

**Minutes of the College Assembly Meeting
October 2, 2014**

MEMBERS PRESENT

DEANS: M. Brinson, D. Edwards, J. Herron, A. Watson

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

N. Berger, P. Farrett, F. Gordon, D. Groniger, M. Nester, T. Sabol, K. Shay

FACULTY: J. Applebee, G. Bedoya, V. Blanco, F. Burke, E. Christensen, E. Dikun, R. Foley, N. Granuzzo, R. Levi, J. Miuraca, L. Nagarajan-Iyer, U. Narayanan, N. Picciocio, H. Swanicke, G. Bedoya

STUDENTS: Y. Canales, A. Patel, M. Paul, F. Sulaiman, S. Victoranio, E. Villapiano

SUPPORT STAFF: M. Curry, N. Fazekas, J. Biundo

TASK FORCE CHAIRS:

Academic Standards: J. Misuraca

Accessibility for Persons with Disabilities: G. Becker

Bylaws: D. Gardner **H. Swanicke, ammended**

Campus Diversity: D. Johnson

Campus life and Community Concerns: O. Hoppe

Curriculum: N. Piciocio

Educational Resources: M. Thompson

Guests: J. LaPerla Morales, M. Maciolek, P. Madama, M. McCormick, T. O'Reilly, T. Orosz

Parliamentarian: J. Krusewski

MEMBERS ABSENT

DEANS: R. Bucciarelli

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: L. Lederer, L. Rodriguez-Gregory

FACULTY: H. Holbeck, E. Shur, C. Wathen, S. Zale, A. Class-Rivera

STUDENTS: P. Akiva, P. Bonsu, G. Dekanoizide, J. Finnerty, D. Garoniak, L. Jackson, J. John, P. Ramos, S. Sivakumar

SUPPORT STAFF: K. Nagy, S. Wajda

With a quorum present, Jeremy Nickerson called the October regular meeting of the College Assembly to order on Thursday, October 2, 2014 at 2:06 PM, in the Rose M. Channing Danziz Amphitheater, L'Hommedieu Hall.

Professor Nickerson introduced Dr. LaPerla-Morales, President of Middlesex County College, who provided welcoming remarks noting that the College Assembly is a “shared government” through which all policy, curriculum, standards, etc. must pass. The President reminded the Assembly, especially those on the Curriculum Committee, of the very specific process for creating or changing curriculum, including approval by the state.

Dr. Morales also reminded the Assembly of the 50th Anniversary of Middlesex County College, offered well wishes for a productive year, and expressed intent to attend as many Assembly meetings as possible to hear the discussions and provide assistance. She closed with encouragement to those present, especially student members, to “speak up” as everyone’s voice is equal in the College Assembly.

Professor Nickerson thanked Dr. LaPerla-Morales and introduced Dr. Mark McCormick, Vice President for Academic and Student Affairs.

Dr. McCormick introduced himself to the Assembly and expressed his interest in meeting everyone individually in the future. The Vice President encouraged the Assembly to work together for a successful year with a quote from Henry Ford, “Coming together is a beginning and staying together is progress, but working together is success.”

Professor Nickerson thanked Dr. McCormick and welcomed the Assembly members to a new year. He thanked the members in advance for the work that they will be undertaking in the 2014-2015 academic year. He explained that, as a group, the College Assembly members and task forces are responsible for making recommendations that affect academic, student, and other college affairs to the President of the College. These recommendations can be multifaceted and carry important ramifications for the institution. Our ultimate goal is to support the success of our students and to uphold our academic standards. This can only be done through participations, so I encourage everyone to actively listen, to ask questions, and to participate in the debate and, whether you agree or object, to do so with professional consideration for others. College Assembly will be most effective when recommendations are carefully considered, researched, and discussed.

Professor Nickerson thanked the Office of the Vice President for Academic and Student Affairs for today’s refreshments. He acknowledged and thanked John Krusewski, who has agreed to serve as Parliamentarian in addition to his duties as College Assembly web master. He also introduced Joan O’Brien, Departmental Assistant to the College Assembly and provided the location and contact information for the College Assembly office.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: M. Brinson Sec: N. Picioccio

No objections, no abstentions

Minutes accepted as presented.

UNFINISHED BUSINESS

None

Professor Nickerson announced that the Task Force Organizational Meeting was held on September 18, 2014. After a brief introduction and welcome by Dr. LaPerla Morales, each task force met, elected a chair, and set future meeting dates.

The task force chairs for the 2014-2015 academic year are:

Academic Standards: Professor Joe Misuraca

Accessibility for Persons with Disabilities: Dr. Gail Becker

Bylaws: Co-Chairs: Professor Donna-Marie Gardner AND Prof. Helena Swanicke

Campus Diversity: Prof. Dennis Johnson

Campus Life and Community Concerns: Ode Hoppie

Curriculum: Professor Nick Picioccio

Educational Resources: Mark Thompson

Professor Nickerson introduced the new Chairs of the Task Forces, who introduced themselves and presented brief reports explaining their charges, sharing proposed meeting dates and times, and listing their Task Force members.

REPORTS OF THE STANDING TASK FORCES

Academic Standards: Professor Joe Misuraca

Accessibility for Persons with Disabilities: Dr. Gail Becker

Bylaws: Co-Chairs: Professor Donna-Marie Gardner AND Prof. Helena Swanicke

Campus Diversity: Prof. Dennis Johnson

Campus Life and Community Concerns: Ode Hoppie

Curriculum: Professor Nick Picioccio

Educational Resources: Mark Thompson

Professor Nickerson expressed the importance of the work of the College Assembly and his gratitude to its members.

NEW BUSINESS

Professor Nickerson provided the following information to the Assembly regarding the position of and search for the Second Chairperson Elect position:

1.0500 Article V- Officers of the College Assembly

- B. The First Chairperson-elect shall chair and appoint members to a nominating committee in September of the Chairperson's second year of office. This committee is to present a slate of at least three candidates for Second Chairperson-elect at the February meeting of the College Assembly. Nominations from the floor shall be accepted only at the March meeting.
- C. The Second Chairperson-elect shall be elected by the membership of the College Assembly at the April meeting of the Spring semester, and shall serve as Second Chairperson-elect until the First Chairperson-elect assumes his/her duties as Chairperson. The Second Chairperson-elect will then become First Chairperson-elect.
- E. All officers shall be chosen by ballot; the votes of a majority of a quorum of the College Assembly necessary for election, as provided in Article 1.0906.
- F. If no candidate received a majority of a quorum as provided here in the first ballot then a run-off shall be held between the two persons receiving the highest number of votes on said first ballot.

1.0603 Second Chairperson-elect – The Second Chairperson-elect shall serve as Chairperson and exercise the powers and duties of that office during the Chairperson's and First Chairperson's absence or inability to act. He/She shall be responsible for:

- A. Task Force Organization and Development
- B. Acting as liaison to the Divisional Councils
- C. Exercising such other powers and duties as may be delegated by the Chairperson.

REPORT OF THE CHAIRPERSON

1. All curricula issues that came before the Assembly at the May 1, 2014 meeting were approved and signed by Dr. LaPerla-Morales and forwarded to the Office of the Vice President for Academic and Student Affairs for implementation, with the exception of:

ENG 085: Accelerated Learning Program for ENG 009

RDG 085: Accelerated Learning Program for RDG 009

HCD 104: Hospitality Technologies

MAT 065: Accelerated Basic Mathematics

MAT 085: Accelerated Algebra I

The following Fast Track curriculum was approved:

HMHO.COA Certificate of Achievement in Hotel Operations

“Based on recent HCD Department changes in course codes and course names, changes in the Certificate of Achievement in Hotel Operations are required.”

MGT 216 Seminar in Management Experiences

“The Accounting, Business and Legal Studies Department will replace the capstone seminar courses in all the majors that require a seminar class, with MGT 216, Seminar in Management Experiences. This change will eliminate the need for students to fill out substitution forms and we will adjust the curriculum sheets to reflect this change.”

BPA.COA Baking and Pastry Arts Certificate of Achievement Program

“Revision to the BPA.COA curriculum is based on recent HCD Department changes in course codes, course names, course descriptions and pre- and co-requisite requirements.”

NRB 222 Nursing Concepts in Health Alterations II

“Change of course code from HRI 214 to HCD 247.”

2. The recommendations from the Bylaws Task Force affecting Articles IV, V VII, and IX, as well as Appendices A,B,C, and D, have been signed by Dr. LaPerla-Morales and will be implemented by the College Assembly office. A copy of these recommendations is available in e the College Assembly Office.
3. The recommendation from the Accessibility for Persons with Disabilities Task Force requesting that at the beginning of each semester there be an announcement on Campus Cruiser with the phone number for Facilities Management was signed by Dr. LaPerla-Morales, and forwarded to Facilities Management and Enrollment Management for implementation.

4. The recommendation from the Campus Life and Community Concerns Task Force that the college “modify the design of our main mobile website to include icons in the display in place of the currently used text links” as well as having “our main MCC mobile website list events and announcements in more user friendly format geared towards the smaller screens of mobile devices” was signed by Dr. LaPerla-Morales and forwarded to Patrick Madama, Vice President for Institutional Advancement.
5. Copies of two reports are available to the College Assembly. The first report is mandated by the Assembly Bylaws; it is a list of job title, division, and department name changes. The Chair of the College Assembly provides written notification of these changes on the first scheduled Assembly meeting subsequent to receiving that notification. The current Assembly Bylaws already contain those changes.
6. The second report is a summary of recommendation and curriculum matters, which came before the Assembly in 2014. They were approved and signed by the President, and forwarded to the appropriate offices for implementation. This report is also available on the College Assembly website.
7. The next meeting of the College Assembly will be held on Thursday, November 6, 2014 at 2:00 PM.

RECOGNITION AND HEARING FROM THE PUBLIC

Patrick Madama, Vice President of Institutional Advancement, addressed the Assembly regarding the college’s 50th Anniversary. He explained that information regarding Anniversary events could be found through the main college website using the 50th Anniversary logo in the upper right hand corner. He encouraged members to share stories and ideas for the time capsule, and spoke of a pictorial history of the college depicting main events going back to 1964. He left printed cards detailing major events for Assembly members and encouraged participation in the celebratory events in this “milestone achievement.”

Mr. Madama assured the members that the Anniversary Gala, entitled Middlesex Gold: a Community Solute, would recognize the contribution of all the many individuals and organizations that have assured the college’s success to date.

Mr. Madama also addressed one of the charges to the Campus Life Committee regarding the new responsive design of the college’s website which will change format in response to the device being used. The changes are expected to be debuted in the next month or two.

Virgil Blanco, Assembly member, questioned Mr. Madama regarding the opening of the old time capsule.

Mr. Madama explained that the future administrators were instructed by the Board of Trustees when the old time capsule was placed to open it in 2014, and that will be done on November 17, 2014. He said they were also charged with placing new items into the capsule for the 100th anniversary in 2064.

ADJOURNMENT:

Motion to adjourn

Mov: D. Edwards Sec: Uma Narayan

No objections or abstentions.

There being no further business, the meeting was adjourned at 2:40 PM.