

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

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

V. Blanco, J. Dunning, M. Foley, J. Herrling, L. Lederer, 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, C. Reilly, J. Saborido

STUDENTS: T. Alston, D. Fade, C. Freund, D. Gillet, L. Hernandez, N. Robles, M. Scognamiglio, L. Serzan, D. Stevens, M. Wyatt

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, H. Holbeck, R. Kim, K. Pearle, P. Farrett, J. Nickerson

PARLIAMENTARIAN: J. Kruszewski

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

FACULTY: C. Bowers*, T. Young*, S. Zale*

STUDENTS: J. Barth*, M. Carringer*, Z. Hou*, S. Lee*, M. Madurski*, K. Mrowiec*

SUPPORT STAFF: M. Ambroziak*, M. Hilton*, T. Varites*

*Excused

Meeting of the College Assembly – March 3, 2011

With a quorum present, Theresa Orosz called the March regular meeting of the College Assembly to order on Thursday, March 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: C. Pean Sec: C. Reilly

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Professor Tracy Young

No Report

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

Charge:

Investigate the adequacy of services at the New Brunswick and Perth Amboy Campuses (including adaptive technology and assisted technology) for students with disabilities. Make appropriate recommendations.

Report:

On Thursday, Feb. 17, Denise Watson, the Assistant Director of the New Brunswick Center visited our task force and discussed the Center. It is only 10 years old and is designed to be in compliance with disability laws. It has a wheelchair lift and adequate parking.

C. Bylaws – Professor Alice Picardo, Chair

Charge:

Given the long learning curve with disability issues and to provide more continuity, investigate revising the bylaws to increase the duration of term for members of the Accessibility Task Force, make appropriate recommendations.

Report:

The Bylaws Task Force reviewed the current membership rules as they apply to the length of membership for all Task Forces of the College Assembly, specifically 1.0705 Methods of Membership B and C²⁸.

A review of the current membership of the Task Force on Accessibility for Persons with Disabilities shows the following: 17 members in total, 11 members with terms expiring in June 2011 (three of the 11 are students who are appointed Meeting of the College Assembly – March 3, 2011

for one-year terms), five members with terms expiring in June 2012. This membership constitutes a 60/40 proportion. Other Task Force membership proportions are similar. Additionally, we confirmed that on a yearly basis the College Assembly Office sends a reminder letter to each new and ongoing Task Force member.

Since the membership of the Task Force on Accessibility for Persons with Disabilities is staggered and contains the 60/40 proportion of membership, the Task Force on Bylaws refrains from recommending an increase in the duration of term for membership on the Task Force. This decision supports consistency in how Task Forces membership is constituted.

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.

Charges:

“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. Make appropriate recommendations.”

“In accordance with the Nursing program’s accreditation standards, review the need for a representative from the Nursing Department to serve as a member of the College Assembly. Make the appropriate recommendations.”

Recommendation:

We present the following Bylaws changes for your review. The recommendations are contained on the pages attached.

Rationale:

The proposed changes to the Bylaws will allow the membership of the Assembly to reflect the college organizational chart while maintaining a balanced representation between administrators, faculty, staff and students. Changes to methods of membership, procedures and appendices are also included where applicable.

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

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Charge:

Report on the implementation status of recommendations submitted by your task force in 2009 – 2010, approved by the College Assembly, and forwarded to the College President for signature.

Report:

On the charge to “*Explore the use of Twitter, Facebook, and other social websites as a student and/or College communication tool,*” the Task Force recommended the College adopt the use of Twitter, Facebook, or other social websites as a communication tool. The recommendation was signed by College President on 01/20/2010.

On the previous 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?*” the committee recommended that the College support the Centers with resources necessary to provide workshops for ESL students and their parents. This recommendation was not signed as it was determined that it was not a policy issue and workshops should be provided as part of the services offered by the Centers.

On the previous Charge to “*Evaluate the task force recommendations that have come forward from 2004 to present and determine the need for the continuance of this task force in its current form,*” it was recommended that the task force continue to exist. There were no recommendations regarding its composition.” The recommendation was signed by the College President on 06/02/2010.”

The task force is currently re-examining the need for the continuance of this task force in its current form, based on the task force’s review and discussions concerning the status of recommendations submitted during the 2009 – 2010 academic year.

Charge:

Explore outreach with community organizations to see if initiatives of mutual benefit can be developed. Make appropriate recommendations.

Recommendation:

The policy of the College is to be an integral member of our community. We recommend that all departments and offices within the College seek opportunities to strengthen our relationships with the communities in the surrounding areas.

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Rationale:

One of the stated goals of the College is to “promote open communication within the College as well as with external constituencies.” All departments and offices within the College should take the initiative to communicate with area communities when opportunities of mutual benefit arise.

Motion to accept recommendation:

Mov: N. Picioccio Sec: M. Foley

Discussion followed and Dr. Jennifer Altman, faculty advisor to Democracy House asked if there was a procedure and if approval was needed when initiating a college Facebook account, blog or website. She stated that Democracy House would like to promote the Center for Civic Engagement and have an accessible portal that any department or faculty member could link to for available community service opportunities. Dr. Halasinski stated that there is no specific approval process or college procedure. It was also expressed that the college remain nimble and not be encumbered by procedure and processes. Ms. Orosz suggested contacting Patrick Madama, Executive Director of Marketing and College Relations for guidance or suggestions regarding the use of social media. In addition to Marketing and College Relations, Ms. Orosz also noted when contacting outside groups, it is important to collaborate and communicate with other offices on campus such as Grants Development and the Foundation as they may already have established contact and also to ensure that there is no duplication of effort. Ms. Orosz also stated that as the use of social media grows, it may necessitate potential charges in the future as the process continues to develop.

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 2

Motion passes.

G. Curriculum - Dr. Janet Lansinger, Chair

PLS 123: Advanced Legal Writing

Change in: Course Content

Motion to accept recommendation:

Mov: M. Laskowski-Sachnoff Sec: L. Nagarajan

Ms. Orosz noted that this was being reintroduced as the discrepancy regarding contact hours on the curriculum form was corrected.

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

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H. Educational Resources - Professor Nicholas Picioccio, Chair

No Report.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. All curriculum items that came before the College Assembly at the February 3, 2011 meeting were approved and signed by Dr. La Perla-Morales and forwarded to the Office of the Vice President for Academic and Student Affairs for implementation were:
 - Allied Health Pre-Professional Certificate:
New Curriculum
 - Allied Health Pre-Professional A.S.
New Curriculum

 2. The following Fast-Track curriculum items were approved:
 - CHM 126: General Chemistry II Lab
Prerequisite: A grade of "C" or better in CHM 125 to enroll in CHM 126 (General Chemistry II Lab).
 - CHM 221: Organic Chemistry I Lecture
Prerequisite: A grade of "C" or better in CHM 122 or better to enroll in CHM 221 (Organic Chemistry I Lecture).
 - CHM 222: Organic Chemistry II Lecture
Prerequisite: A grade of "C" in CHM 221 or better to enroll in CHM 222 (Organic Chemistry II Lecture).
 - CHM 227: Organic Chemistry I Lab
Prerequisite: A grade of "C" or better in CHM 126 to enroll in CHM 227 (Organic Chemistry I Lab).
 - CHM 228: Organic Chemistry II Lab
Prerequisite: A grade of "C" in CHM 227 or better to enroll in CHM 228 (Organic Chemistry II Lab).

 2. Dr. La Perla-Morales signed the following recommendation by the College Assembly on February 3, 2011 and subsequently forwarded it for implementation.
 - a. A finite limit for an "I" grade 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."
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This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

3. The next meeting of the College Assembly will be held on Thursday, April 7, 2011 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: S. Biswas Sec: C. Pean

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

Respectfully submitted,

Theresa Orosz
Chair, College Assembly

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