

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
MARCH 1, 2012
MEMBERS PRESENT**

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

ASST.DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

M. Foley, N. Heller, S. Larkin, K. Pearle, C. Quigley, M. Reid, R. Roy, T. Sabol

FACULTY: J. Altman, S. Biswas, E. Christensen, J. Constantino, E. Daidone, L. Nagarajan, U. Narayanan, C. Pean, N. Picioccio, J. Saborido, S. Zale

STUDENTS: N. Amin, D. Fade, M. Giles, D. Gillet, R. Kenney, L. Morris, J. Silverman, J. Soto

SUPPORT STAFF: A. Giles, M. Hilton, R. Nunez, B. Roa, W. Rodriguez

TASK FORCE CHAIRS:

Academic Standards: C. Stickler

Accessibility for Persons with Disabilities: E. Daidone

Bylaws: Donna Marie Gardner for Emmi Schatz

Campus Diversity: T. Young

Curriculum: S. Zale

Educational Resources: N. Picioccio

GUESTS: N. Berger, R. Cole, K. Hays, H. Holbeck, P. Farrett, P. Fleming, A. Moss, J. Nickerson, G. Reynolds

PARLIAMENTARIAN: J. Kruszewski

MEMBERS ABSENT

DEANS: M. Conners*

ASST DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: L. Lederer*

FACULTY: C. Bowers*, N. Dhanda*, V. Kanwal*, C. Reilly*, E. Schatz*, E. Shur*

STUDENTS: A. Arias*, S. Arooj*, F. Bahary*, W. Brooks*, I. Manivannan*, C. Nguyen*, R. Rivera*, L. Serzan*, D. Wardenski*

SUPPORT STAFF: M. Hilton*, R. Nunez*

*Excused

Meeting of the College Assembly – March 1, 2012

With a quorum present, Theresa Orosz called the March regular meeting of the College Assembly to order on Thursday, March 1, 2012 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: J. Constantino Sec: S. Larkin

Minutes are accepted as presented.

UNFINISHED BUSINESS

Ms. Orosz announced that at the February 2, 2012 meeting the following names were presented as nominees for second-chair-elect:

Professor Hope Holbeck
Professor Michael Paquette

Following College Assembly Bylaws article V, section 1.0500, Ms. Orosz opened the floor for nominations for second chair-elect candidates, explaining the nomination requirements per clause A of article V. There were no nominations from the floor. By consensus, all members of the Assembly were in favor to close the nominations.

Ms. Orosz announced that Dean David Edwards, Mr. John Kruszewski and Professor Nicholas Picioccio agreed to serve on the Teller's Committee and will count the ballots at the April meeting of the College Assembly. The two candidates will be asked to give a short presentation at the beginning of the April College Assembly meeting. The College Assembly office provided the candidates with instructions to guide them in the preparation of their biographical profiles which will be forwarded to all of the College Assembly members as part of the April packet.

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

Ms. Orosz announced that the recommendation that was about to be presented and voted upon had subsequently been reported to the Assembly at the December meeting.

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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:

Last year, Bylaws submitted recommendations on two charges:

“Review the Bylaws and make recommendations for changes according to the new organizational structure. Be sure to include changes that will need to be considered for the appendices as well. Make appropriate recommendations.”

“In accordance with the Nursing program’s accreditation standards, review the need for a representative from the Nursing Department to serve as a member of the College Assembly. Make the appropriate recommendations.”

Changes based on the recommendations for these charges have been incorporated into the Bylaws and are reflected in the new version published this year.

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.

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.

Motion to accept recommendation:

Mov: N. Picioccio Sec: S. Biswas

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

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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	<u>4</u>
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, Health and Safety, 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 re-numbered.

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. 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 within 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 significant 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 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 six students (five students and one officer of the College Center Programming Board). Community Concerns had a total of three students. 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 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

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.

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Staff:

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

Motion to accept recommendation:

Mov: M. Foley Sec: C. Pean

Discussion followed and concern was expressed over removing the purpose related to the relationship of the College with local, county, state and national communities. In responding to that concern, it was noted that a review of Task Force charges over the past ten years indicated that no charge related to that purpose had ever been put forth. An Assembly member also pointed out that in most instances, the department of Marketing Communications functions as the spokesperson for the entire College and the organization. It was also noted that under the purposes of the Task Force on Community Concerns, it was stated that it studies and recommends policy. However, the relationship of the College with local, county, state and national communities is an administrative issue or process and the College Assembly and its Task Forces are responsible for policy not process.

Vote on recommendation:

App: Majority Opp: 1 Abs: 1

Motion passes.

D. Campus Diversity - Professor Tracy Young, Chair

Charge:

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

Report:

2010-2011 charge: Examine the depth and breadth of diversity content at MCC's existing curricula and make recommendations to adequately address gaps in course offerings, should they exist. Consideration should be given to racial, cultural, linguistic and ethnic make-up of the total student body with respect to whether adequate representation is reflected in the curricula.

2010-2011 recommendation: Task force felt the depth and breadth for diversity course content at MCC's existing curricula was adequate; however they recommended that some of the listed diversity courses be reviewed to fulfill the humanities and social science requirements also. This recommendation was approved by College Assembly, but was not signed by President since humanities and social science electives are determined by the state and the

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College cannot make that determination.

Charge:

Research the expansion of foreign languages offered at MCC to include languages which are reflective of the growing diversity of Middlesex County (ex. Hindi, Gujarati, Chinese, Japanese, Tagalog, Russian, etc.). Make appropriate recommendations.

Report:

The Task Force feels that this charge is beyond the scope and reasonable reach of the Task Force. We do not feel it is our responsibility, nor should it be within our power, to dictate academic content on the MCC campus. We feel that this should be discussed and dealt with in the foreign language department by faculty and staff with the knowledge and expertise to determine and design curricula.

G. Curriculum - Dr. Steven Zale, Chair

CSC 266: C#.NET Programming
New Course

Motion to accept recommendation:

Mov: M. Foley Sec: N. Picioccio

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 1

Motion passes.

CSC 267: Advanced C#.NET Programming
New Course

Motion to accept recommendation:

Mov: N. Picioccio Sec: M. Laskowski-Sachnoff

In response to a question asking if the courses would lead to Microsoft certification, it was stated that students would have the information needed to pass the Microsoft certification exam.

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 1

Motion passes.

CSC 268: ASP.NET Programming
New Course

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Motion to accept recommendation:

Mov: M. Foley Sec: S. Biswas

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 1

Motion passes.

CSC 269: ADO.NET Programming
New Course

Motion to accept recommendation:

Mov: M. Laskowski-Sachnoff Sec: J. Constantino

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 1

Motion passes.

Microsoft Visual Studio.NET Programming Certificate of Achievement
New Curriculum

Motion to accept recommendation:

Mov: S. Biswas Sec: S. Larkin

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 1

Motion passes.

H. Educational Resources - Professor Nicholas Picioccio, Chair

Charge:

Research textbook / course materials cost issues to find reliable alternatives to print texts. Make appropriate recommendations.

Recommendation:

The college should adopt the following strategic goal statement as part of its next strategic plan:

- Provide affordable, quality course materials for all of its students.

This aligns with the Middlesex County College's mission statement, which "is to provide access to an affordable, quality education." Each academic program will incorporate affordability into its decision-making process. For whatever solutions meet their needs, academic departments will aim for both high quality and the lowest cost option.

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The *guiding principles* should be:

- a. Be hardware and software agnostic – As platforms become available, they will be tested for compatibility to selected e-resources. However, no vendor-specific device will be recommended over others since technology changes so rapidly.
- b. Be publisher agnostic – Despite existing vendor partnerships, solutions outside of the currently used textbooks and publishers will be sought.
- c. Review all options – The decision-making teams in each discipline will seek information on e-textbooks, e-resources, open access text, as well as non-textbook approaches.

- d. Make available to all classes – More affordable options to course materials will be made available, wherever possible, to all classes and to all students in those classes.
- e. Encourage individual departments – Assistance and encouragement will be provided to chairs, textbook adoption teams, and course approval committees.

Rationale:

Actions by some academic committees and chairs continue to fulfill the twin aims of quality and affordable course materials. However, by establishing this new college-wide strategic goal and set of guiding principles for the goal, these efforts will expand across the curriculum.

Motion to accept recommendation:

Mov: S. Biswas Sec: J. Constantino

Discussion followed regarding the inclusion of an additional guiding principle, accessibility for all students, as item f.

A motion was made to amend the guiding principles of the recommendation to read as follows:

- a. Be hardware and software agnostic – As platforms become available, they will be tested for compatibility to selected e-resources. However, no vendor-specific device will be recommended over others since technology changes so rapidly.
- b. Be publisher agnostic – Despite existing vendor partnerships, solutions outside of the currently used textbooks and publishers will be sought.
- c. Review all options – The decision-making teams in each discipline will seek information on e-textbooks, e-resources, open access text, as well as non-textbook approaches.
- d. Make available to all classes – More affordable options to course materials will be made available, wherever possible, to all classes and to all students in those classes.
- e. Encourage individual departments – Assistance and encouragement will be provided to chairs, textbook adoption teams, and course approval committees.
- f. Accessibility for all students

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Mov: M. Laskowski-Sachnoff Sec: E. Weir-Daidone

Vote on amendment:

App: Unanimous Opp: 0 Abs: 0

Amendment passes.

Vote on amended recommendation:

App: Unanimous Opp: 0 Abs: 0

Charge:

Research textbook / course materials cost issues to find reliable alternatives to print texts. Make appropriate recommendations.

Recommendation:

The college should expend the efforts necessary to encourage, implement, and support new alternatives to course materials. The goal of realizing lower cost will require that the college explore all options for effective teaching, such as e-books, custom books, and other alternatives.

The following guidelines should be followed:

- a. Many individuals, teams, and departments have already successfully implemented solutions that meet the strategic goal above. These efforts should be highlighted and used as prototypes to help other areas adopt similar approaches.
- b. As academic departments explore lower cost options, they should seek out the expertise found in the Bookstore, Instructional Design & Media Services, and Library.
- c. Many of these options will require implementation of universal wireless access or expanded open lab space on campus.
- d. MCC should improve availability to more print or virtual texts by expanding the Library Reserve Collection.

Rationale:

The college could take greater advantage of both existing expertise on campus and the knowledge gained from successful efforts in various departments. Resources for each curriculum vary, so approaches will vary. Developing some alternatives will take time, so interim solutions, including expanded library reserves, may be needed. And since the alternatives largely involve e-texts and online resources, campus technology will need to keep pace in order for students to have access to them.

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Motion to accept recommendation:

Mov: J. Altman Sec: J. Constantino

Discussion followed to strike the reference to custom books from the recommendation. It was felt by some members that custom books can be more expensive. Others felt that they can be less expensive since sections not covered in the course can be eliminated.

A motion was made to amend the recommendation to read: The College should expend the efforts necessary to encourage, implement, and support new alternatives to course materials. The goal of realizing lower cost will require that the College explore all options for effective teaching, such as e-books, and other alternatives.

Mov: M. Laskowski-Sachnoff Sec: S. Biswas

Vote on amendment:

App: 1 Opp: 16 Abs: 8

Motion denied.

Vote on recommendation:

App: Majority Opp: 2 Abs: 0

NEW BUSINESS

None

REPORT OF THE CHAIR

1. The following Fast Track curriculum items were approved:

ART 202: Ceramics: Wheel-Throwing

Remove pre-requisite of ART 201 Ceramics: Hand-Building.

BIO 131: Human Structure and Function

Remove the following statement from the college catalog as well as Campus Cruiser course description: "offered only for career track students in Radiographic Technology."

Electrical Engineering Technology AAS

To remove the Humanities elective from the freshman second semester and replace the senior second semester Social Science elective with a General Education Humanities or Social Science elective. This will reduce the total credits to 63.

Earth Science AS

Addition of SCI 162 as a Technical Elective choice in the Earth Science degree. Under Requisites/Comments for SCI 162 it should read:

Prerequisite(s): One year high school laboratory science, MAT 013 or appropriate score on the College Placement Test

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Surveying Engineering Technology

Remove SCI 108 and SCI 156 from the elective choices

2. After reconsidering the safety concerns and fire access issues, presented by the current administration of the College Police Department as well as space limitations due to the physical dimensions of the area, the recommendation from the Accessibility for Persons with Disabilities Task Force regarding the conversion of the circle in front of the College Center to handicap parking with dual signage was not signed. However, the goal of providing a safe and accessible environment for all members of our campus community should continue through an ongoing review of current accessibility issues and exploration of options to address these issues.

3. The recommendation from the Accessibility for Persons with Disabilities Task Force that Facilities assess and address sidewalk grade issues on several parts of the Edison Campus (specifically, the slope from Lot #3 to the entrance of the College Center, the slope of the walkway from the handicap parking in front of Crabiel Hall to the bookstore and the slope of the walkway leading from Edison Hall to Crabiel Hall) was signed by Dr. La Perla-Morales and forwarded to the Executive Director for Facilities Management for implementation.
4. The next meeting of the College Assembly will be held on Thursday, April 5, 2012 at 2:00 p.m.

RECOGNITION AND HEARING FROM THE PUBLIC

Dean David Edwards stated that the Division of Arts and Sciences has taken initial steps in identifying opportunities for foreign language study that reflect the diversity of the community that the College serves. This initiative is part of a formal program review that will soon be undertaken with respect to ESL and Modern Language courses and degree programs currently in place.

ADJOURNMENT

Motion to Adjourn:

Mov: S. Biswas Sec: N. Picioccio

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,
Theresa Orosz
Chair, College Assembly

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