

TO: Members of the College Assembly
FROM: Alice L. Picardo
Chair, College Assembly
RE: College Assembly Annual Report- 2005-2006
DATE: June 30, 2006

**PRESIDENTIAL
APPROVAL**

RECOMMENDATION

**Academic Standards Task Force:
Dr. Brenda Gray, Chair - 2005-2006**

On the charge to: Establish a policy that indicates when academic status will be assessed. Currently, determination is made at the conclusion of Fall, Winter, Spring, and Summer reporting.

- **That Academic Status Review be made at the conclusion of the Fall, Spring and Summer reporting.** **3/8/06**

On the charge to: Review the implications of the new SAT, which now requires an essay, upon the writing component of the College Placement Test.

- a. Determine exemption from the writing component of the College Placement Test.
- b. If this were to be permitted, what score would warrant exemption?

- **That the new writing portion of the SAT not be used at this time as part of the College Placement Test exemption process. That this Charge be revisited at a later date.** **3/8/06**

On the charge to: Review the necessity of awarding of "N" grades.

- **That the "N" grade should remain as a grade given at the mid-term and as a final grade, if it were given as a mid-term grade. That the "N" grade be better defined. The recommended definition is: "Insufficient information to evaluate the student at this time." That an in service training for faculty in assigning the "N" grade at mid-term is needed.** **3/8/06**

On the charge to: Review the Ad Hoc Committee on Academic Integrity Report and bring it forward to the College Assembly for recommendation.

- **That the Academic Standards Task Force accepts the Ad Hoc Committee on Academic Integrity Report and recommends that the report be forwarded to the President for consideration and possible implementation.**

(Pending)

On the charge which reads: During academic status review, academic status situations arise when a student takes one or two courses during a winter or summer session, successfully passes the course (s), but because of a prior low GPA and academic restriction status, is actually reclassified to academic suspension or dismissal. In this case, the student is penalized for taking and passing these courses. Do our policies for academic status take into account such situations of interim academic progress? Consider developing a policy that would formally recognize students who improve in this situation.

- **That students who are on academic probation or restriction, their academic status cannot be downgraded to academic suspension or dismissal in any subsequent semester for which the term GPA is at or above 2.0. However, if a student is taking a development course in that semester, the student needs to achieve a grade of C or better in that semester for this allowance to apply.**

4/11/06

On the charge to: Examine the current policy on awarding two degrees. The current policy states: *"A second associate degree may be awarded to only those programs which differ by a minimum of 15 credits in major courses. Such a degree may be awarded only upon completion of the degree requirements for the second degree."* (CC 2005-2008, pg.11.) Consider changing the policy to a 12 credit difference. In most of these programs, there is only a 12 credit difference, for example in the achievement of a double major in Biology-transfer and Chemistry-transfer, Business Administration and Accounting, or two Liberal Arts options. Currently, students must appeal before being granted permission to be awarded two degrees.

- **That a second Associate degree may be awarded upon completion of the degree requirements for the second degree.**

5/12/06

On the charge to: Investigate and report on the College's current procedure for evaluating life experience for college credit. Consider how life experience can be credited using more than the traditional evaluating tools, such as CLEP. Survey similar institutions for their policies and procedures:

- **That MCC utilize Prior Learning Assessment (PLA) and Work Credit in addition to CLEP and DANTES which are currently used by the college for college credit (College Catalogue) .**

5/12/06

On the charge to: Examine the policy stated in the catalog regarding repeated courses (CC2005-2008, p.13) **be disposed of without change** in the policy on Academic Standards of Progress.

**Accessibility for Persons with Disabilities Task Force:
Dr. Michael Miniere, Chair - 2005-2006**

On the charge to: Conduct surveys and/or focus groups of faculty, staff, students, and administration to ascertain campus concerns regarding disability issues as they pertain to working with and providing services for students with disabilities, and to consider learning, as well as physical disability issues. Create a report to educate the college community in terms of these concerns.

- **That all instructors including full time and adjunct faculty be provided with information at the beginning of each semester regarding the procedures and laws for handling and accommodating persons with disabilities. This information could be provided through handouts and workshops.**

5/12/06

Report:

- **The Task Force met with students from Project Connections to hear and discuss concerns for individuals with learning disabilities. The Task Force then extended an open invitation to students with any type of disability to an additional meeting. The outcome of these meetings allowed the Task Force to hear directly from students regarding their concerns on disability issues. Additionally, the Task Force compiled and mailed a survey to all students registered with the Counselor for Students with Disabilities. 505 surveys were sent and 55 were returned. The Task Force was in favor of conducting the survey yearly or more often.**
- **The Task Force was preparing to request a charge to investigate a noise problem that exists in the Project Connections' testing area. However, after investigation by the Chair of the Task Force and members of Facilities Management, the problem was identified. Further investigation concluded that plans were underway to remedy the situation. The noise problem improved slightly. Additional investigation into the cause of the excessive noise will continue.**

Bylaws Task Force:

Dr. Mathew Spano, Chair - 2005-2006

On the charge (re-assigned from Spring 2005) to: Work in conjunction with the Campus Life Task Force to evaluate their size and purpose as outlined in the Bylaws of the College Assembly 2004-05.

- **That the following revised membership and purposes for the Task Force on Campus Life in place of those described in the current edition of the College Assembly Bylaws:** **3/8/06**

Membership:

A. Faculty	3
B. Faculty at large	1
C. Adjunct at large	1
D. Faculty Advisor to a Student Organization	1
E. Director of Student Activities	1
F. Director or representative from the Office of Health & Safety	1
G. Director of Academic Advising or Admissions or designee	1
H. Executive Director or representative from Facilities Management	1
I. Director or representative from Counseling and Career Services	1
J. Director or representative from New Brunswick or Perth Amboy Center	1
K. Support Staff from Police Department	1
L. Support Staff with direct student contact	1
M. Officer of the College Center Programming Board	1
N. Students	<u>5</u>
Total	20

Purposes:

Studies and recommends policy regarding:

- A. Student life (bookstore, clubs, food services¹, parking, and student activities).**
- B. Use of facilities by campus community for activities that occur outside of the classroom situation.**
- C. Student support services (academic advisement, admissions, athletics, bursar, counseling and career services, EOF, financial aid, library, minority student affairs, registrar, safety and health, testing, and tutoring).**
- D. Campus oriented publications for internal use.**

On the charge to: Coordinate, with the Task Force on Community Concerns, an evaluation of the composition and purpose of said Task Force.

¹ This area includes the cafeteria, catering, vending, kiosks, special activities, and the like.

RECOMMENDATION

Report:

- **The Bylaws Task Force reviewed the request by the Community Concerns Task Force to be dissolved, then voted unanimously not to dissolve the Task Force on Community Concerns. To help develop and further define the task force, The Bylaws Task Force asked the College Assembly Chair-Elect to meet with the Task Force on Community Concerns to develop new charges as per the duties of the Chairperson-Elect described in 1.0602, item A of the College Assembly Bylaws. The Bylaws Task Force voted unanimously not to change the Task Force’s membership or purpose at this time. However, a suggested standing charge of the Task Force might be to establish and develop relationships with organizations, constituencies, and/or “resource individuals” from outside of the college community.**

On the charge to: Consider the Fast Track curriculum approval process for inclusion in the College Assembly Bylaws:

Report:

- **The Bylaws Task Force reviewed all of the necessary documentation regarding the Fast Track process, and met with the Curriculum Task Force Chair and the Vice President for Academic and Student Affairs to discuss the process further. After careful review, the Bylaws Task Force does not feel that the “Fast Track Approval” process is a Bylaws issue at this time, although supportive of the Curriculum Task Force’s suggestion to implement, on a trial basis, the Fast Track process that was approved by the College Assembly and accepted by the President. A trial period of one academic year may be used to further define the term “minor changes”; to gather examples and descriptions of such changes; and to test and revise (if necessary) the Fast Track process. Once this review has been completed, and the Fast Track process is in its most complete and clearly defined form, it may then be evaluated for adoption into the Bylaws as an amendment to the standard course approval procedure.**

On the charge to: Review the Curriculum Task Force recommendation to add the approval and signature of the Vice President for Academic and Student Affairs to the sequential course approval procedure as stipulated by the current Bylaws.

▪ That the inclusion of the approval and signature of the Vice President for Academic and Student affairs in the sequential course approval procedure as stipulated in the current Bylaws. The Bylaws Task Force also recommends the inclusion of the approval and signature of the Division Dean in the procedure. The Bylaws Task Force recommends that the following revised procedure replace the current one in 3.A. under Curriculum Task Force (1.0710):

4/11/06

- A. All new courses offered for academic credit or academic credit equivalency by the College shall be subject to the following sequential course approval procedures:
1. Approval of department if applicable-signature of appropriate person.
 2. Evaluation and signature of Department Chairperson or Director.
 3. Approval of Division Council if applicable-signature of Chairperson.
 4. Approval of Division Dean-signature.
 5. Approval of Curriculum Task Force-signature of Chairperson.
 6. Approval of College Assembly -signature of Chairperson.
 7. Approval of Vice President for Academic and Student Affairs-signature.
 8. Approval of President-signature.

On the charge to: Consider representational and voting balance for the Assembly and Task Force membership given the recent structural changes within departments and divisions and to consider all new positions as they may apply to the Assembly.

Report:

- The Bylaws Task Force communicated with the Department Assistant of the College Assembly regarding new positions and Divisional changes.

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

Report:

- The Bylaws Task Force evaluated and revised last year's recommendation to change the purposes of the Campus Life Task Force.

RECOMMENDATION

- Regarding last year's recommendation to change the membership of the Educational Resources Task Force, the Chair of Educational Resources reports that the change has been implemented and is satisfactory.
- Regarding last year's recommendation to revise the voting procedures for Enrollment Management and Student Development to elect members to the College Assembly and its task forces, the Deans of the two respective divisions report that the new voting procedures are being implemented. Since the election process will not be completed until May, an evaluation of the voting procedures is not possible at this time.

Campus Diversity Task Force:
Ms. Theresa Orosz, Chair - 2005-2006

On the charge to: Develop a definition of "diversity" as it applies to Middlesex County College students, faculty, administration, and staff. Consider all aspects of diversity, including, but not limited to, gender, race, creed, and sexual orientation.

- That the following diversity definition for Middlesex County College be adopted:
"The practice of diversity at Middlesex County College embraces, recognizes, and respects individual perspectives while fostering an environment that reflects the rich and unique composition of our community."

5/12/06

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

Report:

- The Task Force reports that Campus Cruiser be used as a vehicle to update MCC students on the activities of the College Assembly.

Implementation:

- The Chairperson of the College Assembly reports that 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.

RECOMMENDATION

- Any College Assembly information that is posted on InfoNet is now also being posted on Campus Cruiser
 - Although not specifically related to the use of Campus Cruiser, 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, the Chairperson of the Assembly will hold monthly briefings with College Assembly students.
- The Task Force reports that an information/education session between the Middlesex County College Police and Middlesex County College student clubs be implemented.

Implementation

- The Dean of Student Development has indicated that the MCC police and Student Activities staff communicate on an ongoing basis. Additionally, meetings with the Police Chief and Captain are held regularly and as situations warrant.
- On January 20, 2006, a Best Practices Conference entitled “Effective Police and Student Affairs Partnerships” was hosted by the Dean of Student Development and the Chief of Police. Members of the faculty, the Division of Student Development, the MCC Police Department, and the Office of Health and Safety attended. The purpose of the meeting was to share ways in which the student affairs staff and the police can work together to positively impact student behavior and to identify challenges and constraints that affect the development of effective partnerships. The Director, Special Services Unit, Division of Public Safety from the University of Pennsylvania was the guest speaker. The conference also included a presentation by the Captain of the MCC Police Department and the Dean of Student Development. Diversity issues were discussed during the conference. Two follow-up meeting are being scheduled for this semester. The first will focus on a review of the partnership and goals. Student club members will be invited to the second meeting which will focus on plans for the 2006 – 2007 academic year.

Campus Life Task Force:

Dr. Christine Harrington, Chair - 2005-2006

On the charge to: Examine and report on students’ perception of the role they play in college governance. Are these optimal avenues for the collective student voice? Survey students on how to strengthen their level of participation.

RECOMMENDATION

**PRESIDENTIAL
APPROVAL**

▪ That in addition to the current methods used (excellent academic performance, division council recommendations, and student activities fair), additional avenues for student awareness of and involvement in college governance be utilized. The task force recommends that Campus Cruiser and flyers posted campus-wide be used as main avenues for encouraging student participation in college governance. In addition, the task force suggests that students be informed of this opportunity at New Student Orientation, through professor announcements, Quo Vadis – the student newspaper, and possibly even Open Houses. It is also recommended that a mechanism within Campus Cruiser be used for students to voice concerns and suggestions, allowing the student voice to be present in the development of charges for Task Forces.

3/8/06

On the charge to: Investigate and determine the need for a college-wide policy and procedures manual to instruct faculty, staff, and administration on basic, day-to-day operational procedures such as purchasing guidelines, room and transportation reservations, etc.

▪ That a campus wide policy and procedure manual be developed.

4/11/06

On the charge to: Coordinate with the Task Force on Bylaws to evaluate their size and purpose, the task force met with Bylaws and forwarded them an outline of suggestions regarding size and purpose. **See Task Force on Bylaws.**

3/08/06

On the charge to: 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:

- The Task Force reports that upon investigation, it was found that the recommendation “That smoking be prohibited within 25 feet of the entrance to a campus building” (March 18, 2004) is still under consideration.
- The Task Force reports that upon investigation, the Dean of Student Development reports that preliminary plans to enhance spaces for students have been approved for the areas listed below:
 - College Center: Second floor Main Lobby and Cafeteria Lobby,
 - First Floor CC: Bunker Lounge has been re-designated as a student lounge.
 - Edison Hall: Lobby
 - Main Hall: Lobby
 - IRC: First Floor vestibule areaWork is scheduled to begin upon the completion of the Enrollment Center.

RECOMMENDATION

▪ In 1999, the college re-instituted the College-Wide Health and Safety Committee on the basis of recommendations by an outside consultant. The purpose of the committee was to take responsibility for evaluating the report and determining which of the recommendations should be implemented. By 2002, all recommendations were satisfied. Since the committee's responsibilities are included in the purposes of the Campus Life Task Force, from this time forward, non-urgent health issues will be directed to the Chair of the College Assembly for consideration as a charge for the Task Force. Urgent health and safety issues will continue to be directed to the Health and Safety Office. When presented with charges relating to health and safety, the Campus Life Task Force will consult with prior members of the College Wide Health and Safety Committee for their guidance. Currently a director or representative from Health and Safety is assigned, by position, to the Task Force.

**Community Concerns Task Force:
Ms. Darlene Yoseloff, Chair - 2005-2006**

On the charge to: Coordinate, with the Task Force on Bylaws, an evaluation of the composition and purpose of the Task Force on Community Concerns.

Report:

▪ The Bylaws Task Force reviewed the request by the Community Concerns Task Force to be dissolved, then voted unanimously not to dissolve the Task Force. To help develop and further define the task force, The Bylaws Task Force asked the College Assembly Chair-Elect to meet with the Task Force on Community Concerns to develop new charges as per the duties of the Chairperson-Elect described in 1.0602, item A of the College Assembly Bylaws. The Bylaws Task Force voted unanimously not to change the Task Force's membership or purpose at this time. However, a suggested standing charge of the Task Force might be to establish and develop relationships with organizations, constituencies, and/or "resource individuals" from outside of the college community.

**Curriculum Task Force:
Professor Phyllis Fleming, Chair - 2005-2006**

ACCOUNTING AND LEGAL STUDIES	
PLS 123-IS - Advanced Legal Writing	12/9/05
New Course and New Course Code	
Accounting Program: Change in Curriculum	5/12/06
Paralegal Studies Program: Change in Curriculum	12/9/05
Paralegal Studies Program: Change in Curriculum	5/12/06
Paralegal Studies Technical Certificate Program: Change in Curriculum	12/9/05

RECOMMENDATION**PRESIDENTIAL
APPROVAL**

Paralegal Studies Certificate Program: Change in Curriculum 12/9/05

BUSINESS ADMINISTRATION AND MANAGEMENT

Business Administration Degree, designed for transfer: Change in Curriculum 5/12/06

Fashion Merchandising and Retail Management Program: 5/12/06
Change in Curriculum

Management Program: Change in Curriculum 5/12/06

Marketing Program: Change in Curriculum 5/12/06

Small Business Management/Entrepreneurial Studies Program: 5/12/06
Change in Curriculum

CHEMISTRY & PHYSICS

CPT 205 - Process Technology Instrumentation 12/9/05
Change in: Course Content, Prerequisite(s), Title, Catalog Course Description,
Behavioral Objectives, Credit Hours, and Contact Hours

CPT 206 - Process Technology-Equipment 12/9/05
New Course and New Course Code

CPT 210 - Process Technology Systems 2/8/06
New Course and New Course Code

CPT 212 - Process Technology-Operations 2/8/06
New Course and New Course Code

CPT 214 - Process Technology Quality 5/12/06
New Course

CPT 226 - Process Technology Co-op Ed 2/8/06
New Course and New Course Code

EMP 110 - Introduction to Bioterrorism 12/9/05
New Course and New Course Code

SCI 210 - Environmental Geology 5/12/06
New Course

Process Technology: New Curriculum 5/12/06

Respiratory Care: Change in Curriculum 5/12/06

COMPUTER SCIENCE

CSC 108 - Introduction to Internet Applications 11/8/05
Change in: Course Content, Prerequisite(s), Title, Catalog Course
Description and Behavioral Objectives

CSC 126 - Help Desk Customer Service 11/8/05
New Course and New Course Code

CSC 127 - Help Desk Operation 11/8/05
New Course and New Course Code

CSC 161 - Introduction to Computer Science Using Java 3/8/06
New Course

CSC 162 - Object Oriented Programming Using Java 3/8/06
New Course

CSC 248 - PC Service and Support 5/12/06
Change in: Course Content, Prerequisite(s), Title, Catalog, Course Description
and Behavioral Objectives

RECOMMENDATION**PRESIDENTIAL
APPROVAL**

Technical Certificate in Computer Help Desk Administration: New Curriculum	11/8/05
Technical Certificate in Windows/PC Support: Change in Curriculum	5/12/06
Computer and Information Systems - General Option: Change in Curriculum	5/12/06
Computer and Information Systems - Network Administration and Support Option: Change in Curriculum	5/12/06
Computer Science Transfer Change in Curriculum	3/8/06
DENTAL AUXILIARIES EDUCATION	
DHY 204 - Dental Materials Change in: Course Content and Contact Hours	3/8/06
ENGLISH	
ENG 241 - Feature Writing New Course	3/8/06
ELECTRICAL ENGINEERING TECHNOLOGY DEPARTMENT	
UTI 101 - Introduction to the Energy Utility Industry New Course and New Course Code	12/9/05
UTI 102 - Fundamentals of Gas Combustion New Course and New Course Code	12/9/05
UTI 103 - Fundamentals of Power Alternating Current New Course and New Course Code	12/9/05
UTI 104 - Introduction to Appliance Service New Course and New Course Code	12/9/05
UTI 105 - Inside Plant Operations New Course and New Course Code	12/9/05
UTI 106 - Introduction to Energy Utility Engineering New Course and New Course Code	12/9/05
UTI 107 - Introduction to Metering New Course and New Course Code	12/9/05
UTI 108 - Introduction to Underground Utilities New Course and New Course Code	12/9/05
UTI 109 - Introduction to Gas Distribution New Course and New Course Code	12/9/05
UTI 110 - Introduction to Power Plant Operations and Maintenance New Course and New Course Code	12/9/05
UTI 201 - Energy Utility Co-op Work Experience New Course and New Course Code	12/9/05
UTI - 202 - Energy Utility Co-op Work Experience New Course and New Course Code	12/9/05
Energy Utility Technology: New Curriculum	12/9/05

RECOMMENDATION**PRESIDENTIAL
APPROVAL****MATHEMATICS****MAT 116 - College Algebra**

New Course and New Course Code

12/9/05**MECHANICAL-CIVIL/CONSTRUCTION ENGINEERING****CIT 125 - Construction Estimating**

Change in: Course Content, Catalog Course Description, Credit Hours and Contact Hours

4/11/06**CIT 217 - Structural Design**

Change in: Course Content, Credit Hours and Contact Hours

4/11/06**MCT 220 - Introduction to Robotics and Control Systems**

Change in: Course Content, Catalog Course Description, Credit Hours and Contact Hours

4/11/06**MEC 260 - Mechanical Design Project**

New Course

4/11/06**Computer Aided Drafting Technical Certificate:** Change in Curriculum**5/12/06****The Civil/Construction Engineering Technology:** Change in Curriculum**4/11/06****Mechanical Engineering Technology Program:** Change in Curriculum**4/11/06****MODERN LANGUAGES****ASL 121 - American Sign Language I**

New Course and New Course Code

12/9/05**ASL 122 - American Sign Language II**

New Course and New Course Code

12/9/05**PSYCHOLOGY AND EDUCATION****Education Practitioner:** Change in Curriculum**2/8/06****VISUAL, PERFORMING AND MEDIA ARTS****A.A.S. in Advertising Graphic Design:** Change in Curriculum**4/11/06****A.A.S. in Professional Commercial Photography:** Change in Curriculum**4/11/06****Reported to the College Assembly: FAST-TRACK APPROVAL****RAD 190 - Clinical Orientation** - Increase in clinical hours**CHM 107 - Principals of General Organic and Biochemistry**

Course title and description change.

SOC 131 - Contemporary Social Problems

Change in prerequisite

**Educational Resources Task Force:
Mr. Lewis Ostar, Chair – 2005-2006**

On the charge to: Research and make recommendations on a policy for designing flexible and technology enhanced learning spaces. Use as a reference website such as, but not limited to <http://www.educause.edu/ELI/5521>

- **That an annual program of upgrade, maintenance and refreshing Be resourced and implemented to build an increasing percentage of technology and media ready classrooms and learning spaces that support the use of analogue and digital media services. That a general specification for technology and media ready classrooms and learning spaces be developed and updated annually (e.g. ceiling mounted data/video projector, DVD/VHS player, computer and network connection to support Internet and Video on Demand services). That new learning spaces are designed to include and enable the flexible use of media and technology.** **4/11/06**