

**Minutes of the College Assembly Meeting
October 5, 2017**

MEMBERS PRESENT

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

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

N. Berger, C. Green, T. Hack, A. Illa, T. O'Reilly, T. Orosz, C. Quigley, T. Sabol, C. Zhang

FACULTY: M. Curry, C. Drew, D. Grek, M. Jain, M. Lynch, M. Nigam, C. Quillen, G. Rotolo, A. Rubin

STUDENTS: L. Agojo, N. Chuck, M. Faustini, A. Gomez, S. Janvier, M. Pulgiano, H. Shah, S. Syed

SUPPORT STAFF: D. Coyle, L. Friedman, M. Kirbos, M. Vogel

TASK FORCE CHAIRS:

Academic Standards: M. Jain

Accessibility: V. Maino

Bylaws: n/a

Campus Diversity: J. Aubourg

Campus Life and Community Concerns: Sandy Mata

Curriculum: P. Muley

Guests:

Parliamentarian: J. Kruszewski

MEMBERS ABSENT

DEANS: M. Brinson, B. Clemmons

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS

J. Ferrell, F. Stowe

FACULTY: K. Costanzo, A. DeMers, A. Dzurisin, H. Holbeck, R. Levi, U. Narayanan, N. Picioccio, L. Tobin,
C. Winchester

STUDENTS: A. Papkin, S. Shamim, H. Tamanna, A. Valle, S. O'Brien

SUPPORT STAFF: n/a

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

**College Assembly Meeting
October 5, 2017**

With a quorum present, Prof. G. Abbott, College Assembly Chair, brought to order the October 5, 2017 College Assembly meeting at 2:04 PM, in the Brunswick Room, Crabiel Hall.

Dr. Joann La Perla-Morales, President, addressed assembly members, welcoming them and reminding them that the administration and staff of the college is at their disposal as they and Task Force members proceed with the charges with which they've been charged. She emphasized the importance of student voices in the shared governance of the college.

Prof. Abbott shared the mission of the College Assembly, "to provide access to a quality, affordable education for a diverse population, to support student success for lifelong learning, and to strengthen the economic, social and cultural life of the community." He expressed his appreciation for the work of Assembly members in pursuit of that mission.

Prof. Abbott recognized John Kruszewski, Parliamentarian, and Teresa Orosz, Second Parliamentarian. Members were provided contact information for Joan O'Brien, Departmental Assistant, and the College Assembly Office.

Prof. Abbott thanked the Vice President for Academic and Student Affairs, Dr. Mark McCormick, for refreshments throughout the year.

As a meeting was not convened in May 2017, the minutes for the April 6, 2017 meeting were presented for approval at this meeting. No minutes for May 2017 were available.

APPROVAL OF MINUTES FOR APRIL 2017:

Motion to accept minutes

MOT: T. Orosz

SEC: T. Sabol

No Discussion

Vote to accept minutes

Fav: 33 Opp: 0 Abst: 0

The minutes of April 2017 were accepted as presented.

UNFINISHED BUSINESS

None

TASK FORCES

Task Force chairs introduced themselves to the Assembly and read the charges for their committee.

Academic Standards: Prof. Meenu Jain

AS1718-01 Report on the implementation status of recommendations submitted by your task force in 2016-2017, approved by the College Assembly, and forwarded to the College President for Signature.

AS1718-02 Revise the Academic Amnesty Appeal policy to allow students to retain some or all of their passing grades after the Amnesty goes into effect.

Rationale: The Academic Amnesty policy is designed to support students who attended MCC, were unsuccessful in their academic coursework, and subsequently left the College for an extended period of time. As a result of their work experience, maturity, or new interests, these students may now be in a better position to successfully pursue a program of study. The policy should assist these students in returning (by eliminating the failing grades they earned before they were serious, mature, goal-oriented students) and help them to complete as quickly as possible (by allowing them to retain some or all of the courses in which they were successful).

Accessibility for Persons with Disabilities: Victoria Maino (Student)

AC1718-01 Report on the implementation status of recommendations submitted by your task force in 2016-2017, approved by the College Assembly, and forwarded to the College President for Signature.

AC1718-02 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.

AC1718-03 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.

AC1718-04 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.

AC1718-05 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.
(Ms. Maino noted that the Braille labeling is already being addressed)

AC1718-06 Evaluate cross walks on campus to assure they are appropriately wheelchair accessible.

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.

AC1718-07 Evaluate the procedure for clearing and treating handicap areas, such as ramps and parking, in inclement winter weather.

Rationale: Those who utilize the handicap accommodations are particularly vulnerable to snow and ice, and therefore there should be a procedure to take special care with those areas.

AC1718-08 Consider the need for handicap assistance in inclement weather.

Rationale: For instance, a handicapped person may need assistance in icy or snowy conditions to travel from their vehicle to their destination.

Bylaws: n/a

Campus Diversity: Prof. Joseph Aubourg

CD1718-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016 and 2016-2017, approved by the College Assembly, and forwarded to the College President for Signature.

CD1718-02 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.

Campus Life and Community Concerns: Sandy Mata (Student)

CL1718-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016 and 2016-2017, approved by the College Assembly, and forwarded to the College President for Signature.

CL1718-02 Consider the need to keep wheelchairs available on campus for emergency use.

CL1718-03 Examine the need for a full time nurse on staff.

CL1718-04 Investigate the need for signage on the exterior of campus buildings detailing the departments housed there.

Rationale: 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.

CL1718-05 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.

CL1718-06 Examine the need to add larger desks to classrooms to accommodate students with larger builds.

Rationale: For example, a current student in the charge maker's class, at 6'7" and a large build, could only utilize a seat normally allocated for wheelchairs.

Curriculum: Dr. Parag Muley

CU1718-01 Report on the implementation status of recommendations not related to course and program approval submitted by your task force in 2015-2016 and 2016-2017, approved by the College Assembly, and forwarded to the College President for Signature.

Educational Resources: Prof. Andrew Rubin

ER1718-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016 and 2016-2017, approved by the College Assembly, and forwarded to the College President for Signature.

ER1718-02 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. Rubin noted that Vice President McCormick is already working on some of the charges, e.g.: tutoring space will be used as overflow for testing center once library renovations are completed.)

NEW BUSINESS

NONE

REPORT OF THE CHAIRPERSON

The following **Fast Track Curricula** have been approved since the last meeting of the College Assembly:

ES.AS Engineering Science Associate of Science

Make ENR 106, Introduction to Solving Engineering Problems with Computers, a require course in the first semester of freshman year.

IDC 123 Introduction to Special Education and Disabilities in American Society

Change course IDC123 "Introduction to Special Education and Disabilities in American Society" code and title to: EDU 123 "Introduction to Special Education and Exceptional Youth".

Also change the grade level outlined in the Course description to read "(preK-12)".

DHY 208 Pharmacology

Move DHY208 from the fall semester (senior year) to the summer II semester (senior year).

DHY 281 Local Anesthesia and Pain Control

Move DHY218 from the spring semester (senior year) to the fall semester (senior year).

The 2017 Annual Report, which is a summary of recommendation and curriculum matters, which came before the Assembly and were brought to the President in the 2016-2017 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 2, 2017 at 2:00 PM.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn

Mot: C. Quigley

Sec: S. Janvier

Vote to accept minutes

Fav: 33 Opp: 0 Abst: 0

2:34 PM