

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
OCTOBER 4, 2007
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

H. Holbeck, M. Maciolek, T. Montani, T. Orosz, T. Sabol

FACULTY: S. Biswas, B. Cavanaugh, E. Christensen, C. Dolan, P. Fleming, A. Gincel, C. Harrington, V. Kanwal, N. Piciocco, J. Ramirez, E. Reid, C. Reilly, M. Santelli

STUDENTS: A. Bea, L. Chen, J. Cortese, V. Gidzinski, J. Ragsdale, K. Saber, S. Singh, B. Stoor, J. Valera, D. Ventura

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

TASK FORCE CHAIRS:

Academic Standards: S. Zale

Accessibility for Persons with Disabilities: M. Velez*

Bylaws: Emmi Schatz for B. Simon*

Campus Diversity: J. Peleg*

Campus Life: T. McGlincy

Community Concerns: TBD

Curriculum: P. Yarmchuk

Educational Resources: S. Altman

GUESTS: S. Barnhart, K. Hays, M. Kocha, J. La Perla-Morales, E. Schatz, D. Gardner, F. Hertrich, G. Reynolds, T. Williams, R. Yajnik

PARLIAMENTARIAN: R. Luke

MEMBERS ABSENT

DEANS: D. Lemcoe*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: V. Blanco*, F. Gordon*

FACULTY: C. Bowers*, E. Dikun, C. Pean*, C. Wathen*

STUDENTS: L. Acevedo, M. Cai*, M. Doan, A. Geva*, W. Imes, S. Khawaja*,

SUPPORT STAFF: A. Ballina*, J. Melendez, J. Slicner

*Excused

Meeting of the College Assembly – October 4, 2007

With a quorum present, Professor Jeffrey Spector called the October regular meeting of the College Assembly to order on Thursday, October 4, 2007 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.

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 20, 2007.

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

Professor Spector announced that Dr. Reginald Luke, Dean of Science, Mathematics and Health Technologies 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: P. Fleming

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

Meeting of the College Assembly – October 4, 2007

Professor Spector announced that the Task Force Organizational Meeting was held on Thursday, September 20, 2007. After a brief introduction and welcome by Dr. La Perla-Morales and Dr. Hays, the Task Force members met, elected chairs, and set future meeting dates.

Professor Spector announced that the Task Force charges are available on the College Assembly website at www.middlesexcc.edu/assembly.

The Task Force Chairs are:

Academic Standards:	Dr. Steven Zale
Accessibility for Persons with Disabilities:	Ms. Martha Velez
Bylaws:	Dr. Beverly Simon
Campus Diversity:	Professor Janet Peleg
Campus Life:	Mr. Terry McGlincy
Community Concerns:	TBD
Curriculum:	Dr. Paul Yarmchuk
Educational Resources:	Professor Susan Altman

Professor Spector introduced the new Chairs of the Task Forces, who introduced themselves and gave brief reports.

REPORTS OF THE STANDING TASK FORCES

- A. Academic Standards – Dr. Steven Zale, Chair**
- B. Accessibility for Persons with Disabilities - Ms. Martha Velez, Chair**
- C. Bylaws – Professor Emmi Schatz for Dr. Beverly Simon, Chair**
- D. Campus Diversity – Professor Janet Peleg, Chair**
- E. Campus Life – Mr. Terry McGlincy, Chair**
- F. Community Concerns – TBD**
- G. Curriculum - Dr. Paul Yarmchuk, Chair**
- H. Educational Resources - Professor Susan Altman, Chair**

NEW BUSINESS

None

Meeting of the College Assembly – October 4, 2007

REPORT OF THE CHAIR

1. Professor Spector announced that an Ad Hoc Task Force on Select Issues of Curriculum has been added this year. Professor Phyllis Fleming is the Chair of this Task Force. This committee has been formed to document issues dealing with the curriculum process and to review requirements for general education.
2. All curriculum items that came before the College Assembly at the May 3, 2007 meeting were approved by the College President are to be implemented by the Vice President for Academic and Student Affairs.
3. Dr. La Perla-Morales signed the recommendations by the College Assembly on May 3, 2007 and subsequently forwarded them to various offices for implementation.
 - a. In addition to the deans and chairpersons who are authorized to approve a change of major, the task force recommends that the professional staff in the Department of Counseling and Career Services, EOF, MAPS, and the Academic Advising Center be authorized to sign the form for a student to change his/her major. It is also recommended that if the change of major form is signed by someone other than the chairperson, then that student is provided with the department's contact information. It is also strongly recommended that the Office of the Registrar send the department chair and dean the change of major information so that they can appropriately welcome the student into their new curriculum. Finally, the task force recommends that a new change of major form be developed with clarity for the student. This recommendation is to be implemented by the Vice President for Academic and Student Affairs
 - b. It is recommended that the current policy where students are able to register for up to 11 credits in one semester before taking the Placement Test be changed to students being allowed to spread out the 11 credits over multiple semesters, and then be required to take the Placement Test. This recommendation is to be implemented by the Vice President for Academic and Student Affairs.
 - c. It is recommended that the use of the N grade be discontinued commencing with the fall 2007 semester. This recommendation is to be implemented by the Vice President for Academic and Student Affairs.
 - d. Policy on the assignment of advisors:
 - 1) Identify other people on-campus who could help out with advising students during crunch times (both faculty and other staff who have

the skills and knowledge to advise students), so that undecided students can obtain help with career choice decisions and information.

- 2) Encourage faculty members to utilize the Advising Center for some of their regular office hours so that each division is represented at critical times and can be available for undecided students to learn of career opportunities in that discipline.
- 3) Provide more training opportunities for faculty by a) inviting the Academic Advising Center to department meetings to assist in updating faculty on new policies, resources available to support the advising of students and the use of Colleague as well as b) Augmenting the existing training sessions for faculty and others including shadowing opportunities in the AAC.
- 4) Setting up a dialogue with interested faculty and students to discuss ways of improving the advising system.
- 5) Devise a role for paid student leaders (and a method to pay them) to assist advisors in connecting with new students and doing pre and post -advisement work with students.

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

- e. The Task Force has reviewed the possible location of new comfortable benches on-campus and recommends that the College investigate purchasing new benches to replace the existing 17 wooden ones as well as additional benches in new locations to be determined. This recommendation is to be implemented by the Executive Director for Facilities Management.
- f. Provide IT training opportunities for students on campus wide systems:
 - 1) Provide (in the admissions acceptance letter) a link to Campus Cruiser with an accompanying tutorial complete with visuals of the main Campus Cruiser log-in and page.
 - 2) Inform students of a) the Campus Cruiser helpline (answered 8-4, M-F by the helpdesk-although it is only staffed by one person and may need additional staff), b) the cruiser-help email account, and c) the help available at the Registrar's Office (helping with password retrieval and basic use of Campus Cruiser).

Meeting of the College Assembly – October 4, 2007

- 3) Provide additional training opportunities for students using College labs (Open labs in IRC with appropriate staffing and MSA labs in South I) and use Student Technical Assistants to provide the training.
- 4) Insure students know how to forward their Campus Cruiser email to their personal accounts.
- 5) Provide Campus Cruiser training to new students during the enrollment process.

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

- g. That electronic means as a primary notification to students be continued and that training opportunities be made available to all employees and students. Students should be trained in the use of the official college student e-mail notification system during orientation and they should be informed that they should check their official college e-mail account on a regular basis throughout the semester, since this account will be their primary means of notification. This recommendation is to be implemented by the Vice President for Academic and Student Affairs.
4. Professor Spector 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 2006-2007. They were approved and signed by the President, and forwarded to the appropriate offices for implementation.
 5. In following the Bylaws 1.0500 Article V, Section B of the College Assembly the Chair-Elect Nominating Committee has been formed to find nominees for the second Chair-Elect.
 6. The next meeting of the College Assembly will be held on Thursday, November 1, 2007 at 2:00 p.m.

Meeting of the College Assembly – October 4, 2007

RECOGNITION AND HEARING FROM THE PUBLIC

Dr. Harrington stated that she was interested in learning more about the Ad Hoc Committee on Select Issues of Curriculum. Professor Spector answered that the focus of this committee is to organize curriculum information so that it's in one place. This committee is going to organize the information on the curriculum process and to review the requirements for general education.

Professor Ramirez asked for information concerning the change in procedure of the open session of the College Assembly to include the Pledge of Allegiance. Professor Spector answered that in reviewing Robert's Rules of Order the Chair has the option to include certain introductory material into the opening of the College Assembly. The Chair chooses to invite the Assembly to join in the Pledge of Allegiance. The Assembly is a public gathering in the United States and the Chair felt that it's appropriate for us to do so however, this is not required and you do not have to participate.

Dr. Harrington asked about the recommendation concerning students being informed on how to forward their Campus Cruiser e-mail to their personal accounts, and if students will also be informed on how to empty their Campus Cruiser e-mail when the mailbox is full. Professor Spector answered that the recommendation stated that training opportunities in Campus Cruiser e-mail will be made available to students which should include forwarding, deleting and maintaining their mailboxes.

ADJOURNMENT

Motion to Adjourn:

Mov: J. Ramirez Sec: C. Dolan

There being no further business, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Jeffrey Spector
Chair, College Assembly

JS:ls