

TO: Members of the College Assembly  
FROM: Lakshmi Nagarajan-Iyer  
Chair-Elect, College Assembly  
RE: College Assembly Annual Report: 2019-2020  
DATE: June 30, 2020

<b>RECOMMENDATION</b>	<b>PRESIDENTIAL APPROVAL</b>
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**Academic Standards Task Force:**

Thomas Halasinski, Chair

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|-----------|---|-------------------|
| AS1920-01 | Report on the implementation status of recommendations submitted by your task force in 2018-2019, approved by the College Assembly, and forwarded to the College President for Signature.   | N/A               |
| AS1920-02 | Review recommendations going back 5 years and assess their implementation and possible need to be readdressed.  | N/A               |
|           | Report: All five charges presented in the last five years have been implemented   |                   |
| AS1920-03 | Investigate and develop additional charges for the task force. Note that, per College Assembly Bylaws Article VII, section 1.0704-E, "all matters to be considered by a College Assembly Task Force must first be submitted to the Chairperson of the College Assembly for action. Therefore, all new charges must be officially recorded with the College Assembly Office. | N/A               |
| AS1920-04 | Consider the need for a policy requiring permission from the department chair for non-matriculated students enrolling in any science course requiring a prerequisite of one or more college-level laboratory courses.   | W/D FOR REWORDING |

**RATIONALE:**

The current policy at MCC permits any student holding a bachelor's degree or higher in any subject or who presents a visiting student letter to register for any course up to 12 credits. Thus, students with degrees in fields other than science are permitted to register for majors science courses, for which significant science prerequisite coursework is required and expected.

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In recent years, an increasing number of students with non-science degrees are returning to complete courses necessary to apply to schools of allied health for nursing, physician assistant, etc. One of the required courses is microbiology, for which MCC offers two levels: BIO211 for allied health and BIO221 for science transfer majors.

The prerequisites required for BIO211 are only high school biology and chemistry, therefore, time is built into the course for review of fundamental principles and skills in both lecture and lab. Conversely, the prerequisites for BIO221 are completion of college-level biology and chemistry. These courses cover many more specific skills that are necessary to safely handle materials and equipment used in more advanced science courses such as microbiology and organic chemistry, which is also occasionally required before applying to professional programs.

*Although BIO211 is the more appropriate course for most allied health programs, students often opt for BIO221 if they are unaware of the difference in courses or if desired BIO211 sections are closed. Since many of these students have never worked in a college laboratory, significant time is taken away from those students who are prepared when an instructor must explain and/or demonstrate basic skills. More importantly, permitting students with little to no prior laboratory experience to work with open flames and hot plates, handle strong acids and bases, use pipettes and other instruments for the first time, etc., presents a significant safety liability in any lab, but particularly in microbiology where potential pathogens are handled.*

Report:

The Academic Standards Task Force has recommended that the charge be withdrawn and a new charge be submitted to the College Assembly office that includes students with bachelor's degrees.

Following a discussion with the authors of the charge in our monthly Task Force meeting, it was determined that the charge was meant to cover all students and not just non-matriculated students. While the rationale for the charge indicated the need for a policy concerning both "visiting students" and "students holding a bachelor's degree or higher", the charge only referred to "non-matriculated students". We have a population of matriculated students who also have bachelor's degrees and this group of students is not covered in the charge as currently written.

As it is the intention to submit in the near future a new charge to the College Assembly, our Task Force is continuing to study the possible policy change. We are looking into the policies at other institutions as well as investigating the success rate of visiting students and students with bachelor's degrees in the BIO-211 and BIO-221 courses.

**AS1920-04 REVISED**

All students enrolling in BIO 221 Microbiology, CHM 227 Organic Chemistry I Laboratory, or CHM 228 Organic Chemistry II Laboratory must provide evidence of completion of prerequisite requirements or obtain permission from the department chair.

**3/11/20****Recommendation:**

All students enrolling in BIO 221 - Microbiology, CHM 227 - Organic Chemistry I Laboratory or CHM 228 - Organic Chemistry II Laboratory must provide evidence of completion of prerequisite requirements or obtain permission from the department chair. Recommendation: The Academic Standards Task Force recommends that the policy change listed in the charge be accepted. Rationale: Ensuring the safety of all students, faculty and staff involved with our laboratory courses is the foremost motivation for the acceptance of the policy change. While there is time built into our lower level science laboratory courses (such as our general chemistry courses) to review safety protocols and standards, there is no time opportunity available in our higher-level laboratory courses for a similar review. Students with four-year non-science degrees have typically never worked in a college-level laboratory yet are currently allowed to register for higher level laboratory courses. Their lack of experience results in a potentially significant safety liability, particularly in our advanced science laboratory courses such as CHM 227- 228 and BIO 221. We note that there are similar policies at other County Colleges as the one listed in the charge.

Rationale: Currently visiting students are not required to provide proof of lab safety training. There have been 7 documented lab accidents in recent years across all areas of sciences (3 in Organics lab with visiting students), increasing concern for prevention. Other County Colleges surveyed, 9 replied: 5 enforce pre-requisites for all students, 2 allow a waiver, 2 do not enforce pre- pre-requisites. Rutgers enforces pre-requisites.

**Accessibility for Persons with Disabilities Task Force:**

Kathy Nagy, Co-Chair

Melissa Ellis, Co-Chair

AC1920-01 Report on the implementation status of recommendations submitted by your task force in 2018-2019, approved by the College Assembly, and forwarded to the College President for Signature. **N/A**

AC1920-02 Review recommendations going back 5 years and assess their implementation and possible need to be readdressed. **N/A**

AC1920-03 Investigate and develop additional charges for the task force. Note that, per College Assembly Bylaws Article VII, section 1.0704-E, "all matters to be considered by a College Assembly Task Force must first be submitted to the Chairperson of the College Assembly for action. Therefore, all new charges must be officially recorded with the College Assembly Office. **N/A**

AC1920-04 Assess whether current web and online course accessibility meet the needs of persons with disabilities. **No Report**

AC1920-05 Investigate the efficacy of the disability compliance process and education for new employee hires and determine areas in need of improvement.

**No Report**

**Bylaws Task Force:**

Gary Abbott, Chair

UNRESOLVED AS OF June 2019

BL1819-07 Review the membership distribution for College Assembly and Task Forces to ensure equitable and effective representation across the campus community. **2/19/20**

**RECOMMENDATION**

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

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

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

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"> <li>• Arts and Sciences<sup>1</sup></li> <li>• Professional Studies<sup>1</sup></li> </ul>	Adjunct Faculty Representatives - <ul style="list-style-type: none"> <li>• Arts and Sciences<sup>2</sup></li> <li>• Professional Studies<sup>2</sup></li> </ul>

**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.

**President’s Response**

“I urge the College Assembly to amend its bylaws this year to reflect the recommended changes. Please let HR Executive Director and me know if you need additional information about current positions/titles.

**2019-2020 Charges**

BL1920-01 Report on the implementation status of recommendations submitted by your task force in 2018-2019, approved by the College Assembly, and forwarded to the College President for Signature. **N/A**

BL1920-02 Investigate and develop additional charges for the task force. Note that, per College Assembly Bylaws Article VII, section 1.0704-E, “all matters to be considered by a College Assembly Task Force must first be submitted to the Chairperson of the College Assembly for action. Therefore, all new charges must be officially recorded with the College Assembly Office. **N/A**

BLI920-03 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 (added 10/3/19). **Presented 3/5/20  
Pending Vote and  
President Approval**

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:

22 Faculty (both full-time and part-time faculty)

14 Administrators

5 Staff  
12 Students

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:

3 Faculty  
2 Administrators  
1 Staff  
2 Students

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, feedback will be given 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.

#### 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.

BL1920-04 Standing charge to review the By-Laws. Make appropriate recommendations. As it stands now, the Bylaws task force has no way to review the bylaws on a regular basis unless we receive a specific charge. We can add this in to our bylaws and we can make the changes and investigations as needed. **3/11/20**

Recommendation: The By-Laws Task Force would like to add BL1920-04 as a standing charge for the By-Laws task forces.

Rationale: As the bylaws are currently set up the task force cannot review the bylaws as necessary, especially regarding membership unless there is a specific charge presented to the task force directing them to do so. Because the organizational structure of the College can change fluidly sometimes, the bylaws task force should also be nimble enough to review bylaws to be sure proper representation is assured on our various committees and task forces.

**Campus Diversity Task Force:**

Jose Laureano, Chair

UNRESOLVED AS OF June 2019

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

Recommendation: **2/19/20**

The Campus Diversity Taskforce recommends that our Office of Institutional Research work with the MCC Sexuality and Gender Acceptance student club, to intentionally survey students and allies of the LGBTQ community on the Middlesex County College campus for the 2019-2020 academic year. By intentionally engaging with LGBTQ students on campus, we will be able to increase the response rate and reduce the "neutral" responses from the previous fall 2018 survey.

Rationale:

The Campus Diversity Taskforce investigated current efforts to survey the LGBTQ students on campus. Due to our initial conversations with the Office of Institutional

RECOMMENDATION

Research, we were able to include a couple of questions in the fall 2018 Student Services Survey addressing the campus environment for LGBTQ students. From the preliminary results shared with the taskforce, MCC students view the campus environment as being welcoming towards LGGBTQ students. However, we had a large percentage of students who were “neutral” in their response to the statements. In our discussion with the Office of Institutional Research, the neutral response could be attributed to the lack of connection with the LGBTQ campus community. (see survey below)

Middlesex County College  
Student Services Survey

Course:

Response Rate: 2427/11396 (21.30 %)

54 - Please rate your level of agreement about the following statements:				
MCC is a welcoming environment for LGBTQ students.				
Response Option	Weight	Frequency	Percent	Percent Responses
Strongly disagree	(1)	32	1.56%	
Disagree	(2)	16	0.78%	
Neither agree nor disagree	(3)	992	48.37%	██████████
Agree	(4)	697	33.98%	██████████
Strongly agree	(5)	314	15.31%	██████████
Response Rate				Mean
2051/11396 (18.00%)				3.61

54 - Please rate your level of agreement about the following statements:				
MCC supports our LGBTQ students.				
Response Option	Weight	Frequency	Percent	Percent Responses
Strongly disagree	(1)	29	1.42%	
Disagree	(2)	18	0.88%	
Neither agree nor disagree	(3)	1019	49.95%	██████████
Agree	(4)	663	32.50%	██████████
Strongly agree	(5)	311	15.25%	██████████
Response Rate				Mean
2040/11396 (17.90%)				3.59

54 - Please rate your level of agreement about the following statements:				
MCC is an inclusive environment.				
Response Option	Weight	Frequency	Percent	Percent Responses
Strongly disagree	(1)	36	1.77%	
Disagree	(2)	19	0.93%	
Neither agree nor disagree	(3)	926	45.55%	██████████
Agree	(4)	701	34.48%	██████████
Strongly agree	(5)	351	17.27%	██████████
Response Rate				Mean
2033/11396 (17.84%)				3.65

**President’s Response**

“I charge Vice Presidents Herron and Scherr and Student Enrollment Services Executive Dean Laureano to draft appropriate questions to include in a survey of student in the near future and Institutional Research and Assessment Dean Meghan Alai to determine when and how to survey students (and possibly faculty and staff). [The Deans] will report to College Assembly on the results of such a survey once conducted.”

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

Recommendation:

**2/19/20**

The Campus Diversity Task Force recommends that we create and implement an inter-sector campus forum during the month of October to raise awareness and support for the LGBTQ community on campus. A planning committee comprised of students, faculty, and staff should convene to plan the annual forum starting in October 2019.

Rationale:

The Campus Diversity Taskforce investigated current efforts to intentionally engage with the LGBTQ campus community. From our meetings and discussions, we learned about the MCC Sexuality and Gender Acceptance Club, which “provides a Safe Space for any LGBTQ+ member or supporter. The club aims to break the common stereotypes associated with those in the LGBTQ+ community by promoting equality and, most of all, acceptance.”

The taskforce also learned that October is “LGBTQ History Month” and June is “Pride Month” to honor the 1969 Stonewall riots in Manhattan. Unfortunately, there does not seem to be any major recognition or coordinated intentional programming on the MCC campus during these designated months on a consistent basis.

### **President’s Response**

“I charge Student and Enrollment Services Executive Dean Laureano and HR Executive Director Morgan to determine appropriate forums for discussion of issues related to support of LGBTQ students. Given the timing, the process of planning for such forums will begin in Spring 2020 and continue into the 2020-2021 academic year. Jose and Joe will report to the College Assembly by the end of the 2019-2020 academic year on the plans for raising awareness and support of the LGBTQ community on campus and for convening forums for discussion.”

### **2019-2020 Charges**

- |           |   |            |
|-----------|---|------------|
| CD1920-01 | Report on the implementation status of recommendations submitted by your task force in 2018-2019, approved by the College Assembly, and forwarded to the College President for Signature.   | <b>N/A</b> |
| CD1920-02 | Review recommendations going back 5 years and assess their implementation and possible need to be readdressed.  | <b>N/A</b> |
| CD1920-03 | Investigate and develop additional charges for the task force. Note that, per College Assembly Bylaws Article VII, section 1.0704-E, “all matters to be considered by a College Assembly Task Force must first be submitted to the Chairperson of the College Assembly for action. Therefore, all new charges must be officially recorded with the College Assembly Office. | <b>N/A</b> |

**Campus Life and Community Concerns Task Force:**

Annie Hogan, Chair

UNRESOLVED AS OF June 2019

- 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.

## Taskforce Recommendation:

**2/19/20**

The current nurse works part time, three days per week, from 8:30 a.m. – 4:30 p.m. That service falls under the umbrella of “Health and Safety”, a search term which may be unfamiliar to students. That department is located in the Mill Gate Building, a structure far removed from the busiest areas on campus. Given the above, it is recommended that the need for a full time or another part time nurse be explored further.

Per the website, the office can offer:

- Nursing assessment of health problems and referrals as needed.
- Health counseling to assist in coping with health problems and to help promote healthier life-styles.
- First aid/urgent care that may help reduce serious complications.
- Immunization offered “at cost” to current students.
- Maintenance of health records required for all students participating in clinical areas required by contract with clinical sites.
- Sanitary supplies are available at the Health & Safety Office.
- Health information brochures are available.

The office is instrumental in maintaining health records for students participating in clinical areas and this is an important function and active area of service. The nurse accompanies police officers when they respond to a medical emergency on campus. The office has seen a steady decrease in students seeking their services. This could have resulted from the federal health mandate extending health insurance benefits to those up to 26 years of age and requiring that people purchase health insurance. The number of uninsured students dropped. However, the new federal administration plans to enact changes to the program in the upcoming year which may again impact students and their options for medical care.

Given the above information, it is possible that there may be a current undetected need for another part time or a full-time nurse on campus if students were made aware of the services. It is also possible that depending federal laws impacting health insurance for the college age student population may again result in higher number of uninsured students.

**President's Response**

"I am charging Vice President Herron to assess the current usage of our part-time nurse as well as the need for nursing services and to survey the other 18 community colleges in New Jersey to learn what sorts of nursing services, if any, each currently provides. We will report to [the] College Assembly by the end of the 2019-2020 academic year [on] the results of that assessment and survey."

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.

## Taskforce Recommendation:

**2/19/20**

1. Be an EPA Green Power Partner. For more details visit: [tps://www.epa.gov/greenpower](https://www.epa.gov/greenpower)
2. Establish a Sustainability team to address sustainability and waste reduction options, campus wide. Have this team head up 'Earth Week' in April.
3. Provide a link to "Ways You Can Protect the Environment" or "Ways You Can Help Save the Planet" on MCC Home Page
4. Promote enrolment to the new A.S. program in Sustainability and have non-credit courses housed within the Continuing Education area in sustainability.

## Taskforce Rationale:

1. Being an EPA Green Power Partner, MCC can get expert advice/help on and access to tools and resources to identify the types of green power products that best meets MCC's energy goals and needs.
2. The Sustainability team would be responsible for assessing the current waste generation on MCC campuses, partner with local organizations such as Sustainable Jersey and Sustainable Jersey for Schools to explore ways to reduce, reuse, and recycle waste. This team would also make recommendations on and help in implementing programs on energy and water conservation –installation of energy and water saving touch free faucets and automatic flushometers in restrooms (in every building on Main, New Brunswick, and Perth Amboy Campuses) and water fountains. The team would also work with Facilities in purchase and training of their staff in the use of environmentally friend cleaning products with auto-dilution control to prevent waste and promote safety.

- The Sustainability team could head up activities and service-learning projects for “Earth Week” in April of each year.
3. Any effort to reduce waste and saving our environment and planet starts with us. Providing a link on MCC Home Page would provide all stakeholders easy access to ideas and ways to reduce waste and do their part in protecting the environment and planet, so students, staff, faculty, administrators, and the community can find ways to be active participants.
  4. Offering credit (the launch of the new Sustainability A.S. Program) and non-credit courses (via Continuing Education) in sustainability would provide various stakeholders (students, staff, faculty, administrators, and the wider community) an opportunity to learn and incorporate sustainability in their everyday life.

**President’s Response:**

“I appreciate and applaud the spirit behind these recommendations and commit to reporting to College Assembly as to what may be done in response to each of the four specific recommendations.

I charge Facilities Executive Director Drost to investigate the specific ideas regarding adoption of environmentally sound practices and programs. I also charge Vice Presidents Campbell and Scherr to investigate ways to address promotion of the Sustainability A.S. Degree program and current and new related offerings in non-credit, and increasing information on the MCC home page about sustainability. Don, Michelle, and Linda will report to College Assembly by the end of the Fall 2020 semester on current practices and initiatives that the College plans to adopt going forward as well as the current array of credit and non-credit options in the field of sustainability and how they are marketed.”

- 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.

**Recommendation:****2/19/20**

- Immediate short-term: Provide plastic straw only upon request  
Short-term: Encourage use of reusable containers such as lightweight stainless-steel water bottles, glass bottles and straws, and To-Go-Cups
- Long-term: Use of compostable and bio-degradable plates, cups, to-go containers, and utensils. At the next Food services renewal of contract, write into the contract itself that MCC has banned single use plastics and would need to provide more ‘green’ options for use on campus.

**Rationale:**

Immediate short-term: Many food establishments have adapted this option and provide a plastic straw only upon request, thus reducing the plastic straw waste. This is also done in Europe and Australia.

Short-term: MCC welcome pack should include lightweight stainless-steel water bottles so new students can use these instead of plastic water bottles. Similarly, non-toxic, safe, clear glass bottles can be recycled. Reusable to-go-cups serve similar purpose and reduce the amount of paper or plastic cup usage.

Long-term: MCC can evaluate the use of non-plastic materials such as compostable or bio-degradable products, and work with the sustainability team and students in sustainability course(s) to develop ways to make compost or dispose of the bio-degradable products.

**President’s Response**

“I appreciate and applaud the spirit behind these recommendations and commit to reporting to the College Assembly as to what may be done in response to each of the three specific recommendations.

I charge Vice President Herron and Facilities Executive Director Drost to investigate the specific ideas regarding efforts on the part of the College to reduce the amount of single-use plastics on campus within the constraints of the College’s current contract with Culinart, our food and vending services vendor through June 2021. Jeff and Don will report to College Assembly by the end of the 2019-2020 academic year.”

**2019-2020 Charges**

- |           |   |                |
|-----------|---|----------------|
| CL1920-01 | Report on the implementation status of recommendations submitted by your task force in 2018-2019, approved by the College Assembly, and forwarded to the College President for Signature.   | <b>N/A</b>     |
| CL1920-02 | Review recommendations going back 5 years and assess their implementation and possible need to be readdressed.  | <b>N/A</b>     |
| CL1920-03 | Investigate and develop additional charges for the task force. Note that, per College Assembly Bylaws Article VII, section 1.0704-E, “all matters to be considered by a College Assembly Task Force must first be submitted to the Chairperson of the College Assembly for action. Therefore, all new charges must be officially recorded with the College Assembly Office. | <b>N/A</b>     |
| CL1920-04 | Examine the need for a policy regulating the use of wheeled recreational devices (e.g.: skateboards, scooters, skates, etc.) inside buildings on campus.  | <b>No Rec.</b> |
|           | Rationale: A staff member reported multiple incidences of the use of such devices in campus buildings.  |                |

CL1920-05 (Added 1/23/20) Consider recommending the placement of television monitors in the

lobbies of campus buildings which host meetings and/or events. These monitors can be programmed to display pertinent information (e.g.: times and locations of meetings) and upcoming events in the building.

**No Rec.**

Rationale: We are currently using Event Management Service Software on campus for all scheduled events, but that software is more for the Administration to view than for the students, or visitors on campus. It is in the interest of MCC to make it easier for both the campus community and all of our visitors to do business on our campus.

Examples:

- Lunch special for the culinary kitchen, and Starbucks in Main Hall.
- Upcoming student life events
- Scheduled sport events
- Counseling info
- Campus Map

**Curriculum Task Force:**

Kathleen Costanzo, Chair

**STANDARD CURRICULUM**

English

ENG 236	Creative Writing: Poetry	1/14/20
ENG237	Creative Writing: Prose	1/14/20

History and Social Sciences

HES121	Foundations of Exercise Science and Sports Studies	1/14/20
HES.AA	Health and Exercise Science	3/18/20
HES122	Concepts of Physical Fitness and Wellness	3/18/20
HES123	Strength Training and Conditioning	3/18/20
HES125	Fitness and Cardiorespiratory Conditioning	3/18/20
POS223	International Relations	3/18/20
LASS.AA	Liberal Arts: Social Science Option (deactivation)	3/18/20

Natural Sciences

BIO 135	Concepts of Biology	11/25/19
SCI 179	Climate Science	11/25/19

Nursing

NRB133	LPN to RN Transition Course	1/14/20
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**FAST TRACKS**Business and Computer Science

ACC.AAS     Accounting AAS  
                 Clarify requirements

MKT.AAS     Marketing AAS  
                 Clarify requirements

BIS.AS        Business Information Systems AS  
                 Clarify requirements

LABUS.AS    Liberal Arts: Business  
                 Clarify paired course requirements

MGT.AAS     Management AAS  
                 Clarify requirements

CSNN.AAS    Network Administration and Support AAS  
                 Clarify technical elective options

FMR.AAS     Fashion Merchandising and Retail Management AAS  
                 Clarify requirements

CSC.AS        Computer Science Transfer AS  
                 Clarify technical elective options

CSI.AAS       Computer Information Systems AAS  
                 Clarify technical elective options

CSNN.AAS    Network Administration and Support Associate of Applied Science  
                 Correct requirements on previous fast track

CSC106       Intermediate PC Applications with Programming  
                 Change prerequisites from CSC105 or CSC107 or IDC102 and MAT104 or  
                 appropriate score on college placement test to MAT 104 or appropriate  
                 score on college placement test

Dental Hygiene

DHY.AAS     Dental Hygiene AAS  
                 Change in course order to allow full time status in fourth semester.

DHY 208      Pharmacology  
                  Change in pre-requisites

ESL, Languages, and Cultures

ESL.UNESL    Non-Degree program  
                  Labeling of Course levels

ESL (multiple)  
                  Change ESL course titles to reflect new level numbering system

LAMLA.AA    Liberal Arts: Modern Language Associate of Arts degree  
                  Revised program learning outcomes

ESL Program  
                  Modify the prerequisite languages in the ESL courses to reflect the new  
                  program numbering

History and Social Sciences

LAAFA.AA    Liberal Arts: African-American Studies  
                  Add an approved elective

EDU.AS      Education Transfer  
                  Change to history elective options

LAPED.AA    Liberal Arts: Physical Education/Recreation  
                  Add and clarify electives

EDU.AS      Education Transfer A.S.  
                  Correct BIO111 to BIO 131 for Gen Ed Science elective

Natural Sciences

PHY101      Principles of Physics  
                  Change prerequisite from MAT107 or equivalent to MAT101, MAT102,  
                  MAT123, or equivalent

PHY125      General Physics I Lab  
                  Change prerequisite from MAT 129 or MAT 129A/MAT129B to prerequisite  
                  of MAT 129 and corequisite of PHY123

- PHY126      General Physics II Lab  
Change prerequisite from PHY 125 to prerequisite of PHY125 and Co-requisite of PHY124
- PHY 133      Analytical Physics I  
Change corequisite MAT 131 Analytical Geometry and Calculus I to a prerequisite, add MAT132 Analytical Geometry and Calculus II as a corequisite
- PHY 134      Analytical Physics II  
Change corequisite of MAT 132 to a prerequisite, add MAT233 Analytical Geometry and Calculus II as a corequisite
- PHY.AS      Physics Science Transfer  
Replace 2 PE credits with MEC119 Graphic Science

**Professional Studies**

- HLTH.AAS    Health Science, AAS  
Clarify lab science option
- AHPP.AS      Allied Health Pre-Professional A.S.  
Remove BIO 131 as a Science/Math elective
- PUBH.AS      Public Health A.S.  
Specify that the two required language courses are to be a language sequence

**Educational Resources Task Force:**

- ER1920-01    Report on the implementation status of recommendations submitted by your task force in 2018-2019, approved by the College Assembly, and forwarded to the College President for Signature.
- ER1920-02    Review recommendations going back 5 years and assess their implementation and possible need to be readdressed.

- ER1920-03 Investigate and develop additional charges for the task force. Note that, per College Assembly Bylaws Article VII, section 1.0704-E, “all matters to be considered by a College Assembly Task Force must first be submitted to the Chairperson of the College Assembly for action. Therefore, all new charges must be officially recorded with the College Assembly Office.
- ER1920-04: Assess the availability of left-handed desks in MCC classrooms and, if proven inadequate, whether a lack of accommodation poses an academic detriment to the population of left-handed MCC students.
- Rationale:
- Members of the Educational Resources Task Force have noted a lack of suitable desks in classrooms for their left-handed students