

TO: Members of the College Assembly
FROM: Theresa Orosz
Chair, College Assembly
RE: College Assembly Annual Report: 2009-2010
DATE: June 30, 2010

RECOMMENDATION

**PRESIDENTIAL
APPROVAL**

**Academic Standards Task Force:
Professor Tracy Young, Chair - 2009-2010**

On the charge to: Revisit the way in which honors courses are designated in course listings and on transcripts to ensure consistency.

- **Since honors courses and sections are currently designated 6/2/10 only by appending "H" to the end of the course code (e.g. BIO 105H), the Task Force recommends that the parenthetical designation "(HONORS)" be added to the end of the course title to clarify and emphasize the honors status.**

To be implemented by: Vice President for Academic and Student Affairs

On the charge to: Investigate the transferability of courses to MCC from other institutions when there is a credit difference between the MCC course and the course being transferred from the sending institution. Develop guidelines for the evaluation of these courses and how they should be accepted. Will students be expected to take a part two of a course with a one credit difference?

- **When students transfer courses to Middlesex County College 2/25/10 from a regionally accredited institution of higher learning; and where there is a difference in credits between the course at that institution and MCC; for instance the sending college transcript has an accounting course for 3 credits and ours is 4 credits, the course will be accepted under the following conditions:**
 - **The course must be reviewed and accepted for transfer by the appropriate Department Chair (comparison of course content with MCC's course content).**

- **The course will transfer at exactly the number of credits given by the sending school whether the credit awarded is greater or lower than the MCC equivalent; thereby not requiring the student to take the course over for the additional credit required at MCC.**
- **Students that completed science coursework at another institution without a lab component and the MCC course requires a lab component, at the discretion of the Department Chair, would be instructed to either complete the lab component at MCC or retake the course at MCC to fulfill the required course components.**
- **Student's overall transcript will need to be evaluated to determine if there is a need for an additional course to meet graduation requirements with the reduction in the number of credits. Students will need 60 or more credits to graduate and therefore, the loss of one credit will in most cases not bring the student's total credits earned below the number of credits required to graduate. In cases where a student will need to make-up additional coursework to graduate the student will be notified by the Registrar's Office in their credit evaluation notification which is sent after transfer credit has been posted to the student's record. This notification will further direct the student to consult with their advisor for assistance in program planning.**

To be implemented by: Vice President for Academic and Student Affairs

On the charge to: Investigate the enrollment process at MCC for students who have been home-schooled. Take into consideration the enrollment management policies of other New Jersey community colleges.

- **That we accept home school diplomas. It is also recommended that the college catalog be amended to reflect the acceptance of home school diplomas.** **2/25/10**

To be implemented by: Vice President for Academic and Student Affairs

On the charge to: Investigate the feasibility of faculty members administratively withdrawing students who never attended their class by the mid-term point of the semester. What are the advantages and disadvantages?

- **The Task Force recommends that we continue with the current policy and the committee does not recommend administrative withdrawal; however, it is recommended that a statement be added to the college catalog and other appropriate documents (i.e. course abstracts, the pathfinder) stating that failure to attend class does not constitute a drop; students must follow the policy and procedures for withdrawal from a course.** **11/17/09**

To be implemented by: Vice President for Academic and Student Affairs

On the charge to: Review the credit-by-examination process and reaffirm the process or make recommendations for change.

- **The Task Force recommends the establishment of an Ad Hoc committee to review and establish written guidelines detailing the method and procedure for establishing and maintaining CBE at Middlesex County College.**

President's response: This recommendation was not signed as it was felt that it is best handled individually at the department level.

On the charge to: Review the proposal submitted by the Department of Dental Auxiliaries Education regarding changes to Standards of Progress for the Dental Hygiene Program. Make appropriate recommendations regarding request for approval. Please note that as this is an integral part of the program's accreditation, this charge receive prompt attention.

- **That the following changes be accepted as stated:** **11/17/09**
 - 1. Maintain a cumulative grade point average of 2.0.**
 - 2. Must achieve a "C" grade or better in all science courses to satisfy degree requirements.**
 - 3. Must achieve a "C" grade or better in all dental hygiene courses in order to progress in the curriculum.**
 - 4. An unsatisfactory grade (i.e. a grade less than "C") in any first semester dental hygiene course results in dismissal from the program. The student has the option to reapply to the Dental Hygiene Program. Upon readmission, the student is required to retake DHY 107-Preventive Oral Health Services I in addition to any other failed courses.**
 - 5. If a student earns a grade of less than "C" in any dental hygiene course other than the first semester courses, the student may retake the course the next time it is offered, and if space is available in the program for the student to return. Upon returning, the student is also required to retake the Preventive Oral Health Services course that is the co-requisite for the semester they return. Students retaking clinical courses must adhere to the conditions outlined in the Dental Hygiene program's *Policy for Returning Students*.
A student may retake a failed dental hygiene course only once; any subsequent failure(s) in the same dental hygiene course will result in dismissal from the Dental Hygiene Program.**
 - 6. Students who are dismissed from the Dental Hygiene Program have the option to re-apply.**

To be implemented by: Vice President for Academic and Student Affairs

On the charge to: Report on the implementation status of recommendations submitted by your task force in 2008-2009, approved by the College Assembly and forwarded to the College President for signature.

Report:

- **2008-2009 Charge: Review the college's policy on Foreign Credential Evaluation Services guidelines and make appropriate recommendations.**
 - **Recommendation: ... the admissions office and registrar request that students seeking transfer credit for courses taken at foreign institutions have their course work evaluated by a course by course basis by World Education Services (WES). In addition, the admissions office and registrar should accept evaluations from any member of the National Association of Credential Evaluation Services (NACES), or any member listed on the NJ Commission on Higher Education web site. This information should be in the college catalog and on the college web site.**
 - **Implementation: Signed by the president and implemented with no problems.**
- **2008-2009 Charge: Review the newly adopted campus policy which permits students to register for classes during the first week of a semester without faculty signatures. Especially review the policy as it relates to classes which only meet one time per week for three or four hours. Survey the teaching faculty and department chairs to assess the success or failure of this new policy**
 - **Recommendation: ... students be required to obtain an instructor's signature (or a printed copy of an e-mail from the instructor giving permission) during the first week of classes if the class has met and the section is open. In addition, students will be required to obtain signatures from both the chair and instructor (or a printed copy of an e-mail from the instructor giving permission) if the class has already met and the section is closed**
 - **Implementation: Signed by the president and implemented in the Fall 2009 semester with no problems**
- **Charge: Review the college's policy on Foreign Credential Evaluation Services guidelines and make appropriate recommendations.**
 - **Recommendation: ..that the admissions office and registrar request that students seeking transfer credit for courses taken at foreign institutions have their course work evaluated by a course by course basis by Work Education Services (WES). In addition, the admissions office and registrar should accept evaluations from any member of the National Association of Credential Evaluation Services (NACES), or any member listed on the NJ Commission on Higher Education web site. This information should be in the college catalog and on the college website.**

- **Implementation:** Signed by the president and implemented with no problems.
- **Charge:** Review the newly adopted campus policy which permits students to register for classes during the first week of a semester without faculty signatures. Especially review the policy as it relates to classes which only meet one time per week for three or four hours. Survey the teaching faculty and department chairs to assess the success or failure of this new policy.
 - **Recommendation:**that students be required to obtain an instructor's signature (or a printed copy of an e-mail from the instructor giving permission) during the first week of classes if the class has met and the section is open. In addition, students will be required to obtain signatures from both the chair and instructor (or a printed copy of an e-mail from the instructor giving permission) if the class has already met and the section is closed.
- **Implementation:** Signed by the president and implemented in the Fall 2009 semester with no problems.
- **Charge:** Working with the Honors Program Committee, review the proposed criteria for honors designations for college transcripts and diplomas. Consider the designation to be used for "Honors Courses, Departmental Honors and Full Honors." Make appropriate recommendations.
 - **Recommendation:**that for any Honors course, the word "Honors" should be included and added to the beginning of the title of the course. "Honors" should also be added into the body of the description of the course, and the Honors course title should appear on the student's transcript. In addition, this information should be incorporated on the college website.
 - **Implementation:** President did not sign and it was passed to the 2009-2010 Task Force for further review and clarification.
- **Charge:** Working with the Honors Program Committee, review the proposed requirements for full Honors Program eligibility and Departmental Honors Eligibility for both newly entering first-year students and current MCC and transfer students.
 - **Recommendation:** No recommendation made; Task Force felt the honors committee's proposed requirements appropriate.
- **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.
 - **Recommendation:** No recommendation was made; Task Force felt college policy appropriate.
- **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 requirements of a 2.0 GPA in the major courses and if so, report both GPAs on the student's transcript. Make

appropriate recommendations.

- **Recommendation:** No recommendation was made; Task Force felt college policy is appropriate.
- **Charge:** Review the policies of the Admissions department with regard to home schooling guidelines and make appropriate recommendations.
- **Recommendation:** Passed to the 2009-2010 Task Force.

Accessibility for Persons with Disabilities Task Force:

Dr. Virender Kanwal, Chair - 2009-2010

On the charge to: Report on the implementation status of recommendations submitted by your task force in 2008-2009, approved by the College Assembly and forwarded to the College President for signature.

Report:

Don Drost reviewed the progress that the college has made in adding more handicapped parking spaces. The college will be adding 7 regular and 2 van spaces, bringing up the total number of spaces to over 100. The area in front of the College Center, by the flagpole, will not be changed and that space will become available for parking only when the college has special events.

Dr. Hays attended the task force meeting and discussed the school's position of parking by the flagpole. She felt that parking regulations would be too difficult to enforce and in good weather many students gather in that area and therefore, having traffic in that area would be a safety issue.

The Police Chief, Captain Smilek informed us that the Police are patrolling handicapped areas more closely and have already given out more than 78 tickets this year. The Chief also updated us with the College's evacuation plan.

The task force members are thankful to Terri Orosz, who attended our meeting and arranged to bring Don Drost and Dr. Hays to our last meeting. We are extremely thankful to Dr. Hays, Don Drost and Captain Smilek for their valuable input.

A suggestion was made to see if it is feasible to add handicapped spaces to lot 16, which is near the side door to the College Center. This entrance is very close to the elevator and would considerably reduce the trip to the front of the building.

Bylaws Task Force:

Professor Jeffrey Spector, Chair - 2009-2010

On the charge to: Review the bylaws and make recommendations for changes according to the new organizational structure. Be sure to include changes that will need to be considered for the appendices as well.

Report:

The proposed changes to the Bylaws have been formulated and will be provided to the Bylaws Task Force in 2010-2011. They will be presented for vote by the College Assembly in 2010-2011.

Campus Diversity Task Force:

Dr. Hillary Hyman, Chair - 2009-2010

On the charge to: 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? Research how other community colleges address these issues

- **That based on the models offered by other similar institutions in the area, the task force recommends a group be formed to study the feasibility of establishing an Institute for the study of multicultural issues at Middlesex County College. The institute's charges would be to research, recommend, plan, and organize multicultural programs. Proposing policies and procedures to enhance campus diversity should also be within the purview of the institute.**

President's response: This recommendation was returned to the task force for further consideration. In addressing the charge a comprehensive report was generated detailing various diversity initiatives and programs that other New Jersey community colleges and the thought was to use that report to identify gaps or opportunities for diversity programs and initiatives here, and to use that to develop charges for the Campus Diversity Task Force for the upcoming year.

On the charge which reads: As diversity is a part of everything we do, evaluate the Task Force recommendations that have come forward from 1999 to the present and determine the need for the continuance of this Task Force in its current form. Consider the fact that issues of diversity should be incorporated into the Purposes of all Task Forces.

- **That in light of the contributions the Diversity Task Force 3/1/10 has made over the past 10 years, it is our feeling that the Diversity Task Force should continue to exist. Further examination of immediate and long term goals can be attained through use of a variety of tools and techniques.**

To be implemented by: College Assembly office

On the charge to: Report on the implementation status of recommendations submitted by your task force in 2008-2009, approved by the College Assembly and forwarded to the College President for signature.

RECOMMENDATION

Report:

The college's efforts to increase diversity related initiatives continue to move forward slowly. It appears a consistent and systemic institutional effort is still in the process of being developed.

There are a number of initiatives, some of which have been ongoing for many years that address cultural sensitivity and diversity issues. For instance, the Office of Minority Student Affairs sponsored Diversity Day for three successive years. The first two years featured student panels who discussed the uniqueness of their culture and its relevance to their educational experience at Middlesex County College. Last year's Diversity Day once again featured students that presented individually and responded to questions in an Oprah Winfrey style format. The most recent Diversity Day sponsored by the Office of Minority Student Affairs was in April 2008. The program was videotaped and facilitated by Dr. John Dunning.

The Center for the Enrichment of Learning and Teaching (CELT), under the direction of Dr. Kathy Fedorko, has continued to offer workshops. They are offered during the academic year and on Faculty Development Day. Over the years, some of the workshops have addressed diversity related issues (Strategies for Embracing Cultural Diversity in the Classroom, 2008, Prof. Sheema Majiduddin - Workshop, Teaching in an International Classroom, 2009 Prof. Rita Burton – Faculty Development Day) but few by comparison have focused on diversity related issues specifically. These offerings are attended by faculty and staff who have an interest in learning more about a particular topic. They are also taught or facilitated by volunteer presenters whose only motivation is the desire to share their particular expertise with the college community. There is no institutional incentive for persons to attend or to present.

The Office of Student Activities provides the College Community with annual programming that addresses issues of diversity specifically. Annual events offered by the office are as follows: Women's History Month, Hispanic Heritage Month, African History Month, Kwanzaa, Christmas, Hanukah and Ramadan programs. The office also provides funding for many cultural, religious and ethnic student organizations. These organizations frequently sponsor events that address their issues but are open to the entire college community. Some of the new student organizations for this current academic year are the Asian club and the Korean club. In addition, the gay and lesbian organization has been revitalized after a few years of low participation.

Liberal Arts Month has offered a variety of activities every year, such as international films and musical entertainment but does not focus on diversity issues specifically. It does aim to support and promote the Diversity Day activities that have been held during the same month.

The Task Force on Accessibility for Persons with Disabilities continues to sponsor Disability Awareness Day which is an annual event that attracts a college wide audience. Presenters that have national recognition have on occasion been keynote speakers as well as former Middlesex County College graduates like Le Derrick Horne

who will present on March 29 at 11:00 am. Topics presented over the years have ranged from mental health issues to learning disabilities.

The Center for the Study of Prejudice, Genocide and the Holocaust was established in the early 1990s and has been unofficially co-directed by Professors Norman Poppel and Jerome Shindelman (both of whom are now retired). The center is located in Raritan Hall and provides an opportunity for the college community to access its library of books (most of which have been donated by Shindelman and Poppel) and research related topics. In previous years the center sponsored trips to the Holocaust Museum in Washington D.C. and provided a week of related programming in collaboration with the Office of Student Activities. These activities no longer occur which is in part due to the retirement of Professors Shindelman and Poppel. We'd like to mention that they generously continue to donate their time to the center once a week during the academic year. The center continues to co-sponsor an annual Holocaust Commemoration with the Jewish Federation . The event is held every April. The center has never been financially underwritten by the college beyond the space in Raritan Hall and the office and equipment that it provides.

In April of 2003 and November of 2007 the college contracted with a private law firm to provide Sexual Harassment Training to all college employees. This initiative was vigorously promoted by the college and all college employees were strongly encouraged to attend. The college reports that the turnout was quite high to both of these training sessions. The Diversity Task Force has begun discussion about recommending the offering of an on-line version of this training.

Dr. Karen Hays, Vice President for Academic and Student Affairs reports that the college is currently researching training programs that relate to cultural/ethnic sensitivity and the recognition of disabilities. The goal of the college is to have material available that can be regularly accessed by all employees and provide an opportunity for any new employee to become better informed on these issues. Online programs are one of the things under consideration. Particular consideration is being given to the appropriateness of the material i.e. suitable for college students and employees as opposed to K-12. This work is currently being conducted by Mr. Joseph Morano, Special Assistant to the President for Labor Relations and Legal Affairs. However, she can foresee a diversity or sensitivity workshop being held this Fall during the State of the College or on Faculty Development Day. These activities are planned in conjunction with the college president Dr. Joann La Perla Morales and Dr. Kathy Fedorko, Director of CELT.

Dr. Hays also reports that the college has implemented an Employee Assistance Program and some employees have already benefitted from the services that it provides.

All in all, sensitivity training is a work in progress at MCC.

Campus Life Task Force:**Professor Dennis Johnson, Chair - 2009-2010**

On the charge which reads: In keeping with the new building signs publicizing MCC as a smoke-free campus, investigate the removal of the smoking gazebos to make the College a truly-smoke free environment.

- **It is recommended that the smoking gazebos should be removed to make the College a truly smoke-free environment. Smoking shall be restricted to campus parking lots with the exception of residences on Hoff Road. Removing the smoking gazebos and offering a variety of smoking cessation programs should occur concurrently.** 6/2/10

To be implemented by: The Executive Council

On the charge to: Investigate the ways in which the College is reducing its carbon footprint. What is MCC doing to "go green?"

- **That Middlesex County College form a standing committee to work on present and future environmental initiatives and promote the many things the College is already doing to reduce its carbon footprint.**

President's response: This recommendation was returned to the task force for clarification and further consideration.

Community Concerns Task Force:**Ms. Denise Watson, Chair – 2009-2010**

On the charge to: Explore the use of Twitter, Facebook, and other social websites as a student and/or College communication tool.

- **That the College adopt the use of Twitter, Facebook, or other social websites as a communication tool.** 1/20/10

To be implemented by: Vice President for Academic and Student Affairs

On the charge to: Investigate expanding the College marketing strategy to attract and interest English as a Second Language students and their potentially non-English speaking parents. What role can the Centers play in helping to develop a marketing strategy that responds to the changing needs of the populations that they serve?

- **That the College support the Centers with the resources necessary to provide workshops for ESL students and their parents to create awareness of education opportunities and the processes for admission to Middlesex County College. Workshops will include sessions for the Non-English speaking population.**

President's Response: The President fully supports activities to increase awareness of the Colleges' offerings for ESL students and their families, but did not feel such

RECOMMENDATION

activities require a formal recommendation from the Assembly and that this can be accomplished via the mechanisms that are already in place within the institution.

On the charge to: Evaluate the task force recommendations that have come forward from 2004 to the present and determine the need for the continuance of this task force in its current form.

- **That the task force continue to exist and has no recommendations regarding its composition.** 6/2/10

To be implemented by: College Assembly office

On the charge to: Report on the implementation status of recommendations submitted by your Task force in 2008-2009, approved by the College Assembly and forwarded to the College President for signature.

Report:

**In 2008-2009, the task force addressed the following charge:
“Review the practice of canceling schedules due to non-payment. Survey other colleges and determine alternate procedures for receiving student payments on a timely basis. Consider the establishment of an additional emergency fund for tuition and books to be used by students in need (similar to the fund already established by Retail Services.)**

The April 27, 2009 report to College Assembly indicated “After reviewing other community colleges procedure for cancelling schedules and extensive meetings with the college Bursar, it was decided that the policy itself is fine, but that increased communication can help filter and lessen the problem. Our suggestions for the increased communication are:

- 1. Reminder statement on Campus Cruiser.**
- 2. Automated phone calls.**
- 3. Statement on invoice that says “if payment is not received by X date, students will be dropped from the class.”**

On February 18, 2010, the Bursar reported that while the recommendations were implemented, they saw no better results. The changes in the economy and the unprecedented onslaught of financial aid applications were cited as reasons that the process worked very differently this year and hindered the ability to know what the impact of the recommendations might have been.

Curriculum Task Force:

Professor Marianne Santelli, Chair - 2009-2010

On the charge to: Evaluate all new or revised curricula and programs according to the curriculum procedure manual.

RECOMMENDATION	PRESIDENTIAL APPROVAL
<u>CHEMISTRY & PHYSICS</u>	
SCI 160: Essentials of Oceanography New Course	10/6/09
<u>COMPUTER SCIENCE AND INFORMATION TECHNOLOGY</u>	
CSC 263: Computer Organization and Architecture I New Course	1/20/10
CSC 264: Computer Organization and Architecture II New Course	1/20/10
Computer Science Transfer A.S.: Change in Curriculum	1/20/10
<u>DENTAL AUXILIARIES</u>	
DHY 218: Local Anesthesia and Pain Control New Course	5/4/10
Dental Hygiene A.A.S.: Revised Curriculum	5/4/10
<u>ENGINEERING TECHNOLOGIES</u>	
SCI 116: Introduction to Renewable Energy New Course	11/17/09
<u>ENGLISH</u>	
ENG 080: English Workshop New Course	6/2/10
RDG 080: Reading Workshop New Course	6/2/10
<u>HISTORY AND SOCIAL SCIENCE</u>	
SOC 217: Human Behavior in the Social Environment I New Course	6/2/10
SOC 219: Human Behavior in the Social Environment II New Course	6/2/10
<u>HOTEL, RESTAURANT AND INSTITUTION MANAGEMENT</u>	
Dietetics Transfer A.S.: New Curriculum	2/24/10
<u>VISUAL PERFORMING & MEDIA ARTS</u>	
MAD 108: Photography II Change in: Course Content, Catalog Course Description, Behavioral Objectives, Contact Hours	3/12/10
PCP 221: Color Photograph Change in: Course Content, Prerequisite(s), Catalog Course Description, Behavioral Objectives, Contact Hours, Title	3/12/10
PCP 224: Digital Imaging Change in: Course Content, Prerequisite(s), Catalog Course Description, Behavioral Objectives, Contact Hours, Title	3/12/10

RECOMMENDATION	PRESIDENTIAL APPROVAL
PCP 225: Commercial Photography Change in: Course Content, Prerequisite(s), Catalog Course Description, Behavioral Objectives, Contact Hours, Title	3/12/10
PCP 226: Professional Studio Photography Change in: Course Content, Prerequisite(s), Catalog Course Description, Behavioral Objectives, Contact Hours	3/12/10
PCP 280: Portfolio Change in: Course Content, Prerequisite(s), Catalog Course Description, Behavioral Objectives, Contact Hours	3/12/10
MAD 107: Photography I Change in: Course Content, Catalog Course Description, Behavioral Objectives and Contact Hours	1/20/10
Web Design A.A.S.: New Curriculum	10/6/09
Web Design Certificate of Achievement: New Curriculum	10/6/09

Reported to the College Assembly: FAST-TRACK APPROVAL

ACCOUNTING, BUSINESS AND LEGAL STUDIES

BUS 107: Computer Applications for Business Remove from the catalogue.	7/1/10
BUS 107: Computer Applications for Business Remove BUS 107: Computer Applications for Business, in each of the appropriate programs in the Visual, Performing and Media Arts department as an option as it is no longer being offered. There will be no change in credits.	7/1/10
Accounting A.A.S. BUS 107 will no longer be offered after spring 2010. Students will take CSC 105 (Computer Applications and Systems). They might choose CSC 106 (Intermediate PC Applications with Programming), if they have the pre-requisites. Either will complete their GE MST Technology graduation requirement.	4/21/10
Fashion Merchandising and Retail Management A.A.S. BUS 107 will no longer be offered after spring 2010. Students will take CSC 105 (Computer Applications and Systems). They might choose CSC 106 (Intermediate PC Applications with Programming), if they have the pre-requisites. Either will complete their GE MST Technology graduation requirement.	4/21/10
Forensic Accounting and Fraud Examination Certificate of Achievement BUS 107 will no longer be offered after spring 2010. Students will take CSC 105 (Computer Applications and Systems). They might choose CSC 106 (Intermediate PC Applications with Programming), if they have the pre-requisites. Either will complete their GE MST Technology graduation requirement.	4/21/10
Liberal Arts Business A.A. To clarify the math sequence in LABUS and be in line with the state's GE MST requirements of 12-15 credits in GE MST courses. Students need two higher levels in a math sequence, one technology course, and one science to complete this GE MST requirement for graduation.	4/28/10
Management A.A.S. BUS 107 will no longer be offered after spring 2010. Students will take CSC 105 (Computer Applications and Systems). They might choose CSC 106 (Intermediate PC Applications with Programming), if they have the pre-requisites. Either will complete their GE MST Technology graduation requirement.	4/21/10

RECOMMENDATION	PRESIDENTIAL APPROVAL
<p>Marketing A.A.S. BUS 107 will no longer be offered after spring 2010. Students will take CSC 105 (Computer Applications and Systems). They might choose CSC 106 (Intermediate PC Applications with Programming), if they have the pre-requisites. Either will complete their GE MST Technology graduation requirement.</p>	4/21/10
<p>Paralegal Studies Certificate Revision will change the status of PLS 104, PLS 108, PLS 110 from required courses to electives.</p>	10/19/09
<p>Paralegal Studies Program A.A.S. BUS 107 will no longer be offered after spring 2010. Students will take CSC 105 (Computer Applications and Systems). They might choose CSC 106 (Intermediate PC Applications with Programming), if they have the pre-requisites. Either will complete their GE MST Technology graduation requirement.</p>	4/21/10
<p>Paralegal Studies Program A.A.S. PLS 107 is no longer offered, (Law Office Management). To be consistent with the current catalog, 2009-2012, we are requesting to remove the PLS 107 as an elective choice still remaining on the PLS.AAS degree.</p>	4/28/10
<p>Small Business Management/Entrepreneurial Studies Certificate BUS 107 will no longer be offered after spring 2010. Students will take CSC 105 (Computer Applications and Systems). They might choose CSC 106 (Intermediate PC Applications with Programming), if they have the pre-requisites. Either will complete their GE MST Technology graduation requirement.</p>	4/21/10
<p>Small Business Management/Entrepreneurial Studies A.A.S. BUS 107 will no longer be offered after spring 2010. Students will take CSC 105 (Computer Applications and Systems). They might choose CSC 106 (Intermediate PC Applications with Programming), if they have the pre-requisites. Either will complete their GE MST Technology graduation requirement.</p>	4/21/10
<u>BIOLOGY</u>	
<p>BIO 226: Biological Technology Cooperative Education Delete BIO 226 from the catalogue.</p>	5/6/10
<u>CHEMISTRY AND PHYSICS</u>	
<p>ENV 220: Principles of Occupational Safety and Health Replace prerequisite of CHM 118 with CHM 117.</p>	4/21/10
<p>Process Technology Program A.A.S. Change in program description.</p>	4/21/10
<p>Process Technology Program A.A.S. Remove SCI 104 from the curriculum. Remove ENV 223 from the curriculum.</p>	4/21/10

RECOMMENDATION**PRESIDENTIAL
APPROVAL****ENGINEERING TECHNOLOGIES****ELT 224: Communication Electronics** 10/19/09

Change prerequisite from ELT 210 to ELT 110.

Energy Utility Technology A.A.S. 12/16/09

1. Move UTI 101 Intro to Energy Utilities to semester II.
2. Move CSC 105 Computer Applications and Systems to semester I.
3. Change BUS 240 to BUS 101
4. Remove the Humanities elective and replace with a Humanities or Social Science elective requirement.
5. Add SCI 116 Introduction to Renewable Energy to semester IV.

Civil Engineering Technology A.A.S. 3/25/10

Update the physic course numbers to reflect the change when the laboratory and lecture were broken into separate courses.

Civil Engineering Technology-Land Surveying Option A.A.S. 4/21/10

Remove the Land Surveying as an option and make it a stand alone program.
Change the name of the program from "Civil Engineering Technology-Land Surveying Option" to "Surveying Engineering Technology."

Civil Engineering Technology – Land Surveying Option A.A.S. 3/25/10

Update the physic course numbers to reflect the change when the laboratory and lecture were broken into separate courses.

Electrical Engineering Technology A.A.S. 3/25/10

Update the physic course numbers to reflect the change when the laboratory and lecture were broken into separate courses.

Mechanical Engineering Technology A.A.S. 3/25/10

Update the physic course numbers to reflect the change when the laboratory and lecture were broken into separate courses.

Engineering Science A.S. 3/25/10

Update the physic course numbers to reflect the change when the laboratory and lecture were broken into separate courses.

ENGLISH**ENG 125: English Composition II: Writing about Literature** 7/1/10

Remove from the catalogue.

ENG 125: English Composition II: Writing about Literature 7/1/10

Remove ENG 125 in each of the appropriate degree programs in the Division of Professional Studies as it is no longer offered by the English department.

ENG 125: English Composition II: Writing about Literature 7/1/10

Remove ENG 125 in each of the appropriate degree programs in the Division of Arts and Sciences as it is no longer offered by the English department.

ENG 253: Mythology in Literature 1/4/10

Revised course description.

HISTORY AND SOCIAL SCIENCE**Liberal Arts – Early Childhood Education A.A.** 5/6/10

Adjust course listing in catalog to reflect PSY 226 as liberal arts elective and EDU 208 as the divisional elective.

RECOMMENDATION**PRESIDENTIAL
APPROVAL****Liberal Arts – Education A.A.****5/6/10**

Adjust course listing in catalog to reflect PSY 226 as liberal arts elective and EDU 121 as the divisional elective. (Also correct two small errors in the description for content area electives.)

Liberal Arts – General A.A.**5/6/10**

To include all departments within the division now that there are 2 divisions.

HOTEL, RESTAURANT & INSTITUTION MANAGEMENT**Hotel Operations Certificate of Achievement****3/25/10**

Remove BUS 107: Computer Applications for Business and replace with CSC 105 Computer Applications and Systems.

Restaurant Operations Certificate of Achievement**3/25/10**

Remove BUS 107: Computer Applications for Business and replace with CSC 105 Computer Applications and Systems.

**Hotel, Restaurant and Institution Management:Culinary Arts
Management Option A.A.S.****3/25/10**

Remove BUS 107: Computer Applications for Business and replace with CSC 105 Computer Applications and Systems.

**Hotel, Restaurant and Institution Management:Hotel/Motel
Management Option A.A.S.****3/25/10**

Remove BUS 107: Computer Applications for Business and replace with CSC 105 Computer Applications and Systems.

**Hotel, Restaurant and Institution Management:Restaurant/Foodservice
Management Option A.A.S.****3/25/10**

Remove BUS 107: Computer Applications for Business and replace with CSC 105 Computer Applications and Systems.

DTC 210: Supervised Field Experience: Clinical, Community Foodservice**3/25/10**

Change prerequisite HRI 218:Nutrition Throughout the Life Span to a co-requisite course.

DTC 220: Seminar in Dietetic Technology**3/25/10**

Change prerequisite HRI 218:Nutrition Throughout the Life Span to a co-requisite course.

HRI 201: Hotel-Motel Front Office Operations**3/25/10**

Remove pre-requisite BUS 107 Computer Applications for Business and replace with CSC 105 Computer Applications and Systems as pre-requisite.

MEDICAL LABORATORY TECHNOLOGY**Medical Laboratory Technology A.A.S.****10/19/09**

1, Either a Humanities elective or a Social Science elective are required for the program according to the AAS general education requirement; and therefore we are eliminating the Humanities and keeping the Social Science elective as stated in the proposed curriculum.

2. PED/HED meets the MCC requirement for the physical education/health elective.

The change is to eliminate the HED requirement and only require a one credit PED.

Health Science A.A.S.**10/19/09**

Presently PED/HED meets the MCC requirement for the Physical Education/Health Elective. The change is to eliminate the HED requirement and only require a one credit PED.

RECOMMENDATION

NURSING PROGRAM

Nursing Program A.S.

5/6/10

In semester 4, the Nursing program states that students must take 2 general education electives. Unfortunately, it does not specify what general education courses must be taken. One course should be specified as General Education Humanities elective (GE HUM) and the other course should specify the General Education codes (GE COM, GE DIV, GE HUM, GE, GE MST, or GE SS). Additionally, the department advisement statement in the catalog should be removed, and the following information added.

- 1) General Education Humanities (GE HUM). Choose one course designated in the course descriptions as general education humanities (GE HUM).
- 2) General Education Elective. Choose one course designated in the course descriptions as general education communications (GE COM), or diversity (GE DIV), or humanities (GE HUM), or mathematics, science or technology (GE MST), or social science (GE SS).

PSYCHOSOCIAL REHABILITATION AND TREATMENT

Psychosocial Rehabilitation and Treatment A.S.

7/1/10

- PSR 102: Communication Techniques in Interviewing and Counseling
Remove prerequisite and corequisite: PSR 101 and the statement "or written permission of department chairperson."
- PSR 103: Introduction to Group Dynamics
Remove prerequisite and corequisite: PSR 101 and the statement "or written permission of department chairperson."
- PSR 104: Clinical Principles in Psychosocial Rehabilitation and Treatment
Prerequisite PSR 101
- PSR 209: Emerging Topics in Psychosocial Rehabilitation and Treatment
Change corequisite from PSR 208 to PSR 211.

RADIOGRAPHY EDUCATION

RAD 275: Radiographic Physics and Equipment Maintenance

3/25/10

Changes 3 hours lecture and 1 hour lab to 2 hours lecture and 2 hours lab.

VISUAL PERFORMING AND MEDIA ARTS

BUS 107: Computer Applications for Business

7/1/10

Remove BUS 107: Computer Applications for Business in each of the appropriate programs in the Visual, Performing and Media Arts Department as an option as it is no longer being offered. There will be no change in credits.

Educational Resources Task Force:

Professor Nicholas Picioccio, Chair – 2009-2010

On the charge to: Survey the college community for feedback on what resources/items should be preserved in the library's archives.

- **Establish a committee or group of liaisons to the Archives from among members of the academic and administrative departments in order to facilitate timely and consistent accession of both electronic and tangible materials that are integral to the history of the college or that have otherwise been deemed essential to the Archive collection.**

President's response: It would be best to await the hiring of the new Library Director.

On the charge to: Explore the availability of E-books and electronic book readers.
Make appropriate recommendations.

- **Regarding electronic book readers:**

It is recommended not to adopt any particular type of hardware or software electronic book readers that are currently available. It is further recommended to fund a budget line to buy several electronic book readers for evaluation and experimentation by members of the college community.

- **Regarding e-books and e-textbooks:**

It is recommended for textbook orders to include an option to purchase an e-book version if available for the equivalent textbook.

It is further recommended to augment the current collection of e-books and start a collection of e-textbooks in the college library that would be available for reserve in a similar manner as other library resources. It is recommended to fund budget lines to provide additional e-books and selected e-textbooks.

President's response: It would be best to await the hiring of the new Library Director.

On the charge to: Report on the implementation status of recommendations submitted by your Task Force in 2008-2009, approved by the College Assembly and forwarded to the College President for signature.

Report:

Charge: Consider the most beneficial means to communicate course information (such as standardized course outline template) to students. Investigate how other colleges communicate course information (including student learning outcomes) to students.

Recommendation: The college website is the best place to communicate course information to students. Based on our research, the college needs a single source relational and free-text searchable database to feed all applications including Colleague, Campus Cruiser, the college website, all department websites, and the college catalogue

Current Status: An initial discussion has taken place with several administrators to begin the implementation.

Charge: Conduct a survey of the teaching faculty and administrators in order to update their future technological needs of classrooms and labs.

Recommendation: Based on the results of the 2008 Teaching Survey for Teaching and Learning, we recommend the following:

- Upgrade classrooms with ceiling-mounted projectors to include switches and audio.
- Continue to increase the number of media enhanced classrooms on campus and urban centers with the eventual goal of completing 100% of all classrooms.
- Continue to increase the number of flexible computer labs on campus that are available for general and/or occasional use for both lab and classroom applications.
- Streamline the procedure for scheduling the computer labs on campus and communicate this procedure to department chairs and faculty to make the existing computer labs more accessible for their classes.
- Continue workshops for faculty and staff to learn about the technologies that are available for their use and learn how to use these technologies to support teaching and learning on campus.

Current Status: For the media enhanced rooms:

- 1) The college now has 12 additional media enhanced rooms (11 classrooms and 1 meeting room)
- 2) 8 rooms have now been upgraded to include wall switches and ceiling mount projectors.
- 3) A media enhanced classroom includes the following:
 1. Ceiling mounted projector.
 2. Speakers on the projector.
 3. Wall switch to control the projector and audio control.
 4. CD/DVD player.
 5. Some rooms include flip top tables to change surface of the table from a monitor to a flat desk top.
- 4) 16 additional rooms have been requested to become media enhanced for this academic year.
- 5) Standard practice for the future is to refresh computer labs with flip top desks.

For streamlining the procedure for scheduling the computer labs on campus:

- 1) No status has been reported that has changed the current process.

For workshops for faculty and staff to learn about technologies:

- 1) CELT is running technology workshops and is developing technology mentors.