

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
OCTOBER 5, 2006  
MEMBERS PRESENT**

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

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

V. Blanco, R. Ellison, F. Gordon, H. Holbeck, J. Kruszewski

**FACULTY:** X. Balabkins, S. Biswas, C. Bowers, B. Cavanaugh, C. Dolan, P. Fleming, J. Gaspar, N. Granuzzo, A. Gincel, C. Harrington, V. Kanwal, C. Reilly, E. Schatz

**STUDENTS:** C. Garcia, F. Husein, J. Pidich, M. Poandl, T. Sitaca, J.C. Yew

**SUPPORT STAFF:** S. DeSantis, L. Friedman, J. Slicner

**TASK FORCE CHAIRS:**

**Academic Standards:** S. Zale

**Accessibility for Persons with Disabilities:** M. Velez

**Bylaws:** B. Simon

**Campus Diversity:** L. Carter\*

**Campus Life:** T. McGlincy, Acting Chair

**Community Concerns:** A. Davis

**Curriculum:** G. Kehrer

**Educational Resources:** S. Rowley

**GUESTS:** C. Demartini, D. Gardner, E. Griffith, K. Hays, J. Jacik, M. Maciolek, U. Narayanan, D. Yoseloff

**PARLIAMENTARIAN:** M. Laskowski-Sachnoff

**MEMBERS ABSENT**

**DEANS:** G. Kehrer\*

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** T. Montani\*

**FACULTY:** E. Dikun\*, J. Lasky\*, C. Pean\*, E. Reid\*

**STUDENTS:** V. Bollers\*, L. Campbell\*, A. Desmond\*, D. Wesnowsky\*, J. Willard

**SUPPORT STAFF:** J. Fuller, K. Gormish\*

\*Excused

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With a quorum present, Professor Jeffrey Spector called the October regular meeting of the College Assembly to order on Thursday, October 5, 2006 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Dr. LaPerla-Morales and Dr. Hays both 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 21, 2006.

Professor Spector thanked Dr. LaPerla and Dr. Hays for their remarks. Professor Spector then asked the Assembly members to remind students and colleagues that they are invited and welcome to join College Assembly meetings and discussions. Professor Spector introduced new faculty members, Professor Donna Gardner and Dr. Uma Narayanan, both from the Biology Department and Professor Guy Reynolds, Mathematics Department.

Professor Spector announced that Marilyn Laskowski-Sachnoff, Dean of Business, Computer Science and Engineering 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. Professor Spector introduced and thanked Ms. Lisa Sgro, the Departmental Assistant for the College Assembly. The College Assembly Office is located in Raritan Hall, Rm. 122, the telephone number is 732.906.4239 and the office e-mail address is [assembly@middlesexcc.edu](mailto:assembly@middlesexcc.edu).

### **APPROVAL OF MINUTES**

Motion to approve minutes:

Mov: P. Fleming                      Sec: E. Schatz

Minutes are accepted as presented.

### **UNFINISHED BUSINESS**

None

Professor Spector announced that the Task Force Organizational Meeting was held on Thursday, September 23, 2006. After a brief introduction and welcome by Dr. Joann La Perla-Morales and Dr. Karen Hays, the Task Force members met, elected chairs, and set future meeting dates.

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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 Leslie Carter
Campus Life:	Mr. Terry McGlincy, Acting Chair
Community Concerns:	Ms. Audrey Davis
Curriculum:	Dean Grace Kehrer
Educational Resources:	Dr. Steven Rowley

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 – Dr. Beverly Simon, Chair**
- D. Campus Diversity – Professor Leslie Carter**
- E. Campus Life – Mr. Terry McGlincy, Acting Chair**
- F. Community Concerns – Ms. Audrey Davis, Chair**
- G. Curriculum - Dean Grace Kehrer, Chair**
- H. Educational Resources - Dr. Steven Rowley, Chair**

### **NEW BUSINESS**

Mr. John Kruszewski, Chair for the Chair-Elect Nominations Committee of the College Assembly, announced two (2) nominees for Chair-Elect:  
 Professor Richard Ellison - Department Chair of Accounting and Legal Studies  
 Dr. Christine Harrington - Counseling and Career Services  
 The individual who is elected at the December meeting will serve as Chair of the College Assembly from 2006-2008.

Professor Kruszewski thanked the committee members, Professors, Xenia Balabkins, Barbara Bogner, and Drs. Fannie Gordon and Richard Strugala.

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### **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:  
PSY 123 - Introductory Psychology  
Eliminate the requirement for radiology students to take PSY 123 and substitute the phrase "Required: one-three semester hour GE SS course. 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 May 2, 2006 and subsequently forwarded them to various offices for implementation.
  - a. That a second Associate degree may be awarded upon completion of the degree requirements for the second degree.  
This recommendation is to be implemented by the Vice President for Academic and Student Affairs.
  - b. 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).  
This recommendation is to be implemented by the Vice President for Academic and Student Affairs.
  - c. 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.  
This recommendation is to be implemented by the Vice President for Academic and Student Affairs.
  - d. That the following diversity definition for Middlesex County College be adopted:  
*"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."*  
This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

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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 2005-2006. They were approved and signed by the President, and forwarded to the appropriate offices for implementation.

5. The next regular meeting of the College Assembly will be held on Thursday, November 2, 2006 at 2:00 p.m.

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

Professor Spector introduced invited guest speaker Professor Emmi Schatz who addressed the Assembly about the Strategic Plans.

Professor Emmi Schatz, Computer Science Department and Chair of the Enrollment Management Committee of the Strategic Plan: The Strategic Plan was adopted by the Board of Trustees and according to our schedule, it states August 2006 to December 2006. We are developing action plans that are tied to the budget process. I would like to remind everyone that our strategic plan consists of goals which are broad statements of what we want to achieve and objectives which are specific results we chose to focus on to achieve those goals. One of our goals is to focus on specific markets to increase enrollment. That is extremely general so the Strategic Planning Committee decided and was approved to focus in specific areas. For example, expand our health care offerings because this is in demand, but we don't have room for health care students. Expand programming for STARS students. Another objective was to create more flexible scheduling options that would hopefully attract more part-time adult students. We have those goals and objectives and the next steps are to create action plans and how to achieve the objectives. To be even more specific, how are we going to change the schedule, or what kind of new programs are we going to have for NJ STARS students. Those action plans have to be assigned to specific people. There has to be timelines created for when it's suppose to be done, and to determine budget requirements for those that require budgetary resources. Lastly, is to implement those action plans and to monitor the progress. The step that we are at now is to create the action plans and assigning work to specific people. In September, Vice Presidents Karen Hays, Ronald Goldfarb and Susan Perkins met with myself, Dean Marilyn Laskowski-Sachnoff, Professors Patricia Payne and Janet Baker, Chairs of the Strategic Planning Committees. We examined all of the objectives in the plan and decided which Vice President, or in some cases, several Vice Presidents are Meeting of the College Assembly – October 5, 2006

responsible for that particular objective. The Vice Presidents are working on who in their organization is going to be working on that particular objective, what kind of action

plan, and what specific steps are going to be taken to implement that objective. Subsequent to that are timelines and budget requirements. The Strategic Planning Chairs will be working with the Vice Presidents during this process. We also have the Oversight Committee which includes the Strategic Planning Chairs along with representatives from the Strategic Planning Committees. We have not actually convened that committee, but will be meeting soon and that committee will also be involved in the process. In addition, we are developing documents to track the progress of the plan so that we can keep track of what is going on, who is doing what and when are things suppose to be done. If you have any input or comments the Strategic Planning Chairs would be happy to hear from you.

Dr. Virgil Blanco: I would like to bring to your attention the need for consistency regarding meeting dates of the Task Forces. Sometimes they meet the second week of every month and some meet on the third week of every month, and that prevents departments from holding staff development workshops and other meetings. If perhaps they could follow a consistent pattern we would be able to offer those workshops.

#### **ADJOURNMENT**

Motion to Adjourn:

Mov: X. Balabkins                      Sec: C. Reilly

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

Respectfully submitted,

Jeffrey Spector  
Chair, College Assembly

JS:ls