

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
MAY 6, 2010
MEMBERS PRESENT**

DEANS: M. Brinson, M. Conners, S. Larkin, M. Laskowski-Sachnoff,

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

S. Barnhart, J. Dunning, M. Foley, T. Montani, R. Roy, D. Trainor

FACULTY: S. Biswas, N. Dhandra, T. Drew, M. Edwards, N. Granuzzo, S. Majiduddin, U. Narayanan, J. Ostacher, C. Pean, N. Picioccio, A. Rivera, T. Young, S. Zale

STUDENTS: A. Alaigh, W. Ferrell, T. Frierson, J. Gabriel, P. Hornak, M. Karolewski, C. Keefe, G. Perdomo, G. Petrie, J. Pinero, L. Sarfati, A. Unglert, H. Wojtyla, Z. Zhao

SUPPORT STAFF: G. Jurick, T. Varites

TASK FORCE CHAIRS:

Academic Standards: T. Young

Accessibility for Persons with Disabilities: V. Kanwal

Bylaws: J. Spector

Campus Diversity: H. Hyman

Campus Life: D. Johnson

Community Concerns: D. Watson

Curriculum: M. Santelli

Educational Resources: N. Picioccio

GUESTS: C. Cole, D. Drost, D. Gardner, K. Hays, R. Kaka, R. Kim, A. Miller, M. Spano

PARLIAMENTARIAN: J. Kruszewski

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: J. Herrling*

FACULTY: S. Altman*, E. Reid*, M. Scanlon*, J. Waintraub*

STUDENTS: N. Abulhasan*, C. Ashbourne*, M. Karolewski*, G. Perdomo*, J. Sapiezynski*

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

*Excused

Meeting of the College Assembly –

With a quorum present, Theresa Orosz called the May regular meeting of the College Assembly to order on Thursday, May 6, 2010 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Dr. La Perla-Morales thanked the College Assembly for its work conducted this academic year, and recognized the outgoing Assembly members for their service.

The following received Certificates of Recognition:

Nur Abulhasan	Joy Pinero
Akshita Alaigh	Ethel Reid
Susan Altman	Ana Class Rivera
Charlene Ashbourne	Betsy Rose
Steven Barnhart	Justin Sapiezynski
Sudipta Biswas	Laura Sarfati
Thomas Drew	Michael Scanlon
Melissa Edwards	Diane Trainor
Trina Frierson	Ashley Unglert
James Gabriel	Jack Waintraub
Paul Hornak	Honorata Wojtyla
Coleen Keefe	Steven Zale
Sheema Majiduddin	Zizhou Zhao
Uma Narayanan	
Ralph Nunez	

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: N. Piciocchio Sec: S. Barnhart

Minutes are accepted as corrected: On the cover page of the Minutes of the College Assembly Meeting under Members Absent: N. Piciocchio should be listed under Members Present.

UNFINISHED BUSINESS

None

Ms. Orosz asked the Assembly for consent to reorder the day's agenda due to the nature of the recommendations that coming forth. She proposed that the recommendation for Campus Life be placed after the Educational Resources Task Force. The Assembly agreed unanimously to the re-ordering of the Agenda.

Ms. Orosz noted that there is also a report from the Bylaws Task Force which was inadvertently omitted from the agenda.

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Professor Tracy Young

Charge:

Revisit the way in which honors courses are designated in course listings and on transcripts to ensure consistency. Make appropriate recommendations.

Recommendation:

Since honors courses and sections are currently designated 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.

Rationale:

Our primary motivation for adding (HONORS) at the end of the course title is to ensure that students receive appropriate recognition from the four-year institutions to which they apply. A survey of other NJ colleges indicates no consistent practice in honors course designation. Sometimes, “Honors” appears in the course title but not always.

Since there is no universal standard for designating honors courses and sections on transcripts, and since our current scheme merely appends the letter “H” to course codes, we recommend the addition of the word “HONORS” (in parentheses) to the end of course titles to clarify and emphasize the honors status. We feel this does not indicate that the honors section is fundamentally different from the standard course, but rather is an honors version of it (as opposed to “HONORS” without parentheses at the beginning of the course title, which might indicate a separate and different course). At the same time, this will provide higher visibility for these courses on transcripts, which is important for students transferring to four-year institutions.

Motion to accept recommendation:

Mov: T. Drew Sec: P. Hornak

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0
Motion passes.

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

Charge:

Report on the implementation status of recommendations submitted by our 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.

C. Bylaws – Professor Jeffrey Spector, Chair**Charge:**

“Review the Bylaws and make recommendations for changes to the new organizational structure. Be sure to include changes that will need to be considered for the appendices as well. Make appropriate recommendations.”

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.

The Bylaws Task Force would suggest to the chairperson that the following charges be given to the Bylaws Task Force:

1. Review the Bylaws and create a glossary or expand the Bylaws to define terms such as designee within the text.
2. Review the Bylaws and create a new article to parallel article 1.1101 which would apply to the reporting and voting procedure specifically for all task forces.

3. Review the Bylaws and update article 1.1101. The article should be updated to detail the entire process and its participants in its current state it is incomplete.

D. Campus Diversity – Dr. Hillary Hyman, Chair

No Report

E. Campus Life – Professor Dennis Johnson, Chair

Charge:

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. Make appropriate recommendations.

Recommendation:

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 is only the first step in the process of becoming a truly smoke-free environment. The second step should include offering a variety of smoking cessation programs.

Rationale:

The smoking gazebos did not accomplish the goal of moving smokers away from the doorways (building entrances) or promote a healthy learning & working environment. Students with various lung and respiratory diseases (and healthy students) were still being forced to wait for smokers to vacate the doors.

Other issues include:

- Increase in cost of cleaning & repairs (they broke some of the railing)
- Increase in security – police manpower
- Health Risk- to smoker & non-smokers

Below are examples of policies based on research on other colleges and universities:

- Camden County College - No smoking on inside or outside buildings; No smoking on the grounds or parking lots.
- Raritan Valley Community College - Not permitted anywhere on college grounds. totally smoke free.
- Mercer Community College - No smoking on grounds except in your own personal vehicle.
- Atlantic-Cape May Community College - No smoking in buildings
- Essex County College - No smoking in doors
- Rutgers- All campuses - Cannot smoke within 45 feet of building entrance.
- Rowan University -Cannot smoke within 25 feet from entrance.
- Monmouth University - Cannot smoke within 25 feet from entrance.

- Ocean County College - Can only smoke in parking lots.
- County College of Morris - Can only smoke in vehicles not owned by college.
- Union County College - All buildings are smoke free.
- Bergen Community College - All buildings are smoke free.
- Brookdale Community College - Smoking permitted in designated areas and inside your own vehicle.

Motion to accept recommendation:

Mov: P. Hornak Sec: S. Biswas

Discussion ensued to strike out the words, "is only the first step in the process of becoming a truly smoke-free environment, with the second part regarding smoking cessation programs to be reworded as follows: "and offering a variety of smoking cessation programs should occur concurrently."

A motion was made for the amended recommendation to read: 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.

Mov: P. Hornak Sec: T. Young

Vote on amendment:

App: Unanimous Opp: 0 Abs: 0

Discussion followed with regards to restricting smoking to the parking lots which prompted a discussion about litter, damage to cars, becoming a hangout for students, and safety issues. It was noted that people are also smoking in front of the building doors, and concern was expressed that unless the police occupy all of their time issuing smoking fines that smoking in front of the building doors will continue. Concerns regarding enforcement were expressed. It was suggested that the College increase the number of gazebos on campus.

Discussion continued until Dean Laskowski-Sachnoff moved the question.

Vote to move the question:

App: 22 Opp: 0 Abs: 2

A 2/3 vote was reached and the question was moved. Debate ceased.

Vote on recommendation:

App: 14 Opp: 10 Abs: 6

F. Community Concerns – Ms. Denise Watson, Chair

Charge:

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. Make appropriate recommendations.

Recommendation:

The task force recommends that the task force continue to exist and has no recommendations regarding its composition.

Rationale:

The charges, reports and recommendations from 2004 to present were reviewed. The task force was charged with evaluating their composition and purpose as recently as 2005-2006. Subsequent years demonstrated that the task force was given a variety of charges with varying levels of outcomes. The task force was able to address all of the charges it was given this year. It was agreed that this years' charges were consistent with the purpose of this task force. The task force believes it is imperative to keep a regular forum available to address the concerns of the community.

Motion to accept recommendation:

Mov: J. Ostacher Sec: S. Biswas

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

Report on the implementation status of recommendations submitted by your task force in 2008-2009, approved by 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.

G. Curriculum - Professor Marianne Santelli, Chair

ENG 080: English Workshop

New Course

RDG 080: Reading Workshop

New Course

Motion to accept recommendations:

Mov: S. Barnhart Sec: J. Dunning

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

SOC 217: Human Behavior in the Social Environment I

New Course

SOC 219: Human Behavior in the Social Environment II

New Course

Motion to accept recommendations:

Mov: J. Ostacher Sec: L. Sarfati

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

H. Educational Resources - Professor Nicholas Picioccio, Chair

Charge:

Explore the availability of e-books and electronic book readers. Make appropriate recommendations.

Recommendation:

- 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.

Rationale:

Although the market is moving into the use of e-books and electronic book readers, it may be some time before they are the predominant form of delivery for text based materials. To clarify, the difference between e-books and electronic book readers is that e-books are electronic versions of books that do not require any special equipment other than a computer. Electronic book readers, on the other hand, are hardware devices specifically designed for the delivery of e-books. Many e-textbooks are less expensive (currently 40 - 50 % savings) than conventional textbooks and have animations as well as study tools built into them. As an example, the electronic versions of some biology and chemistry textbooks are interactive computer versions of the textbooks. Hardware that is specialized for reading e-books, such as the Kindle, iPad, Nook, etc. are often called electronic book readers or e-book readers. An electronic book reader is not necessary for reading an e-book unless there is proprietary software such as in the case of the Kindle.

There is a need to determine specific availability of alternative textbooks other than the traditional paper based textbooks through our bookstore. E-books could be a cost effective alternative to traditional paper based textbooks.

While a few textbooks are presently donated to the Library by various departments and placed on reserve, there is a need for an expanded collection since many students have difficulty acquiring the required textbooks. For several years, the library has been successfully adding e-books to its regular collection, which supplements required textbooks.

Motion to accept recommendation:

Mov: P. Hornak Sec: A. Rivera

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 3

Motion passes.

Charge:

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.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. All curriculum items that came before the College Assembly at the April 1, 2010 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:
 - DHY 218: Local Anesthesia and Pain Control
New Course
 - Dental Hygiene A.A.S.
New Curriculum
2. The following Fast-Track curriculum items were approved:
 - 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.

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.

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.

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.

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.

Paralegal 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.

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.

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.

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.

ENV 220: Principles of Occupational Safety and Health

Replace prerequisite of CHM 118 with CHM 117.

Process Technology Program

Remove SCI 104 from the curriculum.
Remove ENV 223 from the curriculum.

Process Technology Program

Revised program description.

Civil Engineering Technology-Land Surveying Option

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."

2. The recommendation from the Academic Standards Task Force for 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 was not signed as it was felt that it is best handled individually at the department level.
3. The recommendation from the Educational Resources Task Force to establish a committee or group of liaisons to the Archives from members of the academic and administrative departments to facilitate timely and consistent accession of electronic and tangible materials considered integral to the College's history or that have been deemed essential to the Archive collection was not signed as it was felt that it would be best to await the hiring of the new Library Director.
4. In following the Bylaws 1.0500 Article V, Section B of the College Assembly the Chair-Elect Nominating Committee has been formed to find nominees for the Chair-Elect. Its members include Dr. Steven Barnhart, Dean Marla Brinson, Professor Alice Picardo and Dr. Steven Zale. Ms. Orosz thanked all of the members for agreeing to serve on this committee.
5. Ms. Orosz thanked the students, faculty, administrators and support staff who have willingly served on the College Assembly and its task forces. She thanked John Kruszewski for being the Parliamentarian and webmaster for the Assembly, and Lisa Sgro, Department Assistant to the Assembly for their service. She also thanked Dr. Hays, Office of the Vice President for Academic and Student Affairs for the refreshments that were provided for the meeting.
6. The first meeting of the College Assembly for the 2010-2011 academic year will be Thursday, October 7 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: T. Young Sec: M. Laskowski-Sachnoff

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Theresa Orosz
Chair, College Assembly

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