

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
OCTOBER 1, 2009
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

S. Barnhart, M. Maciolek, T. Montani, T. Orosz, T. Sabol, D. Trainor

FACULTY: S. Biswas, N. Dhanda, T. Drew, N. Granuzzo, S. Majiduddin, U. Narayanan, J. Ostacher, N. Picioccio, E. Reid, M. Scanlon, T. Young

STUDENTS: A. Alaigh, C. Ashbourne, T. Frierson, J. Gabriel, P. Hornak, J. Sapiezynski, L. Sarfati, A. Unglert

SUPPORT STAFF: G. Jurick, R. Nunez, B. Rosen, T. Varites

TASK FORCE CHAIRS:

Academic Standards: T. Young

Accessibility for Persons with Disabilities: V. Kanwal

Bylaws: J. Baker for J. Spector

Campus Diversity: H. Hyman

Campus Life: D. Johnson

Community Concerns: D. Watson

Curriculum: M. Santelli

Educational Resources: N. Picioccio

GUESTS: V. Blanco, M. Chopra, R. Cole, K. Hays, N. Heller, H. Holbeck, R. Kim, S. Larkin, J. Lau, M. Maciolek, M. Marshall, A. Miller, J. Nickerson, A. Picardo, J. Ramirez, T. Sabol, Y. Shudoh, T. Smith, A. Smith, H. Woytyla,

PARLIAMENTARIAN: J. Kruszewski

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

FACULTY: S. Altman*, M. Edwards*, C. Pean*, A. Rivera*, J. Waintraub*, S. Zale*

STUDENTS: N. Abulhasan*, W. Ferrell*, M. Karolewski*, C. Keefe*, A. Moskvichova*, G. Perdomo*, G. Petrie*, J. Pintero*, Z. Zhao*

SUPPORT STAFF: M. Ambroziak*

*Excused

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With a quorum present, Theresa Orosz called the October regular meeting of the College Assembly to order on Thursday, October 1, 2009 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Ms. Orosz introduced Dr. La Perla-Morales, who, in her remarks, commented on several recommendations that were approved by the Assembly last year including the formation of the Student Government Association, the approval process for General Education designated courses which must be sent to the General Education committee for review and approval prior to presentation at Division Council and Curriculum Task Force, and the new Biotechnology A.S. degree. In conjunction with the Biotechnology degree, the President mentioned an articulation event hosted by the Biology Department, with representatives from seven schools in attendance who expressed interest in articulating with our students in this new degree. She also acknowledged the assessment work that is underway and stressed the importance of conforming to Middle States standards in terms of Student Learning Outcomes as the Middle States accreditation visit is a year and a half away. She concluded by wishing the Assembly well as the year progresses and that she looks forward to receiving the Assembly recommendations.

Ms. Orosz introduced Dr. Hays, who, in her remarks, commented on the Course Abstract process, stressing the importance that the abstracts are completed and uploaded to the Assessment website so that they can be available to students in the upcoming year. She sees the Course Abstracts as a good way for everyone to learn about each other's programs and courses. Dr. Hays stated that the College will be focusing on conversations about developmental education and she encouraged everyone to share their ideas to roll the conversations out again. The purpose of which is to find new strategies to help students in developmental education courses persist in College, learn, and to stay to achieve their academic goals. She concluded by wishing the Assembly well for the academic year.

Ms. Orosz thanked Dr. La Perla and Dr. Hays for their remarks. She welcomed everyone to a new year for College Assembly and thanked them in advance for the work that they would be undertaking in 2009 -2010. She stated that the College Assembly members and Task Forces are responsible for making recommendations that affect academic, student, and other College affairs to the President of the College, with the ultimate goal to support the student success and uphold the College's academic standards. She encouraged everyone to actively listen, to ask questions, and to participate in the debate and to agree or object with professional consideration for others.

Ms. Orosz thanked the Office of the Vice President for Academic and Student Affairs for the refreshments that were provided for the meeting. She acknowledged and Meeting of the College Assembly – October 1, 2009

thanked Mr. John Kruszewski who has agreed to serve as Parliamentarian in addition to his duties as College Assembly webmaster. She also introduced Lisa Sgro who is the Departmental Assistant to the College Assembly. The College Assembly office is located in Raritan Hall, Rm. 122, the telephone number is 732.906.4239 and the email address is assembly@middlesexcc.edu.

Ms. Orosz stated that since the last meeting of the College Assembly on May 7, 2009, the college had undergone an administrative reorganization. As a result, the Task Force on Bylaws was charged with reviewing the Bylaws and making recommendations for revisions which uphold the principle of proportional representation by students, faculty, support staff, and administration, and which also reflect the new organizational structure. Since the current Bylaws do not reflect the new organizational structure of the College, Ms. Orosz stated that it would be necessary to suspend the Bylaws so that the College Assembly and its Task Forces can continue to conduct business while the Task Force on Bylaws addresses its charge. Therefore per Article XI, Section 1.1102 regarding suspension of the Bylaws, she asked for unanimous consent that Article IV, section 1.0400 regarding College Assembly Membership and Article VII, Section 1.0705 regarding Task Force Methods of Membership be suspended for the 2009-2010 academic year. By consensus, all members of the Assembly were in favor of suspending the Bylaws.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: M. Laskowski-Sachnoff Sec: N. Picioccio

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

Professor Orosz announced that the Task Force Organizational meeting was held on Thursday, September 17, 2009. After a brief introduction and welcome by Dr. La Perla-Morales and Dr. Hays, the Task Force members met, where Task Forces elected chairs and set future meeting dates.

The Task Force Chairs are:

Academic Standards:

Professor Tracy Young

Accessibility for Persons with Disabilities:

Dr. Virender Kanwal

Bylaws:

Professor Jeffrey Spector

Campus Diversity:

Dr. Hillary Hyman

Campus Life:

Professor Dennis Johnson

Community Concerns:

Ms. Denise Watson

Curriculum:

Professor Marianne Santelli

Educational Resources:

Professor Nicholas Picioccio

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REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Professor Tracy Young, Chair

Professor Young stated that the Task Force prioritized and reviewed their charges which are: 1) Revisit the way the Honors courses are designated and the course listing on the transcripts to ensure accuracy and consistency. 2) Investigate the transferability of courses to Middlesex from other institutions where there is a credit difference between our courses and the ones being transferred. 3) Investigate the enrollment process at Middlesex for students who have been home-schooled. 4) Survey the College community regarding course opportunities for students enrolled in Reading 009. 5) Investigate the feasibility of faculty members administratively withdrawing students who never attend class by the mid-term point of the semester. 6) Review the credit-by-examination process and reaffirm or make recommendations for change.

**B. Accessibility for Persons with Disabilities -
Dr. Virender Kanwal, Chair**

Dr. Kanwal stated that the Task Force reviewed their charges and recommendations that the Task Force submitted last year. In addition, the Task Force reviewed the College Assembly's Annual report for the Presidents' response to their recommendations, and the Task Force discussed what action to take to check the implementation status of these recommendations. As a result, the Task Force invited Dr. John Herrling to their next meeting.

C. Bylaws – Professor Jeffrey Spector, Chair

Professor Baker stated that Professor Spector has agreed to Chair the Task Force. The Task Force is working on their charge of aligning the Bylaws with the new organization of the College.

D. Campus Diversity – Dr. Hillary Hyman, Chair

Dr. Hyman stated that the Task Force reviewed their charges which are: 1) Evaluate and discuss student activities, clubs, educational programs and events on campus in terms of campus diversity. 2) As diversity is a part of everything we do, evaluate the Task Force recommendations that have come forward from 1999 to the present and determine the need for the continuance of this Task Force in its current form. Consider the fact that issues of diversity should be incorporated into the Purposes of all Task Forces. 3) Report on the implementation status of recommendations submitted by your Task Force in 2008-2009. Dr. Hyman reported that the Task Force would begin work on the second charge at their next meeting on Tuesday.

E. Campus Life – Professor Dennis Johnson, Chair

Professor Johnson stated that the Task Force reviewed their charges which are: 1) In keeping with the new building signs publicizing MCC as a smoke-free campus, investigate the removal of the smoking gazebos to make the College a truly smoke free environment. 2) What is MCC doing to “go green?” The Task Force discussed that Meeting of the College Assembly – October 1, 2009

Facilities is working on obtaining solar panels. He noted that Rutgers University received a grant for their solar panels, and that the Task Force will be looking into this.

F. Community Concerns – Ms. Denise Watson, Chair

Ms. Denise Watson stated that the Task Force reviewed their charges which are: 1) Explore the use of Twitter, Face book, and other social websites as a student and/or College communication tool. 2) Investigate the College marketing strategy to attract and interest non-English speaking parents of potential students. What role can the Centers play in helping to develop a marketing strategy that responds to the changing needs of the populations that they serve? 3) Evaluate the Task Force recommendations that have come forward from 2004 to the present and determine the need for the continuance of this Task Force in its current form. The Task Force asked for clarification regarding the third charge and determined that recommendations could include meeting as an ad hoc, disbanding or combining Community Concerns with Campus Life as it was in the past.

G. Curriculum - Professor Marianne Santelli, Chair

Recommendations:

SCI 160: Essentials of Oceanography
New Course

Motion to accept recommendation:

Mov: R. Luke Sec: M. Foley

Vote on recommendation:

App: Unanimous Pop: 0 Abs: 0

Motion passes.

Web Design A.A.S.: New Curriculum

Motion to accept recommendation:

Mov: S. Biswas Sec: E. Reid

Vote on recommendation:

App: Unanimous Pop: 0 Abs: 0

Motion passes.

Web Design Certificate of Achievement: New Curriculum

Motion to accept recommendation:

Mov: N. Picioccio Sec: D. Trainor

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Vote on recommendation:

App: Unanimous Pop: 0 Abs: 0

Motion passes.

H. Educational Resources - Professor Nicholas Picioccio, Chair

Professor Picioccio stated that the purpose of the Task Force is to study and recommend policy regarding the appropriate physical resources, learning resources and needs related to the satellite operations. The Task Force reviewed their charges which are: 1) Survey the College community for feedback on what resources/items should be preserved in the library's archives. 2) Explore the availability of E-books and electronic book readers. 3) Report on the implementation status of recommendations from the prior year. Professor Picioccio reported that the Task Force is formulating ideas to share with the College Assembly chair and he encouraged members of the Assembly to contact him with any ideas they may have.

NEW BUSINESS

Ms. Orosz stated that due to the extra-ordinary circumstances of assuming the chairpersonship, there is currently no First Chairperson-elect or Second Chairperson-elect and as such the Assembly is acting outside the boundaries of its Bylaws. Consequently, she asked for unanimous consent that Article V, Section 1.0500 of the Bylaws concerning the Officers of the College Assembly be suspended for the 2009-2010 academic year so that this matter can be addressed. By consensus, all members of the Assembly were in favor of suspending the Bylaws.

REPORT OF THE CHAIR

1. All curriculum items that came before the College Assembly at the May 7, 2009 Meeting were approved and signed by the College President and are to be implemented by the Vice President for Academic and Student Affairs.
2. The following Fast-Track curriculum items were approved:
 - Business Administration Degree (*designed for transfer*) A.S.
To adjust our General Education requirements to be in line with new state guidelines and to give students the option of a three (3) or four (4) credit science (MST).
 - Small Business Management/Entrepreneurial Studies A.A.S.
To adjust our General Education requirements to be in line with new state requirements and:
 1. Change the preferred mathematics from BUS 115 to MAT 101, which is a GE MST course.
 2. Make one or two GE SS courses ECO 201.
 - 3. Change GE Elective of choice to GE HUM.
- Small Business Management/Entrepreneurial Studies Certificate
To adjust our General Education requirements to be in line with the new state requirements; therefore we will be deleting ENG 122 and replacing it with a General Education elective, choice of GE HUM or GE SS.

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Java & Web Programming Certificate of Achievement

The certificate prerequisite is changed from CSC134-Object Oriented Programming – to CSC161: Introduction to Computer Science in Java and CSC200: Networking Technologies CSC211: Programming in Java is

deleted as a required course and CSC162: Object Oriented Programming is added as a required course.

3. Dr. La Perla-Morales signed the following recommendations by the College Assembly on May 7, 2009 and subsequently forwarded them to various offices for implementation.
 - a. Amend Article 1.0710 Task Force on Curriculum Section A membership to include the Curriculum Management Specialist from the registrar's office.
 - b. Add the following text as Section M to Article 1.0401, as Section I 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.
 - c. 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.
This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

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- d. 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.

President's Response: To be sent back to the Task Force for further review and clarification.

4. Ms. Orosz announced that copies of two reports are available to the College Assembly. The first report is mandated by the Assembly Bylaws; it is a list of job title, division and department name changes. The Chair of the College Assembly provides written notification of these changes on the first scheduled Assembly meeting subsequent to receiving that notification. The current Assembly Bylaws already contain those changes.

The second report is a summary of recommendations and curriculum matters, which came before the Assembly in 2008-2009. They were approved and signed by the President, and forwarded to the appropriate offices for implementation. This report is also available on the College Assembly website.

5. The next meeting of the College Assembly will be held on Thursday, November 5, 2009 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

Professor Ramirez asked if there has been any discussion regarding the Student Government Association in terms of its connection with the College Assembly.

Ms. Orosz answered that it has not yet been discussed but expects to be meeting with Pat Daly to discuss how the Student Government Association can work with College Assembly, and will then develop appropriate charges as needed.

A student who is majoring in Psychology A.A. degree stated that she is currently taking a Biology Honors class and on the online degree requirements, it is not listed as fulfilling the general education requirement in science. Ms. Orosz answered that the degree audit in the system is probably not recognizing this new designation and it will be manually moved by an evaluator in the Registrar's office into the appropriate area.

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ADJOURNMENT

Motion to Adjourn:

Mov: G. Jurick Sec: R. Luke

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

Respectfully submitted,

Theresa Orosz
Chair, College Assembly

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