

**Minutes of the College Assembly Meeting
April 4, 2019**

MEMBERS PRESENT

DEANS: M. Brinson, R. Bucciarelli, L. Scherr

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: M. Ansonoff, N. Berger, J. Ferrell, C. Green, A. Illa, T. Orosz, T. Sabol, F. Stowe

FACULTY: K. Costanzo, M. Curry, D. Grek, H. Holbeck, G. Leoniy, P. Muley, L. Nagarajan-Iyer, U. Narayanan, J. Nesi, M. Nigam, C. Quillen, R. Thompson

STUDENTS: A. Butt, A. Liquido, R. Roque

SUPPORT STAFF: L. Friedman, K. Hogue, M. Rothstein

TASK FORCE CHAIRS:

Academic Standards: T. Halasinski

Accessibility: E. Daidone

Bylaws: H. Holbeck

Campus Diversity: N/A

Campus Life and Community Concerns: N/A

Curriculum: P. Muley

Educational Resources: N/A

Guests: R. Cole, M. Kim, M. Lynch

Parliamentarian: J. Kruszewski

Chair-Elect: Peter Farrett

MEMBERS ABSENT

DEANS: N/A

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: M. Maciolek, T. O'Reilly, C. Quigley

FACULTY: A. Castiglia, T. Corrigan, C. Drew, M. Jain, G. Rotolo, A. Rubin, L. Tobin

STUDENTS: L. Barajas, B. Castro, D. Dixon, C. Florentino, S. Janvier, J. Lempfert, V. Mattas, B. Myers, A. Nussbaum, G. Parent, H. Shah, R. Singh, S. Syed

SUPPORT STAFF: M. Ambroziak, M. Kirbos

**College Assembly Meeting
April 4, 2019**

With a quorum present, College Assembly Chair Gary Abbott called to order the April 4, 2019 session of College Assembly, at 2:04 PM, in the Brunswick Room, Crabiel Hall.

APPROVAL OF MINUTES FOR March 7, 2019:

Motion to accept minutes

MOT: J. Ferrell

SEC: M. Brinson

Vote to accept minutes

Fav: 30 Opp: 0 Abst: 0

The minutes of March 7, 2019 are accepted as presented.

UNFINISHED BUSINESS

Dr. Abbott stated that in accordance with the Bylaws of the College Assembly, Article V, Section 1.0500, Clause C, the Second Chairperson-Elect is to be elected at the April meeting of the College Assembly. Assembly members received a Nominee Profile for each of the candidates, Prof. Terrance Corrigan and Prof. Lakshmi Nagarajan-Iyer, with the meeting's agenda.

Due to a family emergency, Prof. Corrigan was not able to attend. Dr. Abbott shared Prof. Corrigan's profile with the body:

"Community colleges play a vital role in regional education. This assembly serves as a key institution in the college by enabling more students from the community to complete degrees and transfer. As someone that will be faculty for many years to come (hopefully will receive tenure in September), I want to play an integral part in this representative body's success by serving as Chair Elect and then Chair of the College Assembly. I especially want the role as so many changes to community college life are arising such as free tuition and questions regarding the role of humanities. It is also critically important that student and faculty diversity and community inclusion are promoted and both are factors that I will strongly address. As evidenced by the attendance at many of the special presentations by guest speakers that I worked to bring to MCC our local community is anxious and enthusiastically ready and willing to be an active participant in the life of our college. Additionally, I want to get to know and listen to the concerns of all the departments and do my part to continue to make MCC the great learning and regional institution that it is."

Dr. Nagarajan-Iyer addressed the body, noting her master's degrees in Physics and Business Administration, as well as a recently attained PhD in Organizational Management with a Management Education specialization. She also shared that she has over 20 years' experience in business ownership, and has served with numerous committees and groups on campus, as well as teaching at MCC full time for nine years. She pledged to use her experience to the benefit of the assembly and expressed her respect for the process of shared governance, while allowing that there is always room to improve.

Ballots were distributed to voting members of the assembly. Completed ballots were collected by the teller committee, J. Kruszewski, T. Orosz, and L. Scherr, who tabulated the votes. Dr. Abbott reported the results just prior to the “Recognition and Hearing from the Public” segment of the meeting.

Lakshmi Nagarajan-Iyer will serve as Second Chair-Elect through the current academic year, at which point she will become the Chair-Elect. She will serve as Chair of the College Assembly from May 2021 to May 2023.

TASK FORCES

Academic Standards: n/a

Accessibility for Persons with Disabilities: Elaine Weir-Daidone

Co-chair Elaine Daidone provided a status report for the Accessibility for Persons with Disabilities Task Force. She shared that the group had been meeting regularly and making progress on its charges. The group expects to meet with Acting VP Jeff Herron to discuss the accessibility audit included in the strategic plan. She shared that the group has been discussing the role of ADA Compliance Officer, service and support animals on campus, and survey questions for students with disabilities. She also stated that the group had met with Mike Sullivan of eLearning to discuss guidelines and procedures for online courses.

Bylaws: H. Holbeck

In accordance with Article XIII, section 1:1101 Amendment of Bylaws, recommendations may not be discussed or voted on until the meeting after that at which they were presented.

Charge BL1819-07

Review the membership distribution for College Assembly and Task Forces to ensure equitable and effective representation across the campus community.

RECOMMENDATION #1: To align with the current administration and faculty positions/titles, the Task Force recommends changes to Bylaws 1.0400 Article IV – Membership as follows:

| FROM | TO |
|--|---|
| Assistant Deans/ Chairpersons/ Directors/ Administrators | Assistant Deans/Chairpersons/ Associate Chairpersons /Directors/ Assistant Directors/Associate Directors /Administrators |
| <ul style="list-style-type: none"> At-Large, includes Directors and Administrators not associated with the above divisions. | <ul style="list-style-type: none"> At-Large, includes Directors, Assistant Directors, Associate Directors and Administrators not associated with the above divisions. |

RATIONALE: Due to the reorganization of positions, personnel changes and newly created positions, these additions more accurately reflect the current positions/titles on campus.

RECOMMENDATION #2: To align with the current administration and faculty positions/titles, the Bylaws Task Force recommends changes to Bylaws 1.0400 Article IV – Membership as follows:

Remove from the category of Faculty Representatives the positions of Directors and Administrators-at-Large not associated with the above divisions, and, add the position of Faculty-at-Large to this category.

| FROM | TO |
|---|---|
| Faculty Representatives - <ul style="list-style-type: none"> • Arts and Sciences • Professional Studies • Directors and Administrators-at-Large not associated with the above divisions. | Faculty Representatives - <ul style="list-style-type: none"> • Arts and Sciences • Professional Studies • Faculty-at-Large not associated with the above divisions. |

RATIONALE: There was a time at the college when a small group of administrators had faculty rank. Due to personnel changes over the past years, this designation is no longer applicable. However, there are currently non-teaching, faculty ranked positions on campus.

RECOMMENDATION #3: The Bylaws Task Force recommends to increase the number of members in the category of Adjunct Faculty Representatives in each academic division from one (1) member to two (2) members. As a result of this addition, the total membership in the College Assembly will increase to from 54 to 56 members. The membership category will now read:

| FROM | TO |
|---|---|
| Adjunct Faculty Representatives - <ul style="list-style-type: none"> • Arts and Sciences¹ • Professional Studies¹ | Adjunct Faculty Representatives - <ul style="list-style-type: none"> • Arts and Sciences² • Professional Studies² |

RATIONALE: The number of adjunct faculty has increased in recent years. This increase will better represent the increase in the adjunct faculty population in the total teaching faculty.

Campus Diversity: n/a

Campus Life and Community Concerns: n/a

Curriculum: Parag Muley, Chair

ESL 056 Phonology and Discussion

This not a required course, but one that is designed to give students further practice with developing their academic speaking skills by building vocabulary and clearer pronunciation. The two credits also help

students be part time by taking one of the ESL courses at the same time, or full time by taking both courses. Students would be recommended to take the class based upon their initial placement interview.

Motion to accept:

Mot: H. Holbeck **Sec:** M. Nigam

Discussion: Clarification was made that students will have the ability to decline the course.

Vote to accept:

Fav: 30 **Opp:** 0 **Abs:** 0

ESL 056 has passed

ESL 057 Reading and Speaking Level A

See description for ESL.UN

Motion to accept:

Mot: R. Thompson **Sec:** T. Orosz

Vote to accept:

Fav: 30 **Opp:** 0 **Abs:** 0

ESL 057 has passed

ESL 058 Writing and Structure Level A

See description for ESL.UN

Motion to accept:

Mot: S. Syed **Sec:** D. Grek

Vote to accept:

Fav: 30 **Opp:** 0 **Abs:** 0

ESL 058 has passed

ESL.UN Non-Degree Program

When the new ESL program was instituted in the fall of 2016, the beginning level of academic ESL was offered by the Continuing Education Division as the Pre-Academic course. Given the out-of-pocket expense, the necessity of committing to a class that met 4 times a week for 10 hours total, and the difficulty in academic oversight to ensure students were ready for the Intermediate level (067/068), it was challenging for a number of students to take this level. As a result, students were effectively being locked out of ESL academic coursework, and by extension their college goals. By reinstating this first level with ESL 057 and ESL 058, we can resolve many of these issues – the course is covered by financial aid, it's possible to be a part time student, and our department will have greater oversight over the curriculum and instruction of the course.

Motion to accept:

Mot: T. Orosz **Sec:** M. Ansonoff

Vote to accept:

Fav: 30 **Opp:** 0 **Abs:** 0

ESL.UN has passed

Educational Resources: n/a

NEW BUSINESS

n/a

REPORT OF THE CHAIRPERSON

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

AS.CER Addiction Studies Certificate

Elimination of a free elective and a change in a pre-requisite

SOC122 Social Institutions

Revised description, outcomes, minor content

SOC205 Diversity and Multiculturalism in US Society

Revised description, outcomes, minor content

LAPHI.AA Liberal Arts Philosophy

Revised program description

BIO240 Research in Biology

Revised course description

CHM201 Principles of Organic Chemistry

Change in pre requisites

CHM240 Research in Chemistry

Revised course description

60 Credit Initiative Fast Tracks

Mathematics Science Transfer Associate of Science

Biology Option Science Transfer Associate of Science

Biology Pre-Professional Option Science Transfer Associate of Science

Biotechnology Associate of Science

Chemistry Option Science Transfer Associate of Science

Earth Science Transfer Associate of Science

Fire Science Technology Associate of Applied Science

Physics Science Transfer Associate of Science

Process Technology Associate of Applied Science

Sustainability Science Associate of Science

Media Art and Design Associate of Applied Science

Media Art and Design: Advertising Graphic Design Associate of Applied Science

Media Art and Design: Gaming and Animation Associate of Applied Science

Media Art and Design: Professional Commercial Photography Associate of Applied Science

Accounting Associate of Applied Science

Business Administration Associate of Science

Business Information Systems Associate of Science

Computer and Information Systems Associate of Science

Computer Science Associate of Science

Fashion Merchandising Associate of Applied Science

Management Associate of Applied Science

Marketing Associate of Applied Science

Network Administration and Support Associate of Applied Science

Small Business Management/Entrepreneurial Associate of Applied Science

Psychosocial Rehabilitation Associate of Science

Liberal Arts Associate of Arts Programs

Liberal Arts General

Cinema Studies

English

Journalism

Writing

Modern Language

Criminal Justice, Corrections Administration

Criminal Justice, Police Option

Education Transfer

Homeland Security

African-American Studies

Criminal Justice

Genocide and Holocaust

Global Studies

History

Human Services/Pre-Social Work

Philosophy

Physical Education/Recreation

Political Science

Psychology

Social Sciences

Sociology

Communication

Dance

Music

Theatre

Visual Arts

Business

Committee for Governance Review

Dr. Abbott requested that members complete the College Governance survey which was distributed to the campus through Institutional Research. A preliminary report is expected to be presented at the May meeting.

RECOGNITION AND HEARING FROM THE PUBLIC

G. Abbott encouraged members to attend the numerous activities offered by the Arts and Sciences Fair.

P. Muley asked for donations of plastic bags for the 49th Annual Earth Day Celebration, as well as volunteers to dress up in the bags and walk the campus on April 22 to raise awareness.

ADJOURNMENT

Motion to Adjourn

Mot: M. Brinson

Sec: S. Syed

Vote to adjourn

Fav: 30 Opp: 0 Abst: 0

The meeting was adjourned at 2:46 PM