

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
NOVEMBER 2, 2006  
MEMBERS PRESENT**

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

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

V. Blanco, R. Ellison, F. Gordon, H. Holbeck, J. Kruszewski, T. Montani

**FACULTY:** X. Balabkins, S. Biswas, B. Cavanaugh, E. Dikun, C. Dolan, P. Fleming, N. Granuzzo, A. Gincel, C. Harrington, V. Kanwal, J. Lasky, C. Pean, C. Reilly, E. Schatz

**STUDENTS:** L. Campbell, J. Cortese, R. Dzioba, F. Husein, J. Pidich, G. Virasawmi, D. Wesnowky, J. Willard, J. C. Yew

**SUPPORT STAFF:** S. DeSantis, L. Friedman, K. Gormish

**TASK FORCE CHAIRS:**

**Academic Standards:** S. Zale

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

**Bylaws:** B. Simon

**Campus Diversity:** L. Carter

**Campus Life:** J. Herrling

**Community Concerns:** A. Davis

**Curriculum:** G. Kehrer

**Educational Resources:** S. Rowley\*

**GUESTS:** F. Burke, K. Fedorko, D. Gardner, E. Griffith, K. Hays, E. Jones, U. Narayanan, R. Strugala, L. Tillotson

**PARLIAMENTARIAN:** M. Laskowski-Sachnoff

**MEMBERS ABSENT**

**DEANS:** J. Lewis\*

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** M. Maciolek\*

**FACULTY:** C. Bowers\*, J. Gaspar\*, E. Reid

**STUDENTS:** L. Campbell, J. Jacik, C. Pena, M. Poandl\*, T. Robinson, T. Sitaca\*

**SUPPORT STAFF:** J. Fuller, J. Slicner\*

\*Excused

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With a quorum present, Professor Jeffrey Spector called the November regular meeting of the College Assembly to order on Thursday, November 2, 2006 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

### **APPROVAL OF MINUTES**

Motion to approve minutes:

Mov: E. Schatz      Sec: R. Ellison

Minutes accepted as corrected: on page 2 of the October 5, 2006 minutes, Professor Ana Class-Rivera, Counseling and Career Services, should have also been introduced as a new faculty member.

### **UNFINISHED BUSINESS**

Professor Spector announced that at the October 5, 2006 meeting the following names were presented as nominees for Chair-Elect:

Professor Richard Ellison  
Dr. Christine Harrington

Motion to accept nominations:

Mov: J. Kruszewski      Sec: X. Balabkins

Vote to accept nominations:

App: Unanimous      Opp: 0      Abs: 0

Following College Assembly Bylaws, 1.0500-Article V., Professor Spector opened the floor for nominations for chair-elect candidates. There were no nominations from the floor.

Motion to close nominations:

Mov: E. Schatz      Sec: V. Blanco

Vote to close nominations:

App: Unanimous      Opp: 0      Abs: 0

Professor Spector stated that the next order of business for the Nominating Committee will be to count the ballots at the December Meeting of the College Assembly. The two 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 the Assembly. This information will be included in the Minutes of the November meeting.

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

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

Dr. Zale stated that the Task Force has eight subcommittees working on the individual charges. A subcommittee is currently focusing on Charge #1, chaired by Mr. Edwin Griffith. With the exception of some majors, that charge deals with allowing students to participate in commencement even though they are missing credits. The subcommittee is gathering statistical data on our graduates and policies of other colleges. A subcommittee is working on Charge #3, chaired by Dr. Christine Harrington. The subcommittee reports that there is no current policy in practice for drop/add. The college catalogue explains the college's procedure for withdrawing from a course. Adding a course during the first five days of the semester requires the chair or academic advisor's signature in addition to the instructor's signature. This charge was posted on the InfoNet and it was requested that the college community respond. In addition, Dr. Harrington contacted students in college governance, other colleges for their policies and is contacting the Deans. A subcommittee is addressing Charge #2, chaired by Mr. Peter Rice. This charge deals with the policy to change a major and consider an on-line process for administering the change. A subcommittee is addressing Charge #4, chaired by Brenda Gray. This charge deals with removing the academic status review following the Summer semester. Dr. Zale encouraged College Assembly members to please e-mail the subcommittee chairs with comments and remarks.

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

None

**C. Bylaws – Dr. Beverly Simon, Chair**

The Bylaws Task Force submitted the following recommendation as a report to be voted on at the next College Assembly meeting, as outlined in the College Assembly Bylaws.

Charge:

Re-examine the current quorum requirements for standing task forces of the College Assembly. Make the appropriate recommendation.

Recommendation:

The Bylaws Task Force recommends the following change to article 1.0704 Quorum of a Task Force of the Bylaws:

Presently:

One third of the members of a task force or committee shall constitute a quorum for those Task Forces or Committees of 15 or more

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members. For those Task Forces or Committees of less than 15 members a simple majority of the membership shall constitute a quorum.

Revision:

One third of the members of a task force or committee shall constitute a quorum except for the Bylaws Task Force, which shall require four members to constitute a quorum.

Rationale:

The only task forces, which have fewer than 15 members, are the Bylaws Task Force and the Community Concerns Task Force. To reduce the quorum of the Bylaws Task Force to one third of the members would allow only two members of the 6-member committee to make recommendations. We felt this number was too low to represent the entire committee and left the quorum at the present number of members, four. The membership of the Community Concerns Task Force is 14. According to the present Bylaws, a quorum for this task force required the presence of eight members. This is more than the quorum of the Academic Standards Task Force whose membership is 20 (1/3 of 20 is 7). To be fair to all task forces and to promote the possibility for the Community Concerns Task Force to conduct business we recommend reducing its quorum from 8 to 5 (1/3 of 14).

**D. Campus Diversity – Professor Leslie Carter, Chair**

The Task Force is currently addressing the Charge to investigate merging the Campus Diversity Task Force with the Accessibility for Persons with Disabilities Task Force. The Task Force has discussed the pros and cons of the merger and developed a rationale as to whether or not the Task Force supports that merger. They have a rationale in place and have communicated with Professor Simon, Chair of the Bylaws Task Force to have a joint meeting with the Accessibility for Persons with Disabilities Task Force. The Task Force is also addressing the Charge regarding surveying the campus community around the issues of diversity. The Task Force is surveying students, faculty, staff and administrators about the way in which diversity is serving them.

**E. Campus Life – Dr. John Herrling. Chair**

None

**F. Community Concerns – Ms. Audrey Davis, Chair**

The Task Force is addressing Charge #1, which is to develop guidelines and a procedural manual on how the campus community should communicate with the community at large. In addition, how the college is to advertise new programs, who to contact and what resources. As some departments emerge with new programs they

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are not sure as to the best way to approach it. The Task Force is going to focus on that and develop guidelines and a procedural manual.

**G. Curriculum - Dean Grace Kehrer, Chair**

Dean Grace Kehrer announced that CSC 130: Computers, Society and Ethics was withdrawn and will be presented to the College Assembly at a later date.

Recommendations:

**CSC 236 - Data Structures in Java**

New Course

**CSC 239 - Database Concepts**

Change in: Course Content, Prerequisites and Behavioral Objectives

**CSC 258 - Computer Forensics**

New Course

Motion to accept recommendations:

Mov: P. Fleming Sec: E. Schatz

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

**Certificate in Computer Programming:** Change in Curriculum

**Certificate in Network Administration:** Change in Curriculum

**Computer Science Transfer Program:** Change in Curriculum

Motion to accept recommendations:

Mov: R. Ellison Sec: X. Balabkins

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

**H. Educational Resources - Dr. Steven Rowley, Chair**

None

**NEW BUSINESS**

None

**REPORT OF THE CHAIR**

1. Meetings with the Task Force Chairs have been taking place. Guidelines, charges and other procedural issues have been discussed.

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2. The next regular meeting of the College Assembly will be held on Thursday, December 7, 2006 at 2:00 p.m.

**RECOGNITION AND HEARING FROM THE PUBLIC**

Professor Spector introduced the following invited guest speakers:

Dr. Kathy Fedorko, English Department and Director, Center for the Enrichment of Learning and Teaching: The initial idea for CELT came from Dr. Margarete Driver who was the former Chair of the College Assembly. We have a plaque in the meeting room that calls her the "Mother of CELT." Dr. Driver proposed a Task Force on Faculty Excellence and then invited professors from the campus to come and talk about this. We have her to be very grateful to for initiating what then became our Center. Once we started meeting, we quickly decided that we did not want to be a Task Force and that we should be a free standing organization. This time an opportunity had truly come for faculty members to talk to one another about teaching. As I have said to many audiences in the past, we have hundreds and thousands of years of experience in this faculty. We have enormously talented faculty and CELT provides an opportunity for faculty members to share ideas and learn from each other. We had to choose a name and we thought that if we have a name then we have to have a pronounceable acronym. When we tried to find a pronounceable acronym we came up with the Center and the Enrichment idea. But, we realized that if we were going to have anything like that combination to be a pronounceable acronym we had to put Learning before Teaching and CELT was pronounceable and CETL was not. I think that it's really important to keep in mind that learning is what we are about not teaching. In fact, Albert Shanker, the former President of the American Federation of Teachers, once wrote in one of his articles, a very sardonic comment, he said, "I taught the material but the students didn't learn it." Define the meaning of teach in that sentence, and he's right, since our learning we are not really teaching. The Learning Centered Institution which Middlesex County College considers itself is always recognizing that it's about learning not teaching, and that teaching is an Art as well. As teachers, we need to constantly be refining our Art and learning how to engage in our Art more successfully. That is why CELT exists, the Center for the Enrichment of Learning and Teaching exists so that teachers can learn from one another, outside sources and our students. We have students that come to present sessions so that we can all be lifelong learners. We are located in Center 1 and I invite those of you who have never been to come and visit. We have open houses and students are also invited. We hold discussions, workshops, and an open house in the Spring and Fall. We had several wonderful workshops this semester. Dr. Kathy Shay, led a session on how to turn a lecture into an active lesson in ten minutes. Professor Susan Altman, led a session on understanding the rhythms of the semester. Ms. Gloria Zuluaga and Professor Nanette Granuzzo, led a session on traveling and learning, taking students beyond the classroom. Professor Shirley Wachtel, did a demonstration of what she has done using the New York Times in the classroom. Other workshops included information literacy Meeting of the College Assembly – November 2, 2006

and Baker's Dozen, thirteen teaching tips by Professor Janet Baker. Professors James Finne and Joseph Miseraca led a session on teaching capstone project courses. Reminder, November 14th from 3:30 to 4:30 is a session entitled, "Good Ideas." We want every teacher to come with one good idea to share, so that we can again continue to learn from one another. We provide programs for the Faculty Professional Day in

August. In addition, we have workshops in the interim period in January. A CELT summer camp which will be happening next May, where teachers can bring their advocational skills to teach others, such as gardening, beer making, knitting, golf and tennis. We have t-shirts and a collection of books in the Library. The CELT website is [www.middlesexcc.edu/celt/control.cfm](http://www.middlesexcc.edu/celt/control.cfm). In addition, I have a BLOG, which I hope people will begin to check out and join the conversation. If you cannot be there physically, we hope you can be there virtually to talk about teaching. We have an elected Advisory Board. Advisory Board members include, Drs. Kathy Shay and Christine Harrington, Professors James Finne, Jeffrey Spector, Susan Altman and Janet Baker. The Advisory Board positions are for a two-year term. In the Spring there is going to be an election for three Advisory Board positions and I encourage those of you whose primary job is teaching to consider running. I encourage you to watch the mail in February for information about the election and if you choose not to run, to vote in March when the ballot is available. I am going to leave you with the message that CELT exists to serve the College. To help us all do better at what we do. Whether it be learning and teaching, and that I as the Director and the Advisory Board members, are always eager to hear from people on campus on sessions that you would like us to provide. If you would like to lead a session, have a workshop on a specific topic, or want someone to come to the campus, please contact me. I am in the office on Tuesdays and Thursdays at extension 3137, or you can send me an e-mail.

Drs. Mathew Spano and Richard Strugala, English Department and Co-Chairs of the Honors Committee: The Honors Committee was formed in the Fall of 2005 by Vice President Karen Hays. Dr. Hays assembled a group of eighteen members from across the campus and graciously invited Dr. Spano and myself to co-chair this initiative. We were provided with a series of seven charges in November 2005. We had our first initial meeting in February 2006. We have had monthly meetings since and quite a bit of work has been accomplished. We had a meeting this past Summer and currently we have just completed our second meeting in the Fall semester, and we anticipate reporting to the Vice President some time during Spring semester of 2007. Since the initial meeting of the Ad Hoc Committee on the Honors Program in Spring 2006, we have conducted a thorough review of the excellent Honors Program at two and four year institutions. A review of literature about an analysis of Honors Programs, in general, and a review of the history of previous Honors Programs and initiatives at MCC. Moreover, we have composed a working mission statement and goals. Most recently, we have adopted a working model for a future MCC Honors Program and we have formed subcommittees to explore its implementation. The subcommittees focused

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on the following areas of interest: 1) Eligibility and admission. 2) Program curriculum and scheduling. 3) Transfer ability and articulation. 4) Ancillary activities and resources. 5) Administrative structure and assessment. 6) Outreach and public relations. We anticipate completing our report and submitting it to Dr. Hays by the end of the Spring semester.

**ADJOURNMENT**

Motion to Adjourn:

Mov: S. Biswas      Sec: X. Balabkins

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

Respectfully submitted,

Jeffrey Spector  
Chair, College Assembly

JS:ls