

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
OCTOBER 2, 2008  
MEMBERS PRESENT**

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

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

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

**FACULTY:** S. Altman, S. Biswas, E. Christensen, E. Dikun, T. Drew, M. Edwards, S. Majiduddin, U. Narayanan, N. Picioccio, J. Ramirez, E. Reid, A. Rivera, M. Santelli, M. Scanlon, J. Waintraub, C. Wathen, S. Zale

**STUDENTS:** J. Colbeth, J. Espinoza, P. Gopalan, J. LeDonne, E. Makwana, T. Mensah, M. Plichta, N. Rajendran, S. Shah, Y. Shudoh, D. Wolfe, R. Yajnik,

**SUPPORT STAFF:** S. D'Elia, B. Rosen

**TASK FORCE CHAIRS:**

**Academic Standards:** S. Zale, Acting Chair

**Accessibility for Persons with Disabilities:** TBA

**Bylaws:** J. Spector

**Campus Diversity:** H. Hyman

**Campus Life:** T. McGlincy

**Community Concerns:** P. Moran

**Curriculum:** P. Yarmchuk

**Educational Resources:** S. Altman

**GUESTS:** N. Abulhassan, V. Blanco, K. Hays, J. Kane, R. Kim, N. Heller, F. Hertrich, H. Holbeck, J. Nickerson, V.B. Paterson, R.B. Paterson, R. Roy, K. Santiago, E. Schatz, T. Williams, F. Zanatta, D. Zimmerman

**PARLIAMENTARIAN:** M. Laskowski-Sachnoff

**MEMBERS ABSENT**

**DEANS:**

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

**FACULTY:**

**STUDENTS:** J. Crawford, R. Kappagantula, J. Ragsdale\*

**SUPPORT STAFF:** A. Ballina\*, R. Hanson, N. Nichols

\*Excused

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With a quorum present, Chairperson Richard Ellison called the regular meeting of the College Assembly to order on Thursday, October 2, 2008 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Dr. Joann La Perla-Morales and Dr. Karen Hays greeted the Assembly and acknowledged the importance of the charges that were assigned to the Task Forces at the Task Force Organizational Meeting on September 18, 2008.

Professor Ellison thanked Dr. La Perla-Morales and Dr. Hays for their remarks. Professor Ellison then asked the Assembly members to remind students and colleagues that they are invited to join College Assembly meetings and discussions.

Professor Ellison announced that Professor Marilyn Laskowski-Sachnoff has agreed to be Parliamentarian for the College Assembly. He acknowledged and thanked Mr. John Kruszewski who has agreed to be our webmaster for the College Assembly.

### **APPROVAL OF MINUTES**

Motion to approve minutes:

Mov: N. Picioccio Sec: S. Zale

Minutes are accepted as presented.

### **UNFINISHED BUSINESS**

Professor Ellison stated that the College Assembly does not have anyone serving in the first Chair-Elect position. At the May meeting, Professor Spector asked the Assembly for consent to move the nominations for second Chair-Elect to today's October meeting. However since we do not have a first Chair-Elect, Professor Ellison asked the Assembly for consent to suspend the Bylaws in order to change the schedule for nominations for first Chair-Elect. According to Bylaws 1.1102 – Suspension of the Bylaws, Bylaws may be suspended for any meeting of the College Assembly with the unanimous consent of the voting members present. By consensus, all members of the Assembly were in favor of suspending the Bylaws.

Professor Ellison announced that the Chair-Elect Nominating committee has been formed to find nominees for the first Chair-Elect; its members include Dr. Virgil Blanco and Professors Xenia Balabkins and John Kruszewski. At the November meeting the Nominating committee will announce the slate of candidates for first Chair-Elect and nominations will be accepted from the floor, and at the December meeting the nominees will make a short presentation before the membership vote.

Professor Ellison announced that the Task Force Organizational meeting was held on Thursday, September 18, 2008. After a brief introduction and welcome by Dr. La Perla-Morales and Dr. Hays, the Task Force members met, where most task forces elected chairs and set future meeting dates.

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Professor Ellison announced that the Task Force charges are available on the College Assembly website at [www.middlesexcc.edu/assembly](http://www.middlesexcc.edu/assembly).

The Task Force Chairs are:

Academic Standards:	Dr. Steven Zale, Acting Chair
Accessibility for Persons with Disabilities:	TBA
Bylaws:	Professor Jeffrey Spector
Campus Diversity:	Dr. Hillary Hyman
Community Concerns:	Dr. Patricia Moran
Curriculum:	Dr. Paul Yarmchuk
Educational Resources:	Professor Susan Altman

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

### **A. Academic Standards – Dr. Steven Zale, Acting Chair**

Professor Zale stated that the Task Force prioritized their charges and formed three subcommittees for their foremost charges and assigned chairs. These subgroups have scheduled meetings and some have convened. The following three charges that the Task Force will initially address are: 1) Revisit the recommendation put forth two years ago, which was to review the newly adopted policy which permits students to register for classes during the first week of a semester without faculty signatures. They are going to review the policy as it relates to classes which only meet 1x per week for 3 or 4 hours. 2) Review the procedure and criteria used to grant credit to an incoming transfer student for a course in which the incoming student has earned the grade of C-. 3) Review the procedure and criteria used for a student needing a 2.0 GPA to graduate who may not have earned the 2.0 GPA.

### **B. Accessibility for Persons with Disabilities - TBA**

### **C. Bylaws – Professor Emmi Schatz for Professor Jeffrey Spector, Chair**

Professor Schatz stated that Professor Spector has agreed to Chair the Task Force. Meeting dates were set and the charges were reviewed and discussed.

### **D. Campus Diversity – Dr. Hillary Hyman, Chair**

Dr. Hyman stated that the Task Force reviewed the charges and will initially address the charge to, report on the implementation status of recommendations submitted by your Task Force in 2007-2008, approved by the Assembly and signed by the College President. There were nine recommendations and the Task Force prioritized the following four: 1) To develop a survey to check how diversity is incorporated into the fabric of the core curriculum. 2) How sensitivity training for faculty and staff is being implemented. 3) To contact Human Resources and inquire about what faculty and staff are being recruited to reflect our diverse campus population and to reflect the population in the surrounding community. 4) To examine how different cultural and religious groups on campus collaborate and work together.

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**E. Campus Life – Mr. Terry McGlincy, Chair**

Mr. McGlincy stated that the Task Force will initially address the charge to, study the need for some form of a student government, what its relationship will be to the institution, administration and to the College Assembly.

**F. Community Concerns – Dr. Patricia Moran, Chair**

Dr. Moran stated that the Task Force reviewed their charges which are: 1) Research the process that other colleges follow in cancelling schedules due to nonpayment. 2) Review the procedures that academic departments follow to market new and existing programs to the community. 3) Review ways to communicate course information to students.

**G. Curriculum - Dr. Paul Yarmchuk, Chair**

Professor Yarmchuk stated that in addition to reviewing all revised and new curriculum, the Task Force will also initially address the charges dealing with the assessment process, and to include learning outcomes into the curriculum approval process. Professor Yarmchuk thanked Professor Phyllis Fleming, Chair for the Ad-Hoc Task Force on Select Issues of Curriculum and her subcommittee members for creating the Curriculum Procedures Manual which contains guidelines for fast track changes, as well as all standard pieces of the curriculum approval process. This manual is available online to the campus community via the InfoNet.

**H. Educational Resources - Professor Susan Altman, Chair**

Professor Susan Altman stated that the Task Force deals with issues relating to technology, the library and other things that help facilitate learning on campus. The Task Force reviewed their charges which are: 1) Consider the most beneficial means to communicate course information. Investigate how other colleges communicate course information to students. 2) Work with the Task Force on Curriculum to investigate the use of technology in the curriculum approval process. 3) Conduct a survey of the teaching faculty and administrators in order to update their future technological needs of classrooms and labs. The Task Force sent out a survey last year and will also be surveying again this year, because in technology the needs are always changing.

**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 for Academic and Student Affairs.

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

**BIO 104: Mysteries of the Microbial World**

Change in course description.

**BIO 105: Heredity, Evolution and Society**

Change in course description.

**CHM 124: General Chemistry II**

Change in prerequisite – “C” or better on CHM 123

**Dietetic Technology A.A.S.**

Changes made to total semester credits from 68-70 to 65.

**Energy Utility Technology**

PSEG has requested the following changes to the program:

- Students must attain a “B” or better in UTI 101 to continue in program
- Students must attain a “C” or better in UTI 102 and UTI 103 to continue in the program

The following changes are associated with the NJ State 66 maximum credit requirement:

- Remove the Health Education elective and make it an option for the Physical Education elective.

**HED 150: Contemporary Health Issues**

Change in catalogue course description.

**SCI 157: Introduction to Meteorology**

Change in course description

**SCI 204: Concepts of Physical Science**

Change in course description.

**SCI 206: Introduction to Forensic Science**

Change in course description.

**SCI 220: Forensic Science**

Change in course description.

**SPA 223: Main Currents in Spanish Literature**

Change in course description.

**THE 145: Stagecraft**

To comply with the 66 credit maximum law redoing the number of credits in specialized performing arts courses from four to three. This will be an overall reduction in credits in major from 14 to 12.

**THE 146: Play Production**

To comply with the 66 credit maximum law redoing the number of credits in specialized performing arts courses from four to three. This will be an overall reduction in credits in major from 14 to 12.

3. Dr. La Perla-Morales signed the recommendations by the College Assembly on May 1, 2008 and subsequently forwarded them to various offices for implementation.
  - a. Updated Code of Student Conduct.  
This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

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- b. 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. 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.

This recommendation is to be implemented by the Vice President for Academic and Student Affairs & the Vice President for Legal and External Affairs (for having the Manual put on the College website/InfoNet.)

4. The following recommendation was not approved due to economic issues:
  - a. That 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.
5. Professor Ellison 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 2007-2008. They were approved and signed by the President, and forwarded to the appropriate offices for implementation.
6. The next meeting of the College Assembly will be held on Thursday, November 6, 2008 at 2:00 p.m.
7. Professor Ellison reminded the Assembly that 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.

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

Dr. Steven Barnhart announced that the Academic Technology Advisory Committee (ATAC) is seeking additional faculty to join the committee. The Academic Technology Advisory Committee (ATAC) provides advice and guidance to the College on academic technology planning, policies, strategies and services necessary to sustain

and improve the College's academic excellence and competitiveness, and to advance the College's teaching, learning, service and clinical missions. The Committee is meant to enable high quality dialogue on academic and technology issues at all levels and across the entire College. The committee may refer issues to the College Assembly and other bodies for advice and input, as appropriate. If you would like to become involved in this committee please contact Professor Nancy Bailey by email or at ext. 2594 or Dr. Barnhart by email or at ext 3076.

Professor Ramirez asked the College community to take notice of what is happening in the gazebos. The gazebos were established for smoking on campus, and he stated that they are turning out to be quite a social situation. If anyone has any ideas, or a way of assessing whether they are working or not and how the College could use that venue more academically. Possibly recommending some kind of implementation of a video in the gazebos, or something where students can take notes and discuss the topics.

Dr. Reginald Luke expressed concern that smoke is filtering into L'Hommedieu Hall from the gazebo that is located between Main Hall and LH.

Ms. Tawana Williams expressed concern for faculty members and suggested that the College have separate gazebos for faculty.

Professor Jeffrey Spector stated that he felt that there was no need for separate gazebos for faculty. However, he is in favor of increasing the number of gazebos on campus.

Professor James Kahora stated that in his classes he spends a lot of time talking about the harmful effects of smoking. He felt that the college should not promote smoking and should get rid of all the gazebos.

## **ADJOURNMENT**

Motion to Adjourn:

Mov: T. Orosz    Sec: S. Altman

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

Respectfully submitted,

Richard Ellison  
Chair, College Assembly  
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