

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
MAY 7, 2009
MEMBERS PRESENT**

DEANS: M. Laskowski-Sachnoff, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:
S. Barnhart, M. Maciolek, T. Montani, T. Orosz, D. Trainor

FACULTY: S. Altman, E. Dikun, T. Drew, M. Edwards, S. Majiduddin, N. Picioccio, J. Ramirez, M. Santelli, M. Scanlon, C. Wathen, S. Zale

STUDENTS: A. Alaigh, N. Albulhasan, J. Crawford, J. Espinoza, E. Makwana, T. Mensah, M. Plichta, N. Rajendran, Y. Shudoh, A. Unglert, D. Wolfe, F. Zanatta

SUPPORT STAFF: S. D'Elia, R. Hanson

TASK FORCE CHAIRS:

Academic Standards: S. Zale

Accessibility for Persons with Disabilities: V. Kanwal

Bylaws: J. Spector

Campus Diversity: H. Hyman

Campus Life: T. McGlincy

Community Concerns: P. Moran

Curriculum: P. Yarmchuk

Educational Resources: S. Altman

GUESTS: E. Griffith, N. Heller, H. Holbeck, R. Kim, M. Marshall, J. Nickerson, R. Roy

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT

DEANS: M. Brinson*, M. Conners*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: T. Sabol*

FACULTY: S. Biswas, E. Christensen, U. Narayanan, E. Reid, A. Rivera, J. Waintraub

STUDENTS: J. Colbeth*, P. Gopalan*, J. LeDonne*, V. Patel*, S. Shah*

SUPPORT STAFF: A. Ballina*, B. Rosen*

*Excused

Meeting of the College Assembly – May 7, 2009

With a quorum present, Professor Richard Ellison called the May regular meeting of the College Assembly to order on Thursday, May 7, 2009 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Professor Ellison introduced and welcomed the new Registrar, Mr. Richard Cole.

APPROVAL OF MINUTES

Motion to approve minutes:

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

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

Dr. La Perla-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:

Nur Abulhasan	Vijal Patel
Akshita Alaigh	Nicholas Picioccio
Julie Colbeth	Meagan Plichta
Janarra Crawford	Nevetha Rajendran
Scottt D'Elia	John Ramirez
Ellen Dikun	Thomas Sabol
Josue Espinoza	Marianne Santelli
Priya Gopalan	Shruti Shah
Julie LeDonne	Yoko Shudoh
Mary Pat Maciolek	Ashley Unglert
Ekta Makwana	Christine Wathen
Theophilus Mensah	Debra Wolfe
Theresa Orosz	Federico Zanatta

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Steven Zale, Chair

Charge:

Review the policies of the Admissions Department with regard to home schooling guidelines and make appropriate recommendations.

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Interim Report:

As the task force previously reported in March 2009, the current policy at MCC on admissions of home schooled students states that a student must be at least 18 years of age or have a high school diploma or GED. Any one of these criteria qualifies the home schooled student to be eligible for admission into MCC. For next academic year, the task force recognizes that the following five issues still need to be addressed:

1. The existing college catalog does not contain any policy regarding the admission of students who have been home schooled or criteria for admission. The task force suggested that the wording in the catalog specify an “accredited” high school.
2. The task force still has to further investigate how other community colleges are addressing the scenario in which the student does not meet the age requirement of 18 years.
3. Additional research by the task force must be completed regarding how other institutions are handling home schooled students in reference to the federal and state regulatory guidelines that MCC must adhere to.
4. The task force suggested that the Ability to Benefit (ATB) issue be further investigated to insure that these students are truly prepared for college level courses.
5. The task force also discussed how the ATB program will affect MCC receiving federal financial monies. The task force suggested that the ATB program at MCC should be included on the college’s web site and in the college catalog.

Charge:

Working with the Honors Program Committee, review the proposed criteria for honors designations for college transcripts and diplomas. Consider the designation to be used for “Honors Courses, Departmental Honors and Full Honors”. Make appropriate recommendations.

Recommendation:

It is recommended that for any Honors course, the word “Honors” should be included and added to the beginning of the title of the course. “Honors” should also be added into the body of the description of the course, and the Honors course title should appear on the student’s transcript. In addition, this information should be incorporated on the college web site.

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Rationale:

The intent of MCC's Honors programs is to provide highly motivated students the opportunity to work closely with professors and other students in advanced levels of critical thinking, analysis, research, writing, communication, and other special interest activities. The task force recognized that a significant component of higher level intellectual behavior is critical thinking, which is included in the upper three levels of Bloom's taxonomy. Bloom's taxonomy consists of six levels involving knowledge and the development of intellectual skills. The first three levels (knowledge, comprehension, and application) may be considered to meet educational goals in a non-Honors course. In order to distinguish a course as one that merits Honors designation, it must involve the first three levels of skills as well as the intellectual behaviors that fall within the upper three levels (analysis, evaluation, and synthesis) of Bloom's taxonomy.

Applying Bloom's taxonomy, the task force strongly felt that these particular courses should be properly identified as Honors courses in each of the following: students' transcripts, course titles, and body of the course descriptions. The task force discovered that many colleges use the word "Honors", which is added to the beginning of the titles for these courses. Currently, MCC designates an Honors course by using an "H" following the course number. However, there is some inconsistency with the Honors course titles. For example, some of the Fall 2009 Honors courses listed are as follows:

[ENG-122H Honors:Writing about Survival](#) ; [ENG-253H Honors:Mythology in Lit](#); and [POS-225H American Political Thought](#). The task force felt that each Honors course should begin with the word "Honors" in its title, so that these courses could be effortlessly distinguished as being Honors courses, i.e., **Honors** American Political Thought, **Honors** Writing about Survival, **Honors** Mythology in Lit. As four-year universities become increasingly selective, MCC transfer students need every edge to assist them with their transfer admission. By using "Honors" in the beginning of the course titles, it will make their transcripts even more commendatory.

Motion to accept recommendation:

Mov: S. Altman Sec: S. Barnhart

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

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.

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B. Accessibility for Persons with Disabilities -

Dr. Virender Kanwal, Chair

No Report

C. Bylaws – Professor Jeffrey Spector, Chair

Professor Ellison announced that the recommendation that was about to be presented and voted upon had subsequently been reported to the Assembly at the previous meeting, as outlined in the College Assembly Bylaws.

Charge:

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

Recommendation:

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

Rationale:

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

Motion to accept recommendation:

Mov: C. Wathen Sec: S. Altman

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

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Charge:

“ Adjunct faculty to Task Forces and College Assembly. Adjuncts can only be appointed for one academic year, and their appointment is contingent upon them actually teaching in the fall semester that they are appointed. This teaching

requirement can be verified by the Chair of the Assembly or the department assistant to the College Assembly prior to the annual reorganization meeting.”

Recommendation:

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

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

Rationale:

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

Motion to accept recommendation:

Mov: T. Drew Sec: N. Picioccio

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 2

Motion passes.

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Professor Spector thanked the members of his task force for all of their hard work.

D. Campus Diversity – Dr. Hillary Hyman, Chair

No report

E. Campus Life – Mr. Terry McGlincy, Chair

No report

F. Community Concerns – Ms. Patricia Moran, Chair

Charge:

Review the practice of canceling schedules due to non-payment. Survey other colleges and determine alternate procedures for receiving student payments on a timely basis. Consider the establishment of an additional emergency fund for tuition and books to be used by students in need (similar to the fund already established by Retail Services).

Report:

After reviewing other community colleges procedure for cancelling schedules and extensive meetings with the college Bursar, it was decided that the policy itself is fine, but that increased communication can help filter and lessen the problem. Our suggestions for the increased communication are:

1. Reminder statement on Campus Cruiser.
2. Automated phone calls.
3. Statement on invoice that says “if payment is not received by X date, students will be dropped from the class.”

G. Curriculum - Dr. Paul Yarmchuk, Chair

Charge:

In keeping with the expectations set forth by the Middle States Commission on Higher Education, standard assessment practices, and statewide general education practices consider modifying the current course document requirements for new courses and programs to include student learning outcomes, address general education course requirements, and possibly include assessment plans. Work collaboratively with the Assessment Working Group and General Education committee to investigate this charge. Make appropriate recommendations.

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Recommendation:

It is recommended that any course which will be designated as General Education be sent to the General Education committee for their review and approval of the course as General Education prior to the course being presented to Division Council. In addition, a new signature section should be added to the page which currently has the library and IT signatures.

Rationale:

The requirements for designating a course as General Education were revised in 2007, and the NJCC General Education committee reviewed all courses for compliance. As a result, a number of courses at the college were no longer designated as GE. To ensure that all proposed GE courses meet the GE criteria, the courses have been sent to the college General Education committee for evaluation. However, there is no policy concerning when this should occur.

In discussion with the General Education committee, it was felt that the most efficient time to have GE evaluation would be prior to the course being presented to Division Council. In this way, when the course is presented to Division Council, and then the Curriculum Task Force and the Vice President for Academic and Student Affairs, the course's GE status would have been determined and would not come into question. If the course needed some work to obtain GE status, that could be done prior to starting the approval process.

The library and IT approvals are on a separate page of the course approval form so that any changes to the form would not require new signatures by those areas. For the same reason, the General Education committee approval should be placed on that page.

Motion to accept recommendation:

Mov: J. Ramirez Sec: N. Picioccio

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Recommendations:

DMA 218: Graphics for Web Design

New Course

DMA 219: Typography for Web Design

New Course

DMA 222: Web Animation and Interactive Media

New Course

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DMA 223: Web Design and Layout

New Course

DMA 280: Portfolio

New Course

Motion to accept recommendations:

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

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

ENG 262: Cinema History

New Course

ENG 263: Survey of American Cinema

New Course

ENG 264: Survey of World Cinema

New Course

ENG 265: Survey of Great Cinema Directors

New Course

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

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

Liberal Arts Cinema Studies AA: New Curriculum

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

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

MAT 021 AS: Basic Mathematics – Academic Support

New Course

MAT 023 AS: Algebra I – Academic Support

New Course

MAT 024 AS: Algebra II – Academic Support

New Course

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Motion to accept recommendations:
 Mov: N. Picioccio Sec: R. Luke

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

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

H. Educational Resources - Professor Susan Altman, Chair

No report.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. The curriculum item that came before the College Assembly at the April 2, 2009 meeting was approved and signed by the College President and is to be implemented by the Vice President for Academic and Student Affairs.
2. The following Fast-Track curriculum items were approved:
 - BIO 240: Research in Biology
Change in catalog description: Students will engage in scientific investigation under the guidance of a research scientist in an academic institution. A faculty member of the Middlesex County Biology department will monitor the project. The research scientist and the MCC Biology faculty will jointly assess the student's work. The assessment includes between 180-220 hours of lab work, library work, data analysis, a written report and oral presentation. This course can be used to fulfill Sci/Mat elective or Bio elective but not both, for the Science Transfer Biology Program. Students are expected to provide their own transportation.
 - CIT 212: Water Resources Technology
Increase the lecture hours from 2 to 3. Increase the credits from 3 to 4.
 - CIT 216: Soil Mechanics
Increase the lecture hours from 2 to 3. Increase the credits from 3 to 4.
 - Civil Engineering Technology A.A.S.
Increase the credits for CIT 216 and CIT 212 from 3 to 4. Remove the Humanities elective from semester II. Add the Humanities elective to the Social Science elective in semester I (Social Science or Humanities Elective 3 credits). Move the Physical Education elective from semester I to semester II to balance the load.

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DHY 205: Periodontology

That the course code be changed from DHY 205 to DHY 115.

DHY 210: Public Health

Change course name to Community Health

PSY 227: Psychology of the Handicapped

Change course name to "Psychology of Persons with Disabilities" and update the course description.

Joint UMDNJ/MCC Psychosocial Rehabilitation and Treatment

This Joint Program with UMDNJ is an Associate in Science (A.S.) Program seeks to comply with the required General Education Guidelines for A.S. Program, and be consistent in articulating with the PSR B.S. Program at Kean University. This fast track proposal seeks to change CSC 107 to CSC 105 and PSY 235 (was not designated as a GE course) to a PSY Elective, choosing from GE SS/GE DIV selections. Also a mathematics course is needed, with MAT 116 (College Algebra), chosen to replace BIO 105 in Semester I, total credits will be changing from 61-63 to 62-64, within the maximum 66 credits allowed for A.S. program.

Advertising Graphic Design A.A.S.

- Remove one science course to bring credits down to required state cap.
- Offer students a choice of either a math or science general education course.
- Replace MAD 102, Art Industry and Commerce, which is not considered General Education any longer, with ART 104, (history of photography), or ART 124 (Art History; Renaissance to Modern) or ART 125 (Art History; Modern to Contemporary), which are considered General Education. An art history course will give students necessary background preparation in the visual arts which is necessary in the education of a graphic designer.
- In addition, we have moved business courses (SBM 120 or BUS 101) to the third semester and MKT 143 or MKT 203 to fourth semester to balance semester credit offerings.

Professional Commercial Photography A.A.S.

- Remove one science course to bring credits down to required state cap.
- Offer students a choice of either a math or science general education course.
- Replace MAD 102, Art Industry and Commerce, which is not considered General Education any longer, with ART 104, (history of photography), or ART 124 (Art History; Renaissance to Modern) or ART 125 (Art History; Modern to Contemporary), which are considered General Education. An art history course will give students necessary background preparation in the visual arts which is necessary in the education of a photographer.

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- In addition, we have moved business courses (SBM 120 or BUS 101) to the third semester and MKT 143 or MKT 203 to fourth semester to balance semester credit offerings.

3. Dr. La Perla-Morales signed the following recommendations by the College Assembly on April 2, 2009 and subsequently forwarded them to various offices for implementation.

- a. That the admissions office and registrar request that students

seeking transfer credit for courses taken at foreign institutions have their course work evaluated on a course-by-course basis by World Education Services (WES). In addition, the admissions office and registrar should accept evaluations from any member of the National Association of Credential Evaluation Services (NACES), or any member listed on the NJ Commission on Higher Education web site. This information should be included in the college catalog and on the college web site.

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

- b. There is a plan to merge Adapted Testing Services with the regular Testing Center. As part of the merger, the Testing Center hours need to be extended to include evenings and weekends.

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

- c. On the basis of the survey, the task force proposed the following recommendations:

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

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

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

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

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

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

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

4. Professor Ellison stated that although the President did not sign, she did accept the recommendation, “that as technology is upgraded on the campus, we need to continually update the Adaptive Technology as well. We need to have an organized budget plan to purchase both additional software and new versions of some existing programs.” The President and Professor Ellison agreed that staff needs to communicate this with their Director or Dean.
5. Professor Ellison stated that this year the College Assembly passed a combination of over 85 curricula changes. In addition, an Honors Program and a Student Government Association was established.
6. Professor Ellison thanked the students, faculty, administrators and support staff who willingly served on the Assembly. He thanked Professor Marilyn Laskowski-Sachnoff 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.
7. The first meeting of the College Assembly for the 2009-2010 academic year will be Thursday, October 1, 2009 at 2:00 p.m.
8. Professor Ellison called Chair-Elect Theresa Orosz to the podium. He presented the gavel of the College Assembly to her 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 her success and support in the coming years.

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RECOGNITION AND HEARING FROM THE PUBLIC

As her first order of business, Ms. Orosz offered the following resolution:

WHEREAS, Richard A. Ellison has served the College Assembly as Chairperson-Elect from 2006 – 2008; as Member of the Assembly from 2002 – 2003 and 2005 – 2007; as a Member of the Campus Diversity Task Force from 1998 – 1999; and

WHEREAS, Richard A. Ellison has served as Chairperson of the College Assembly from 2008 – 2009; and

WHEREAS, Richard A. Ellison has served as Chair of the Accounting and Legal Studies Department from 2001 – 2009; and

WHEREAS, Richard A. Ellison was an adjunct faculty member in the Accounting and Legal Studies department from 1988 – 2001; and has been an active member of the Council for Adjunct Faculty Development (CAFD) since 1999; and whose commitment to CAFD has led to it becoming a vibrant and visible part of the College Community; and

WHEREAS, Richard A. Ellison has served as Director of the Adjunct Faculty Center and Coordinator of Adjunct Faculty Development since 2001; and has been instrumental in developing and coordinating the Adjunct Faculty Welcome Back Night and Development Day and facilitating New Adjunct Orientations; and

WHEREAS, Richard A. Ellison has played an integral role in the College's annual Disability Awareness Day since 2001 serving in various capacities including member, co-chair and chair; and

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

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 Professor Richard A. Ellison 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 Richard A. Ellison as a memento to thank him for his service as Chairperson of the College Assembly.

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Chair-Elect Orosz then asked for approval from the body, so moved and seconded. Unanimous by acclamation this May 7, 2009, Chair-Elect Orosz offered him the copy of the resolution and presented him with an embossed plaque.

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

ADJOURNMENT

Motion to Adjourn:

Mov: S. Altman Sec: N. Picioccio

There being no further business, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Richard Ellison
Chair, College Assembly

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