

**Minutes of the College Assembly Meeting
October 1, 2020**

MEMBERS PRESENT

DEANS: M. Alai, M. Brinson, R. Bucciarelli, D. Howell, J. Laureano, T. Orosz

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: G. Abbott, A. Abreu, M. Barany, N. Berger, C. Green, T. O'Reilly, R. Roy, T. Sabol, M. Spano

FACULTY: K. Anderson, N. Archer, K. Bosler, A. Castiglia, C. Condie, K. Costanzo, C. Drew, C. Espinoza-Wulach, S. Kim, W. Lipkin, M. Nigam, I. Pavlyuk, S. Rufo, E. Shaheen

STUDENTS: L. DelSalto, J. Morales, A. Munikuntla, R. Nayak

SUPPORT STAFF: M. Ambroziak, F. Conte, A. Lantigua Jaquez, A. Halton, T. Varites

TASK FORCE CHAIRS:

Academic Standards: S. Pullaro, Chair

Accessibility: M. Ellis, Co-Chair

Bylaws: T. Orosz, Chair

Campus Diversity: n/a

Campus Life and Community Concerns: A. Hogan, Past Chair

Curriculum: n/a

Educational Resources: n/a

Guests: J. Applebee, A. Cakmak, R. Cole, E. Daidone, M. Frischmann, H. Godhani, A. Hogan, K. Hogue, O. Hoppie, M. Maciolek, M. McCormick, T. Moore, C. Rodriguez, M. Roman, K. Toth

Parliamentarian: T. Orosz, J. Kruszewski

Chair-Elect: L. Nagarajan-Iyer

MEMBERS ABSENT

DEANS: n/a

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: C. Green

FACULTY: A. Dzurisin, D. Markowicz, S. Onofrietti, L. Tobin

STUDENTS: K. Alston, J. Chan, T. Emens, D. Kwarteng, N. Patel, Z. Patel, E. Reyes

SUPPORT STAFF: n/a

Minutes of the College Assembly Meeting October 1, 2020

With a quorum present, the October 1, 2020 virtual meeting of the College Assembly was called to order by Dr. Lakshmi Nagarajan-Iyer, Chair-elect, at 2:00 PM. The meeting was held via Zoom, the link for which was announced publicly via Infonet.

Dr. Mark McCormick, President of Middlesex County College, addressed the Assembly, acknowledging both the current strong leadership in the College Assembly and the taxing circumstances of remote operations due to COVID-19. Dr. McCormick lamented not being able to greet members, especially students, in person, but applauded their participation in shared governance. He encouraged all to make use of all available resources in the business of the Assembly. Regarding the Middle States self-study, Dr. McCormick encouraged members to look for upcoming opportunities to provide feedback. He also committed to following up on outstanding recommendations from 2019 in the following weeks.

Dr. Nagarajan-Iyer greeted Assembly members and guests on behalf of herself and Dr. Farrett, College Assembly Chair. She expressed her appreciation for everyone's participation, and recognized John Kruszewski, Parliamentarian, and Theresa Orosz, Parliamentarian Alternate. Instructions were provided for procedural changes pertaining to the move to online meetings.

Approval of Minutes for March 5, 2020

Motion to accept minutes

MOT: M. Brinson

SEC: M. Nigam

No Discussion

Vote to accept minutes

Fav: 29 Opp: 0 Abst: 5

The minutes of March 5, 2020 were accepted as presented.

New Business

Change in standard order of business to address the suspension of the following article of the College Assembly bylaws for this meeting:

Article 1.0704, Section C

All recommendations of each task force must be submitted by the May or last meeting - the Bylaws Task Force at the penultimate meeting - of each academic year. No recommendations

may be carried over to the next academic year. If not approved by the Assembly, the recommendation is null and void.

In March, the Bylaws Task Force made its initial presentation of the recommendation for BL1920-03 regarding the implementation of a College Assembly steering committee. However, Bylaws recommendations are required to be presented in one month and then voted on in a subsequent meeting. Thus, the Assembly was unable to vote on the recommendation, which, according to the Bylaws the recommendation would now be void. To allow a vote on BL1920-03 at this meeting, the Chair requested unanimous consent to suspend Article 1.0704, Section C of the College Assembly Bylaws for this meeting only.

Vote for Unanimous Consent:

Vote by voice, no opposition

Article 1.0704, Section C of the College Assembly Bylaws was suspended for the October 1, 2020 meeting only.

UNFINISHED BUSINESS

No unfinished business

REPORT OF THE TASK FORCES

Academic Standards: Shannon Pullaro

Dr. Pullaro shared the names of the task force members.

Meetings to be held on the 2nd Thursday, with the exception of October

Accessibility for Persons with Disabilities: Melissa Ellis and Kathy Nagy

Prof. Ellis shared the names of the task force members

Meetings to be held 10/15, 11/19, 12/17, 2/18, 3/25,4/15 or 22

Bylaws: Theresa Orosz

Dean Orosz shared the names of the task force members

Meetings to be held on the 2nd Thursday

Charge BL1920-03	Following the recommendation from the Ad-Hoc Committee's Assessment of College Governance, investigate the creation of an Executive Committee for College Assembly, including membership and scope of authority.
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Rationale:

In spring 2019, an Ad-Hoc College Assembly Committee was created to review MCC's governance system. The committee produced a report, "Assessment of College Governance Effectiveness," which found that while the current governance model works "reasonably well,"

one of the main challenges faced by the current model is how to generate appropriate charges for each of the Assembly's task forces. Currently, a call is sent out to the college community requesting submission of charges for the various task forces. Over the past several years, this has resulted in:

1. No charges for a task force to work on.
2. Duplicating charges that have been submitted, researched, and acted on in the past.
3. Inappropriate charges.
4. Non-applicable charges that could be more easily addressed by contacting the corresponding office directly.

This process has resulted in a perception that some of the task forces are inconsequential which, in turn, makes finding membership challenging.

As a means to develop substantive charges, the Ad-Hoc Committee on College Governance proposed the creation of a Steering Committee to field, discuss, and create charges for the task forces.

The report also indicated that College Assembly does not always provide consistent feedback and follow-through on the status of the task forces' current charges. Since a Steering Committee would help set those charges, it would also be able to have greater insight on how the charges are progressing, and how approved recommendations have been implemented.

There are several steering committee models in place at New Jersey county colleges. They all serve the same basic function of directing the work of task forces/sub-committees and the overall governance body. These models were investigated at Atlantic Cape, Brookdale, Mercer, and Passaic.

Recommendation:

The Bylaws Task Force is proposing the establishment of a Steering Committee to the College Assembly, to be structured as follows:

Steering Committee Membership:

Since a Steering Committee will have considerable oversight over the work of the Task Forces and Assembly body, its membership will reflect the College Assembly membership. The current College Assembly membership consists of:

Faculty (both full-time and part-time faculty)	22
Administrators	14
Staff	5
Students	12

In order to keep the membership of the Steering Committee to a manageable and efficient number, taking approximately 10% each of the respective constituency and rounding up to the nearest whole number results in committee membership of:

Faculty	3
Administrators	2
Staff	1
Students	2

In addition, the Steering Committee will be chaired by the Chair-Elect of College Assembly. In all, nine (9) people will sit on the committee. Each member has voting rights, and a simple majority of those present will be necessary to approve any recommendation. Roberts Rules of Order will be followed.

Membership

The Chair-Elect serves as the chair of the Steering Committee by virtue of the position. All other interested people can either self-nominate or be nominated during the College Assembly's regular nomination period at the start of the Spring semester. A closed ballot during the Assembly's April meeting will determine the committee's membership for the upcoming academic year.

Membership is for two years, except for students who will serve a one-year term. Students can request to serve an additional year, but the Assembly will have to vote by closed ballot to approve an additional term.

In the event that a person is not able to serve the full term, the Assembly will open nominations to the respective constituency (i.e., faculty, administrator, staff, or student). The body will vote by closed ballot during the April meeting to select a replacement for the upcoming academic year.

Meetings:

The Steering Committee can meet as often as is needed, but at a minimum it will meet prior to the start of the Spring, Summer, and Fall semesters to develop new charges and follow up on existing ones.

Meetings for upcoming Steering Committee sessions will be announced at the prior Assembly meeting.

All members of the College Assembly or Task Force will have the right to be present at any Steering Committee meeting if they inform the Chair-Elect prior to the meeting. They will be given the same notices and minutes as the Steering Committee members. Though they can participate in the discussions, no voting rights are granted.

A simple majority of the Steering Committee members (5) is necessary for quorum.

Duties:

The duties of the Steering Committee include:

1. Field, discuss and develop charges for the Task Forces to investigate.
 - a. The college community can also submit charges to the College Assembly Office, which will then be forwarded to the Steering Committee for consideration.
2. After review by the Steering Committee, provide feedback to the originator of the charge as per the next steps:
 - a. If the suggested charge is approved, it will be submitted to the appropriate Task Force via the College Assembly Office.
 - b. If the suggested charge is deemed actionable, but not under the purview of the College Assembly, the charge will be submitted to the appropriate college office/department for action.
 - c. If revisions are needed, the suggested charge will be returned to the originator for further clarification or changes.
 - d. If the suggested charge is rejected for consideration, a rationale will be sent to the originator.
3. Review the work of the Task Forces over the past academic year and consider recharging and resubmitting any charges that were not acted upon.
4. File minutes of the Steering Committee meetings with the College Assembly Office.

Motion to Accept BL1920-03

Mot: M. Nigam **Sec:** T. Sabol

Discussion:

Prof. Anderson questioned charges are currently put forward. Dean Orosz explained the longstanding process of submission of charges to the College Assembly Office by members of the College Community, which are then reviewed by the College Assembly Chair and, if deemed to be at the level of a charge, assigned to the appropriate Task Force.

Dr. Spano questioned whether the requirement of a simple majority of attending members to vote could possibly exclude some constituencies within the Steering Committee from influencing decisions. Dean Orosz agreed that such an issue could arise, but that the Committee would have the ability to table discussions for future meetings when it would be more appropriate to do so.

Dr. Espinoza-Wulach questioned how the committee would address charges submitted but not chosen for further study, and was assured by Dean Orosz that the makers of such charges would be provide a rational for the charge's dismissal.

In response to Prof. Castiglia's inquiry, Dean Orosz stated that only full-time personnel would be considered for the Steering Committee.

Vote to Accept BL1920-03

Fav: 29 **Opp:** 0 **Abst:** 1

The motion passed.

Campus Diversity: n/a

Campus Life and Community Concerns: Annie Hogan, for Chair Melissa Edwards

Prof. Hogan shared the names of the task force members

Curriculum: n/a

Educational Resources: n/a

REPORT OF THE CHAIRPERSON

The following standard curriculum has been approved since the last meeting of the College Assembly:

POS 223	International Relations
HES 201	Exercise Measurement and Prescription
HES 125	Fitness and Cardiorespiratory Conditioning
HES 124	Holistic Stress Management
HES 123	Strength Training and Conditioning
HES 122	Concepts of Physical Fitness and Wellness

HES.AS Health and Exercise Science A.S.

The following Fast Tracks have been approved since our last meeting:

Co/Prerequisites and Descriptions

AGD 212 Advertising Design

AGD 213 Typography

AGD 214 Print Production

AGD 219 Digital Graphics

AGD 280 Portfolio

Description

MAD 113 Two-Dimensional Design

MAD 118 Graphic Design Skills

CSC225 Systems Analysis and Design

SCI179 Climate Science

BIO135 Concepts of Biology

Expanded Business Electives

MAD.AAS Media Art and Design

MADPH.AAS/MADAD.AAS

Media Art and Design: Professional Commercial Photography

Media Art and Design Advertising: Graphic Design

MADGA.AAS

Media Art and Design: Gaming and Animation

Pre-requisites

CSC261 Information Technology Management

Electives

CJP.AS Criminal Justice: Police Science, A.S.

Descriptions and Outcomes

- PED112 Tennis and Volleyball
- PED120 Golf
- PED139 Exercise Fitness and Conditioning
- PED140 Racquetball
- PED210 Scientific Principals of Fitness

- HED150 Contemporary Health Issues
- HED200 Human Sexuality and Family Life
- HED205 Nutrition for the Active Person

Make Inactive

All courses from the Respiratory Care Program

All courses from the Medical Laboratory Technology Program

- HCD211 Training Development in Hospitality Management
- HCD240 Food Science and Technology
- HCD247 Nutrition Fundamentals in Nursing

The following recommendations were submitted in March, approved by the College Assembly, and approved by the College President:

- BL1920-04 Add a standing charge to allow the Bylaws Task Force to review the College Assembly bylaws and recommend amendments as necessary.

The 2020 Annual Report, which is a summary of recommendation and curriculum matters which came before the Assembly and were brought to the President in the 2019-2020 academic year, is available from the College Assembly office, and on the College Assembly Website.

The next meeting of the College Assembly will be held on Thursday, November 5, 2020 at 2:00 PM.

RECOGNITION AND HEARING FROM THE PUBLIC

Prof. Applebee updated members on the status of the Middle States re-accreditation process, including the expectation of virtual meetings with the visiting team on October 13 and potential in-person meetings from February 28 to March 3. A draft of the self-study report is expected to be available for the November College Assembly meeting.

ADJOURNMENT

Motion to Adjourn:

Mot: M. Spano **Sec:** K. Anderson

Vote to Adjourn:

Fav: 37 **Opp:** 0 **Abs:** 0

The meeting adjourned at 3:32 PM