

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
DECEMBER 1, 2011
MEMBERS PRESENT**

DEANS: M. Brinson, M. Conners, D. Edwards, M. Laskowski-Sachnoff

ASST.DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:
V. Blanco, L. Lederer, K. Pearle, C. Quigley, M. Reid, T. Sabol

FACULTY: J. Altman, S. Biswas, C. Bowers, E. Christensen, E. Daidone, N. Dhandu,
R. Goldfarb, L. Nagarajan, U. Narayanan, N. Piciocco, J. Saborido, E. Schatz, E. Shur,
S. Zale

STUDENTS: N. Amin, W. Brooks, D. Fade, M. Giles, D. Gillet, R. Kenney, E. Rivera,
L. Serzan, J. Soto

SUPPORT STAFF: M. Hilton, R. Nunez

TASK FORCE CHAIRS:

Academic Standards: C. Stickler

Accessibility for Persons with Disabilities: E. Daidone

Bylaws: E. Schatz

Campus Diversity: T. Young

Curriculum: S. Zale

Educational Resources: N. Piciocco

GUESTS: S. Arooj, N. Berger, K. Hays, J. Herron, H. Holbeck, R. Kim, A. Moss, P.
Farrett

PARLIAMENTARIAN: J. Kruszewski

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: M. Foley*, N. Heller*, S.
Larkin*, K. Pearle*, T. Sabol*

FACULTY: J. Constantino*, V. Kanwal*, C. Pean*, C. Reilly*

STUDENTS: A. Arias*, F. Bahary*, H. Cadet*, J. Camacho*, I. Manivannan*, C.
Nguyen*, D. Wardenski*

SUPPORT STAFF: A. Giles*, B. Roa*, W. Rodriguez*

*Excused

Meeting of the College Assembly – December 1, 2011

With a quorum present, Theresa Orosz called the December regular meeting of the College Assembly to order on Thursday, December 1, 2011 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: N. Picioccio Sec: V. Blanco

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Craig Stickler

No Report

B. Accessibility for Persons with Disabilities - Professor Elaine Weir-Daidone, Chair

No report.

C. Bylaws – Professor Emmi Schatz, Chair

The Bylaws Task Force submitted the following recommendations as a report to be voted on at the next College Assembly meeting, as outlined in the College Assembly Bylaws.

Charge:

Review the membership of the Campus Life and Community Concerns task forces. Based on the approved recommendation to combine the two task forces, determine the membership composition of the newly merged Campus Life and Community Concerns Task Force as well as its purpose. Be sure to include revisions to the articles of the Bylaws that are affected by the merger. Make appropriate recommendations.

Recommendation:

Dissolve the Task Force on Campus Life as specified in section 1.0708 of the Bylaws. Dissolve the Task Force on Community Concerns as specified in section 1.0709 of the Bylaws. In addition, the following change to the Bylaws is necessary to complete this recommendation:

Article 1.0700 Standing Task Forces of the College Assembly: Numbers 3 (Task Force on Campus Life) and 4 (Task Force on Community Concerns) are removed. Subsequent entries in article 1.0700 are renumbered.

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Charge:

Review the membership of the Campus Life and Community Concerns task forces. Based on the approved recommendation to combine the two task forces, determine the membership composition of the newly merged Campus Life and Community Concerns Task Force as well as its purpose. Be sure to include revisions to the articles of the Bylaws that are affected by the merger. Make appropriate recommendations.

Recommendation:

Establish the Task Force on Campus Life and Community Concerns (section 1.07.18).

The membership of the Campus Life and Community Concerns Task Force is as follows:

A. Faculty (one from each academic division)		2
B. Assistant Dean or Chairperson		1
C. Adjunct-at-Large	1	
D. Faculty Advisor to a Student Organization		1
E. Director of Student Activities/College Center		1
F. Director or representative from the Office of Health & Safety		1
G. Executive Director or representative from Facilities Management		1
H. Faculty from Counseling & Career Services		1
I. Director or representative from New Brunswick or Perth Amboy Center	1	
J. Representative from Police Department		1
K. Support Staff with direct student contact		1
L. Officer of the College Center Programming Board		1
M. Students		4
TOTAL		17

The purposes of the Campus Life and Community Concerns Task Force are as follows:

Studies and recommends policy regarding:

- A. Student life (bookstore, clubs, food services [area to include the cafeteria, catering, vending, kiosks, special activities, and the like], parking, and student activities).
- B. Use of facilities for activities that occur outside of the classroom.
- C. Student support services (academic advisement, admissions, athletics, bursar, counseling and career services, EOF, financial aid, library, minority student affairs, registrar, safety and health, testing and tutoring).
- D. Campus oriented publications for internal use.
- E. Campus speakers.

In addition, the following change to the Bylaws is necessary to complete this recommendation:

Article 1.0700 Standing Task Forces of the College Assembly: Number 3 Task Force on Campus Life and Community Concerns is added. Subsequent entries in article 1.0700 are renumbered.

Rationale:

Regarding Purposes

All purposes of Campus Life are included in the new Task Force.

The following purpose of Community Concerns is included in the purposes of the new Task Force.

D. Campus Speakers

The following purposes of Community Concerns were also purposes of Campus Life and thus are included in the purposes of the new Task Force.

F. Use of College facilities

G. Campus Safety and Health

The following purposes of Community Concerns are removed and not carried over to the new Task Force. The recent charges in these areas do not reflect policy matters; they are concerned with research and implementation issues. Purposes B and C are in areas that are not the purview of College Assembly; rather, they are the responsibility of Marketing and College Relations. Purpose D is also not seen as a policy matter.

B. College publications including the College website

C. Public information about the College in public forums such as, but not limited to, newspapers, radio, and the internet

D. Relationship of the College with local, county, state and national communities.

This decision was reviewed with members of the Office of School Relations, Corporate and Community Education, and Marketing and Public Relations.

Regarding Membership

There was already a lot of overlap in the membership of the two Task Forces; however, some changes were necessary to keep the new Task Force from being too large.

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Police Department

Both Task Forces had a representative from the Police Department. The representative to Campus Life was “Support Staff from Police Department”. The representative to Community Concerns was “Director or representative from the Police Department.” The new Task Force has one representative from the Police Department: “Representative from the Police Department”. This will give the Police Department the flexibility to choose an appropriate representative.

Faculty

Campus Life had a total of six faculty (two from each division, one adjunct at large, and one advisor of a student organization). Community Concerns had a total of three faculty (one from each division and one adjunct at large). The new Task Force will have a total of five faculty:

- One from each division
- One adjunct at large
- One advisor of a student organization
- One faculty from Counseling and Career Services

Note that Campus Life had Director or Representative from Counseling and Career Services. This position has been changed to a faculty member from Counseling and Career Services, thereby maintaining both a sufficient number of faculty representatives and a member of Counseling and Career Services on the new Task Force.

Students

Campus Life had a total of three students. Community Concerns had a total of six students (five students and one officer of the College Center Programming Board). The new Task Force will have a total of five students (four students and one officer of the College Center Programming Board).

Administrators

Both of the original Task Forces had six administrators. Most were appointed by position; there was some, but not complete, overlap. The new Task Force will have a total of five administrators. In keeping with the purposes of the new Task Force, the following members of Community Concerns are not included in the new Task Force:

- Director or representative from Marketing and College Relations
- Director of School Relations
- Dean or representative from Corporate and Community Education

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These positions do not need to be represented at every Task Force meeting. If necessary, the person holding one of these positions can be invited to a Task Force

meeting to discuss or give input on a relevant charge. This decision was reviewed with members of the Office of School Relations, Corporate and Community Education, and Marketing and Public Relations.

Staff

Both Task Forces had one staff member. The new Task Force will also have one staff member.

D. Campus Diversity - Professor Tracy Young, Chair

No report.

G. Curriculum - Dr. Steven Zale, Chair

SCI 162: Historical Geology: Diamonds, Drilling and Dinosaurs
New Course

Motion to accept recommendations

Mov: E. Schatz Sec: R. Goldfarb

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Basic Automotive Technology Certificate of Achievement

New Curriculum

Motion to accept recommendations:

Mov: U. Narayanan Sec: N. Picioccio

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

Review the curriculum manual and update as needed to reflect changes in the curriculum approval process.

Report:

The following items are the updates made to the curriculum manual:

- The number of academic divisions is now 2.
- The number of Curriculum Task Force members is now 16.

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- The Curriculum Management Specialist or representative is now included as a member.
- The names of the curriculum forms which are found on the InfoNet are now indicated in the manual.

- A statement about the general education rubrics was added which specifies that these forms can be located on the InfoNet.
- The Assessment forms which include Outcomes and Program Mapping will be added to the manual with an example of a course.
- A flowchart that clearly illustrates the curriculum process will be included in the appendix of the manual.

Charge:

Report on the implementation status of recommendations submitted by your task force in 2010-2011, approved by the College Assembly and forwarded to the College President.

Report:

The task force reviewed the final report from 2010-2011 and found that all new or revised curricula and programs were currently being implemented except for 2 new courses: Math 113: Mathematical Structures I and Math 114: Mathematical Structures II. These two courses are pending State General Education approval.

H. Educational Resources - Professor Nicholas Picioccio, Chair

Charge:

Report on the implementation status of recommendations submitted by your task force in 2010-2011, approved by the College Assembly, and forwarded to the College President for signature.

Report:

The members of the Educational Resources Task Force would like to share the following information to serve as a follow-up regarding the recommendation from last year that was passed on to the College President for consideration.

As per the May 5, 2011 College Assembly meeting minutes:

“The recommendation from Educational Resources Task Force to expand hours and staffing in particular departments during peak periods was not signed as it was felt that this issue is currently being addressed and is a decision best left to the various divisions and/or individual departments.”

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NEW BUSINESS

None

REPORT OF THE CHAIR

1. The following Fast-Track curriculum items were approved:

Management AAS

Moving the course MGT 220: Human Resources Management from the Spring IV semester to the Fall III semester.

2. The next meeting of the College Assembly will be held on Thursday, February 2, 2012 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

A student asked what will be covered in the Math 113 and Math 114 sequence. Dean Edwards responded that the student could stop into his office and get a copy of the course approval forms for Math 113 and 114 which also includes the general education criteria.

ADJOURNMENT

Motion to Adjourn:

Mov: E. Christensen Sec: M. Hilton

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

Respectfully submitted,
Theresa Orosz
Chair, College Assembly

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