

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
NOVEMBER 3, 2005
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

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

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

STUDENTS: C. Chukunta, V. Jambusaria, A. Latar, E. Manresa, P. Patel, S. Patel, J. Pidich, C. Sanford, N. Shah

SUPPORT STAFF: L. Friedman, 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: F. Burke, A. Class-Rivera, M. Dave, J. Gutowski, F. Hertrich, J. Ramirez

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: F. Gordon*, A. Snopek*

FACULTY: J. Lasky*

STUDENTS: R. Asiedu*, N. Drelles, D. Levine, T. Sitaca*

SUPPORT STAFF: J. Fuller*, R. Gons*

*Excused

Meeting of the College Assembly – November 3, 2005

With a quorum present, Professor Alice Picardo called the November regular meeting of the College Assembly to order on Thursday, November 3, 2005 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: X. Balabkins Sec: S. DelVecchio

Minutes accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Brenda Gray, Chair

No Report

B. Accessibility for Persons with Disabilities - Dr. Michael Miniere, Chair

No Report

C. Bylaws – Dr. Mathew Spano, Chair

Charge:

Coordinate with the Task Force on Community Concerns and Campus Life, an evaluation of the composition and purpose of said Task Forces. Make appropriate recommendations.

Report:

The Bylaws Task Force met on October 20th and began to work with the Task Forces on Campus Life and Community Concerns on evaluating the purpose and composition of these respective task forces. The Bylaws Task Force wishes to thank Dr. Christine Harrington, Chair of Campus Life, and Dr. Darlene Yoseloff, Chair of Community Concerns, for presenting the suggestions of their respective task forces at our meeting. Productive dialogue with Campus Life and Community Concerns is in process.

D. Campus Diversity – Ms. Theresa Orosz, Chair

Charge:

Report on the implementation status of recommendations submitted by your Task Force in 2005, approved by the College Assembly and forwarded to/signed by the College President.

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Recommendation:

That Campus Cruiser be used as a vehicle to update MCC students on the activities of the College Assembly

Implementation:

- Campus Cruiser email addresses will be used in conjunction with personal email addresses to contact students on the College Assembly. This transition phase is expected to last through May 2006. The exclusive use of Campus Cruiser email addresses is anticipated to begin in fall 2006.
- Any College Assembly information that is posted on InfoNet is now also being posted on Campus Cruiser. For example, this year, Campus Cruiser was used to advertise the October 6 Forum on Academic Integrity that was held during the College Assembly meeting.
- It is important to note that students will be kept apprised of College Assembly business through monthly meetings with the College Assembly Chair. Beginning October 31, monthly student meetings with College Assembly/Task Force students will be held.

E. Campus Life – Dr. Christine Harrington

1. Charge:

Report on the implementation status of recommendations submitted by your Task Force in 2005, approved by the College Assembly and forwarded to/signed by the College President.

Report #1:

Upon investigation, it was found that a recommendation “That smoking be prohibited within 25 feet of the entrance to a campus building” (March 18, 2004) is still under consideration. There has been some recent legislation that affects smoking on school grounds. The Task Force on Campus Life will report back to College Assembly once further information is available.

2. Charge:

Coordinate, with the Task Force on Bylaws, an evaluation of the size and purpose of this Task Force. Make appropriate recommendations.

Report #2:

The Campus Life Task Force discussed its purpose and membership at length. We suggested modifications to provide clarity to our purpose and

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appropriate representation to our membership. We met with Bylaws to discuss our proposed suggestions and forwarded them an outline of our suggestions.

F. Community Concerns – Ms. Darlene Yoseloff

Charge:

Since the Community Concerns Task Force was established in 2004-2005, questions have arisen regarding the purpose and composition of the Task Force. As a result, coordinate, with the Task Force on Bylaws, an evaluation of the composition and purpose of the Task Force on Community Concerns. Make appropriate recommendations.

Report:

In discussion with the Bylaws Task Force, Community Concerns is:

1. Reviewing its membership.
2. Discussing its purposes.
3. Evaluating its existence.

G. Curriculum - Professor Phyllis Fleming, Chair

Recommendations:

CSC 108 - Introduction to Internet Applications

Change in: Course Content, Prerequisite(s), Title, Catalog Course Description and Behavioral Objectives

CSC 126 - Help Desk Customer Service

New Course and New Course Code

CSC 127 - Help Desk Operation

New Course and New Course Code

Motion to accept recommendations:

Mov: M. Laskowski-Sachnoff Sec: N. Picioccio

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Technical Certificate in Computer Help Desk Administration: New Curriculum

Motion to accept recommendation:

Mov: R. Ellison Sec: E. Schatz

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Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

H. Educational Resources - Mr. Lewis Ostar, Chair

No Report

NEW BUSINESS

None

REPORT OF THE CHAIR

1. The Ad Hoc Committee on Academic Integrity has submitted its final report and all supporting documents to the College Assembly office and these documents have been forwarded to the Task Force on Academic Standards. The Task Force has been asked to review the report and present their recommendations to the Assembly during this academic year. The Committee was thanked for their sustained and consistent work over the past two years.
2. Meetings with the Task Force Chairs have been taking place. Guidelines, charges and other procedural issues have been discussed.
3. Following this meeting, a column will appear on the InfoNet and Campus Cruiser entitled, "College Assembly News." This column will briefly recount the work of the Assembly and its Task Forces and will appear two to three times a semester in an effort to keep the College community informed about Assembly business.
4. A meeting for student members of the College Assembly was held on Monday, October 31. Fifteen (15) students attended the meeting. President La Perla-Morales has graciously offered to open her home for our next student meeting which will take place on Monday, November 28, at 11:00 a.m. Both President La Perla-Morales and Vice President Hays will attend. All student members of the Assembly and its Task Forces will be invited to attend.
5. Student members of the Assembly and Task Forces have been asked to regularly check their Campus Cruiser e-mail, since the College Assembly is transitioning to the use of Campus Cruiser e-mail addresses only.
6. All Course and Curriculum Approval Forms and Guidelines are now available on the InfoNet in Word format. Professor Picardo thanked Professor Fleming, Mr. Kruszewski and Mr. Hoff for helping the College Assembly office take this step. Anyone who has questions regarding the forms should contact Professor Fleming, Chair of the Curriculum Task Force, or Professor Picardo.

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7. Memos were sent to all the Academic Deans, Department Chairs and Division Council Chairs regarding the curriculum forms/guidelines to be used when submitting proposals to the Assembly. These new forms are dated September 2005. All earlier versions used for approval should be discarded. The Curriculum Task Force has agreed to accept curriculum on March 2004 forms until the end of the semester. As of December 16th, only curriculum completed on the form dated September 2005 will be accepted.
8. Because of the Thanksgiving Holiday, November is a short month relative to preparing College Assembly business for December. Consequently, all recommendations and/or reports must be submitted to the Assembly office on or before Thursday, November 17, 2005. The next regular meeting of the College Assembly will be held on Thursday, December 1, 2005 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

Professor John Ramirez asked to be recognized and announced that CELT would host a discussion entitled, "What Can We Learn From Cheating?" on Monday, November 21, 2005 from 11:00 a.m. - 12:20 p.m., CELT Meeting Room, Center 1, Room 106. Students are encouraged to attend.

He also announced that as part of the Hispanic Heritage Month, a Panel Discussion on the "Role of Latino Organizations in Higher Education" would be held on Monday, November 14, 2005 in the College Center, Rooms 103 and 104, from 11:00 a.m. - 12:30 p.m. Lunch will be provided.

In regard to the transition to using Campus Cruiser email addresses for College Assembly/student communication, Professor Shay volunteered that Campus Cruiser e-mail can be filtered and forwarded to another e-mail address.

ADJOURNMENT

Motion to Adjourn:

Mov: S. DelVecchio Sec: S. Biswas

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

Respectfully submitted,

Alice L. Picardo
Chair, College Assembly

ALP:ls