

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
DECEMBER 6, 2007  
MEMBERS PRESENT**

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

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

V. Blanco, F. Gordon, T. Montani, T. Orosz, T. Sabol

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

**STUDENTS:** A. Bea, L. Chen, J. Cortese, R. Kappagantula, M. Kocha, J. Ragsdale, S. Singh, B. Stoor, D. Ventura, R. Yajnik

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

**TASK FORCE CHAIRS:**

**Academic Standards:** S. Zale

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

**Bylaws:** E. Schatz for B. Simon

**Campus Diversity:** J. Peleg

**Campus Life:** J. Herrling for T. McGlincy

**Community Concerns:** V. Vega

**Curriculum:** P. Yarmchuk

**Educational Resources:** S. Altman

**GUESTS:** V. Coulombe, E. Griffith, K. Hays, F. Hertrich, R. Myung-In, U. Narayanan, A. Roche, E. Schatz

**PARLIAMENTARIAN:** R. Luke

**MEMBERS ABSENT**

**DEANS:** D. Lemcoe\*

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** H. Holbeck\*, M. Maciolek\*

**FACULTY:** C. Bowers, A. Gincel\*, C. Harrington\*, C. Pean\*

**STUDENTS:** M. Cai\*, A. Geva\*, S. Khawaja\*

**SUPPORT STAFF:** J. Slicner

\*Excused

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With a quorum present, Professor Jeffrey Spector called the December regular meeting of the College Assembly to order on Thursday, December 6, 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: P. Fleming Sec: V. Kanwal

Minutes are accepted as presented.

### **UNFINISHED BUSINESS**

None

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

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

Charge:

Using a minimal grade as a prerequisite for successive classes.

Report:

The Task Force will propose at the February College Assembly Meeting suggesting that a minimum grade of "C" or better as a prerequisite for sequential successive courses be exercised voluntarily in each academic department.

Charge:

Examine the "I" grade.

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Report:

Currently, the "I" grade counts as zero points and is calculated with the GPA at the end of the semester. As a result of the "I" grade being included into the GPA, the students' academic status may be negatively impacted and cause the student to be placed on probation, restriction, dismissal, etc. If the student finally completes the course with a grade of "A," the "I" is replaced by the grade of "A" and the GPA must be recalculated, and the academic status must be manually updated only if it's requested by the student. The task force will be examining the "I" grade.

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

None

**C. Bylaws – Professor Emmi Schatz for Dr. Beverly Simon, Chair**

Report:

The Bylaws Task Force continues to work through the many pages of the Bylaws to adjust what needs to be changed due to the merging of the Student Development and Enrollment Management Divisions.

**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 been hard at work exploring whether student activities, clubs, and educational programs and events on campus are effective at encouraging diverse groups to socialize and work together, and will be prepared to make its recommendations to the College Assembly at the February meeting.

**E. Campus Life – Dr. John Herrling for Mr. Terry McGlincy, Chair**

Charge:

Review our current policy concerning smoking on campus. Make the appropriate recommendations.

Report:

The Task Force discussed our present policy and several policies used at other County College campuses. Several questions developed.

- 1) What are the policies at other County Colleges?
- 2) What are the penalties for infraction of this policy?

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- 3) Who enforces the policies?

The Task Force discovered that most community colleges have varying degrees of a smoking policy ranging from Raritan Valley, which bans smoking completely on the campus, others that have smoking kiosks and those, which have smoking only in parking lots. A poll was conducted on the on-line version of the student newspaper Quo Vadis and 47% of the student respondents thought that the college should publicize and enforce the current smoking policy. However, there is some confusion on this because there was a recommendation in 2004 for a policy that prohibits smoking within 25 feet of the buildings on campus, but this was not signed by the past President Dr. John Bakum. The policy currently in place is that smoking is prohibited in buildings, but this is not connected to the 25 feet. 17% of the student respondents wanted to build smoking gazebos across campus and 5% suggested restricting smoking to the parking lots. In addition, 31% of the respondents suggested banning smoking from the campus altogether. The complication with this is enforcement and from our understanding of the other colleges, none of them use their police to enforce. The campus community takes responsibility for enforcing the smoking policy.

Point of History and Clarification - Mr. Hertrich: The current smoking policy states that smoking is prohibited in buildings. However, this policy excludes the private residencies on campus. When proposing an adjustment to this smoking policy, if we so choose, we should also exclude the private residencies.

Charge:

Review the Code of Student Conduct. Update the code to reflect the needs of our contemporary campus community. The code should include relevant items from the report on academic integrity. Make the appropriate recommendations.

Report:

After a general discussion of the code each member of the Task Force was asked to review our present code and be prepared to discuss at the next meeting.

Charge:

Study the establishment of a student government for Middlesex County College. Examine possible forms and responsibilities of a student government. Present a report to the assembly and make the appropriate recommendations.

Report:

Discussion of the history of student government at Middlesex County College and possible alternatives to the present structure.

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Question of what the student government and college establishment relationship might be. Contact was made to other County Colleges for their Student Government Association structure. Further discussion at our next meeting.

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

### Charge:

Investigate the needs of the business sector in the southern part of the county. Determining the credit and non-credit requirements of the area.

### Report:

Dean Mary Ann Conners has been in discussion with Jane Brady, Director of the Work Force Investment Board. They noted demographic changes in the Southern part of the county. Mary Ann Conners reported that in terms of the college servicing that area, it appears that courses that deal with the Logistics of Distribution Warehouses, English as a Second Language, and programs targeted toward the adult/elder community may be some of their more pressing needs.

### Charge:

Explore ways to encourage financial sponsorship by the business community of college organizations and the college.

### Report:

The Foundation Director, Michael David-Wilson spoke to the Task Force on the process the Foundation uses in recommending that a building or location be named in honor of a donor. He explained that the rule of thumb is that donations should be 30% of the construction cost of a building or 1 million dollars whichever is less, however there is some flexibility in that. Naming properties does exist to thank donors for their contributions such as in the Johnson Commons after the Johnson family or to encourage people or corporations to donate or increase their donations. He also said that the Foundation donors are usually interested in donating to scholarships and that there are a number of scholarships named for the donors. Donors interested in naming opportunities for buildings do exist but are rare.

### Charge:

Explore ways in which MCC can respond to parental concerns.

### Report:

Ms. Audrey Davis spoke with Ms. Alice Picardo regarding the increasing need for the campus to deal with parental concerns. Audrey outlined the various reasons Alice cited for this new occurrence. The campus is currently dealing

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with this by having a separate orientation for parents. Members of the committee suggested that we may need to have a brochure for parents that address the most frequently asked questions.

Point of Clarification - Dr. Herrling: The college usually terms it family orientation not just parental orientation. There is also a website being developed for families that will provide a central point for questions to be answered as well as resources.

Charge:

Explore methods by which the community can express their academic and other needs to the college community.

Report:

The task force discussed the benefits of practical and interactive approaches. This could include having members from community organizations periodically meet with us or creating events that would directly benefit the community.

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

Recommendations:

#### **BIO 229 - Cell Biology**

New Course

Motion to accept recommendation:

Mov: P. Fleming    Sec: S. Biswas

Vote on recommendation:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

#### **FSC 214 - Rescue Company Operations in the Fire Service**

New Course

#### **SCI 207 - Principles of Fire Protection Chemistry & Physics**

New Course

Motion to accept recommendations:

Mov: N. Picioccio    Sec: R. Yajnik

Vote on recommendations:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

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#### **Fire Science Technology Program: New Curriculum**

Motion to accept recommendation:

Mov: C. Reilly    Sec: N. Picioccio

Vote on recommendation:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

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

Report:

The Task Force had a meeting on November 8 and actively discussed the charges of the committee. During our meeting we worked on questions for the survey that was sent to all faculty to determine the technological needs of the faculty (second charge). This survey was sent out in late November and we are awaiting replies.

We also discussed wireless technology, and our new charges. Various members of the committee are researching information to be brought to the next meeting for discussion and action.

#### **I. Ad-Hoc Task Force on Select Issues of Curriculum - Professor Phyllis Fleming, Chair**

Charge:

Create a manual for the curriculum approval process that will be made available online to the campus community via the Infonet. This manual should include guidelines for fast track changes, as well as all standard pieces of the curriculum process. Work with the Task Force on Bylaws to remove the relevant articles from the Bylaws dealing with the curriculum process. Make appropriate recommendations.

Report:

The task force met in October and identified some existing documentation on the curriculum approval process that will serve as the basis of the curriculum manual. In November, each task force member contributed additions and revisions to the base documentation. The task force chair compiled the additions and revisions into a curriculum manual draft. The task force is currently reviewing that draft. The task force will continue to meet on a monthly basis to finish its work. The goal is to have a curriculum manual ready by early spring to present to the College Assembly.

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Charge:

Review the criteria used to designate a course as meeting a general education requirement. Make the appropriate recommendations. Any accepted recommendations should be added/included in the manual for curriculum approval.

**Report:**

At the October meeting, the task force decided to table the second charge of reviewing the criteria for general education courses until a current copy of the state criteria on general education courses could be obtained. The state has recently revised the general education criteria adopted back in 1997. The task force will address this charge as soon as more information on the revised general education criteria becomes available.

**NEW BUSINESS**

None

**REPORT OF THE CHAIR**

1. All curriculum items that came before the College Assembly at the November 1, 2007 meeting were approved by the College President and are to be implemented by the Vice President of Academic and Student Affairs.

2. The following Fast-Track curriculum items were approved:

FMR 206 - Store Field Experience II

Change the course title from Store Field Experience II to Store Field Experience.

MCT 220 - Introduction to Robotics and Control Systems

Change from five (5) Studio Hours to one (1) Lecture & four (4) Lab Hours

Accounting A.A.S.

Changes made to total semester credits from 66-70 to 63-66.

HRI 107 - Baking Fundamentals

To remove the prerequisite of HRI 103: Principals of Food Preparation & Selection and to reduce lab hours from five (5) to four (4).

HRI 111 - Food Preparation Practicum

To change the name of the course to: Culinary Arts Externship.

Information Systems Security Certificate of Achievement

Replace CSC 241 with CSC 258 as a required course, Replace CSC 247 with CSC 252 as a technical elective course, allow CSC 161 or CSC 133 as an alternate problem-solving/programming prerequisite course.

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Java and Web Programming Certificate of Achievement

Add Java to the certificate name, replace CSC 160 with CSC 245, Delete the technical elective, allow CSC 162-Object Oriented Programming in Java-as an alternate problem-solving/programming prerequisite course.

3. The next meeting of the College Assembly will be held on Thursday, February 7, 2008 at 2:00 p.m.

**RECOGNITION AND HEARING FROM THE PUBLIC**

None

**ADJOURNMENT**

Motion to Adjourn:

Mov: S. Biswas    Sec: R. Luke

There being no further business, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Jeffrey Spector  
Chair, College Assembly

JS:ls