

**Minutes of the College Assembly Meeting  
February 4, 2016**

**MEMBERS PRESENT**

**DEANS:** M. Brinson, R. Bucciarelli, B. Clemmons, D. Edwards, J. Herron

**ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** N. Berger, P. Farrett, R. Feldman, C. Green, K. Hooper, M. Nester, T. Orosz, C. Pean, L. Rodriguez-Gregory

**FACULTY:** J. Applebee, F. Burke, K. Costanzo, E. Dikun, H. Hyman, L. Nagarajan-Iyer, T. O'Reilly, M. Paquette, N. Picioccio, C. Quillen, J. Saborido, E. Schatz, E. Shur, H. Swanicke, C. Wathen, T. Young

**STUDENTS:** M. Bello, T. Donato, H. Oshun, B. Rodriguez, B. Toure, Z. ZHANG

**SUPPORT STAFF:** M. Capurso, J. Ciellesz, M. Curry, N. Fazekas

**TASK FORCE CHAIRS:**

**Academic Standards:** T. Young

**Accessibility:** N. Malyk-Selivanova

**Bylaws:** D. Gardner

**Campus Diversity:** C. Quigley

**Campus Life and Community Concerns:** K. Costanzo

**Curriculum:** N. Picioccio

**Educational Resources:** C. Vassiliadis

**Guests:** T. Hack, J. La Perla-Morales, M. Maciolek, P. Madama, M. McCormick, U. Narayanan, J. Nickerson, N. Primich

**Parliamentarian:** T. Orosz

**MEMBERS ABSENT**

**DEANS:** none

**ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** J. Dunning, D. Groninger

**FACULTY:** R. Levi, L. McCaskill, R. Thompson, L. Tobin

**STUDENTS:** K. Baker, D. Fuentes, M. Maciejowski, A. Noto, C. Ogbonna, V. Sanzone, S. Wiczerzak

**SUPPORT STAFF:** none

**\*\*\*Please note: Verbatim minutes of College Assembly meetings are available by request\*\*\***

With a quorum present, Chairperson Hope-Claire Holbeck called to order the February 4, 2016 meeting of the College Assembly at 2:04 PM, in the Rose M. Channing Danziz Amphitheater, L'Hommedieu Hall. A welcome was extended to Mr. Timothy Hack, new Chairperson of the History and Social Sciences department, and to Mr. Brian Clemmons, new Dean of Enrollment Management, who joins the College Assembly as a voting member.

### **APPROVAL OF MINUTES:**

#### **Motion to accept minutes**

**Mot:** M. Brinson      **Sec:** R. Feldman

#### **Vote to accept minutes**

Fav: 39      Opp: 0      Abst: 1

### **UNFINISHED BUSINESS:**

At the December meeting, a question was raised whether the Assembly office would consider creating a section on the Assembly webpage which would list those items approved by the Assembly but have not yet been signed by the President. The rationale for the request was to have a mechanism for tracking the items and to promote transparency. Prof. Holbeck, College Assembly Chair, shared her decision not to pursue such action at this time as the information in question is presented to the College Assembly in the monthly Report of the Chair, included in the meeting minutes which are posted to the web site monthly, and reiterated in the Annual Report of the College Assembly Chair. She encouraged anyone with a question or concern regarding the status of a recommendation or curriculum item, to contact herself or the College Assembly office.

### **REPORT OF THE STANDING TASK FORCES:**

**Academic Standards:** Prof. Tracy Young, Chair

Charge # AS1516-05 :

Investigate the MCC early warning grading system to promote increased faculty participation while continuing to positively impact student performance.

Recommendation:

1. Change "Early Warning" to "Academic Performance Notification".
2. Add-"Satisfactory Performance" as a grading option.+

Rationale:

As discussed by the 2015 Academic Standards Task Force, the literature supports the use of an early warning system as a means to “better boost retention”, (Inside Higher Ed, Karp 1/13/14).

The 2015 task force also found that although midterm grading is not mandatory, there is 100% compliance with the faculty posting midterm grades. Some reasons for lower participation from faculty may be that there are only negative options or faculty may be using other methods to communicate concerns with their students. Having an official system, however, allows advisors and others to also reach out to students to provide support.

The task force strongly believes that a positive category needs to be included in this grading notification. Without a positive category, it is difficult for students to know whether the absence of an early notification grade indicates successful performance or whether the faculty member is not using the system. All students, even those performing well, benefit from feedback. The inclusion of a positive category necessitates that a different term be used for this early grading system as an early warning would not be an accurate descriptor for a student who is performing at a satisfactory level. After consulting with colleagues on the national First-Year Experience listserv for alternate terminology, the task force decided that “Academic Performance Notification” would be a more accurate and meaningful term. As there was some concern about the positive term that was previously suggested (Satisfactory Progress) due to this being a term used by the financial aid office, the task force is suggesting that “Satisfactory Academic Standing” be added a grading option.

Current format:

Early Warning Terminology (Fall 2015)

1. Attendance Insufficient
2. Unprepared for Class
3. Failing Assignments
4. Participation Insufficient
5. Failing Multiple Reasons

Recommended New format:

Academic Performance Notification

1. Satisfactory Academic Standing
2. Attendance Insufficient
3. Unprepared for Class
4. Failing Assignments
5. Participation Insufficient
6. Failing Multiple Reasons

**Motion to accept recommendation:**

**Mot:** F. Burke **Sec:** D. Edwards

Prof. Young clarified for the audience that midterm grading is not mandatory, but 100% of faculty submitted midterm grades. The percentage of faculty utilizing Early Warning was not available at that time.

**Vote on recommendation**

**Fav:** 39                      **Opp:** 0                      **Abst:** 1

**Motion passes**

**Accessibility:** No Report

**Bylaws:** No Report

**Campus Diversity:** No Report

**Campus Life and Community Concerns:** Prof. Kathleen Costanzo, Chair

Charge # 2: CL1516-02

Examine the directional signage in all campus buildings for adequacy, clarity and efficacy in directing students to classrooms and department offices. Rationale: Some buildings, for example Raritan Hall, have confusing floor plans and the students are continuously confused in finding their classrooms, faculty and department offices.

Recommendation:

The committee reviewed the floor plans for buildings: L'Hommedieu Hall, Main Hall and Edison Hall and approved by a majority vote to recommend changing classroom numbers of the lecture room and faculty offices room numbers to help clarify locations of rooms. The classrooms should have a numerical flow when walking down the hallway. The corner of the hallways should post some kind of signage to reflect the groupings of the rooms in that corridor. The committee likes the way Crabiell Hall displays the room numbers. (Even and odds numbers are opposite each other). The room numbers also are posted on a soffit so that they can be seen from afar.

Rationale:

The classrooms and all offices need to present in a way that all students, staff and faculty can be directed to a room more efficiently. When the rooms have a flow to it and directional signage is available, it reduces the chances of people becoming befuddled and will help guide them to their proper "check-in" destination. When people know exactly where to go and can follow a directory, it can reduce traffic distractions. A strategically placed directional sign can also alleviate the need for

staffing and will make sure that the walk through the building is adequate and people can then become familiar with the building's layout.

In case of an emergency event, it will make the evacuation plan much safer and people will know the direction needed to exit.

In discussion of the proposal, Dr. M. McCormick, VP of Academic and Student affairs explained that there may be issues with the Department of Homeland Security when it came to renumbering classrooms, as there were strict federal protocols to which such numbering must adhere.

It was largely agreed that the current numbering system and directional signage in many of the buildings on campus is misleading or inefficient, but given the new information that could possibly nullify the recommendation, the recommendation was withdrawn by K. Costanzo, Task Force Chair, pending further investigation. Dr. La Perla-Morales, President, suggested that the Task Force approach Don Drost, Executive Director of Facilities Management, for input on the matter.

**Recommendation withdrawn**

~~**Vote on recommendation**~~

~~**Fav:                      Opp:                      Abst:**~~

Curriculum: Prof. N. Picioccio, Chair

**CSC 060                      Introduction to Personal Computing (NEW)**

The course will focus on the use of the personal computer and common computer applications to organize academic content to assist the educational process. Students will create and modify simple documents, presentations and spreadsheets and conduct simple research on the internet. Emphasis will be placed on preparing the student to use the computer in an educational setting for all stages of the writing process, reading analysis, and building basic mathematical computations.

Course is not for transfer. The course has been developed primarily to serve students taking the first level of ESL credit equivalent courses effective Fall 2016 (ESL067 and ESL068.) Other students who are taking all credit equivalent courses in the areas of reading, writing, and mathematics may also benefit from taking this credit equivalent course.

3 Credits  
NOT General Ed

**Motion to accept recommendation:**

**Mot: P. Farrett    Sec: J. Herron**

Clarification was made that this is not intended to be a required course for any program, but is available to students not in the ESL program.

**Vote on recommendation****Fav: 39    Opp: 0    Abst: 1****Motion passes****Educational Resources:** Prof. C. Vasilliadis, Chair

Prof. Vassiliadis presented a status report for the Educational Resources Task Force. Regarding Charge # ER1516-06, the office of Information Technology is currently testing integration of Office 365 with the campus information systems. As, there are extensive changes and upgrades to the MCC infrastructure that must take place before any higher level testing with users, Focus testing of 365 features (including mail and collaboration tools) will likely begin during the summer of 2016, provided all project work is completed on schedule. The Task Force believes a recommendation cannot be made at this time since the focus testing cannot begin until the summer of 2016.

Regarding charge #ER1516-01, update of acceptable use policy for computer facilities, the task force had Bradley Morton, Executive Director of Information Technology, and received the following response: “Regarding the acceptable use policy, I plan to review that over the spring semester, if updates are warranted, input from the appropriate stake holders on campus will be solicited during the revisions process.”

A discussion ensued regarding who the “appropriate stake holders” would be and if the IT department should be the ones to determine the need for revisions, given that the original policy was produced by the Educational Resources Task Force. It was agreed that any changes to the Acceptable Use Policy should balance protecting the College’s information systems and accommodating the needs of users. Prof. E. Schatz added that students should also have a voice in decisions regarding the Acceptable Use Policy. Prof. Vassiliadis stated that she would take the Assembly’s input back to the Task Force.

**New Business**

Prof. Holbeck announced that requests for nominations to College Assembly and its Task Forces for the 2016-2017 Academic year were sent on that day, and anyone whose term is ending but would like to continue working with the Assembly, should inform their immediate supervisor.

**Report of the Chair**

1. BIO 210: Intro to Marine Biology, a new course approved by the Assembly at the December 2015 meeting, has been signed by President La Perla-Morales after changes to the credit distribution were made by the department. The original credit distribution was 4 credits made up of 3 hours of lecture and 3 hours of lab. The department agreed to redistribute the credit hours to 2 hours of lecture and 4 hours of lab which addresses the laboratory based nature of the course while also satisfying the state requirements for full reimbursement of credit hours, which the original credit distribution did not.

BIO 210 has been forwarded to the Vice President of Academic and Student affairs for implementation.

2. The following Fast Tracks have been approved since the December 2015 Assembly meeting:

ESL 086 Change in title from ESL 086 Phonology/Discussion Intensive Level 3 to ESL 086 Phonology

ESL 086 revised course description, pre requisites, and co-requisites

ESL.UN English as a Second Language – Undeclared, old courses were placed on inactive status

ES.AS Engineering Science AS degree - Computer Science CSC 161 C#.NET Programming was removed from the Electrical Engineering technical electives and replaced with Electrical Engineering Technology ELT 231 Digital Logic Circuits and Systems.

EASC.AS For the technical electives in the Earth Science Transfer AS degree, it was approved to replace Science SCI-162 (Historical Geology: Diamonds, Drilling and Dinosaurs) with Science SCI-164 (Historical Geology).

CHM.AS For the Chemistry Science Transfer AS degree - BIO-123 and 124 (General Biology I and II) were added as substitution for CHM-230 (Analytical Chemistry) and CHM-240 (Research in Chemistry)

BIO-228 (Genetics), BIO-251 and 252 (Introduction to Biomolecules and Molecular Biology – Lecture and Lab), CHM-230 (Analytical Chemistry), CHM-240 (Research in Chemistry) were added to the technical elective choices.

AND

The prerequisite of BIO-124 (General Biology II) was removed from CHM-240 (Research in Chemistry)

BIO 240 BIO 240 Research in Biology, Updated course description and the distribution of Lecture/Lab/Field hours

- CPT 226      CPT 226 Process Technology Cooperative Education - updated course description and the distribution of Lecture/Lab/Field hours
- CHM 240      For CHM 240 (Research in Chemistry) there was an update to the course description and the distribution of Lecture/Lab/Field hours
- MADGA      In the Media Arts and Design AS degree, Gaming and Animation option, there was a in the change sequencing of courses to equally distribute GAMING courses throughout the program.
- AND
- Co-requisite changes in conjunction with the sequence changes in the Gaming and Animation option.
- NRB.AS      Course sequence change moving English ENG 122 from the second semester of the curriculum to the third semester.

The next meeting of the College Assembly will be held on Thursday, March 3, 2016 at 2:00 PM.

#### **RECOGNITION AND HEARING FROM THE PUBLIC**

Prof. P. Farrett wished the Assembly a Happy New Year.

Prof. H. H Holbeck made an announcement regarding “Give Kids a Smile Day”, a program of free dental assessment and care, open to the public, to be held the following day.

#### **ADJOURNMENT:**

**Motion to Adjourn**

**Mot: P. Farrett Sec: E. Schatz**

**Adjourned: 2:40**