

**MINUTES OF THE COLLEGE ASSEMBLY MEETING  
FEBRUARY 3, 2011  
MEMBERS PRESENT**

**DEANS:** M. Brinson, D. Edwards, M. Laskowski-Sachnoff

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**

V. Blanco, M. Foley, J. Herrling, R. Roy, T. Sabol

**FACULTY:** J. Altman, S. Biswas, E. Christensen, E. Daidone, N. Dhanda, N. Granuzzo, V. Kanwal, L. Nagarajan, U. Narayanan, J. Ostacher, C. Pean, N. Picioccio, J. Saborido, T. Young

**STUDENTS:** M. Broad, M. Carringer, C. Freund, D. Gillet, D. Stevens

**SUPPORT STAFF:** G. Jurick, R. Nunez

**TASK FORCE CHAIRS:**

**Academic Standards:** T. Young

**Accessibility for Persons with Disabilities:** V. Kanwal

**Bylaws:** A. Picardo

**Campus Diversity:** B. Serrano

**Campus Life:** R. Foley

**Community Concerns:** T. Halasinski

**Curriculum:** J. Lansinger

**Educational Resources:** N. Picioccio

**GUESTS:** R. Cole, P. Farrett, R. Foley, K. Hays, J. Herron, H. Holbeck, J. Nickerson, K. Pearle, G. Reynolds

**PARLIAMENTARIAN:** M. Laskowski-Sachnoff for J. Kruszewski\*

**MEMBERS ABSENT**

**DEANS:** M. Conners\*

**DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** J. Dunning\*, L. Lederer\*

**FACULTY:** C. Bowers\*, C. Reilly\*, S. Zale\*

**STUDENTS:** T. Alston\*, J. Barth\*, B. Christensen\*, D. Fade\*, Z. Hou\*, S. Lee\*, M. Madurski\*, K. Mrowiec\*, N. Robles\*, M. Scognamiglio\*, M. Wyatt\*

**SUPPORT STAFF:** M. Ambroziak\*, M. Hilton, R. Nunez\*

\*Excused

Meeting of the College Assembly – February 3, 2011

With a quorum present, Theresa Orosz called the February regular meeting of the College Assembly to order on Thursday, February 3, 2011 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

### **APPROVAL OF MINUTES**

Motion to approve minutes:

Mov: T. Young      Sec: S. Biswas

Minutes are accepted as presented.

### **UNFINISHED BUSINESS**

None

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

#### **A. Academic Standards – Professor Tracy Young**

Charge:

Review the current policy which states: "Incomplete work to be made up within one week from the end of the semester or by special arrangement of the department. An "I" grade is temporary and will be changed to "F" if made up work is not accomplished in a timely manner."

Recommendation:

A finite limit needs to be established to be consistent. Therefore the Task Force recommends that the policy be changed to read:

"Incomplete work is to be made up within the agreed time frame between student and faculty or by special arrangement of the department. An "I" grade is temporary and will expire six months from the end of the semester in which it was assigned. If make-up work is not accomplished within this extension the grade will automatically be changed to an "F."

Rationale:

An increasing number of "I" grades have been given with expiration dates of 12 - 24 months from the semester's end. To standardize this time frame, six months from the semester's end is being proposed. This will allow students to still complete difficult to recreate exams (i.e. lab practical's) without adverse affect on their grades.

This policy *does not* preclude a *shorter* time frame from being established by the faculty. It does establish the maximum time allowed as six months.

Should a student have extenuating medical complications requiring more time, the appeal process is still available to them.

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Motion to accept recommendation:

Mov: M. Foley      Sec: N. Picioccio

In response to a question asking for clarification of the reference to “or by special arrangement,” Mr. Richard Cole stated that if the Registrar’s office is made aware of extenuating circumstances, the “I” grade time frame can be changed to the appropriate expiration date. It was also noted that the instructor can submit an approved grade change within one year of the original grade assignment and that the appeal process is also available to students.

Vote on recommendation:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

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

No Report

**C.      Bylaws – Professor Alice Picardo, Chair**

No Report

**D.      Campus Diversity – Ms. Blanca Serrano, Chair**

No Report

**E.      Campus Life – Professor Ronald Foley, Chair**

No Report

**F.      Community Concerns – Dr. Thomas Halasinski, Chair**

No Report

**G.      Curriculum - Dr. Janet Lansinger, Chair**

Allied Health Pre-Professional Certificate: New Curriculum

Motion to accept recommendation:

Mov: T. Young    Sec: N. Dhanda

Vote on recommendation:

App: Unanimous    Opp: 0    Abs: 0

Motion passes.

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Allied Health Pre-Professional A.S.: New Curriculum

Motion to accept recommendation:

Mov: M. Foley Sec: C. Pean

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

PLS 123: Advanced Legal Writing

Change in: Course Content and Contact Hours

Motion to accept recommendation:

Mov: N. Picioccio Sec: S. Biswas

In response to a question regarding the contact hours, Professor Lansinger responded that this is an independent study writing course and it is going to be slightly less writing than previously, but writing assignments are based on a thorough outline that is consistent with A.B.A. guidelines.

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 1

Motion passes.

A discrepancy regarding contact hours information on the curriculum form was noted and will be corrected, with the item to be reintroduced at the next meeting of the College Assembly.

#### **H. Educational Resources - Professor Nicholas Picioccio, Chair**

No Report.

#### **NEW BUSINESS**

None

#### **REPORT OF THE CHAIR**

1. The following Fast-Track curriculum item was approved:  
 CHM 126: General Chemistry II Lab  
 General Chemistry II Lecture must be a co-requisite for General Chemistry II Lab.

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2. Subsequent to the passage of the Campus Life Task Force recommendation regarding mandatory emergency procedures and equipment training, Chief Smilek reported that separate training videos in the use of evacu-chairs, defibrillators, and fire extinguishers will soon be available on the college

website. Additionally, individual and department/group training by the campus police is ongoing and available by request throughout the year, with emergency guidelines accessible through the Emergency Resources link on the Infonet. As a result, given this updated information, the recommendation wasn't signed as it was felt that the items in the recommendation are currently being addressed.

3. The next meeting of the College Assembly will be held on Thursday, March 3, 2011.

### **RECOGNITION AND HEARING FROM THE PUBLIC**

None

### **ADJOURNMENT**

Motion to Adjourn:

Mov: N. Picioccio    Sec: T. Young

There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Theresa Orosz  
Chair, College Assembly

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