

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
OCTOBER 6, 2011
MEMBERS PRESENT**

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

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

V. Blanco, M. Foley, N. Heller, S. Larkin, L. Lederer, C. Quigley, T. Sabol

FACULTY: J. Altman, J. Constantino, E. Daidone, N. Dhanda, V. Kanwal, U. Narayanan, N. Picioccio, C. Reilly, J. Saborido, E. Schatz, E. Shur, S. Zale

STUDENTS: J. Camacho, D. Fade, M. Giles, D. Gillet, L. Hernandez, C. Nguyen, E. Rivera, L. Serzan, D. Wardenski

SUPPORT STAFF: M. Hilton, B. Roa, W. Rodriguez

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. Picioccio

GUESTS: N. Berger, R. Cole, P. Farrett, J. Herron, D. Lipton, J. Nickerson, G. Reynolds, R. Roy,

PARLIAMENTARIAN: J. Kruszewski

MEMBERS ABSENT

DEANS:

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: K. Pearle*, M. Reid*

FACULTY: S. Biswas*, C. Bowers, E. Christensen*, R. Goldfarb*, L. Nagarajan*, C. Pean*

STUDENTS: N. Amin*, A. Arias*, F. Bahary*, W. Brooks*, H. Cadet*, I. Manivannan*, J. Soto*

SUPPORT STAFF: A. Giles*, R. Nunez*

*Excused

Meeting of the College Assembly – October 6, 2011

With a quorum present, Theresa Orosz called the October regular meeting of the College Assembly to order on Thursday, October 6 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Ms. Orosz introduced Dr. La Perla-Morales, President of Middlesex County College, who provided welcoming remarks to the new and returning College Assembly members. The President stressed the importance of the College's strategic plan and the need to keep it in mind for the work that is being done in the College Assembly. In her remarks she also announced that October 6 is Mental Health and Wellness Day at Middlesex County College, and that MCC is part of a statewide initiative of county colleges that are raising awareness of mental health issues and working to reduce the stigma attached to mental illness. She encouraged the members to reach out to the administrative offices during the year if they are in need of information that will inform their College Assembly work. She concluded by wishing the Assembly well as the year progresses and that she looks forward to receiving the Assembly recommendations.

Ms. Orosz thanked Dr. La Perla-Morales for her remarks. She stated that Dr. Hays, the Vice President for Academic and Student Affairs was not able to be here today but sends her greetings as well. Ms. Orosz welcomed everyone to a new year for College Assembly and thanked them in advance for the work that they will be undertaking this academic year. She acknowledged and thanked the Parliamentarian and Assembly webmaster, Mr. John Kruszewski and also introduced Lisa Sgro, Departmental Assistant to the College Assembly and provided College Assembly contact information.

Ms. Orosz reiterated that at the April 7, 2011 meeting of the College Assembly the members voted on and approved the recommendation to merge the Task Force on Community Concerns and the Task Force on Campus Life. As a result, Bylaws is charged with reviewing the membership of the two Task Forces and making an appropriate recommendation regarding the new Task Force's composition. As a result, the new Task Force will not convene until after the recommendation has been presented to the Assembly, approved by the members, and signed by the President. Ms. Orosz will call a separate meeting of the newly formed Task Force so that charges can be disseminated and a chair can be selected.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: N. Picioccio Sec: S. Larkin

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

Meeting of the College Assembly – October 6, 2011

Ms. Orosz announced that the Task Force Organizational meeting was held on Thursday, September 22, 2011. After a brief introduction and welcome by Dr. La Perla-Morales and Dr. Hays, the Task Force members met, elected chairs, and set future meeting dates.

The Task Force Chairs are:

Academic Standards:	Dr. Craig Stickler
Accessibility for Persons with Disabilities:	Professor Elaine Weir-Daidone
Bylaws:	Professor Emmi Schatz
Campus Diversity:	Professor Tracy Young
Curriculum:	Dr. Steven Zale
Educational Resources:	Professor Nicholas Picioccio

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Dr. Craig Stickler

Dr. Stickler reported that the Task Force set up subcommittees and established their meeting dates for the second Thursday of the month. He noted that following a conversation with Ms. Orosz, it was decided that Charge #2 regarding investigating the use of the class roster photo feature in campus cruiser, has been referred to the ATAC committee. He stated that at the next Task Force meeting the members will prioritize their charges.

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

Professor Weir-Daidone acknowledged and thanked Dr. Virender Kanwal, former Task Force chair, for her dedication and work on behalf of the Accessibility for Persons with Disabilities Task Force. Professor Weir-Daidone reported that the Task Force reviewed their charges: 1) Working with the Educational Resources Task Force to conduct an assessment on the “state of affairs” of technology, online coursework guidelines, and textbook acquisitions as they pertain to students with disabilities. She stressed the importance considering the needs of students with disabilities regarding online coursework and textbook and software purchases 2) Explore methods for increasing campus awareness and sensitivity regarding disability services and disability issues. The Task Force is hopeful to increase awareness, sensitivity and conscientiousness with regard to the needs and strengths of students with disabilities. 3) Report on the implementation status of recommendations submitted by your Task Force in 2010-2011.

C. Bylaws – Professor Emmi Schatz, Chair

Professor Schatz reported that the Task Force is addressing their charge to review the membership of the Campus Life and Community Concerns Task Forces. Based on the

Meeting of the College Assembly – October 6, 2011

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 its purpose. The Task Force is hopeful to submit a recommendation as a report at the November College Assembly meeting to be voted on at the December meeting. The new Task Force would then convene during the spring semester.

D. Campus Diversity –Professor Tracy Young, Chair

No Report.

G. Curriculum - Dr. Steven Zale, Chair

Dr. Zale reported that the Task Force examined their charges and will first evaluate all new or revised curricula and programs according to the curriculum procedure manual and make the appropriate recommendations. Second, the task force we will review the Curriculum Manual and update it as needed in order to reflect the changes in the curriculum approval process. For example, the inclusion of the necessary assessment forms and also changes to the Bylaws will be designated in the manual. Lastly, the task force will report on the implementation status of recommendations submitted by the Curriculum Task Force last academic year

H. Educational Resources - Professor Nicholas Picioccio, Chair

Professor Picioccio reported that the Task Force reviewed their charges: 1) Research textbook/course materials cost issues to find reliable alternatives to print texts. 2) Study the use of printers and printing activity on campus as it pertains to access, efficiency, and cost effectiveness. 3) Investigate the need to control social media sites given the limited open computer laboratory space on campus and at the centers, as well as the amount of telecommunications bandwidth needed. 3) Working with the Accessibility for Persons with Disabilities Task Force, conduct an assessment on the “state of affairs” regarding technology, online coursework guidelines, and textbook acquisitions as they pertain to students with disabilities. Professor Picioccio stated that on this charge the task force looks forward to working with the Accessibility for Persons with Disabilities Task Force. He also stated that the task force set up subcommittees and established their meeting dates.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. The curriculum items that came before the College Assembly at the May 5, 2011 meeting that 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 were:

Criminal Justice – Correction Administration Option A.S.

Change in Curriculum

Meeting of the College Assembly – October 6, 2011

Criminal Justice – Police Science Option A.S.

Change in Curriculum

ENR 106: Introduction to Solving Engineering Problems Using Computers
 New Course
 Engineering Science A.S.
 Change in Curriculum

2. The following Fast-Track curriculum items were approved:
 - CHM 226: Chemical Technology Cooperative Education
 Remove CHM 226 from the college catalogue. There are no other programs which require this course or use the course as an elective.
 - CSC 125: Web Markup Languages
 Change prerequisite from CSC133 or CSC161 to: CSC106 and MAT014.

3. Dr. La Perla-Morales signed the following recommendations by the College Assembly on May 5, 2011 and subsequently forwarded them to the various offices for implementation.
 - a. That department chairs and faculty should be encouraged to create new credit bearing courses and/or learning communities for RDG009 students. The classes and learning communities need to meet the unique needs of RDG009 students. Students who take these courses should be advised to use the many student support services on campus that promote student success such as the tutoring center and the new learning center. This recommendation is to be implemented by the Vice President for Academic and Student Affairs

 - b. That the college accept work from an accredited correspondence school as high school graduation equivalency. This recommendation is to be implemented by the Vice President for Academic and Student Affairs

 - c. That installing and maintaining gates at staff parking lots would be prohibitively costly and may create new, unforeseen problems such as delays in traffic. The Campus Life Task Force therefore recommends that none be built. Middlesex County College is currently re-introducing student car decals that will be distributed at student orientation. While their primary purpose is to raise the visibility of the college as students drive about off-campus, the decals may become a useful component in an improved parking plan for students. The Campus Life Task Force recommends that administration consider the decals as a part of a future student parking policy rather than just a promotional tool.

Meeting of the College Assembly – October 6, 2011

This recommendation is to be implemented by the Executive Director of Facilities Management.

4. The recommendation from the Academic Standards Task Force found that the current course repeat policy of three attempts is sound. However, the task force recommended that an ad hoc committee be set up to look at whether there is a more effective way to counsel and follow-up with students who have repeated a course multiple times. This recommendation was not signed as it was felt that interventions are already in place and departments should be addressing this matter on a routine basis.
5. The recommendation from the Accessibility for Persons with Disabilities Task Force for additional handicap parking spaces in Lot #16 along with an investigation of other cost-effective options for handicap access to the College Center with consideration to the possible conversion of spaces in Lot #16 was not signed as it was felt that a review by the Facilities Management area regarding the need for additional College Center spaces should first be determined.
6. The recommendation from the Campus Diversity Task Force concerning the depth and breadth of diversity course content in MCC's existing curricula found that there is adequate representation of the total student body in the diversity courses. However, the task force recommended a review of some of the diversity courses for fulfillment of humanities and social science requirements. This recommendation was not signed as Humanities and Social Science electives are determined by the state and Middlesex County College cannot make that determination.

Ms. Orosz announced that copies of two reports are available to the College Assembly. The first report is mandated by the Assembly Bylaws; it 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 current Assembly Bylaws already contain those changes.

The second report is a summary of recommendations and curriculum matters, which came before the Assembly in 2010-2011. They were approved and signed by the President, and forwarded to the appropriate offices for implementation. This report is also available on the College Assembly website.

The next meeting of the College Assembly will be held on Thursday, November 3, 2011 at 2:00 p.m. in LH 205.

Meeting of the College Assembly – October 6, 2011

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: T. Sabol Sec: N. Heller

There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,
Theresa Orosz
Chair, College Assembly

:ls