

TO: Members of the College Assembly
FROM: Theresa Orosz
Chair, College Assembly
RE: College Assembly Annual Report: 2010-2011
DATE: June 30, 2011

RECOMMENDATION

**PRESIDENTIAL
APPROVAL**

**Academic Standards Task Force:
Professor Tracy Young, Chair - 2010-2011**

On the charge to: Survey the college community regarding course opportunities for students who have been placed into Reading 009 (Reading Skills for College I). Report findings and make appropriate recommendation.

- **Department chairs and faculty should be encouraged to create new credit bearing courses and/or learning communities for RDG009 students. The classes and learning communities need to meet the unique needs of RDG009 students. Students who take these courses should be advised to use the many student support services on campus that promote student success such as the tutoring center and the new learning center.** 6/1/11

To be implemented by: Vice President for Academic and Student Affairs

On the charge to: Review the current incomplete 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 an "F" if make-up work is not accomplished in a timely manner." Consider the establishment of a finite time period in which an "I" grade would change to an "F" if required course work is not completed.

- **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** 2/24/11

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.”

To be implemented by: Vice President for Academic and Student Affairs

On the charge to: Explore changing the current course repeat policy which states: “Students must file a written appeal with the Academic Advising Center, located in Chambers Hall, to repeat a course more than three times...” to requiring a written appeal to repeat a course more than four times.

- **Based on the data and responses we received, we believe that the current policy of three attempts is sound. However, the more pressing concern is diagnosing why students are unable to pass a course, especially a developmental course, after three attempts, and what can be done to help them. More robust support and intervention for at-risk students appears necessary. We recommend that an ad hoc committee be set up to look at whether there is a more effective way to counsel and follow-up with these students.**

President’s response: This recommendation was not signed since the repeat policy was determined to be sound and was not in favor of an ad-hoc committee. Interventions are in place and departments should be doing this routinely.

On the charge to: Investigate the enrollment process at MCC for students who have completed a high school diploma via a correspondence program. Review policies at other New Jersey community colleges and make appropriate recommendations.

- **The recommendation is to accept work from an accredited correspondence school as high school graduation equivalency. 5/31/11**

To be implemented by: Vice President for Academic and Student Affairs

On the charge to: 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:

2009-2010 charge: Investigate the feasibility of faculty members administratively withdrawing students who never attended their class by the mid-term point of the semester. What are the advantages and disadvantages? Make appropriate recommendations.

Recommendation: The Task Force recommends that we continue with the current policy and the committee does not recommend administrative withdrawal.; however, it is recommended that a statement be added to the college catalog and other appropriate documents (i.e. course abstracts, the pathfinder) stating that failure to attend class does not constitute a drop; students must follow the policy and procedures for withdrawal from a course.

Status: Signed by the President and implemented without problems

2009-2010 charge: Review the credit-by-examination (CBE) process and reaffirm the process or make recommendations for change.

Recommendation: The Task Force recommends 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.

Status: This was not signed by the president.

2009-2010 charge: Review the proposal submitted by the Department of Dental Auxiliaries Education regarding changes to the Standards of Progress for the Dental Hygiene Program. Make appropriate recommendations regarding request for approval.

Recommendation: The Task Force recommends that the changes be accepted as stated.

Status: Signed by the President and implemented without problems

2009-2010 charge: Investigate the enrollment process at MCC for students who have been homeschooled. Take into consideration the enrollment management policies of other New Jersey community colleges. Make appropriate recommendations.

Recommendation: The Task Force recommends that we accept home school diplomas. It is also recommended that the college catalog be amended to reflect the acceptance of home school diplomas

Status: Signed by the President and implemented without problems

2009-2010 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.

Status: Signed by the President and implemented without problems

2009-2010 charge: Investigate the transferability of courses to MCC from other institutions when there is a credit difference between the MCC course and the course being transferred from the sending institution. Develop guidelines for the evaluation of these courses and how they should be accepted. Will students be expected to take a part two of a course with a one credit difference? Make appropriate recommendations.

Recommendation: When students transfer courses to Middlesex County College from a regionally accredited institution of higher learning; and where there is a difference in credits between the course at that institution and MCC; for instance the sending college transcript has an accounting course for 3 credits and ours is 4 credits, the course will be accepted under the following conditions:

- The course must be reviewed and accepted for transfer by the appropriate Department Chair (comparison of course content with MCC's course content)
- The course will transfer at exactly the number of credits given by the sending school whether the credit awarded is greater or lower than the MCC equivalent; thereby not requiring the student to take the course over for the additional credit required at MCC.
- Students that completed science coursework at another institution without a lab component and the MCC course requires a lab component, at the discretion of the Department Chair, would be instructed to either complete the lab component at MCC or retake the course at MCC to fulfill the required course components.
- Student's overall transcript will need to be evaluated to determine if there is a need for an additional course to meet graduation requirements with the reduction in the number of credits. Students will need 60 or more credits to graduate and therefore, the loss of one credit will in most cases not bring the student's total credits earned below the number of credits required to graduate. In cases where a student will need to make-up additional coursework to graduate the student will be notified by the Registrar's Office in their credit evaluation notification which is sent after transfer credit has been posted to the student's record. This notification will further direct the student to consult with their advisor for assistance in program planning.

Status: Signed by the President and implemented without problems

Accessibility for Persons with Disabilities Task Force:
Dr. Virender Kanwal, Chair - 2010-2011

On the charge which reads: 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 this task force. Working with the Bylaws Task Force, make appropriate recommendations.

See Bylaws Report

On the charge to: Investigate the adequacy of services at the New Brunswick Center (including adaptive testing and assisted technology) for students with disabilities.

- **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.**

President's response: This recommendation was not signed while services for students can be provided at the centers on an individual basis given their designations as centers, it is not the intent of the institution to offer the same level of services at the centers that is being offered on the main campus.

On the charge to: Investigate the adequacy of services at the Perth Amboy Center (including adaptive testing and assisted technology) for students with disabilities.

- **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**

President's response: This recommendation was not signed while services for students can be provided at the centers on an individual basis given their designations as centers, it is not the intent of the institution to offer the same level of services at the centers that is being offered on the main campus.

On the charge to: Investigate various issues concerning campus facility accessibility (i.e.: distance from the College Center parking lot to the theater) as well as program accessibility for persons with disabilities and mobility impairments.

- **The Task Force is requesting additional handicapped parking spaces in Lot #16. However, it is recommended that the investigation of other cost-effective options for handicapped access to the College Center should be undertaken by Facilities Management, with consideration given to the possible conversion of spaces in lot #16 as part of an economical and financially feasible option.**

President's Response: Recommendation was not signed as it was felt that a review by Facilities Management for the need for additional College Center spaces should be determined first.

RECOMMENDATION

On the charge to: Review the college plan for evacuation of students, staff, and visitors with disabilities in the event of an emergency. Working with the Campus Life Task Force make appropriate recommendations.

Report:

On Thursday, October 14, 2010, members of the Accessibility for Persons with Disabilities Task Force were invited to attend a meeting with the Campus Life Task Force concerning evacuation of persons with disabilities in emergency situations. Middlesex County College, Police Chief Smilek made the presentation. This information was shared with the entire committee.

On the charge to: 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 Director of Testing Center, Rob Kim attended our meeting to give us an update on the merger between “regular” Testing and Adaptive Testing. He was happy to report that things have been working out well after the merger. The center is now equipped with two limited-distraction testing rooms that are sound proof with sound dampening panels on the walls, extra sound insulation above the ceiling tiles, and sound insulation around the doors. One of the room’s doors has been moved and widened to make the room wheelchair accessible. In the main testing room, four computers have additional software (i.e., Microsoft Word) on them for students who require it, and one of the workstations is designed to be wheelchair accessible.

Although one of the two Adapted Test Technicians left MCC at the end of November 2010, Rob was able to find additional funds to make the position year round (the job position was posted externally today). But even without this extra technician, the final exam period for the fall 2010 semester went smoothly. In addition, the Testing Center recently hired extra staff to keep the center open until 8:30 PM on Monday and Thursday nights, and all of these new staff members have been or will be trained to provide adaptive testing services. Thus, the college will soon be able to provide adapted testing services every hour the Testing Center in Edison is open.

With the extended hours of the Testing Center for all Testing, more students needing adapted testing services may sign up for evening classes in the near future. Once the new Adapted Test Technician is hired and trained, all of the adapted testing forms and website will be updated to reflect the additional hours.

Report:

The Task Force 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 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.

Bylaws Task Force:

Professor Alice Picardo, Chair – 2010-2011

On the charge which reads: 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 for Persons with Disabilities Task Force. Working with the Accessibility for Persons with Disabilities 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:

B. Chairperson/directors and faculty shall be nominated for a two-year term. Commencing with the Spring 1984 appointment, the Chairperson of the College Assembly shall stagger all appointments so as to ensure continuity of membership for each task force. (Approximately 50% will receive one-year appointments, 50% two-year appointments and all subsequent appointments will be for two years.) C. Students shall be nominated for a one-year term by the Division Councils of the academic divisions and the Dean of Enrollment and Student Services not later than the end of the spring semester. The term of office shall be effective the following fall semester and extend for

the entire academic year.

A review of the current membership of the Task Force on Accessibility for Persons with Disabilities shows the following: there are 17 members in total, 11 members with terms expiring in June 2011 (three (3) of the 11 are students who are appointed for one-year terms per item C under 1.0705 of the Bylaws). Five (5) 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.

On the charge to: 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.

- **Revisions to reflect the current structure of the College divisions.** 4/12/11

Campus Diversity Task Force:
Ms. Blanca Serrano, Chair - 2010-2011

On the charge to: Examine the depth and breadth of diversity content in MCC's existing curricula and make recommendations to adequately address gaps in course offerings, should they exist. Consideration should be given to the racial, cultural, linguistic, and ethnic makeup of the total student body with respect to whether adequate representation is reflected in the curricula.

- **After examining the depth and breadth of diversity course content in MCC's existing curricula, the Campus Diversity Task Force finds that there is adequate representation of the total student body in the diversity courses. However, the Task Force on Campus Diversity would like to recommend reviewing, some of the listed (35) Diversity courses to fulfill the Humanity and Social Sciences requirements as well.**

President's Response: This recommendation was not signed as it was felt that since humanities and social science electives are determined by the state. Middlesex County College cannot make that determination.

RECOMMENDATION

On the charge to: 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 implementation status of recommendations submitted by the Campus Diversity Task Force in 2009-2010 were signed by the College President. New charges were developed for the Diversity Task Force to continue.

Campus Life Task Force:

Professor Ronald Foley, Chair - 2010-2011

On the charge to: 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.

Report:

At the present time, the Campus Life Task Force will make no recommendation with regard to this charge.

The Code of Student Conduct has been rewritten to reflect new law regarding anti-bullying. In addition to presenting the Code of Student Conduct at every student orientation, Middlesex County College will email students at the beginning of each term. The new edition of Pathfinder has been updated with the new code.

On the charge to: Review the college plan for evacuation of students, staff, and visitors in the event of an emergency. Working with the Accessibility Life Task Force, include considerations for individuals with disabilities.

- **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 Infont 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.

President's Response: 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.

On the charge to: Investigate the feasibility of installing gates at all staff parking lots, issuing key cards to faculty, staff, and adjuncts to provide access to the lots, and reinstating student parking decals.

- **Installing and maintaining gates at staff parking lots would be prohibitively costly and may create new, unforeseen problems such as delays in traffic. The Campus Life Task Force therefore recommends that none be built.** 5/31/11

Middlesex County College is currently re-introducing student car decals that will be distributed at student orientation. While their primary purpose is to raise the visibility of the college as students drive about off-campus, the decals may become a useful component in an improved parking plan for students. The Campus Life Task Force recommends that administration consider the decals as a part of a future student parking policy rather than just a promotional tool.

To be implemented by: Executive Director of Facilities Management.

Community Concerns Task Force:

Dr. Thomas Halasinski, Chair – 2010-2011

On the charge to: Explore outreach with community organizations to see if initiatives of mutual benefit can be developed

- **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.**

President's response: This recommendation 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.

On the charge which reads: 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.

- **We recommend recombining the Task Force on Community Concerns with the Task Force on Campus Life.** 4/12/11

To be referred to: The Bylaws Task Force.

RECOMMENDATION

On the charge to: 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:

Previous Charge:

“Explore the use of Twitter, Facebook, and other social websites as a student and/or College communication tool. Make appropriate recommendations.”

Previous Recommendation:

“The Task Force recommends the College adopt the use of Twitter, Facebook, or other social websites as a communication tool.” Recommendation was signed by College President on 01/20/2010.”

Social networks continue to provide an effective communication tool for the College. Examples include the Academic Advising Center and Office of Career Services use of Twitter and the MCC Theatre Department’s use of Facebook to announce upcoming events and performances. The evolving nature of electronic social networks requires a periodic evaluation of their effectiveness as a communication device.

Previous Charge:

“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? Make appropriate recommendations.”

Previous Recommendation:

“This committee recommends that the College support the Centers with the resources necessary to provide workshops for ESL students and their parents to create awareness of education opportunities and the processes for admission to Middlesex County College. Workshops will include sessions for the Non-English speaking population.”
President’s response: This is not a policy issue and the Centers should already be providing workshops as part of the services they provide. Recommendation not signed.

Previous 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

PRESIDENTIAL APPROVAL

Previous Recommendation:

“The task force recommends that the task force continue to exist and has no recommendations regarding its composition.” Recommendation was signed by College President on 06/02/2010.”

Curriculum Task Force:

Dr. Janet Lansinger, Chair - 2010-2011

On the charge which reads: 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.

- **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:** **4/12/11**
 - Program Map**
 - Program Assessment Plan**
 - Course Assessment Plan**

To be implemented by: Vice President for Academic and Student Affairs

On the charge to: Evaluate all new or revised curricula and programs according to the curriculum procedure manual.

ACCOUNTING, BUSINESS AND LEGAL STUDIES

PLS 123: Advanced Legal Writing **3/31/11**
Change in: Course Content

DIVISION OF PROFESSIONAL STUDIES

Allied Health Pre-Professional Certificate: New Curriculum **2/24/11**
Allied Health Pre-Professional A.S.: New Curriculum **2/24/11**

ENGINEERING TECHNOLOGIES

ENR 106: Introduction to Solving Engineering Problems Using Computers **6/1/11**
New Course
Engineering Science A.S. **6/1/11**
Change in Curriculum

HISTORY AND SOCIAL SCIENCE

Criminal Justice – Correction Administration Option A.S. **6/1/11**
Change in Curriculum
Criminal Justice – Police Science Option A.S. **6/1/11**
Change in Curriculum

RECOMMENDATION**PRESIDENTIAL
APPROVAL****MATHEMATICS****MAT 113: Mathematical Structures I**

New Course

4/12/11

MAT 114: Mathematical Structures II

New Course

4/12/11

Reported to the College Assembly: FAST-TRACK APPROVAL**ACCOUNTING, BUSINESS AND LEGAL STUDIES****ACC 203: Accounting Systems and Procedures**

Delete ACC 203 from the college catalogue. Remove ACC 203 from the Accounting, Business & Legal Studies curriculum program for the ACC.AAS listed in the college catalogue, as it is no longer being offered. The curriculum sheet containing the optional elective is attached. There are no other programs which require this course or use the course as an elective.

10/20/10

PLS 111: Contracts and the Uniform Commercial Code

To remove it as a pre-requisite for PLS 112, Business Organization and Government Regulation.

4/5/11

Business Administration A.S.

To include CSC106 as an alternative to CSC105 in the Business Administration Degree BUS.AS. In addition, in the section Requisites/Comments it should read: Students may select an alternative to Computer Science (GE MST) course for which they have appropriate academic advisement and preparation in the mathematics, such as CSC106. All other programs in the Accounting, Business and Legal Studies department already reflect this.

4/13/11

Paralegal Studies - Certificate of Achievement

Curriculum revision will add a course that may be taken as an elective and set the number of credits at a minimum of 18 as required for ABA (American Bar Association) approval.

10/20/10

BIOLOGY**BIO 140: Ecology**

To change the course title from "Ecology" to "Biodiversity and Issues in Ecology."

10/20/10

CHEMISTRY AND PHYSICS**CHM 126: General Chemistry II Lab**

General Chemistry II lecture must be a co-requisite for General Chemistry II Lab

12/9/10

CHM 126: General Chemistry II Lab

Prerequisite: A grade of "C" or better in CHM 125 to enroll in CHM 125 (General Chemistry II Lab).

2/14/11

CHM 221: Organic Chemistry I Lecture

Prerequisite: A grade of "C" in CHM 122 or better to enroll in CHM 221 (Organic Chemistry I lecture).

2/14/11

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).

2/14/11

RECOMMENDATION	PRESIDENTIAL APPROVAL
-----------------------	------------------------------

CHM 226: Chemical Technology Cooperative Education	5/23/11
-----------------------------------------------------------	----------------

Remove CHM 226 from the college catalogue. There are no other programs which require this course or use the course as an elective.

CHM 227: Organic Chemistry I Lab	2/14/11
-----------------------------------------	----------------

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	2/14/11
------------------------------------------	----------------

Prerequisite: A grade of "C" in CHM 227 or better to enroll in CHM 228 (Organic Chemistry II Lab).

Environmental Science	4/13/11
------------------------------	----------------

Since the Environmental Technology program was cancelled and a number of Environmental courses deleted, change the course designation from Environmental (ENV) to Science (SCI): ENV 205 to SCI 224, ENV 207 to SCI 226, ENV 208 to SCI 217, ENV 211 to SCI 218, ENV 212 to SCI 219, ENV 220 to SCI 222, ENV 221 to SCI 221.

COMPUTER SCIENCE & INFORMATION TECHNOLOGY

CSC 125: Web Markup Languages	5/23/11
--------------------------------------	----------------

Change prerequisite from CSC133 or CSC161 to: CSC106 and MAT014

ENGINEERING TECHNOLOGY

Mechanical Engineering Technology A.A.S.	4/5/11
-------------------------------------------------	---------------

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

Educational Resources Task Force:

Professor Nicholas Picioccio, Chair – 2010-2011

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

- **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.**

President's Response: This recommendation was not signed as it was felt that this issue is currently being addressed and is a decision best left to the various divisions and or individual departments.

On the charge to: 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:**Charge 1: Explore the availability of e-books and electronic book readers.**

I agree with the two recommendations listed. We are proceeding as follows:

- a. I hope to fund a couple 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 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. ebrary, 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.