

**Minutes of the College Assembly Meeting
October 1, 2015**

MEMBERS PRESENT

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

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

J. Dunning, P. Farrett, R. Feldman, C. Green, K. Hooper, M. Nester, T. Orosz, C. Pean

FACULTY: J. Applebee, F. Burke, K. Costanzo, H. Hyman, R. Levi, L. McCaskill, T. O'Reilly,
M. Paquette, N. Picioccio, J. Saborido, E. Schatz, H. Swanicke, L. Tobin, C. Wathen, T. Young

STUDENTS: K. Baker, T. Donato, H. Oshun, B. Rodriguez, B. Toure, A. Noto

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

TASK FORCE CHAIRS:

Academic Standards: T. Young

Accessibility:

Bylaws: D. Gardner

Campus Diversity: C. Quigley

Campus Life and Community Concerns: K. Costanzo

Curriculum: N. Picioccio

Educational Resources: Clairie Vassiliadis

Guests: J. LaPerla-Morales, M. McCormick, P. Madama, U. Narayanan, J. Finer, G. Bedoya,
D. Rogalski, R.M. Kim

Parliamentarian: J. Kruszewski

MEMBERS ABSENT

DEANS: A. Watson

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS

N. Berger, F. Gordon, D. Groninger, L. Rodriguez-Gregory

FACULTY: L. Nagarajan-Iyer, C. Quillen, E. Shur

STUDENTS: M. Bello, D. Fuentes, C. Ogbonna, V. Sanzone

SUPPORT STAFF: M. Curry (leave)

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

With a quorum present, Chairperson Hope-Claire Holbeck called to order the October 1, 2015 meeting of the College Assembly at 2:06 PM. At that time, Dr. Joann La Perla-Morales, President of Middlesex County College, was invited to address the Assembly.

Dr. La Perla-Morales urged Assembly members to be mindful that the work they do reflect the strategic planning and budgeting of the College for the future. She invited members to utilize the expertise of the various offices of the College, including herself and College Assembly Chair Hope Holbeck, in researching Task Force charges. The President reminded the body that the College Assembly is the one place in the institution where everyone comes together: faculty, staff, and students. She gave special thanks to the student members in attendance and wished all a good semester.

After extending her appreciation to Dr. La Perla-Morales, Prof. Holbeck officially welcomed the members of the College Assembly for the 2015-2016 academic year. She explained that, collectively, the College Assembly members and task forces are responsible for making recommendations to the President of the College that affect academic, student, and other college affairs, and that these recommendations can be multifaceted and carry important ramifications for the institution. The ultimate goal, as expressed by Prof. Holbeck, is to support the success of students, and to uphold academic standards at the same time. Stressing that this can only be achieved through participation, she encouraged everyone to actively listen, ask questions, and participate in the debate and, whether in agreement or not, to do so with professional consideration for others.

Prof. Holbeck thanked the Office of the Vice President for Academic and Student Affairs for providing refreshments. She acknowledged and thanked John Kruszewski for his continued service as Parliamentarian. Joan O'Brien, Departmental Assistant to the College Assembly, was introduced and her contact information provided (Raritan Hall, room 122, 732-906-4239, jmobrien@middlesexcc.edu.)

APPROVAL OF MINUTES:

Motion to accept minutes

Mot: T. Young **Sec:** T. Orosz

No Discussion

Vote to accept minutes

Fav: 35 Opp: 0 Abst: 1

Minutes accepted as presented.

UNFINISHED BUSINESS

None

REPORT OF THE STANDING TASK FORCES:

A. Academic Standards: T. Young, Chair

Members: Tracy Young, David Edwards, Lisa Rodriguez-Gregory, Richard Cole, Phalguni Ghosh, Stephen Larkin, Rob Kim, George Allen, Christine Harrington, Marianne Santelli, Theresa Young, Mary Adams, Lynn Tobin, Julie DeHanes, Patricia Luck, Lafayette Smith, Donna Rogalski, Karla Kisson.

AS1516-01 Investigate the feasibility of creating an *activity* or *co-curricular* transcript addendum to student's academic transcript to formally document a student's completion of pre-approved and learning-appropriate programs. Official documentation of campus involvement can be extremely beneficial when students apply for internships, jobs, or transfer to 4-year universities, and therefore may be considered more legitimate than a notation on an application.

AS1516-02 Investigate the best practices for instituting a college wide program that addresses Student Code of Conduct Violations from an academic standpoint; what are the procedures for handling Student Code of Conduct Violations at MCC compared to other schools and how can we best use these practices to help instill a sense of honor, honesty, and integrity into the MCC community.

AS1516-03 Report on the implementation status of recommendations submitted by your task force in 2014-2015, approved by the College Assembly, and forwarded to the College President for Signature.

AS1516-04 See CU1516-02

AS1516-05 Investigate the MCC Early Warning grading system to promote increased faculty participation while continuing to positively impact student performance. Evidence strongly supports the use of an early warning system as a means to better boost student retention (Inside Higher Ed., Karp 1/13/14).

B. Accessibility: None

C. Bylaws: D. Gardner, Chair

Members: Jeremy Nickerson, Helena Swanicke, Donna Marie Gardner, Emmi Schatz, Andrew Dzurisin, and Alice Picardo.

- BL1516-01 Review College Assembly Bylaws for clerical and grammatical corrections.
- BL1516-02 Review the process for appointment to College Assembly and Task Forces to assure consistency with current practice.
- BL1516-03 Consider formally adding the position of Parliamentarian to the College Assembly roster, with the stipulation that the position be a non-voting member.
- BL1516-04 Report on the implementation status of recommendations submitted by your task force in 2014-2015, approved by the College Assembly, and forwarded to the College President for Signature.

D. Campus Diversity: C. Quigley, Chair

Members: Risa Levi, Claudine Bowers, Mellissa Edwards, June Somma, Gary Abbott, Rich Feldman, Angelo Abreau, Janet Peleg, C. Quigley, Laurel Wegrzyn, Cynthia Ogbonna, and Liandra de la Victoria.

- CD1516-01 Investigate merging the Campus Diversity Task Force with the Campus Life and Community Concerns Task Force. The rationale is based on the Diversity Task Force having few to no charges to address in recent years. As diversity is an important and inherent part of our campus life and community, it seems as if these two task forces are strongly interrelated and should function as one body.
- CD1516-02 Report on the implementation status of recommendations submitted by our task force in 2014-2015, approved by the College Assembly, and forwarded to the College President for Signature.
- CD1516-03 There is a relatively large number of Muslim students in the campus community, for whom it is necessary to pray at specified times throughout the day. Investigate the feasibility of providing prayer rooms on campus for Muslim students. As this charge also relates to the focus of the Campus Life and Community Concerns task force, it is suggested that representatives from the two task forces address this charge together.
- CD1516-04 In light of recent retirements and hiring trends over the past 10 years, it seems the representation of minorities amongst full-time, tenure-track faculty is decreasing. Investigate the representation of full-time, tenure-track minority faculty on campus, hiring statistics of minority faculty in the last 10 years, and possible ways to increase the number of minority faculty.

E. Campus Life and Community Concerns: K. Costanzo, Chair

Members: Kathleen Costanzo, Tom Halasinski, Kathleen Costanzo, Richard Roy, Brenda Cavanaugh, Ode Hoppe, Gwen Strokus, Daniel Fuchs, Gina Bedoya, Jose Laureano, Mike Ambroziak, Jose Almonte, Jeana Mari-Davis, and Nosheen Beavers.

CL1516-01 Investigate changing the College Hour on Monday at 11:15 to an alternated time and/or day of the week, to enable a more consistent scheduling of Monday/Wednesday morning classes, as well as open up more classes at one of the most desirable times for students.

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 students are continuously confused in finding their classrooms, faculty and department offices.

CL1516-03 Report on the implementation status of recommendations submitted by your task force in 2014-2015, approved by the College Assembly, and forwarded to the College President for Signature.

CL1516-04 Evaluate the creation of intramural sports leagues for MCC students. Intramurals are a proven way to increase student involvement and engagement, support and promote healthy and active lifestyles, and encourage sportsmanship and collegiality.

F. Curriculum: N. Picioccio, Chair

Members: Parag Muley, Claire Pean, Patrick Honey, Claire Condie, Uma Narayanan, Rachel Turoscy, Nick Picioccio, Phyllis Fleming, Lakshmi Nagarajan-Iyer, Kim Krapels, Runae Edwards, Ashley Miller, John Kruszewski, Betsy Pajaius, Jesse Finer, and Franklin Emesue.

CU1516-01 Evaluate all new or revised curricula and programs according to the Curriculum Procedure Manual. Make appropriate recommendations.

CU1516-02 Evaluate the Curriculum Procedures Manual and revise as needed for currency and to reflect changes in the curriculum approval process, as there are a number of curricular processes that are either unclear and subject to misinterpretation or inaccurate as to actual process. Included in this would be a more comprehensive list of items that fall within the Fast Track approval process. In the interest of not overextending the Curriculum Task Force, it is recommended that an ad hoc Task Force, comprised of members of both the Curriculum and Academic Standards Task Forces, be formed to address this charge.

CU1516-03 Examine current curriculum forms to assure alignment with state requirements and regulations. It is suggested that the Vice President of Academic and Student Affairs be consulted on this charge.

(Prof. Picioccio noted that new forms have been instituted and are available at this time on Infonet)*

CU1516-04 Report on the implementation status of recommendations submitted by your task force in 2014-2015, approved by the College Assembly, and forwarded to the College President for Signature.

G. Educational Resources: Clairie Vassiliadis

Members: James DeTata, Brian Lavey, Clairie Vassiliadis, Pamela Hicks, Deborah Lynch, Theresa O'Reilly, Edwin Reid, Tracy Siegel, Louis Marius, and Millie Keegan.

ER1516-01 Update the Acceptable Use Policies for computer facilities, which have not been updated since 2000.

ER1516-02 Explore academic integrity tool options such as Turnitin and make recommendations about whether MCC should invest in products of this nature

ER1516-03 Explore course learning management systems and make recommendations about whether it is time to move toward a more mainstream system that works well with publisher online support tools.

ER1516-04 Investigate how other schools are managing their Testing Centers when proctoring individual student exams (whether it be a makeup exam or for adapted testing situations.) Include in the investigation how other schools use technologies such as webcams, computer lockdowns, cellphone/electronic device security, etc. to ensure the academic integrity of the proctored exams.

ER1516-05 Investigate the need for proctored examination solutions for online courses. Also consider the expansion of Testing Centers due to the growing need for proctored exams due to the increase in online course offerings.

ER1516-06 Evaluate the feasibility and benefits of MCC participating in the Microsoft program which provides free Office 365 to all students at educational institutions which have purchased Office organization-wide for all faculty/staff via the Microsoft Volume Licensing program.

ER1516- 07 Report on the implementation status of recommendations submitted by your task force in 2014-2015, approved by the College Assembly, and forwarded to the College President for Signature.

New Business

Prof. Holbeck reiterated that the College Assembly is the only body with representation from all of the College's constituencies. She continued with a plea for additional students to fill vacant position on the College Assembly and its task forces.

As a second item of new business, it was pointed out that there was a typographical error on a meeting schedule flyer made available to members before the meeting. The February meeting was listed as the 3rd, rather than the 4th.

Report of the Chair

All curricula issues that came before the Assembly at the May 7, 2015 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.

The following Fast Track Curriculum has been approved:

Gaming and Animation, GAM 218- 3D Modeling and Animation Foundations

Change pre-requisites from “all required Media Arts and Design, MAD courses” to “MAD 113 and MAD 114.” Remove co-requisite of GAM 219

GAM 219- Game Design Foundations

Change pre-requisites from “all required MAD courses” to “MAD 113 and MAD 114.” Change co-requisite of GAM 218 to “Pre-requisite or co-requisite: GAM 218.”

Media Arts and Design, MAD 114- Three Dimensional Design

There was a change in course description.

Also for MAD 114- Three Dimensional Design:

Remove pre-requisites of MAD 113(Two Dimensional Design) and MAD 117 (Free Hand Drawing)

Business Information Systems- BIS AS Transfer degree

1. Add the following objective to the degree objective list: “Demonstrate professionalism and ethical behavior”.
2. Make either of the following two courses: MATH 123 – Statistics I or MATH 285 - Basic Statistics for Business, a required course and not an optional course in the degree.
3. Revise the curriculum to make the General Education-Science elective course a required course to accommodate offering a pure science course in the program and not an option.
4. Rearrange the curriculum sheet to accommodate including both the MAT 123 or MAT 285 course, and the General Education Science course as required courses instead of choosing one of these courses, by removing one of the degree elective courses.
5. Add MAT 124 – Statistics II as a degree elective.

TASK FORCE REPORTS AND RECOMMENDATIONS

The following task force recommendations came before the Assembly at the end of the spring semester.

Academic Standards

The recommendation that a student without a readily recognized equivalent for ENG 122 who transfers to Middlesex County College with a bachelor's degree from a college or university accredited by any of the six United States regional accrediting agencies be given transfer credit for ENG 122 as long as the student is transferring the equivalent of MCC's ENG 121 with at least a "C" average, has been signed by Dr. La Perla Morales and forwarded to Dr. Mark McCormick, Vice President of Academic and Student Affairs, for implementation.

The recommendation to alter the existing add/drop policy to allow students to register for courses without a signature during the first week of classes (until the 75% refund deadline) provided that the class is still open, or with instructor and Chair approval required, if the class is open and the student wishes to add beyond this designated add period or the class is closed, was not approved by the President.

The recommendation to change the "Early Warning" system to "Early Progress Report", and adding a "Satisfactory Progress" option, was not approved by the President as further consideration by the Academic Standards Task force was needed. This charge has been resubmitted to the Academic Standards task force for 2015-2016 year.

Accessibility for Persons with Disabilities

The recommendation to reevaluate and update the Emergency Management Quick Reference Guide has been signed by the President and forwarded to Dr. Ronald Goldfarb, Special Assistant to the President, for implementation.

The recommendation to reevaluate and update the protocols for use of evacuation chairs has been signed by the President and forwarded to Dr. Ronald Goldfarb, Special Assistant to the President, for implementation.

Campus Diversity

The recommendation to have clubs screen films in classrooms to avoid potential complaints about content or copyright issues, was not signed by the President.

Campus Life and Community Concerns

The recommendation to re-open, renovate, and refurnish underutilized student lounge space to alleviate noise in hallways of academic buildings, has been signed by the president and forwarded to Dr. Mark McCormick, Vice President of Academic and Student Affairs, and Don Drost, Executive Director of Facilities Management, for implementation.

The recommendation to create a designated Judicial Affairs/Community Standards and Student Conduct Office to address student conduct issues and ensure the student's rights to due process, while educating students regarding core values of the College community as outlined in the Code of Student Conduct, has been signed by the President and forwarded to Dr. Mark McCormick, Vice President of Academic and Student Affairs, for implementation.

The recommendation that Lot 1A be designated as a one-way with visible signage to alert all drivers and pedestrians has been signed by the President and forwarded to Don Drost, Executive Director of Facilities Management, for implementation.

Copies of two reports are available in the College Assembly office. The first, mandated by the Assembly Bylaws, 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 second report, the 2014-2015 Annual Report is a summary of recommendation and curriculum matters, which came before the Assembly and were brought to the President in the 2014-2015 academic year. This report is also available on the College Assembly Website.

The next meeting of the College Assembly will be held on Thursday, November 5, 2015 at 2:00 PM.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT:

Motion to Adjourn

Mot: F. Burke **Sec:** C. Pean

Adjourned: 2:38