

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
DECEMBER 2, 2010
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

FACULTY: J. Altman, E. Christensen, V. Kanwal, L. Nagarajan, J. Ostacher, N. Picioccio, C. Reilly, S. Zale

STUDENTS: M. Broad, D. Fade, C. Freund, Z. Gao, D. Gillet, Z. Hou, S. Lee, M. Madurski, K. Mrowiec, N. Robles, M. Scognamiglio, D. Stevens, M. Wyatt

SUPPORT STAFF: M. Hilton, G. Jurick

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: J. Gipson, K. Hays, H. Holbeck, R. Kim, C. McSpedon, J. Nickerson, K. Pearle, G. Reynolds, M. Thompson, D. Watson

PARLIAMENTARIAN: J. Kruszewski

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: T. Sabol*

FACULTY: S. Biswas*, C. Bowers*, E. Daidone*, N. Dhanda*, N. Granuzzo*, U. Narayanan*, C. Pean*, J. Saborido*, T. Young*

STUDENTS: T. Alston, S. Arooj, J. Barth, M. Carringer, B. Christensen, R. Coste

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

*Excused

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

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: N. Picioccio Sec: J. Dunning

Minutes are accepted as presented.

UNFINISHED BUSINESS

Ms Orosz announced that the nominees for Chair-Elect of the College Assembly were Professor Jeremy Nickerson and Ms. Denise Watson. The biographies and goals of the two nominees were included in the packet of the minutes. The two nominees then gave their presentations. Ballots were collected and tallied by Mr. John Kruszewski, Dean Marilyn Laskowski-Sachnoff and Dr. Steven Zale.

As a result of the vote, Professor Jeremy Nickerson was elected Chair-Elect for 2010-2012 and subsequent Chair of the College Assembly for the 2012 – 2014 academic years.

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 in 2009-2010.

Report:

We discussed the need to educate the college community about disability concerns. Something needs to be done to increase the sensitivity amongst the faculty towards the students' requests for accommodations.

Disability Services has 693 students registered with the office this year! That is the highest number in the last thirty years. While some students may not know about services offered by our college to persons with disabilities, many certainly do. There are students who choose not to disclose their disability status and really don't want or need services.

We need to do something to encourage students to come forward to declare their disability in order to make use of the services available. Although the students are made aware on the day of orientation to register with the disability Meeting of the College Assembly – December 2, 2010

services at the college, they don't always do that. A suggestion was made to add a statement to the class schedule after registration to inform students about the services available here at the college campus for persons with disabilities. Another suggestion was made to put posters in various buildings about these services. Dr. John Herrling, the Director of Counseling and Career Services has been informed of these suggestions.

A student member of our task force, Wes Brooks presented minutes of his meeting with the members of "Next Step" the Alliance for Disabled in New Jersey. The Alliance members seem to be pleased about the presence and efforts of the task force for Accessibility for Persons with Disabilities.

C. Bylaws – Professor Alice Picardo, Chair

No Report

D. Campus Diversity – Ms. Blanca Serrano, Chair

No Report

E. Campus Life – Professor Ronald Foley, Chair

Charge:

Review the college plan for evacuation of students, staff, and visitors in the event of an emergency. Working with the Accessibility for Persons with Disabilities Task Force, include considerations for individuals with disabilities. Make appropriate recommendations.

Recommendation:

It is recommended that the College offer mandatory training for all faculty and staff with regard to expected procedure during campus emergencies, including evacuations. Faculty and staff should be informed of their responsibilities with respect to students with disabilities during an emergency and training should be given in the use of emergency equipment such as the evacu-chair, defibrillator devices, and fire extinguishers. Greater publicity should be given to the availability of emergency guidelines that are currently available on the College Infonet at <http://www.middlesexcc.edu/police/control.cfm/ID/1033>.

It is also recommended that the attendance of faculty and staff who complete such training be verified.

Rationale:

The details of the campus evacuation plan are kept secret by the campus police department as per Executive Order #21, Chapter 404, passed July 2002 by the New Jersey State Legislature. The concern was if a terrorist or deranged

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shooter had a copy of the complete Emergency Evacuation Plan, they could hurt more people.

While the exact details of the plan cannot be disseminated widely, too few faculty and staff are aware of their basic responsibilities during an emergency. The College has invested in life-saving equipment such as evacu-chairs, defibrillators, and fire extinguishers, and training in the handling of such equipment could help to make their use far more effective.

Motion to accept recommendation:

Mov: N. Picioccio Sec: M. Foley

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

F. Community Concerns – Dr. Thomas Halasinski, Chair

No Report

G. Curriculum - Dr. Janet Lansinger, Chair

No Report

H. Educational Resources - Professor Nicholas Picioccio, Chair

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:

The members of the Educational Resources Task Force would like to share the following information to serve as a follow-up regarding the two recommendations from last year that were passed on to the College President for consideration. The recommendations were not signed by the College President pending consideration by the new Library Director, Mr. Mark Thompson. Mr. Thompson, who is in agreement with the recommendations, reviewed them and summarized the status of both as follows:

Charge 1: Explore the availability of e-books and electronic book readers.

- a. I hope to fund a couple of e-readers in this year's Library budget, put them on reserve at the CIRC desk, so students, library staff, and faculty can borrow them for an hour at a time within the Library to try them out. This will meet the recommendation: "to buy several electronic book readers for evaluation and Meeting of the College Assembly – December 2, 2010

experimentation by members of the college community.” Depending on the results of this experiment, we would ask for further funding so users could buy more content, try different devices, or expand the purpose of the trial into borrowing.

- b. I will set up a meeting with the Director of Instructional Design & Media Services and the Manager of the Bookstore to discuss the e-book/e-reader issues above and to begin our discussions of what is possible in the area of e-textbooks. We may need to set up an advisory committee regarding e-textbook solutions so we have academic department input.
- c. The Library has studied ways to expand e-book collection. There are new vendor on-demand models (e.g. e-brary, inc.) that would allow us to efficiently and inexpensively explore the utility and need for this type of resource.

Charge 2: Survey the college community for feedback on what resources/items should be preserved in the library’s archives.

The recommendation from this charge was to create an Archives Advisory Committee made up of members of the academic and administrative units. I will work with Dean Brinson to explore creation of the group. Our first task would be to help set the mission and scope of the Library archives. In the meantime, we are trying to uncover what we have in the collection so far. The work of sorting through the large set of materials is 80% complete. This first phase has created a set of folders and archive boxes sorted by topic or publication title. A list of these is being created and will be distributed. Two of our part-time librarians are spending some of their hours on this project. Once this is completed, we will review the archive holdings and determine the best course of action regarding cataloging and preservation.

A question was asked as to if there is a way to monitor the books that students are using. Mark Thompson responded that there is an administrative module in e-brary which allows the user to see what subjects are being accessed.

NEW BUSINESS

None

REPORT OF THE CHAIR

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

RECOGNITION AND HEARING FROM THE PUBLIC

None

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ADJOURNMENT

Motion to Adjourn:

Mov: C. Reilly Sec: J. Dunning

There being no further business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Theresa Orosz
Chair, College Assembly

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