

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
NOVEMBER 6, 2008
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:
S. Barnhart, E. Griffith, M. Maciolek, T. Orosz

FACULTY: S. Altman, S. Biswas, E. Christensen, E. Dikun, T. Drew, M. Edwards, U. Narayanan, N. Picioccio, J. Ramirez, E. Reid, A. Rivera, M. Santelli, M. Scanlon, J. Waintraub, S. Zale

STUDENTS: J. Crawford, P. Gopalan, J. LeDonne, E. Makwana, T. Mensah, M. Plichta, Y. Shudoh, D. Wolfe, F. Zanatta

SUPPORT STAFF: S. D'Elia, R. Hanson, B. Rosen

TASK FORCE CHAIRS:

Academic Standards: S. Zale

Accessibility for Persons with Disabilities: V. Kanwal

Bylaws: J. Spector

Campus Diversity: H. Hyman

Campus Life: T. McGlincy

Community Concerns: P. Moran*

Curriculum: P. Yarmchuk

Educational Resources: S. Altman

GUESTS: V. Blanco, N. Heller, H. Holbeck, C. Quigley, R. Roy

PARLIAMENTARIAN: M. Laskowski-Sachnoff

MEMBERS ABSENT

DEANS: M. Conners*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: T. Montani, T. Sabol,
D. Trainor

FACULTY: S. Majiduddin*, C. Wathen*

STUDENTS: J. Colbeth, J. Espinoza, J. Ragsdale*, N. Rajendran, S. Shah*, R. Yajnik

SUPPORT STAFF: A. Ballina*, N. Nichols*

*Excused

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With a quorum present, Professor Richard Ellison called the November regular meeting of the College Assembly to order on Thursday, November 6, 2008 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: N. Picioccio Sec: E. Reid

Minutes are accepted as presented.

UNFINISHED BUSINESS

Professor Ellison stated that since the College Assembly does not have anyone serving in the first Chair-Elect position, he asked the Assembly for consent to suspend the Bylaws in order to change the schedule for nominations for first Chair-Elect. According to Bylaws 1.1102 – Suspension of the Bylaws, Bylaws may be suspended for any meeting of the College Assembly with the unanimous consent of the voting members present. By consensus, all members of the Assembly were in favor of suspending the Bylaws.

Mr. John Kruszewski, Chair for the first Chair-Elect Nominations Committee was introduced and presented the slate of candidates for first Chair-Elect 2008-2010.

Two (2) nominees were announced:

Dr. Hillary Hyman – Department of ESL/Languages and Cultures

Ms. Theresa Orosz – Academic Advising Center and Open College

Following College Assembly Bylaws, 1.0500-Article V., Professor Ellison opened the floor for nominations for first Chair-Elect candidates. There were no nominations from the floor.

Motion to close nominations:

Mov: M. Maciolek Sec: R. Luke

Vote to close nominations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Professor Ellison stated that the next order of business will be for the Teller's Committee, comprised of Professors Mary Pat Maciolek, Nicholas Picioccio and Mr. Scott D'Elia to count the ballots at the December Meeting of the College Assembly. The two (2) candidates will be asked to give a short presentation at the beginning of the December College Assembly meeting. The College Assembly Office sent information out to the candidates so that they can provide biographical information to

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the Assembly. This information will be included in the Minutes of the November meeting.

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Steven Zale, Chair

Charge:

Review the procedure and criteria used for a student needing a 2.0 GPA to graduate who may not have earned a 2.0 GPA. Consider whether the student has met the requirement of a 2.0 GPA in the major courses and if so, report both GPA's on the student's transcript. Make appropriate recommendations

Report:

It is suggested that the college continues adhering to the board policy (policy under "Degree and Certificate Requirements"), which states that the minimum cumulative grade point average of 2.0 be applied for both the degree requirement and certificate requirement for graduation. Since this policy does not allow for any exceptions, it needs to be published on the college's web site and in the college catalog.

Currently, the board policy for MCC graduation includes the following requirements where applicable for a degree or certificate. The first requirement is the satisfactory completion of courses in an approved program with the appropriate semester credit hours. Second, the minimum of "C" grades in English composition courses are needed. Third, some programs may impose residency requirements. Lastly, a minimum cumulative GPA of 2.0 is required.

In order to be considered for graduation, the college uses a curriculum GPA to represent the student's performance in a particular major when a student has not attained a cumulative GPA of 2.0. A cumulative GPA is also computed each semester and maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, both grades appear on their permanent records, but only the higher grade counts in the cumulative GPA. To define GPAs at MCC in Colleague, a student's term and cumulative GPA are reflected. A term GPA represents a student's GPA for one specific semester.

The task force was concerned with making a recommendation that would be fair, consistent, and based on sound rationale regarding graduation requirements. In the past, the college has allowed a student who has a cumulative GPA of less than 2.0 to appeal for the use of the curriculum GPA, which is at least 2.0. According to the Office of the Registrar, from 1970-2007, 117 students have graduated using their curriculum GPAs, whereby their cumulative GPAs were less than 2.0. The task force recognized that curricula across the campus have

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their own requirements for graduation, such as the Nursing program that demands students maintain a cumulative GPA of at least 2.0.

In order not to lower the educational standards of the college and jeopardize the academic integrity of MCC, the task force strongly felt that the college's board policy, which states the minimum cumulative GPA of 2.0 for degree and certificate requirements, should be maintained and fully supported without any extenuating circumstances. The data collected by the task force showed that almost all NJ two-year schools require a minimum cumulative GPA of 2.0 without any exceptions for graduation requirements. The task force believed that granting students the ability to graduate with less than a cumulative GPA of 2.0 would send unfavorable signals regarding MCCs academic standards to other institutions and our students and community.

Charge:

Review the procedure and criteria used to grant credit to an incoming transfer student for a course in which the incoming student has earned a grade of C-. Make appropriate recommendations.

Report:

It is suggested that the college continues adhering to the college policy (p 8, online college catalog 2008-2009 under "Previous College Credit"), which states that only grades of "C" and above are accepted as credit from an incoming transfer student from an accredited college. Since this policy does not allow for any exceptions, it needs to be published on the college's web site and in the college catalog.

Students who have attended another accredited college must submit their official transcripts to the Office of Admissions for transfer credit. In addition, students who wish to transfer credit from a foreign institution must submit an evaluation from a certified evaluation service of the courses taken. Currently, the college policy states that only grades of "C" and higher are recognized for credit from an incoming transfer student.

The task force collected data on the transfer credit policies among several NJ community colleges and discovered that all of the schools had a comparable policy to MCC. The data indicated a few exceptions: Ocean County College accepts a C- grade only if the cumulative GPA is at least 2.0. In addition, the County College of Morris accepts a C- grade since the school does not stipulate any quality points (2.0) for any incoming student. With the exclusion of these two schools, the remaining colleges reported that they do not transfer courses with a C- grade.

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The Task Force also discussed the new NJ transfer legislation in which four-year institutions are required to accept the two-year degree along with the students' credits. Four-year colleges are required to accept a "C-" or "D" grade, if they

accept a “C-” or “D” grade from their native students. If the four-year colleges do not accept a “C-“ or “D” grade from their own school, they will not accept the “C-“ or “D” grade from ours and hence, require students to repeat courses when these poor grades are earned.

The Task Force discussed the impact of the “C-” grade on the college. With the addition of a “C-“ grade, the college’s degree and certificate requirements and grading system would need substantial modification. The Task Force strongly felt that a “C-“grade did not reflect satisfactory competence in a subject area and therefore, should not be deemed as transferable credit. This college policy does not grant any exceptions, so it needs to be published on the college’s web site and in the college catalog.

**B. Accessibility for Persons with Disabilities -
Dr. Virender Kanwal, Chair**

Charge:

Investigate the availability of adaptive testing facilities for part-time and evening students.

Report:

We had a visitor, Ryan Manatch (Testing Coordinator) to the meeting and discussed the impact of merging adaptive testing with the regular testing. Some concerns of the two departments merging by the Task Force members were noise from the Testing department and privacy for Project Connection students.

Charge:

Conduct a survey to ascertain campus concerns regarding disability issues.

Report:

The Task Force members reviewed the results of last year’s survey and Randolph Larate from Facilities Management gave an update on projects that are in the process to help people with disabilities.

Charge:

To share with curriculum regarding a disability statement for a cover sheet for syllabus.

Report:

The Task Force approved the statement: If you need accommodations due to a disability, contact Disability Services in Edison Hall, Room 100, (732)906-2546.

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C. Bylaws – Professor Jeffrey Spector, Chair

Charge:

Review the Bylaws of the College Assembly as they relate to membership on committees and consider changing the term “Center Director” to “Center Director or Designee”.

Report:

The Director of the New Brunswick or Perth Amboy Center have membership by virtue of position on the following Task Forces; Campus Life, Community Concerns, and Campus Diversity. The membership definition for each of these Task Forces in regards to the center directors reads:

“Director or representative from New Brunswick or Perth Amboy Center”

This definition allows for the director to appoint a designee as their representative. Therefore no further action is required for this charge.

D. Campus Diversity – Dr. Hillary Hyman, Chair

No report.

E. Campus Life – Mr. Terry McGlincy, Chair

No report.

F. Community Concerns – Ms. Patricia Moran, Chair

No report.

G. Curriculum - Dr. Paul Yarmchuk, Chair

No report.

H. Educational Resources - Professor Susan Altman, Chair

Charge:

“Consider the most beneficial means to communicate course material”

Report:

We are researching how the 19 New Jersey Community Colleges disseminate information to students and will be discussing our findings at our next meeting.

Charge:

“Work with the Task Force on Curriculum to investigate the use of technology in the curriculum approval process”

Report:

We have looked into it and they do not need our help at this time.

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Charge:

“Conduct a survey of teaching faculty and technology”

Report:

We have worked on a survey that will be going out soon to all faculty and administrators and will look at the results. Once the results are in, we will discuss our finding and recommendations.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. The following Fast-Track curriculum items were approved:
 - CHM 123: General Chemistry I
 - To separate lecture and lab into 2 course codes.
 - CHM 121 lecture (3 credits): CHM 125 lab (1 credit)
 - (CHM 123 will be removed from the catalogue)
 - CHM 124: General Chemistry II
 - To separate lecture and lab into 2 course codes.
 - CHM 122 lecture (3 credits): CHM 126 lab (1 credit)
 - (CHM 124 will be removed from the catalogue)
 - CHM 223: Organic Chemistry I
 - To separate lecture and lab into 2 course codes.
 - CHM 221 lecture (3 credits): CHM 127 lab (1 credit)
 - (CHM 223 will be removed from the catalogue)
 - CHM 224: Organic Chemistry II
 - To separate lecture and lab into 2 course codes.
 - CHM 222 lecture (3 credits): CHM 128 lab (1 credit)
 - (CHM 224 will be removed from the catalogue)
 - Biology – Science Transfer Program (A.S.): Change in Curriculum
 - To be in compliance with the New Jersey Administrative Code, Title 9A – Higher Education Chapter I Licensure Rules 9A:1-2-3
 - To make the Science Transfer Programs in the SMHT Division consistent in course offerings and terminology.
 - Biology – Science Transfer Program, Pre-Professional Option: Change in Curriculum
 - To be in compliance with the New Jersey Administrative Code, Title 9A – Higher Education Chapter I Licensure Rules 9A:1-2-3
 - To make the Science Transfer Programs in the SMHT Division consistent in course offerings and terminology.
 - Physics – Science Transfer Program: Change in Curriculum

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To be in compliance with the New Jersey Administrative Code, Title 9A – Higher Education Chapter I Licensure Rules 9A:1-2-3
 To make the Science Transfer Programs in the SMHT Division consistent in course offerings and terminology.

2. The next meeting of the College Assembly will be held on Thursday, December 4, 2008 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

Professor Spector stated that the students are using the gazebos, which were established for smoking on campus, where they are accessible and it's cutting down on second hand smoke and there are less cigarette butts around those buildings that have gazebos. He is in favor of increasing the number of gazebos on campus,

ADJOURNMENT

Motion to Adjourn:

Mov: S. Altman Sec: N. Picioccio

There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Richard Ellison
Chair, College Assembly

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