

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
APRIL 7, 2011
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

V. Blanco, J. Dunning, J. Herrling, L. Lederer, R. Roy, T. Sabol

FACULTY: S. Biswas, E. Daidone, N. Dhanda, N. Granuzzo, V. Kanwal, L. Nagarajan, C. Pean, C. Reilly, J. Saborido

STUDENTS: M. Broad, D. Fade, L. Hernandez, Z. Hou, M. Madurski, D. Stevens, M. Wyatt

SUPPORT STAFF: M. Hilton, G. Jurick, T. Varites

TASK FORCE CHAIRS:

Academic Standards: T. Young

Accessibility for Persons with Disabilities: B. Serrano

Bylaws: A. Picardo

Campus Diversity: B. Serrano

Campus Life: R. Foley

Community Concerns: T. Halasinski

Curriculum: P. Yarmchuk for J. Lansinger*

Educational Resources: D. Trainor for N. Picioccio*

GUESTS: R. Cole, K. Hays, H. Holbeck, E. Schatz, P. Yarmchuk

PARLIAMENTARIAN: J. Kruszewski

MEMBERS ABSENT

DEANS: M. Brinson*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: M. Foley*

FACULTY: J. Altman*, C. Bowers*, E. Christensen*, U. Narayanan, J. Ostacher*, N. Picioccio*, T. Young*, S. Zale*

STUDENTS: T. Alston*, M. Carringer*, C. Freund*, D. Gillet*, S. Lee*, M. Madurski*, K. Mrowiec*, N. Robles*, L. Serzan*

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

*Excused

Meeting of the College Assembly – April 7, 2011

With a quorum present, Theresa Orosz called the April regular meeting of the College Assembly to order on Thursday, April 7, 2011 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: M. Laskowski-Sachnoff Sec: V. Kanwal

Minutes wer accepted as presented.

Due to a scheduling issue, Ms. Orosz asked the Assembly for consent to reorder the agenda and allow the Bylaws Task Force to be moved to the first item under Reports of the Standing Task Forces. The Assembly unanimously approved the reordering of the agenda.

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:

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

Report:

The Testing Director reported to the Task Force that the merger between “regular and adaptive testing has been smooth. Two limited-distraction testing rooms are now available, one of which is wheelchair accessible. Four computers with additional software have been added to the main testing area, and one of the workstations is wheelchair accessible.

A year-round Adapted Test Technician position was approved. The fall 2010 final exam period went smoothly. Additional Testing Center staff have been hired allowing the center to be open until 8:30 PM on Monday and Thursday nights. The new staff will be trained to provide adaptive testing services.

Meeting of the College Assembly – April 7, 2011

Charge:

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

Report:

A provision could be made in the near future to provide adaptive testing and tutoring for students with disabilities. Due to increased enrollment of students at these Centers, the administrative staff to oversee the operations for students with disabilities is critically low.

At the Perth Amboy Center, currently students with mobility impairments cannot enter or leave the building without assistance from staff, faculty, security guard or fellow students. A handicap accessible automatic door is required at the facility's entrance from the parking lot. The Task Force was advised that the college does not own the building and has no authority to do so. However, other structural modifications have been made to the centers. It is advised that an electric door be considered either by the College or pressure be put on the building owner to install one to provide access to students using the Center.

Charge:

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

Recommendation:

Adaptive technology should be incorporated into the new computer lab to be built at the New Brunswick Center. The Task Force recommends that in addition to expanding the assistive technology resources at the New Brunswick Center, analysis for adaptive testing services should be conducted. Currently, there is no Adapted Testing Service available at the Center and students with disabilities must either travel to the Edison Campus or rely on the instructor to access adapted testing.

Rationale:

Students enrolled at New Brunswick Center frequently need to come to the Edison campus for testing. Extended testing time and proctors are limited in the New Brunswick Center. There is a need for Adaptive Technology, especially for reading. There is a proposal to build an additional computer lab by converting one room in New Brunswick Center to a computer lab and it is easier to incorporate adaptive technology while it is being planned and computers are being ordered.

Meeting of the College Assembly – April 7, 2011

Motion to accept recommendation:

Mov: E. Weir-Daidone Sec: C. Reilly

Discussion followed. A question was raised regarding the conversion of a classroom into an additional lab and the subsequent loss of a general purpose classroom. Dr. Kanwal responded that the Center was already planning for this lab. Concern was expressed regarding access to the computers with the adaptive technology should a class be using the lab. Dr. Kanwal suggested that one or two computers could be designated specifically for adaptive technology use.

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

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

Recommendation:

Upgraded computer software and equipment are required at the Perth Amboy Center to accommodate current assistive technology programs to be compatible with newly released assistive technology applications for students who are blind as well as other students with disabilities utilizing assistive technology

Rationale:

The Perth Amboy Center operates on an antiquated Microsoft 2003 system which is incompatible with current assistive technology and educational software packages. As a result, assistive technology applications and learning tools are not available to these students attending the Perth Amboy Center. To recommend that the disabled student travels to the Edison Campus to use its advanced technology, places an additional burden and obstacle for this student to overcome. The travel time between the Perth Amboy Campus and the Edison Campus is lengthy, one hour by bus.

Motion to accept recommendation:

Mov: S. Biswas Sec: C. Reilly

It was stated that due to accreditation issues, in the last line of the rationale, the Perth Amboy Campus should be changed to the Perth Amboy Center. The change in wording was noted by Ms. Orosz.

Meeting of the College Assembly – April 7, 2011

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

C. Bylaws – Professor Alice Picardo, Chair

Ms. Orosz announced that the recommendation that was about to be presented and voted upon had subsequently been reported to the Assembly at the previous 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.

Motion to accept recommendation:

Mov: D. Edwards Sec: V. Blanco

Discussion followed regarding the positive aspects of the knowledge shared with new task force members from those that have been serving on the task force. Members who serve on the task force for several terms help provide consistency throughout the curriculum review process. It was noted that curriculum is a faculty responsibility and discussion ensued to change the composition of faculty on the Curriculum Task Force from 3 to 4 faculty members per academic division, increasing the total number of members from 14 to 16.

Motion to amend the recommendation to read: 1.0710 TASK FORCE ON CURRICULUM; 1. MEMBERSHIP; B. Faculty (four from each academic division); TOTAL: 16.

Mov: N. Dhanda Sec: C. Pean

Meeting of the College Assembly – April 7, 2011

Vote on amendment:

App: 23 Opp: 0 Abs: 0

Amendment passes.

Ms. Weir-Daidone, Counselor for Students with Disabilities questioned why the Accessibilities for Persons with Disabilities Task Force is not included in the recommendation regarding the duration of term for members. Professor Picardo responded that the Bylaws Task Force reported on that charge at the March College Assembly meeting.

Vote on amended recommendation:

App: 23 Opp: 0 Abs: 0

Motion passes.

D. Campus Diversity – Ms. Blanca Serrano, Chair

No Report.

E. Campus Life – Professor Ronald Foley, Chair

Charge:

Review the Code of Student Conduct policies and procedures at other colleges. Consider strategies to improve the Code of Conduct policies and procedures at MCC. Make appropriate recommendations.

Recommendation:

Middlesex County College's present Code of Student Conduct is congruent to those at other comparable colleges. However, to keep MCC's Code current and relevant, we recommend the following changes to the policy itself and the manner in which it is disseminated and enforced:

- During the online registration process each semester, students should be presented with a page detailing the Code of Student Conduct. Their acknowledgement that they have read and agreed to the Code should be made part of each student's record.
- The makeup and role of the Judicial Committee with respect to the role of the Director of Student Activities should be re-examined. The Judicial Committee may take a more active role when Code of Conduct matters arise.

Rationale:

The Campus Life Task Force found MCC's Code of Student Conduct congruent to several other comparable colleges' codes. However, the greatest difference between MCC and other colleges was with regard to how the Code of Student Conduct is enforced. At present, with the backing and awareness of the Vice President, the Director of Student Activities at MCC has primary responsibility for

Meeting of the College Assembly – April 7, 2011

hearing and administering the Code. The Judicial Committee has not taken an active role within the last few years. Other colleges give their Judicial Committees a more active role at every stage of Code Violations.

Our recommendation to include an online form that records each student's acceptance of the Code strengthens its enforceability. During matters of Code violations, students have claimed to be unaware that the code exists, and providing a record that the student has read and agreed to the code will obviate this claim. The Campus Life Task force is aware that Code is reviewed during student orientation, but since not every student attends orientation, we believe that this would be a natural use of the web site and an easy way to demonstrate student agreement to the Code should it be necessary.

Motion to accept recommendation:

Mov: T. Sabol Sec: V. Kanwal

Discussion followed during which it was noted that new students are made aware of the Code of Student Conduct during the student development portion of new student orientation. Concern was expressed in terms of logistical/legal ramifications of requiring all students sign an acknowledgment form regarding the Code prior to each registration cycle. Discussion continued regarding composition and role of the Judicial Board. Ms. Orosz stated that the Judicial Board is convened when a student appeals a Code of Conduct sanction. She noted that the reason that the Board has not met is because there have been no appeals to consider. After some further discussion, Professor Foley voluntarily withdrew the recommendation.

F. Community Concerns – Dr. Thomas Halasinski, Chair

Charge:

Based on the task force's review and discussions concerning the status of recommendations submitted during the 2009 – 2010 academic year, re-examine the need for the continuance of this task force in its current form. Make appropriate recommendations.

Recommendation:

We recommend recombining the Task Force on Community Concerns with the Task Force on Campus Life.

Rationale:

There have been a limited number of policy related charges that have been assigned to the Task Force on Community Concerns over the past several years. The recombining of the two task forces would allow for a more efficient use of the efforts of the students, faculty, staff, and administration in formulating recommendations concerning the operations and management of the College. Recombining the task forces would also provide a mechanism to recommend policy

Meeting of the College Assembly – April 7, 2011

on any pertinent issues concerning the Colleges relations with the local communities that may arise in the future. There was a general agreement on this recommendation from both groups during a combined task force meeting. The membership and purposes of the newly recombined task force is to be determined by the Task Force on Bylaws.

Motion to accept recommendation:

Mov: M. Laskowski-Sachnoff Sec: J. Herrling

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

G. Curriculum - Dr. Janet Lansinger, Chair

Charge:

To help keep MCC assessment activities current, consider which assessment documents (i.e.: Program Map, Program Assessment Plan, Course Assessment Plan) need to be submitted with new curriculum requests. Make appropriate recommendations.

Recommendation:

1. The Curriculum Task Force recommends that the initial approval process for a new degree, degree option, certificate or course include an assessment component with the following items, where appropriate:
 - Program Map
 - Program Assessment Plan
 - Course Assessment Plan

Rationale:

After discussion with the Assessment Committee, the Curriculum Task Force has concluded that the most efficient time to create appropriate assessment documentation for new courses, new degrees, new degree options and new certificates is prior to their presentation to Division Council. A new signature line is not necessary since each Dean is responsible for ensuring the quality of the Assessment documents in addition to the other documents.

Motion to accept recommendation:

Mov: J. Herrling Sec: S. Biswas

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Meeting of the College Assembly – April 7, 2011

MAT 113: Mathematical Structures I
New Course

MAT 114: Mathematical Structures II
New Course

Motion to accept recommendations:

Mov: S. Biswas Sec: C. Reilly

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

H. Educational Resources - Dr. Diane Trainor for Professor Nicholas Picioccio, Chair

Charge:

Explore the need for expanding campus resource hours (library, computer labs, Testing Center, Enrollment Center, etc.) Make appropriate recommendations.

Recommendation:

During peak periods, departments and areas such as financial aid, bookstore, library, open computer labs, and student activities for Student Ids (new and updated), need to expand their hours and available staff to accommodate additional demand to provide more expedient customer service. Our charge indicated a review of hours was essential. However, our findings indicate a combined dynamic of hours and capacity are essential. Resources such as the available number of open computers, open cash registers in the bookstore and cafeteria, and counter staff available during walk-in hour periods where appointments cannot be made such as in the financial aid office, should be increased.

Rationale:

SENSE data indicates that during peak periods, extended time slots are needed by a sub segment of students. Both recently and several years ago, specific offices on the MCC campus studied this issue and came up with later hours on Mondays and Thursdays and first Saturdays of many months. The Fall 2010 campus wide survey of students resulted in a very low percentage of comments on hours but a large or high percentage of concern about capacity was raised including tutoring, financial aid, counseling, and the three available open labs.

Motion to accept recommendation:

Mov: C. Pean Sec: V. Blanco

Meeting of the College Assembly – April 7, 2011

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 1

Motion passes.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. Ms. Orosz reminded the Assembly members that the keynote address for the Festival of Arts and Sciences is today at 3:30 p.m. in the Performing Arts Center. Professor Kelly Cowan from Miami University will give a powerful talk: Remediating popular culture with the *S-word* (Science).
2. The curriculum item that came before the College Assembly at the March 3, 2011 meeting was approved and signed by Dr. La Perla-Morales and forwarded to the Office of the Vice President for Academic and Student Affairs for implementation was:
 PLS 123: Advanced Legal Writing
 Change in Course Content
3. The following Fast-Track curriculum items were approved:
 Mechanical Engineering Technology A.A.S.
 Relocate Humanities elective from Semester II to Semester IV.
 Combine Humanities elective from Social Science elective to read:
 Social Science OR Humanities Elective: 3 credits

 PLS 111: Contracts and the Uniform Commercial Code
 To remove it as a pre-requisite for PLS 112, Business Organization and Government Regulation.
4. The recommendation from the Community Concerns Task Force that college departments and offices seek opportunities to strengthen relationship with the surrounding communities was not signed as it was felt that this is currently taking place and is an inherent function of all departments and offices on campus.
5. The next meeting of the College Assembly will be held on Thursday, May 5, 2011 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

None

Meeting of the College Assembly – April 7, 2011

ADJOURNMENT

Motion to Adjourn:

Mov: M. Hilton Sec: V. Kanwal

There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Theresa Orosz
Chair, College Assembly

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