

**Minutes of the College Assembly Meeting
October 6, 2016**

MEMBERS PRESENT

DEANS: R. Bucciarelli, B. Clemmons, J. Herron, L. Scherr

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

N. Berger, P. Farrett, R. Feldman, C. Green, T. Hack, T. Orosz, C. Pean, T. Sabol, F. Stowe, C. Zhang

FACULTY: K. Costanzo, A. DeMers, E. Dikun, A. Dzurisin, H. Hyman, R. Levi, M. Paquette, N. Picioccio, C. Quillen, J. Somma, L. Tobin, T. Young

STUDENTS: H. Ghani, J. Kaur, I. Mensah, T. Mudhar, C. Phan, B. Rodriguez, M. Yalartai

SUPPORT STAFF: D. Coyle, J. Ciellesz, M. Vogel

TASK FORCE CHAIRS:

Academic Standards: T. Young

Accessibility: M. Lomax

Bylaws: A. Picardo

Campus Diversity: M. Edwards

Campus Life and Community Concerns: K. Costanzo

Curriculum: N. Picioccio

Guests: R. Cole, H. Kyeremateng, M. McCormick, J. LaPerla-Morales, U. Narayanan, M. Tejada

Parliamentarian: J. Kruszewski

MEMBERS ABSENT

DEANS: M. Brinson

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS

L. Alexander, K. Hooper

FACULTY: F. Burke, L. Nelson, J. Saborido, E. Schatz, R. Thompson, C. Winchester

STUDENTS: U. Anwar, B. Baez, D. Colasanto, O. Cortez, I. Mensalt

SUPPORT STAFF: M. Capurso, T. Griswold

[Type here]

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

**College Assembly Meeting
October 6, 2016**

With a quorum present, Prof. Holbeck, College Assembly Chair, brought to order the October 6, 2016 College Assembly meeting at 2:03 PM, in the Brunswick Room, Crabiel Hall.

Dr. Joann La Perla-Morales, Middlesex County College President, greeted Assembly members and welcomed them to the new venue for Assembly meetings. She made special note to the student members of the need to hear their voices in the work of the College Assembly and encouraged them to participate fully. Dr. La Perla also urged that the Assembly and Task Forces avail themselves of the administration as a resource when researching charges.

Prof. Holbeck thanked Dr. La Perla-Morales and welcomed the Assembly members, and thanked them in advance for the work they would be doing in the coming months. She stressed that the ultimate goal of the College Assembly is to “support the success of our students and to uphold our academic standards. This can only be done through participation, 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.”

Prof. Holbeck acknowledged Parliamentarian John Kruszewski and Departmental Assistant Joan O’Brien, provided contact information for the College Assembly office, and expressed gratitude to the Office of the Vice President for Academic and Student Affairs for refreshments at meetings throughout the year.

APPROVAL OF MINUTES

Prof. Christine Wathen requested that her name be added to those in attendance at the May meeting on the May 5, 2016 minutes.

Revision of Minutes

Motion to revise minutes

Mot: T. Sabol **Sec:** N. Picioccio

Vote to accept revision

Fav: 34 Opp: 1 Abst: 1

The revision is accepted

Motion to accept revised minutes

Mot: T. Young **Sec:** R. Levi

[Type here]

Vote to accept minutes

Fav: 35 Opp: 1 Abst: 0

The minutes are accepted as revised.

UNFINISHED BUSINESS

None

REPORT OF THE STANDING TASK FORCES:

Prof. Holbeck announced the Chairs of the individual Task Forces, as elected at the Task Force Organizational Meeting held on September 22, 2016:

Academic Standards: Prof. Tracy Young

Accessibility for Persons with Disabilities: Maxine Lomax (Student)

Bylaws: Prof. Alice Picardo

Campus Diversity: Prof. Melissa Edwards

Campus Life and Community Concerns: Prof. Kathleen Costanzo

Curriculum: Prof. Nicholas Picioccio

Educational Resources: Prof. Christine Wathen

Academic Standards: Tracy Young

Meeting dates for the Academic Standards Task Force will take place on the 2nd Thursday of the month in October, November, December, February, March, and April.

Charges:

AS1617-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016, approved by the College Assembly, and forwarded to the College President for Signature.

AS1617-02 Review the criteria for Academic Restriction and Academic Probation in terms of the number of allowed courses and/or credits given recent changes to the ESL program and the increased number of reading, writing, and mathematics Accelerated Learning Program (ALP) courses. Make appropriate recommendations.

Rationale: Some ESL courses will now be five (5) credits rather than four (4) and students enrolled in ALP courses are now taking two courses, rather than one developmental course, both of which may affect the implementation of the current Academic Restriction and Probation protocol.

AS1617-03 Consider a uniform grading scheme for the College (i.e. 93-100 = A, 90-92=A-, etc.) noting that some programs with special accreditation would need a different system.

[Type here]

Rationale: Students are often confused by what grade they need to earn in order to get an A, B, C, etc. Adjunct faculty often ask about grading schemes. An official grading scheme could alleviate confusion and assure consistent standards. In addition, if we are going to move to a new LMS, this college wide grading scheme could easily be imported and shared via the new LMS.

Accessibility for Persons with Disabilities: Maxine Lomax

AC1617-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016, approved by the College Assembly, and forwarded to the College President for Signature.

AC1617-02 Evaluate handicapped rest room facilities across campus for accessibility and ADA compliance.

Rationale: A handicapped student related her experience having a class in the basement of Raritan Hall, while the closest handicap equipped rest room is on the top floor.

AC1617-03 Investigate academic programs and technical standards in relationship to students with disabilities.

Rationale: Some academic programs have skill requirements or technical standards that are essential to participate in that program, generally connected to licensing requirements of the profession. Students with disabilities need to know the essential requirements of a major and need to be advised if these requirements can be accommodated through the disability accommodation process.

AC1617-04 Review Human Resources procedures for faculty and staff with disabilities.

Rationale: Questions have arisen regarding the process an employee goes through to receive disability related accommodations.

AC1617-05 Develop and review online course accessibility guidelines

Rationale: Faculty teaching online courses need guidelines in order to provide an accessible environment for online classes. Currently, there aren't any published guidelines that speak to course accessibility issues.

AC1617-06 Investigate the need for Braille labels on all classrooms and offices on campus.

Rationale: Many of the buildings on campus do not have Braille on any of the rooms, which prohibits visually impaired students from locating rooms independently.

AC1617-07 Evaluate cross walks on campus to assure they are appropriately wheelchair accessible.

[Type here]

Rationale: A handicapped student noticed that some cross walks on campus have a raised curb where it should be flat, forcing that student at times to use the street until finding an appropriate opening.

Prof. Holbeck pointed out that Ms. Lomax is a student representative, and applauded her initiative and leadership in volunteering to perform the Task Force chairperson's duties.

Bylaws: Alice Picardo

Members: Jeremy Nickerson, Donna Marie Gardner, Theresa Orosz, Alice Picardo, Emmi Schatz

Charges:

BL1617-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016, approved by the College Assembly, and forwarded to the College President for Signature.

BL1617-02 Investigate the feasibility of including two additional members for each category of membership to include a first and second alternate respectively, each of whom would serve one at a time as a substitute voting member when the voting member for that membership cannot attend a particular College Assembly Meeting. The first and second alternate members would not be voting members unless they are serving as a replacement of a voting member at a meeting.

Rationale: It has occurred recently that the College Assembly was not able to convene its scheduled meeting for lack of quorum.

BL1617-03 Consider adding the position of Transfer Advisor, from Career and Transfer Services, as a standing member of the Curriculum Task Force by virtue of position.

Rationale: The Transfer Advisor is functionally responsible for maintaining expertise in the ever-changing requirements that community college students must meet in order to effect a smooth transfer. Ensuring that the expertise is part of every curriculum proposal review is prudent and adds important knowledge to revisions/additions brought to the Task Force.

BL1617-04 Consider adding a delegate from Human Resources as a standing member by virtue of position on the Diversity Task Force.

Rationale: In order to accomplish some activities that have arisen as a result of charges to the Task Force, expertise in the area of Human Resources has become an important asset. For this reason, the addition of a permanent delegate from Human Resources

[Type here]

would serve to enhance and expedite discussions and debates within the task force's proceedings.

BL1617-05 Assess whether current College Assembly membership designations and Appendices E and F, which enumerate Administrator and Support Staff positions, align with the College's current active job titles.

BL1617-06 Review the charter of the Campus Diversity Task Force to ensure that the mission reflects current requirements.

Campus Diversity: Melissa Edwards

Members: Melissa Edwards, Risa Levi, Claudine Bowers, Rita Burton, Reinaldo Gibbs, Christopher Rodriguez, Rich Feldman, Janet Peleg, Charlotte Quigley, Judy Robinson, Dimitri Turnbull, Brittany Rucker, Cynthia Ogbonna, Ricardo Zapata

Charges:

CD1617-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016, approved by the College Assembly, and forwarded to the College President for Signature.

CD1617-02 Investigate the representation of full-time, tenure-track minority faculty on campus and hiring statistics of minority faculty in the last 10 years, and determine if those statistics suggest a need to increase minority hiring among faculty.

Rationale: 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.

Report on Charge CD1516-01: *The charge from 2016-2017 add a prayer room on campus, recommendation was that no further action needed, as space had already been dedicated.*

Campus Life and Community Concerns: Kathleen Costanzo

Members: Tom Halasinski, Kathleen Costanzo, Richard Roy, Ode Hoppie, Gwen Strokus, Daniel Fuchs, Gina Bedoya, Mike Ambroziak, Levina Nagaria, Umaima Anwar, Barbara Roberts, Stephanie Montalvo

Charges:

CL1617-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016, approved by the College Assembly, and forwarded to the College President for Signature.

CL1617-02 Consider the need to keep wheelchairs available on campus for emergency use.

CL1617-03 Examine the need for a full time nurse on staff.

[Type here]

CL1617-04 Investigate the need for signage on the exterior of campus buildings detailing the departments housed there.

Rationale: The rationale for this would be to clarify the location of Departments, Chairperson's and Administrative offices. Having this additional information on the outside of the building would certainly facilitate both students and visitors on campus by recognizing what is housed within each building.

CL1617-05 Investigate and recommend some environmentally sound practices and programs which the College can implement or in which the College can participate.

Rationale: The impact of climate change and the degradation of natural resources are consistently in the news. Responding to our collective responsibility to mitigate the negative human impact on the planet, many colleges have robust sustainability programs or committees. They are charged with investigating, advising or recommending policies, procedures and practices that lessen the college's carbon footprint and improve the environment.

Middlesex County College has made some sustainability efforts, i.e. LEEDS buildings, energy efficient indoor lighting, some recycling, but MCC has no sustainability office, committee or web presence that highlights these efforts, nor any group that helps promote additional efforts. Ideally the College Assembly could investigate how other colleges handle sustainability issues and make recommendations on what and how to implement them on this campus.

Curriculum: Nicholas Picioccio

Meetings have been set for the 2nd Thursday of month, except for March which will be the 3rd Thursday, in IRC rm 134.

Members:

Parag Muley, Nancy Berger, Kimberly Fouad, Claire Condie, Uma Narayanan, Rachel Turoscy, Nicholas Picioccio, Phyllis Fleming, Lakshmi Nagarajan-Iyer, Kim Krapels, Natalia Kouraeva, Ashley Miller, John Kruszewski, Betsy Pajaius, Kerrienne Devlin, Shruti Khiste

Prof. Picioccio notified everyone that all curriculum forms are available on Infonet. He also made note that the standard curriculum process has been streamlined down to an approximate 2 month cycle and that Fast Tracks can be processed in as little as a few days.

Educational Resources: Christine Wathen

Members: Marilyn Ochoa, James De Tata, Brian Lavey, Claire Vassiliadis, Christine Wathen, Andy Rubin, Antonio Cardona, Ed Reid, Tracy Siegel, Rich Van Orden, Brian Clemmons, Denise Steiner, Christopher Phan, Genesis Mora, Danielle Davis

[Type here]

Charges:

- ER1617-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016, approved by the College Assembly, and forwarded to the College President for Signature.
- ER1617-02 Identify the faculty and student demands and needs for Testing Center services throughout the academic year.

Rationale: Given the changing student needs and technology, it is important to ensure that the current services offered by the Testing Center are meeting the current needs of faculty and students.

Prof. Holbeck noted that Educational Resources may be getting a few new charges, and that charges can come in throughout the year. All charges must go through the College Assembly office, where they will be coded and distributed to the appropriate Task Force. Added charges will be read to the Assembly at the College Assembly meeting following their assignment.

NEW BUSINESS

Prof. Holbeck welcomed Assembly members to the new venue for the College Assembly meetings, the Brunswick Room, Crabiel Hall. She asked that members stand when making a comment or contributing to discussions, since the classroom style seating, as opposed to the stadium seating in L'Hommedieu Hall, makes it more difficult to see who is speaking.

REPORT OF THE CHAIRPERSON

All curricula items that came before the Assembly at the May 5, 2016 meeting were approved and signed by Dr. La Perla-Morales and forwarded to the Office of the Vice President for Academic and Student Affairs for implementation.

The following Fast Track Curricula has been approved:

EDU 280 Education Field Experience
Course description was revised to reflect changes in educational settings allowed for clinical experience to specify 50 hours in two educational settings, where one setting includes students with disabilities.

CJP/CJU Criminal Justice-Police Science AS degree program
Criminal Justice-Corrections Administration AS degree program

[Type here]

Change in the Lab Science Elective from 4 credits in laboratory science to 3-4 credits in general science electives.

- PSY 218 Research Methods
Modify the MAT 123 (Statistics) pre-requisite to a co-requisite.
- IDC 123 Introduction to Special Education and Disabilities in American Society
Add PSY 123 (Introduction to Psychology) as the pre-requisite course
- EDU 122 Introduction to Early Childhood Education
Add PSY 123 (Introduction to Psychology) as the pre-requisite course
- EDU 121 Introduction to Education
Add PSY 123 (Introduction to Psychology) as the pre-requisite course
- IDC 103 Teaching with Technology
Change PSY 226 from a co-requisite to a pre-requisite course.
- NRB 222 Nursing Concepts in Health Alterations II
Remove HCD 247 as a pre-requisite for the NRB 222 course.

TASK FORCE REPORTS AND RECOMMENDATIONS

Academic Standards

AC1516-01.1

The recommendation to include questions in the annual Fall Faculty and Students College Survey that will provide statistical data for the assessment of physical and programmatic access and services for all persons on campus with disabilities.

Was approved by the President, to be implemented by Institutional Research

AC1516-01.2

The recommendation to provide training and education to full time and adjunct faculty regarding providing accommodations to students.

Was approved by the President -To be implemented by CELT, Department of Counseling, and Human Resources

Bylaws

BL1516-03

The recommendation to Institute the positions of Parliamentarian and Parliamentarian Alternate as non-voting members of the College Assembly.

Approved by the President - To be implemented by the Office of the College Assembly.

[Type here]

Campus Life and Community Concerns
CL1516-04

Recommendation for the creation of intramural leagues as part of the total education program at MCC.

Not approved by the President:

“MCC already offers inter-collegiate athletics in various sports as part of Region 19 of the NJCAA. The college has also offered the students an opportunity to engage in sports activities, such as volley ball, during college hour. Mr. Robert Wisniewski, Chairperson and Athletic Director at MCC has agreed to work with Student Activities in the Fall to determine student interest in offering additional sports activities during college hour.

To the best of our knowledge there (are) no organized “intramural sports leagues” for community colleges in New Jersey. The intramural sports programs cited in the recommendation are at large four year public institutions with resident students to support a variety of intramural sports not in any way leagues.

The MCC Athletic Director and the Student Life personnel will discuss the possibility of offering more sports activities during college hour or at some other time of the day.”

Educational Resources

ER1516-04 and 05

Which was a recommendation regarding improvements to the Testing Center.

Not approved by the president:

“Both these charges deal with the Testing Center. Recommendations from the committee have been made based on limited or partial information. For example, the comment is made that other community colleges have Saturday testing and MCC does not. We, in fact, did have Saturday testing and there was little demand for it.

Although information from a task force is helpful to the administration in considering alternatives to existing operations, recommending expanding the size of the testing center, adding additional staff, installing cameras, etc. are all operational aspects of running a testing center and not in the purview of the Task Force.

It might be helpful, if the Task Force is still concerned about the operation of the Testing Center, to speak with Vice President McCormack as he is working in collaboration with others to continue to review and make changes in college operations within his purview.”

The 2016 Annual Report, which is a summary of recommendation and curriculum matters, which came before the Assembly and were brought to the President in the 2015-2016 academic year is available in the College Assembly office, and on the College Assembly Website.

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

RECOGNITION AND HEARING FROM THE PUBLIC

Prof. Alice Picardo addressed the Assembly regarding the passing of Dr. Margaret Driver, Prof. Emeritus and former College Assembly Chair. With no dissent from the plenary, her address is included here by acclamation:

[Type here]

Thank you for your time. On Saturday, July 30th of this year, 2016, Dr. Margaret Driver, Prof. Emeritus of the modern languages department passed away while residing in her beloved state of Maine. Many of you here may remember Dr. Driver for numerous reasons. Some of you did not have the honor of having worked with her, so Prof. Holbeck and I thought it was only fitting to honor her roll of leadership and the day to day functioning of the College Assembly with a few words of remembrance.

Margaret K. M. Driver served the College Assembly as Chairman from 2002-2004. Prior to chairing assembly, she served as chairperson of the curriculum task force from 1999 to 2001, and as Chair-Elect from 2000-2002. In keeping with tradition and College protocol in her capacity as chair of College Assembly, at that time she also served as chairperson of the Presidential Screening Committee, as you'll remember at that point we were going through a change in executive leadership. She retired and moved to Maine in 2005. At the time of her retirement Dr. Driver also established a scholarship to provide for students majoring in Modern Languages. Dr. Driver, as many of you know, was dedicated to the college in multiple ways, and perhaps more than all else, this dedication was made tangible in her choice to run for College Assembly chairperson as she neared retirement. Once, as she was asked why she did so, I overheard her say that she wanted to serve the College, help affect change, and to do so without needing anything in return from the College. What better way than as a full professor with an informed and unburdened view of the culture and mission of our institution? This unflinching dedication to the work of the institution is a prime example of who Margaret Driver was.

The next time you attend a CELT event, please think of Dr. Driver. Some of you may remember, and some of you don't know, that she was an impetus behind the establishment of the Center for the Enrichment of Learning and Teaching. She was a passionate advocate for the well-being of the faculty and helped the fledgling initiative with conviction and vision. Finally, and apropos of why we're here at this moment, Dr. Driver radiated a passion for shared government, and it was contagious.

As we end this first meeting of the College Assembly, and look forward to a productive academic year, let us remember and honor her by producing the best work possible. Let us learn from one another. Let us use our positions to question deliberate and decide the best course of action for the future of our college. As participants in shared government let us make the College a place of which Dr. Driver would be greatly proud.

Francine Lomax, Accessibility for Persons with Disabilities Chair, announced that Disability Awareness Day would be October 24, 2016. This year's focus is to be Autism Awareness, and a documentary and workshops would be presented for interested faculty.

Student member Brandon Rodriguez shared that he had established a team called #believetonight17 on the app Charity Miles, which tracks miles a participant walks and then

[Type here]

donates funds from larger institutions to a designated charity. He urged the campus community to join him.

ADJOURNMENT:

Motion to Adjourn

Mot: T. Orosz **Sec:** C. Phan

Adjourned: 2:53 PM