

**Minutes of the College Assembly Meeting  
October 4, 2018**

**MEMBERS PRESENT**

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

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

**FACULTY:** A. Castiglia, T. Corrigan, K. Costanzo, M. Curry, C. Drew, D. Grek, H. Holbeck, G. Leoniy, L. Nagarajan-Iyer, U. Narayanan, J. Nesi, M. Nigam, C. Quillen, G. Rotolo, L. Tobin

**STUDENTS:** A. Liquido, R. Singh, S. Syed, C. Tapia Florentino

**SUPPORT STAFF:** M. Ambroziak, L. Friedman, M. Rothstein

**TASK FORCE CHAIRS:**

**Academic Standards:** T. Halasinski

**Accessibility:** E. Weir-Daidone

**Bylaws:** H. Holbeck

**Campus Diversity:** J. Laureano

**Campus Life and Community Concerns:** A. Hogan

**Curriculum:** P. Muley

**Educational Resources:**

**Guests:** R. Cole, L. Gregory, D. Howell, A. Johnson, M. Lynch, C. O’Gorman, M. Roman, M. Spano

**Parliamentarian:** J. Kruszewski

**Chair-Elect:** Peter Farrett

**MEMBERS ABSENT**

**DEANS:** n/a

**ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** N. Berger, T. O’Reilly,

**FACULTY:** L. Chappotin, M. Jain, A. Rubin, R. Thompson

**STUDENTS:** L. Barajas, B. Castro, D. Dixon, S. Janvier, J. Lempfert, B. Myers, A. Nussbaum, G. Parent, D. Shah, J. Taveras

**SUPPORT STAFF:** M. Kirbos, M. Quiles

\*\*\*Please note: Verbatim minutes of College Assembly meetings are available by request\*\*\*

**College Assembly Meeting  
October 4, 2018**

With a quorum present, Chairperson Gary Abbott called to order the October 4, 2018 meeting of the College Assembly, at 2:03 PM, in the Brunswick Room, Crabiell Hall. As this was the first meeting of the new academic year, Acting President of Academic and Student Affairs Jeff Herron offered welcoming remarks.

Dr. Abbott also extended a welcome to the body, recognizing the diversity and the contributions of its population. Members were reminded that their objective with the College Assembly is to fulfill the mission of the college, “to provide access to a quality, affordable education for a diverse population, to support student success for lifelong learning, and to strengthen the economic, social and cultural life of the community.”

Dr. Abbott thanked Vice President Herron for providing refreshments, and acknowledged the Parliamentarian, John Kruszewski, and Second Parliamentarian, Theresa Orosz, and thanked them for their continued service. Contact information for the College Assembly office was provided.

**APPROVAL OF MINUTES FOR MAY 3, 2018:**

**Motion to accept minutes**

MOT: J. Ferrell

SEC: S. Syed

No Discussion

**Vote to accept minutes**

Fav: 33      Opp: 0      Abst: 0

The minutes of May 2018 are accepted as presented.

**UNFINISHED BUSINESS**

It is tradition at the end of a College Assembly Chair’s tenure, to present a resolution proclaiming the Assembly’s appreciation. As it was not possible to do so for the previous Chair, Prof. Hope Holbeck, at that time, the resolution was presented and approved at this meeting. The resolution for Prof. Holbeck reads as follows:

## College Assembly Resolution

WHEREAS, Hope-Claire Holbeck has served as Chairperson of the College Assembly since 2015, and her term is expired at the conclusion of the 2016-2017 academic year; and

WHEREAS, Hope-Claire Holbeck has served the College Assembly as Chairperson-Elect from 2012-2015; and a Divisional Representative on the College Assembly, Academic Standard, Curriculum, and Campus Diversity Task Forces between 2002-2007; and

WHEREAS, Hope-Claire Holbeck has served the MCC Community in her role as Assistant Professor in the Department of Dental Hygiene since 2001, having served as an adjunct professor from 1991 to 2001; and

WHEREAS, Hope-Claire Holbeck has served the MCC Department of Dental Hygiene and Division of Professional Studies as Chairperson of the Dental Hygiene Department 2004-2013; a Member of the faculty team for the Community Education course in Dental Radiology; and as Vice Chairperson of the Professional Studies Division Council 2006-2007; and developed a project to explore enhancing the clinical experiences of students in the Dental Hygiene program; and

WHEREAS, Hope-Claire Holbeck has played an integral role in the development and direction of Middlesex County College, by serving in numerous capacities on a variety of committees including as an MCC Foundation Scholarship Reviewer 2004-present; a CELT Mentor to new adjunct and full-time faculty Fall 2015; a member of the Placement Committee; a Strategic Planning Committee member, Pathways to Engagement and Success 2009; the committee for Policy on Criminal Background Checks 2005; and as a Focus Group Facilitator 2005-2007, 2011; and search committees for the Dean of Arts and Sciences 2010, Assistant Dean of Professional Studies 2010, and Vice President of Academic and Student Affairs 2005; and as Chair of the search committees for Dean of Social Sciences and Humanities 2008, Chair of Psychology and Education 2007, Radiology Faculty Search Committee May-June 2014, and Dean of Professional Studies June-July 2014; and

WHEREAS, Hope-Claire Holbeck has contributed to a culture of assessments at MCC as a member of the Assessment Committee and Working Group 2007-present; a member of the Middle States Standard 14 Committee 2010-2011; a member of the FYE Assessment Committee 2005-2007; and as a Curriculum Consultant site visitor for the Commission on Dental Accreditation (CODA); and

WHEREAS, Hope-Claire Holbeck has been active in the MCC community through outreach programs including Head Start of Middlesex and Monmouth Counties 2009- present, as an Advisory Committee Member, Kids at College Day 2011 and 2012, Health Science Careers College Fair 2010, as a Bring Your Child to Work Day presenter 2009, a liaison to the Maternal/Child Health Consortium 2004-2006, as co-Coordinator Oral Cancer Free Screening

Event 2010, and as Give Kids A Smile Day Coordinator 2004-present; and has participated in countless events celebrating and advancing the MCC community including the MCC Open House, MCC Foundation Community Celebrations, Open House, Question Mart, MCC Foundation Casino Night, Division of Corporate & Community Education Career Fair, CELT Workshops, MCC Foundation Silent Art Auction, and ESL Conversation Partners; and

WHEREAS, her tireless dedication to the goals and success of the College Assembly will have positive implications for the future of MCC's governance system; and

WHEREAS, her dedication to promoting timely change for the betterment of the Middlesex County College community will serve as inspiration and guidance for the future of the College's shared governance structure.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The members of the College Assembly of Middlesex County College, on behalf of the entire College community, do hereby recognize and acknowledge in deep gratitude and appreciation the outstanding contributions of Hope-Claire Holbeck to the College Assembly and wish her continued success in all future endeavors.
2. The College Assembly does hereby offer a certified copy of this resolution to Hope-Claire Holbeck as a memento to thank her for serving as Chairperson of the College Assembly.

**Motion to Accept Resolution**

**MOT:** C. Quigley      **SEC:** M. Brinson

**Vote to Accept Resolution**

Favor: 33      Opposed: 0      Abstentions: 0

The Resolution was approved.

**TASK FORCES**

Dr. Abbott shared that the Task Force Organizational meeting was held on September 18, 2018, with opening remarks by Interim President Mark McCormick. At the organizational meeting, task force chairpersons were elected, meeting dates arranged, and tasks prioritized. Those chairpersons presented their respective charges for the 2017-2018 academic year at this meeting of the College Assembly.

**Academic Standards:** Thomas Halasinski, Chair

AS1819-01      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.

AS1819-02 Consider changing the current policy regarding registration approval for students on academic restriction to limit approval signatures to Deans or Chairs.

Rationale: The catalog currently states under Academic Status/Academic Restriction that “No student on academic restriction may register without signed approval from the following: the department chair, the dean of the student’s division or an advisor in the Academic Advising Center.” In some cases, the advisors in the Academic Advising Center are not sufficiently familiar with the technical courses in the Engineering Technology Department, and possibly other departments in the Division of Professional Studies, to determine whether a student on restriction is suitably prepared for coursework, especially in higher-level courses.

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.

Rationale: The current policy holds that transfer students are exempt from developmental reading if they completed “twelve credits of college level work with a grade of ‘C’ or better.” This policy is out of sync with how we handle students who complete Dual Enrollment ENG 121. Under our Multiple Measures framework, the dual enrollment students who complete ENG 121 are exempt from RDG.

The current policy for the exemption of the requirement for RDG transfer students is as follows:

Students who attended a regionally accredited U.S. college or university and completed one semester of English composition or one semester of college-level math acceptable for transfer to MCC with a grade of “C” or better may be exempt from appropriate categories of the placement test. To be exempt from the Reading Comprehension test, students must have attended a regionally accredited U.S. college or university and completed twelve credits of college level work (acceptable for transfer to MCC) with a grade of “C” or better.

According to the Registrar, the current policy was adopted at the recommendation of the Academic Standards Task Force, as the former policy required the completion of 24 college credits.

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

AC1819-01 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.

AC1819-02 Review the Strategic Plan for impact on persons with disabilities.

- AC1819-03 Consider the need for designated handicap parking at the circle in front of the College Center.
- AC1819-04 Review survey questions included in the Institutional Research Questionnaire to determine if there are areas for the task force to address and if the current set of questions need to be revised.
- AC1819-05 Review progress made through the Accessibility Work Group.
- AC1819-06 Review the planned campus accessibility audit.

**Bylaws:** Hope Holbeck, Chair

- BL1819-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016 and 2016-2017, approved by the College Assembly, and forwarded to the College President for Signature.
- BL1819-02 Investigate the feasibility of including two additional members for each category of membership to include a first and second alternate respectively, each of whom would serve one at a time as a substitute voting member when the voting member for that membership cannot attend a particular College Assembly Meeting. The first and second alternate members would not be voting members unless they are serving as a replacement of a voting member at a meeting.  
  
Rationale: It has occurred recently that the College Assembly was not able to convene its scheduled meeting for lack of quorum.
- BL1819-03 Consider adding the position of Transfer Advisor, from Career and Transfer Services, as a standing member of the Curriculum Task Force by virtue of position.  
  
Rationale: The Transfer Advisor is functionally responsible for maintaining expertise in the ever-changing requirements that community college students must meet in order to effect a smooth transfer. Ensuring that the expertise is part of every curriculum proposal review is prudent and adds important knowledge to revisions/additions brought to the Task Force.
- BL1819-04 Consider adding a delegate from Human Resources as a standing member by virtue of position on the Diversity Task Force.  
  
Rationale: In order to accomplish some activities that have arisen as a result of charges to the Task Force, expertise in the area of Human Resources has become an important asset. For this reason, the addition of a permanent delegate from Human Resources would serve to enhance and expedite discussions and debates within the task force's proceedings.
- BL1819-05 Assess whether current College Assembly membership designations and Appendices E and F, which enumerate Administrator and Support Staff positions, align with the College's current active job titles.

Rationale: Due to the restructuring of several positions, current lists in Appendices E and F no longer align with actual current job titles.

BL1819-06 Review the charter of the Campus Diversity Task Force to ensure that the mission reflects current requirements.

BL1819-07 Review the membership distribution for College Assembly and Task Forces to ensure equitable and effective representation across the campus community.

Rationale: Some departments, such as Library Services, may be under represented.

**Campus Diversity: Jose Laureano, Chair**

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.

CD1819-02 Develop a survey for LGBTQ students to determine what needs/support the College can address.

CD1819-03 Create an inter-sector forum to discuss issues that LGBTQ students encounter and how to best support them.

**Campus Life and Community Concerns: Annie Hogan, Chair**

CL1819-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016 and 2016-2017, approved by the College Assembly, and forwarded to the College President for Signature.

CL1819-02 Consider the need to keep wheelchairs available on campus for emergency use.

Rationale: In the event of the necessity of a rapid evacuation of a building, an accessible wheelchair could be lifesaving.

CL1819-03 Examine the need for a full time nurse on staff.

Rationale: Students, faculty, and staff may have health needs or questions that can be handled more expediently by full a time nurse.

CL1819-04 Investigate the need for signage on the exterior of campus buildings detailing the departments housed there.

Rationale: To clarify the location of Departments, Chairperson's and Administrative offices. Having this additional information on the outside of the building would certainly facilitate both students and visitors on campus by recognizing what is housed within each building.

CL1819-05 Investigate and recommend some environmentally sound practices and programs that the College can implement or in which the College can participate.

Rationale: The impact of climate change and the degradation of natural resources are consistently in the news. Responding to our collective responsibility to mitigate the

negative human impact on the planet, many colleges have robust sustainability programs or committees. They are charged with investigating, advising or recommending policies, procedures and practices that lessen the college's carbon footprint and improve the environment.

Middlesex County College has made some sustainability efforts, i.e. LEEDS buildings, energy efficient indoor lighting, some recycling, but MCC has no sustainability office, committee or web presence that highlights these efforts, nor any group that helps promote additional efforts. Ideally, the College Assembly could investigate how other colleges handle sustainability issues and make recommendations on what and how to implement them on this campus.

CL1819-06 Examine ways in which to reduce the amount of single-use plastics on campus.

Rationale: A recent service-learning project revealed a disturbing amount of single-use plastics in the refuse on campus. Single-use plastics are not biodegradable, are often not recyclable, release toxins as they degrade, and present an unnecessary hazard to our environment.

**Curriculum:** Parag Muley, Chair

CU1819-01 Report on the implementation status of recommendations not related to course and program approval submitted by your task force in 2017-2018, approved by the College Assembly, and forwarded to the College President for Signature.

CU1819-02 Evaluate all new or revised curricula and programs according to the Curriculum Procedure Manual. Make appropriate recommendations.

**Educational Resources:** Larson Hutchinson, Chair (charges read by Dr. Abbott in Mr. Hutchinson's absence)

ER1819-01 Report on the implementation status of recommendations submitted by your task force in 2015-2016 and 2016-2017, approved by the College Assembly, and forwarded to the College President for Signature.

ER1819-02 Investigate ways in which to create more student engaged/collaborative seating in classrooms.

Rationale: Most classrooms at MCC have standard one-arm desk chairs arranged in rows and columns. This arrangement makes it difficult for the faculty to create collaborative learning experiences. The Task Force can investigate what seating arrangements are utilized at other colleges and how those might be implemented at MCC.

ER1819-03 Examine the need to add larger desks to classrooms to accommodate students with larger builds.

Rationale: For example, a current student in the charge maker's class, at 6'7" and a large build could only utilize a seat normally allocated for wheelchairs.



Dr. Abbott stated that new charges may be submitted to the College Assembly office throughout the year.

### **NEW BUSINESS**

Dr. Abbott introduced the search for Second Chair-elect candidates. Persons interested in participating on the search committee or serving as Second Chair-elect were directed to contact Dr. Peter Farrett, current College Assembly Chair-elect.

### **REPORT OF THE CHAIRPERSON**

No curriculum items have been approved since the May 2018 meeting of the College Assembly.

The 2018 Annual Report, a summary of recommendation and curriculum matters which came before the Assembly and were brought to the President in the 2017-2018 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 1, 2018 at 2:00 PM.

### **RECOGNITION AND HEARING FROM THE PUBLIC**

None

### **ADJOURNMENT**

#### **Motion to Adjourn**

**Mot:** G. Rotolo

**Sec:** M. Curry

#### **Vote to adjourn**

Fav: 33      Opp: 0      Abst: 0

The meeting was adjourned at 2:30 PM.