

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
NOVEMBER 1, 2007  
MEMBERS PRESENT**

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

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**  
F. Gordon, H. Holbeck, M. Maciolek, T. Orosz, T. Sabol

**FACULTY:** B. Cavanaugh, E. Christensen, E. Dikun, C. Dolan, P. Fleming, A. Gincel, C. Harrington, V. Kanwal, N. Picioccio, J. Ramirez, E. Reid, C. Reilly, M. Santelli, C. Wathen

**STUDENTS:** A. Bea, M. Cai, L. Chen, J. Cortese, A. Geva, W. Imes, S. Khawaja, J. Ragsdale, K. Saber, S. Singh, B. Stoor, D. Ventura, R. Yajnik

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

**TASK FORCE CHAIRS:**

**Academic Standards:** S. Zale

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

**Bylaws:** B. Simon

**Campus Diversity:** J. Peleg

**Campus Life:** T. McGlincy\*

**Community Concerns:** V. Vega

**Curriculum:** P. Yarmchuk

**Educational Resources:** S. Altman

**GUESTS:** P. Berwanger, F. Burke, E. Griffith, K. Hays, F. Hertrich, R. Kappagantula, A. Mitacchione, M. Kocha, V. Barrett-Paterson, R. Roy, E. Schatz, R. Edwards-Wilson, D. Zimmerman

**PARLIAMENTARIAN:** R. Luke

**MEMBERS ABSENT**

**DEANS:** D. Lemcoe\*

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** V. Blanco\*, T. Montani\*

**FACULTY:** S. Biswas\*, C. Bowers\*, C. Pean\*

**STUDENTS:** L. Acevedo, M. Doan\*, V. Gidzinski\* S. Khawaja

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

\*Excused

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With a quorum present, Professor Jeffrey Spector called the November regular meeting of the College Assembly to order on Thursday, November 1, 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.

### **APPROVAL OF MINUTES**

Motion to approve minutes:

Mov: N. Picioccio Sec: P. Fleming

Minutes are accepted as presented.

### **UNFINISHED BUSINESS**

None

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

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

Charge:

Examine establishing a grade for and a policy for an administrative withdrawal. This grade would allow a professor or the registrar to withdraw a student from a class based upon set criteria. Make the appropriate recommendations.

(Please note that the word “academic” in the original charge was an oversight, and the correct replacement word is “administrative”.)

Report:

In order for MCC to initiate the implementation of an administrative withdrawal, the task force felt that students' attendance was the antecedent for an administrative withdrawal. The task force felt that it was unnecessary to establish

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an attendance policy and they felt that the description stated in the college catalog was satisfactory.

The task force carefully reviewed the attendance policies and statements from all of the other NJ 2-year colleges. Although MCC doesn't have a clear-cut attendance policy, there is a statement of attendance (p.12) in the college catalog, which describes our guidelines for attendance. The task force felt that participation and effort as components of the grading criteria could be utilized as a strong encouragement for students' attendance. The task force believed that it is the prerogative of the instructor to excuse absences for valid reasons, provided that the student is able to fulfill all course requirements.

Furthermore, the task force felt that it was the student's responsibility to know and adhere to the attendance statement in the college catalog and on the syllabus. In addition, the task force was convinced that by specifying a definite number of absences, such as absences amounting to the equivalent of one week's class time, uniformly across the college was unrealistic for all of the courses. The task force had discussed this particular issue regarding attendance last year. The current view of the task force did not oscillate. It is the student's responsibility to know that with insufficient attendance at regularly scheduled classes, the student grade will result in a failure unless the student withdraws. Moreover, the task force strongly believed that the responsibility for any work missed due to absence rests entirely with the students and it is their responsibility to comply with the course syllabi and instructions from the faculty.

The task force felt that it is the students' responsibility to withdraw when they do not attend or perform well in their courses and therefore, the burden shouldn't be placed upon the instructor or administration. Since MCC has a liberal policy for withdrawing from a course, a student has more than an adequate amount of time to withdraw from a class and receive a W grade. Moreover, the introduction of additional grades to our current grading system, such as WI (instructor withdrawal), WA (administrative withdrawal), WS (student withdrawal), may confuse transfer colleges with these non-traditional grades, and might negatively impact a student's application for admission. Also, as previously mentioned in the recommendation on April 10, 2007, if the instructor or an administrator withdraws a student at midterm, MCC is rewarding the student who stops attending in the middle of the semester and punishing the one who attends after the midterm period and then stops attending. The student in both situations did not meet the course objectives or expectations and should have the same grade.

Discussion followed and Dr. Zale was asked if the task force had discussed administrative withdrawal in any other means aside from attendance, and the possibility of administratively withdrawing a student in a cheating situation or in the perspective of Meeting of the College Assembly - November 1, 2007

behavior issues. It was stated that the task force has another charge from the College Assembly chair that addresses violations of the Student Code of Conduct.

Discussion continued regarding attendance on a class syllabus. It was stated that there is no attendance policy, but there is an attendance statement in the College catalogue. You can encourage attendance by having a strong participation grade. Professor Zale stated that the College does not have a policy with a specific number of absences that would constitute a failing grade.

**B. Accessibility for Persons with Disabilities -  
Ms. Martha Velez, Chair**

None

**C. Bylaws – Dr. Beverly Simon, Chair**

Dr. Simon stated that the Bylaws committee is presently revamping the Bylaws to reflect the merger for the Divisions of Enrollment Management and Student Development. Dr. Simon stated that if anyone has any input as to the makeup of the College Assembly because of the merging of these two divisions, the task force would be very interested to hear from you.

**D. Campus Diversity – Professor Janet Peleg, Chair**

Charge:

Evaluate and discuss student activities, clubs, educational programs and events on campus in terms of campus diversity. Do they present an effective means to encourage diverse groups to socialize and work together?

Report:

The task force has begun investigating the charge of evaluating the effectiveness of the activities, clubs, education programs and events on campus in encouraging the diverse groups to socialize and work together. The Task Force believes that there are many clubs on campus that appeal to, and are open to a diverse student population. However, the clubs have experienced difficulties promoting themselves to the college wide population. For instance, getting information about the clubs up onto the College Website is problematic. There also seems to be no efficient way of getting announcements out to students.

Discussion followed and suggestions were made for getting club information on the College website.

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

No Report

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**F. Community Concerns – Dr. Victor Vega, Chair**

Dr. Victor Vega stated that the Task Force members are exploring charges 2, 3, 4 and 5. After the task force meets next week and discusses some of the things that are related to those charges, he would have something to report to the Assembly.

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

Recommendations:

**PSY 151 - Introduction to Addiction Studies**

New Course

**PSY 251 - Substance Abuse: Pharmacology**

New Course

**PSY 252 - Community and Agency Counseling**

New Course

**PSY 257 - Counseling Theories and Techniques**

New Course

**PSY 264 - Addiction Counseling**

New Course

**PSY 265 - Addiction Studies Practicum**

New Course

Motion to accept recommendations:

Mov: R. Luke    Sec: P. Fleming

Vote on recommendations:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

**Addiction Studies AAS: New Curriculum**

Motion to accept recommendations:

Mov: R. Luke    Sec: N. Picioccio

Vote on recommendations:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

**Addiction Studies Certificate: New Curriculum**

Motion to accept recommendations:

Mov: N. Picioccio    Sec: H. Holbeck

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Vote on recommendations:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

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

No Report

## **NEW BUSINESS**

None

## **REPORT OF THE CHAIR**

1. 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; its members include Dr. Luke and Professors Pat Payne, Richard Ellison, Xenia Balabkins.
2. Meetings with the Task Force Chairs have been taking place. Guidelines, charges and other procedural issues have been discussed.
3. The next regular meeting of the College Assembly will be held on Thursday, December 6, 2007.

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

Mr. Ramirez voiced his concern that if faculty are evaluating a students' academic performance, then are we administratively giving a punitive grade of "F" if the student never came to class. Mr. Griffith stated that we have a very liberal withdrawal process. In addition, those students may file a written appeal for an exception to an academic policy. Discussion continued on the implications of administratively withdrawing students which may adversely affect the students' financial aid, health care, NJ Stars and other program eligibility as those students may have to maintain full-time status.

## **ADJOURNMENT**

Motion to Adjourn:

Mov: C. Harrington    Sec: R. Luke

There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Jeffrey Spector  
Chair, College Assembly  
JS:ls