

**Minutes of the College Assembly Meeting
February 7, 2019**

MEMBERS PRESENT

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

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: M. Ansonoff, N. Berger, J. Ferrell, C. Green, M. Maciolek, T. O'Reilly, T. Orosz, C. Quigley, T. Sabol, F. Stowe

FACULTY: A. Castiglia, T. Corrigan, K. Costanzo, M. Curry, C. Drew, D. Grek, M. Jain, G. Leoni, P. Muley, L. Nagarajan-Iyer, U. Narayanan, J. Nesi, M. Nigam, C. Quillen, R. Thompson, L. Tobin

STUDENTS: L. Barajas, A. Butt, B. Castro, J. Lempfert, A. Liquido, R. Roque, S. Syed

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

TASK FORCE CHAIRS:

Academic Standards: T. Halasinski, Chair

Accessibility: N/A

Bylaws: N/A

Campus Diversity: J. Laureano, Chair

Campus Life and Community Concerns: A. Hogan

Curriculum: P. Muley

Educational Resources:

Guests: R. Cole, R. Kim, T. Kozma (Quo Vadis), V. Matta (Student), M. Spano

Parliamentarian: J. Kruszewski

Chair-Elect: Peter Farrett

MEMBERS ABSENT

DEANS: N/A

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: A. Illa

FACULTY: H. Holbeck, G. Rotolo, A. Rubin

STUDENTS: D. Dixon, C. Florentino, S. Janvier, B. Myers, A. Nussbaum, G. Parent, D. Shah, R. Singh

SUPPORT STAFF: M. Kirbos

**College Assembly Meeting
February 7, 2019**

With a quorum present, the February 7, 2019 meeting of the College Assembly was called to order by Chairperson Gary Abbott, at 2:00 PM in the Brunswick Room, Crabiell Hall.

APPROVAL OF MINUTES FOR December 6, 2018:

Motion to accept minutes

MOT: M. Brinson

SEC: S. Syed

No Discussion

Vote to accept minutes

Fav: 40 Opp: 0 Abst: 0

The minutes of December 6, 2018 were accepted as presented.

UNFINISHED BUSINESS

N/A

TASK FORCES

Academic Standards: T. Halasinski, Chair

Charge #AS1819-03 :

Consider revising the exemption policy for Developmental Reading for transfer students, so that any student who completes ENG 121, regardless of credits completed, is exempt from RDG.

Report:

The Academic Standards Task Force has unanimously agreed not to move the charge forward for a vote to the College Assembly.

The Task Force unanimously agreed that students who have passed ENG 121 (English Composition I) with a grade of "C" or higher should be exempt from RDG 011 (Reading Skills for College II) based on the essentially equivalent reading skills course learning outcomes between the two courses.

However, having verified that the charge is proposing to exempt only transfer students, we were unanimously against treating equivalent English Composition courses differently depending on whether the course was taught through MCC or if the course was taught through another institution. Currently, students who are matriculated here at MCC are not exempt from RDG 011 if they pass ENG 121 offered through our College. Recommending the charge would allow students who have passed an equivalent course to ENG 121 through another campus and subsequently transfer here to be exempt from taking RDG 011. Unequitable treatment of equivalent English Composition courses depending on which institution offers the course would be an unreasonable course of action.

Discussion:

M. Spano, English Department Chair, expressed concern that Charge AS1819-03 may have been mischaracterized in the deliberations of the task force. He expressed that the intent of the charge was to rectify a double standard existing between transfer students and dual enrolled students regarding ENG 121 and RDG 011. Dual enrolled students are typically waived from having to take RDG 011 whereas transfer students are not. Moving forward, it is the intent of the English department revisit the larger issue of RDG 011 as a co-requisite for ENG 121 at the department level and consider a broader policy change for RDG 011 as a prerequisite for ENG 121 as many of MCC's sister institutions currently do (e.g.: Mercer, RVCC, and Camden).

C. Quigley suggested that the wording be refined to clarify that the charge referenced students transferring *in* to MCC, as opposed to those transferring *out*, to which "transfer student" more often refers for our purposes here.

Accessibility for Persons with Disabilities: Elaine Weir-Daidone, Co-Chair

Bylaws: N/A

Campus Diversity: Jose Laureano, Chair

J. Laureano:

Charge CD1819-01

Report on the implementation status of recommendations submitted by your task force in 2017-2018, approved by the College Assembly, and forwarded to the College President for signature.

Report: As a result of our investigation and discussion last week, we found that the number of minority tenure track full time faculty members have declined. When comparing 2015 to 2017... the percentage of white full time faculty in 2015 was 75%, and in 2017 had increased to 85.6%...as our student population becomes more diverse, our minority faculty representation continues to decline. Our task force will be reaching out to HR and (acting VP) Herron to inquire if there have been any specific initiatives to ...diverse candidates as a result of last year's charge.

Charge CD1819-02

Develop a survey for LGBTQ students to determine what needs/support the College can address.

J. Laureano informed the body that Institutional Resources notified the task force that there are two questions regarding LGBTQ students in the survey disseminated in January and February. It was suggested that the task force work with the LGBTQ organization to coordinate any future LGBTQ campus surveys. Shannon Bertha, Institutional Research Analyst has offered to attend a future meeting to help the task force draft a survey.

Charge CD1819-03

Create an inter-sector forum to discuss issues that LGBTQ students encounter and how to best support them.

J. Laureano shared that Ode Hoppie, Director of Student Life, has suggested the task force reach out to the MCC Sexuality and Gender Acceptance Club. The club provides a safe space for LGBTQ and their supporters and promotes equality and acceptance. The task force believes the College should explore the possibility of having a dedicated week to raise awareness and support for LGBTQ community on campus. The students on the task force will be attending the next club meeting to gain insight from these students. The task force has also reached out to Prof. Jeremy Nickerson and is setting up a meeting regarding collaboration on a prospective forum.

Campus Life and Community Concerns: Annie Hogan, Chair

A. Hogan shared an update on Campus Life and Community Concerns Task Force activities:

The working group for these charges comprises Gwen Strokus, Chief Brosnan, Evelyn Rosa, and student Shanique Reed.

- CL1819-02 : Consider the need to keep wheelchairs available on campus for emergency use. Questions raised regarding liability the use of the wheelchairs included:
 - Where would these wheelchairs go? Who can legally use them?
 - What are faculty and staff actually allowed to do with the wheelchairs, if they are needed?
 - Also brought up for consideration, the option of placing wheelchairs at central locations on campus instead of each building.
 - The task force discussed the inclusion of maps indicating where wheelchairs are located in its final recommendation.
 - Chief Brosnan has reported on the number of medical calls where an ambulance was dispatched for both 2017 and 2018 (a total of 95) and the Police responded to 222 cases of injured persons.

- CL1819-03 : Examine the need for a full-time nurse on campus.
 - The college currently offers a nurse Mondays, Tuesdays, and Fridays from 8:30am to 4:30pm.
 - The option of several part time positions instead of a full-time position that would require benefits, was raised for consideration and inclusion in the task force's final recommendation.
 - The task force would like to work with the Office of Health and Safety (Judy DiMaio) to assist with information on the number of students who have utilized her services, appointments vs walk-ins, and volume of visitors at specific times. The last full time Registered nurse retired in 2008.
 - An option under consideration is to have an LPN instead of a RN.

The working group for this charge comprises Daniel Fuchs, Gina Bedoya, and student Bonnie Frazilus.

- CL1819-04: Investigate the need for signage on the exterior of campus buildings detailing the departments housed there.
 - Don Drost was on the search committee when the new campus signage was designed and purchased. He noted the large expense of a larger building sign to have all the info

listed. Each sign is roughly \$700 each. A low cost alternative would be to promote the use of the website which has an interactive map which give you directions right to the department.

- The college is launching a new App. Perhaps that could have department locations?
- Members of the task force looked at Kean University's use of decals on glass doors and will consider something similar as the college may benefit from the use of the VPMA decal printer.
- There may be an option to use types of signage that could assist in the campus' lack of adequate lighting. For example, at night when there are performances in the PAC, the lack of lighting and signage confuses patrons. Exterior lighting on buildings may be helpful here.
- Another option offered included paper signage that can be switched out when needed at low or no cost. This would be useful in buildings that have many offices and departments housed inside of them.

The working group for these charges comprises Lakshmi Nagarajan-Iyer, Christobal Espinoza-Wulach, John Constantino, and student Adam K Gonzalez

- CL1819-05 : Investigate and recommend some environmentally sound practices and programs that the College can implement or in which the College can participate.
- CL1819-06 : Examine ways in which to reduce the amount of single-use plastics on campus.
 - At the October meeting, Professor Lakshmi Nagarajan-Iyer offered to have her students do additional research for charge number #6. The research could serve as a service-learning component to the course.
 - Guest Dr. Parag Muley and Taskforce member Lakshmi Nagarajan-Iyer and students were invited present on 05-06 charges, at the November meeting. The students presented on the economic impact single use plastics had on other university's budgets. Guest student, Laiba Kahn recommended that we expand our focus to other single use items such as coffee cups, which are available in several places on campus and widely used.
 - Dr. Muley suggested 'buy in' would be important, as there is no 'easy way' to reduce the amount of single use plastics on campus. Elimination or to have a sustainable option would be one way have them 'less' available. Another option may be to ban straws. The approach of incentivizing participation was important. The sharing of single use /landfill statistics in strategic places like the cafeteria may also help to persuade students to reconsider their purchases of single use plastics.
 - Another option would be promoting the use of refillable water bottles to decrease the amount of plastic water bottles that are used on campus. Chief Neil Brosnan expressed the need to look at changing the culture. Chief asked about refillable stations, and one refillable station would be \$2600. An option for Minor capital next year?
 - The Student Life Office's recent purchase and distribution of MCC branded water bottles could be used to begin the initiative presented by Parag Muley, as an ongoing project. It

may be that the refillable water bottle initiative could begin at events like New Student day to ensure that each new student receives the water bottle. This may help with buy-in from others.

- Dr. Muley, recommended a flash mob type skit from groups like performance clubs to assist with buy-in from students

Curriculum: Parag Muley, Chair

Dr. Abbott requested unanimous consent from the body to allow Professor LisaBeth Klein to remain in the adjunct position on the Curriculum Task Force for the remainder of the 2018-2019 academic year, despite having accepted a full time position with the College.

Motion to accept:

Mot: C. Quigley **Sec:** P. Muley

Vote to accept:

Fav: 40 **Opp:** 0 **Abs:** 0

Unanimous consent was given for L. Klein to continue in the adjunct position with the Curriculum Task force for the remainder of the 2018-2019 academic year.

Educational Resources: N/A

NEW BUSINESS

Dr. Abbott announced that nomination forms for the 2019-2021 College Assembly and Task Force terms will be sent to the Division Council Chairs, Deans, and applicable managers early in February.

Dr. Farrett, Chair-Elect, announced the slate of candidates for Second Chair-Elect to be Lakshmi Nagarajan-Iyer, Terrance Corrigan, and Tim Hack. Dr. Farrett provided explained the duties of and requirements for Second-Chair Elect as follows:

The Second Chairperson-elect shall serve as Chairperson and exercise the powers and duties of that office during the Chairperson's and First Chairperson's absence or inability to act. He/she shall be responsible for:

- A. Task Force Organization and Development
- B. Acting as liaison to the Divisional Councils
- C. Exercising such other powers and duties as may be delegated by the Chairperson

Article V, Clause A requires that candidates must have served at least one semester, during the three-year period preceding the election, on the College Assembly, a College Assembly Task Force, a Division Council or a campus-wide committee recognized by the College.

Dr. Farrett also expressed his gratitude to his fellow nomination committee members for their efforts: Mirian Curry, Marla Brinson, Margaret Przygoda, Jim Ferrell, Terri Orosz, and Alice Picardo.

REPORT OF THE CHAIRPERSON

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

BIO 124	General Biology II Change prerequisite from BIO 123 to BIO 123 with a C or better
CSC 162	Object-Oriented Programming Using Java Change prerequisite from CSC161 to CSC 161 with a C or better
CSC 236	Data Structures in Java Change prerequisite from CSC162 to CSC 162 with a C or better
EDU 123	Introduction to Special Education and Exceptional Youth Minor revision of course content to adhere to changing concepts and terminology in the education field.
LAPHI.AA	Liberal Arts-Philosophy, A.A. Replace HIS245: History of Major World Religions with PHI232: Social and Political Philosophy in Philosophy degree program.
NRB.AS	Nursing Remove PE/HED requirement
PHY 133	Analytical Physics I (Lecture) Remove pre-requirement of one year of high school laboratory physics
RAD 285	Advance Imaging Change in course description
RADT.AAS	Radiography Education: Transfer Track Remove PE/HED requirement
RADT.AAS	Radiography Education: Career Track Remove PE/HED requirement
SOC 131	Contemporary Social Problems Change in course description Change in course outcomes

History and Social Sciences

The following courses have been rendered inactive:

SOC-234	Sociology of Work and Organizations
SOC-222	Political Sociology
SOC-217	Human Behavior in the Social Environment I
SOC-218	Human Behavior in the Social Environment II
PSY-270	Adult Development and Aging
PSY-244	Business and Industrial Psychology
POS-225H	American Political Thought
POS-131	Introduction to Public Administration
HIS-130	Healthcare and Medicine in the Western World
IDC-101	Technology and Education
EDU-208	Creative Activities for Young Children

Dr. Abbott shared that the Ad-Hoc committee on Governance has met twice since the last College Assembly meeting, and has compile research on existing governance models and how other NJCC have structured their systems. Dr. Abbott also mentioned that the committee has developed a survey which, once finalized, will be made open to MCC constituents. This survey will be specifically focused on the existing model of College Assembly and Task Forces. A preliminary report of the committee's findings and possible recommendations may be available by the end of the semester.

The next meeting of the College Assembly will be held on Thursday, March 7, 2019 at 2:00 PM.

RECOGNITION AND HEARING FROM THE PUBLIC

N/A

ADJOURNMENT

Motion to Adjourn

Mot: A. Castiglia

Sec: C. Drew

Vote to adjourn

Fav: 40 Opp: 0 Abst: 0

The meeting was adjourned at 2:34