as Chairperson of the College Assembly.

Chair-Elect Spector then asked for approval from the body, so moved and seconded. Unanimous by acclamation this May 4, 2006, Chair-Elect Spector offered her the copy of the resolution and presented her with an embossed plaque.

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

**ADJOURNMENT**

Motion to Adjourn:

Mov: E. Schatz      Sec: S. DeIVecchio

There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Alice L. Picardo  
Chair, College Assembly

ALP:ls