

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
OCTOBER 6, 2005
MEMBERS PRESENT**

DEANS: M. Conners, G. Kehrer, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

R. Ellison, F. Gordon, J. Kruszewski, M. Maciolek, T. Montani, C. Weisz

FACULTY: G. Allen, J. Baker, X. Balabkins, S. Biswas, B. Cavanaugh, S. DelVecchio, E. Dikun, N. Granuzzo, C. Harrington, M. Lynch, A. Matagrano, N. Picioccio, S. Rowley, E. Schatz, K. Shay

STUDENTS: R. Asiedu, N. Drelles, V. Jambusaria, D. Levine, E. Manresa, P. Patel, S. Patel, J. Pidich, N. Shah, T. Sitaca

SUPPORT STAFF: J. Fuller, R. Gons, K. Gormish, M. Lotz

TASK FORCE CHAIRS:

Academic Standards: B. Gray

Accessibility for Persons with Disabilities: M. Miniere

Bylaws: M. Spano

Campus Diversity: T. Orosz

Campus Life: C. Harrington

Community Concerns: D. Yoseloff

Curriculum: P. Fleming

Educational Resources: L. Ostar*

GUESTS: A. Class-Rivera, E. Griffith, B. Simon, T. Dey, M. Dave

PARLIAMENTARIAN: F. Hertrich for M. Laskowski-Sachnoff

MEMBERS ABSENT

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: A. Snopek*

FACULTY: C. Bowers*, J. Lasky*

STUDENTS: C. Chukunta*, D. Hansell*, C. Sanford*

SUPPORT STAFF: L. Friedman*

*Excused

Meeting of the College Assembly – October 6, 2005

With a quorum present, Professor Alice Picardo called the October regular meeting of the College Assembly to order on Thursday, October 6, 2005 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Dr. LaPerla-Morales 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 22, 2005. She then introduced Dr. Karen Hays, Vice President for Academic and Student Affairs.

Prof. Picardo thanked Dr. La Perla and Dr. Hays for their remarks and also thanked the Office of the Vice President for Academic and Student Affairs for the refreshments that were provided for the meeting. She thanked the Assembly and Task Forces for the work that was accomplished last semester and stressed the importance of dialog and deliberation on the floor of the Assembly. She also addressed the student members of the Assembly and underscored the importance of their questions regarding Assembly business.

Prof. Picardo announced that Marilyn Laskowski-Sachnoff, Acting Dean, Business, Computer Science and Engineering Technologies and Chair of Hotel, Restaurant, and Institutional Management, has once again agreed to be Parliamentarian for the College Assembly. She announced that for today's meeting, Professor Frederick Hertrich, History and Social Behavior, would serve as Parliamentarian in her absence.

She announced that Professor Jeffrey Spector is the Chair-Elect of the College Assembly. Professor Spector is an Assistant Professor in the Department of Computer Science and his tenure as College Assembly Chair will begin at the end of this academic year. She acknowledged and thanked Mr. John Kruszewski, webmaster for the College Assembly. She encouraged the Assembly to use the website, which can be easily accessed via the Infonet. She also announced that curriculum forms are available in PDF format on the College Assembly website. The website can be reached by accessing the Infonet, clicking the Campus Resources tab and then clicking on College Assembly. Prof. Picardo 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.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: J. Baker Sec: J. Kruszewski

Minutes accepted as presented.

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UNFINISHED BUSINESS

At the invitation of the Chair, the members of the Ad Hoc Committee on Academic Integrity were invited to share their research and findings with the plenary session. The Ad Hoc Committee was convened by Dr. Margaret Driver (College Assembly Chairperson 2002-2004) in 2003 through the jurisdiction of the Task Force on Academic Standards. A question and answer period ensued, and handouts were distributed. Dr. Robert Roth, Chair of the Committee, concluded the forum by reiterating the importance of continued, practical and theoretical discussion on academic integrity. He also announced that a session entitled, "What Can We Learn from Cheating," will be offered on Monday, November 14, 2005 at 11:00 a.m. through the Center for the Enrichment of Learning and Teaching. Students are invited to attend.

At the conclusion of the forum, there was a return to regular business.

Professor Picardo announced that the Task Force Organizational Meeting was held on Thursday, September 22, 2005. After a brief introduction and welcome by Dr. Joann La Perla-Morales, the Task Force members met, elected chairs, and set future meeting dates.

The Task Force Chairs are:

Academic Standards:	Dr. Brenda Gray
Accessibility for Persons with Disabilities:	Dr. Michael Miniere
Bylaws:	Dr. Mathew Spano
Campus Diversity:	Ms. Theresa Orosz
Campus Life:	Dr. Christine Harrington
Community Concerns:	Ms. Darlene Yoseloff
Curriculum:	Professor Phyllis Fleming
Educational Resources:	Mr. Lewis Ostar

Prof. Picardo introduced the new Chairs of the Task Forces, who introduced themselves and gave brief reports on their initial meeting on September 22.

REPORTS OF THE STANDING TASK FORCES

- A. Academic Standards – Dr. Brenda Gray, Chairperson**
- B. Accessibility for Persons with Disabilities - Dr. Michael Miniere, Chairperson**
- C. Bylaws – Dr. Mathew Spano, Chairperson**

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- D. Campus Diversity – Ms. Theresa Orosz, Chairperson**
- E. Campus Life – Dr. Christine Harrington, Chairperson**
- F. Community Concerns – Ms. Darlene Yoseloff, Chairperson**
- G. Curriculum - Professor Phyllis Fleming, Chairperson**
- H. Educational Resources - Mr. Lewis Ostar, Chairperson, no report**

NEW BUSINESS

None

REPORT OF THE CHAIR

1. Dr. La Perla-Morales signed the recommendations approved by the College Assembly on May 5, 2005 and subsequently forwarded them to various offices for implementation.
 - a. That the policy as stated in the college catalogue be amended to read:

“a student whose schedule includes developmental courses is expected to earn at least a 2.0 TERM average, and a C or better in all developmental courses. Failure to do so will result in Academic Probation. Failure to earn at least a 1.00 TERM average will result in Academic Restriction.”

This recommendation is to be implemented by the Vice President for Academic & Student Affairs.
 - b. That all official communication with students containing personal information will be conducted using the FERPA guidelines (MCC College Catalog, page 24 and http://www.aacrao.org/ferpa_guide/enhanced/main_frameset.html). The student will be responsible for checking their official college provided email, which is presently Campus Cruiser, regularly and maintaining the security of that address.

This recommendation is to be implemented by the Vice President for Academic & Student Affairs.
 - c. That the purposes of the Campus Life Task Force be changed to read:
 - A. Use of College facilities by members of the campus community or campus organizations.
 - B. Campus oriented publications for internal use.
 - C. Campus community safety and health.

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- D. Counseling/career services and college transfers.
 - E. Academic Advising.
 - F. Campus community activities.
 - G. Financial Aid.
- d. That the size of the Educational Resources Task Force be increased by one, adding the following:
- The Dean of Student Enrollment or a representative from the Division of Student Enrollment.
- It was also resolved that the faculty membership definition be amended as follows:
- Faculty (5) with at least one from each academic division.
- The amended purpose of the Educational Resources Task Force should be as follows:
- A. Needs for and allocation of appropriate physical resources.
 - B. Needs for and allocation of appropriate learning resources.
 - C. Needs relating to satellite operations.
- e. That after review, the voting procedures for Enrollment Management, Appendices A and E be revised to read:
- Paragraph one:
 - Change the word “committee” to the phrase “a committee of at least three members.”
 - Replace the word “director” with the word “administrator.”
 - Paragraph two:
 - Replace the sentence “Faculty representatives shall be elected by faculty only and directors’ representatives shall be elected by directors only” with the sentence “Faculty and administrator representatives shall be elected jointly by both faculty and administrators.”
- f. That upon review of Section 1.0400 of the College Assembly Bylaws Section B will read:
- “Faculty representatives from the Divisions of Enrollment Management and Student Development shall be elected by all members of the division, and directors shall also be elected by all members of the division as outlined in Appendices A, B, E & F.”
- Section C will read:
- “Faculty representatives-at-large shall be elected on a rotating basis by the faculty members of the Division Councils or committee of representatives comprised of faculty and administrators and in the Divisions of Enrollment Management and/or Student Development as they are listed in 1.0400.

Article IV – Membership and according to Appendices A & B.”

- g. That upon review of Section 1.0706 of the College Assembly Bylaws all references to “Division Councils” shall be replaced with the phrase “Division Councils of the academic divisions and the Dean of Enrollment Management and the Dean of Student Development”
- h. That upon review, voting procedures for Student Development- Appendices B and F be revised to read:
Paragraph one:
Change the word “committee” to the phrase “a committee of at least three members.” Replace the word “director” with the word “administrator.”
Paragraph two:
Replace the sentence “faculty representatives shall be elected by faculty only and directors’ representatives shall be elected by directors only” with the sentence “faculty and administrator representatives shall be elected jointly by all full-time members of the Division.”
- i. That an information/education session between the Middlesex County College Police force and Middlesex County College student clubs be implemented.
This recommendation is to be implemented by the Vice President for Academic & Student Affairs.
- j. That Campus Cruiser be used as a vehicle to update MCC students on the activities of the College Assembly.
This recommendation is to be implemented by the Chairperson of the College Assembly.
- k. That a pilot implementation be conducted of placing selected current textbooks on reserve in the college library for student use.
This recommendation is to be implemented by the Vice President for Academic & Student Affairs.
- l. All curriculum items that came before the College Assembly at the May 5, 2005 meeting were approved by the College President. To be implemented by the Acting Vice President for Academic & Student Affairs and subsequently forwarded to the Vice President for Academic & Student Affairs.

- m. BIO 240-Research in Biology, pending from the April 7, 2005 meeting was approved by the College President. To be implemented by the Vice President for Academic & Student Affairs.
2. For every Monday preceding the monthly College Assembly meetings, Professor Picardo has scheduled briefings and dialogue for student members of the Assembly complete with pizza. The first student meeting is scheduled for Monday, October 31, at 11:00 a.m. in the College Center, Rm. 312.
3. Professor Picardo 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 2004-2005. They were approved and signed by the President, and forwarded to the appropriate offices for implementation.
4. The Assembly is reminded that all recommendations to be voted on at the next College Assembly meeting must be submitted to the Assembly office by October 24, 2005. The next regular meeting of the College Assembly will be held on Thursday, November 3, 2005 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: S. Rowley Sec: S. DeVecchio

There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Alice L. Picardo
Chair, College Assembly

ALP:ls