

**Minutes of the College Assembly Meeting
April 1, 2021**

MEMBERS PRESENT

DEANS: D. Howell, J. Laureano, T. Orosz

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: G. Abbott, A. Abreu, M. Barany, N. Berger, M. Spano

FACULTY: K. Anderson, N. Archer, K. Bosler, A. Castiglia, K. Costanzo, C. Drew, A. Dzurisin, C. Espinoza-Wulach, S. Kim, W. Lipkin, D. Markowicz, M. Nigam, I. Pavlyuk, R. Roy, S. Rufo, E. Shaheen, N. Thompson,

STUDENTS: M. Miller, A. Patel, A. Venkateswaran

SUPPORT STAFF: M. Ambroziak, F. Conte, A. Halton, T. Varites

TASK FORCE CHAIRS:

Academic Standards: S. Pullaro

Accessibility: M. Ellis, K. Nagy

Bylaws: T. Orosz

Campus Diversity: J. Applebee

Campus Life and Community Concerns: M. Edwards

Curriculum: T. Hack

Educational Resources: C. Quillen

Guests: C. Benifield-Sanchez, A. Cakmak, R. Cole, T. Corrigan, E. Daidone, M. Edwards, D. Gardner, H. Godhani, M. Jain, M. Luis, M. Maciolek, J. Nesi, N. Picioccio, C. Quillen, L. Scherr, K. Toth

Parliamentarian: J. Kruszewski, T. Orosz

Chair-Elect: L. Nagarajan-Iyer

MEMBERS ABSENT

DEANS: M. Alai

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: C. Green, T. Sabol

FACULTY: C. Condie, S. Onofrietti

STUDENTS: K. Alston, J. Chan, L. DelSalto, T. Emens, J. Morales, A. Munikuntla, R. Nakak, N. Patel, E. Reyes, L. Tobin

SUPPORT STAFF: A. Lantigua Jaquez

Minutes of the College Assembly Meeting April 1, 2021

With a quorum present, Chair-elect Dr. Lakshmi Nagarajan-Iyer called to order the April 1, 2021 virtual meeting of the College Assembly to order at 2:00 PM via Zoom.

Approval of Minutes for March 4, 2021

Motion to accept minutes

MOT: D. Howell

SEC: C. Drew

No Discussion

Vote to accept minutes

Fav: 32 Opp: 0 Abst: 0

The minutes of March 4, 2021 were accepted as presented.

UNFINISHED BUSINESS

In accordance with the Bylaws of the College Assembly, Article V, Section 1.0500, Clause C, the vote for the Second Chairperson-Elect took place at this April meeting of the College Assembly. Assembly members received a Nominee Profile for each of the candidates (appended to this document), and each candidate was given the opportunity to address the members.

Voting was conducted by Zoom poll. J. Kruszewski, T. Orosz, and G. Abbott comprised the teller committee, which reviewed and announced the results. Elaine Daidone was pronounced the Second Chair-elect, pending confirmation with the post-meeting Zoom report.

REPORT OF THE TASK FORCES

Academic Standards: S. Pullaro, Chair

Charge # AS2021-03: Consider awarding Letters of Commendation (or another designation) for outstanding part-time students.

Rationale: Although students who earn 12 or more degree credits and who achieve a term GPA of 3.25 or higher with no grade below a "C" are eligible for Dean's List, there is no such recognition for part-time students.

The task force may want to define the minimum number of credits part-time student should be enrolled in a term (or year) to be eligible for the Letter of Commendation.

Report: The Task Force has voted not to pursue this charge.

Rationale: Middlesex College already recognizes the outstanding academic achievement of part-time students through Letters of Commendation, as well as a Dean's List for part-timers.

From 2018 thru 2020, a total of 137 students achieved the Part-Time Letter of Commendation and a total of 579 students achieved the Part-Time Dean's List.

The current policy is presented below.

- Part-time students who earn 12 or more college credits with a cumulative GPA of 3.25 or higher with no grade below a "C" between September 1 of one year and August 31 of the following year, and who were not enrolled full-time in either the Fall or Spring semesters, will be eligible for parttime Dean's List which is awarded annually in August.
- Part-time students who earn 12 or more college credits/credit equivalents with a cumulative GPA of 3.25 or higher with no grade below a "C" between September 1 of one year and August 31 of the following year, and who were not enrolled full-time in either the Fall or Spring semesters, will be eligible for part-time Dean's Letter of Commendation which is awarded annually in August.

Charge # AS2021-04: Students should be limited to register for no more than two courses or eight credits (whichever is lower) during the Winter session and four-week Summer sessions, and three courses or eleven credits (whichever is lower) during a seven-week or 14-week Summer sessions. Anything more would require the approval of the student's program Chair or Dean.

Rationale: Currently, students may register for as many credits as they like during each Winter and Summer session. They often do not realize the intensity of the workload, and that 2 courses or 8 credits in the Winter session or 3 courses or 11 credits (whichever is lower) is equivalent to 18 credits in a Fall or Spring semester. Through mis-advisement, a false sense of their ability to manage the workload, or simply naivete of the difference in a Winter or Summer session, students can inadvertently set themselves up for failure and end up having to withdraw, lose tuition money, and repeat a course.

More and more students are becoming overwhelmed by taking too many courses in these shorter semesters and are performing poorly in their classes because they do not have the time needed to successfully complete their course requirements.

Report: The Task Force has voted not to pursue this charge at this time.

Rationale: Recent changes to the winter and summer sessions has rendered much of this charge outdated. The four-week Summer session is being discontinued while the Winter session has already expanded to five-weeks. At this time and because these scheduling changes are so new, the data about student success while taking a full-time course load during compressed sessions is limited. NOTE: Of the 36 full-time (12+ credits) Winter session students, only six finished with a GPA below a 2.0.

For the 14-week Summer session, the current limits on the number of credits are already sufficient since this session runs the same length as Spring and Fall semesters. Students seeking to exceed current limits during the 14-week Spring, Fall or Summer sessions are required to gain permission from their department chairperson.

Charge # AS2021-05 Research the chargeback process.

Rationale: If out of county a student should not have to worry about filling out a chargeback every semester. Make it yearly paperwork, not every semester hassle.

Steering Committee Note: Research other community colleges and their chargeback process. It may be a state or county (of student's residence) requirement.

Report: The Task Force has voted not to pursue this charge for two main reasons.

Rationale: First and as written, the charge is not an action item. Although the rationale seems to ask us to pursue a specific change, the charge itself is solely to "research" the current process. The second reason is that the chargeback process is regulated by the state. Thus, we are not empowered to recommend any scheduling changes to the paperwork required.

Accessibility for Persons with Disabilities: Melissa Ellis, Chair

- Met March 11 and March 24
- Built upon the charges submitted and to gather more insight on what types of recommendations could be made.
- Requested a charge from the Steering Committee regarding Project Connections, which was received as follows:

Charge #AC2021-03

Investigate the impact of the closure of the Project Connections Program on students and the campus community.

Rationale:

The College has lost the federal grant funding that supported the Project Connections Program. Historically, the program has served 160 identified students with learning disabilities and has existed on campus for over 35 years. We wish to investigate the impact the loss of funding for this program has had on serving students with learning disabilities and thereby make recommendations.

Bylaws:

BL2021 – 02

Review the Bylaws and make appropriate recommendations for updates and/or changes

Recommendations

Guided by the most recent Organizational Chart (July 2020), the committee members reviewed the current Bylaws document and recommends the following updates to the job title changes:

1.0400 Article IV Membership

- Where indicated, update the divisions as follows:

- Change Arts and Sciences to Liberal Arts
- Change Professional Studies to Business, STEM, and Health Professions
- Consolidate Enrollment Management and Student Affairs into Student and Enrollment Services
- Change Corporate & Community Education to Continuing Education

1.0401 – Method of Membership

- Change the Division of Enrollment Management and Student Affairs to the Division of Student and Enrollment Services
- Change the Vice President for Academic and Student Affairs to the Vice President for Academic Affairs

1.0705 – Method of Membership

- Where indicated, update the following titles:
 - Change Deans of Enrollment Management and Student Affairs to Executive Dean of Student and Enrollment Services
 - Change Vice President for Academic and Student Affairs to Vice President for Academic Affairs

1.0706 Task Force on Academic Standards

- Change Vice President for Academic and Student Affairs to Vice President for Academic Affairs

1.0707 Task Force on Accessibility for Persons with Disabilities

- Update the membership as follows:
 - Change Executive Director, Labor Relations and Human Resources, or representative from the Office of Labor Relations and Human Resources to Executive Director, Human Resource
 - Add Director, Labor Relations
 - Increase total membership to 18

1.0708 Task Force on Campus Life and Community Concerns

- Update the membership as follows:
 - Change Officer of the College Programming Board to Officer of the Student Government Association or Student Club Officer

1.0710 Task Force on Curriculum

- Update the membership as follows:
 - Change Curriculum Management Specialist to Assistant Registrar or designee

1.0711 Task Force on Educational Resources

- Update the membership as follows:
 - Change Director, Learning Resources Center to Learning Center Coordinator
 - Change Director, Instructional Design and Media Services to Director or representative, eLearning
 - Change Dean/Representative, Enrollment Management or Student Affairs to Dean/Representative, Student and Enrollment Services

1.0717 Task Force on Campus Diversity

- Where indicated, update the divisions as follows:
 - From Arts and Sciences to Liberal Arts
 - From Professional Studies to Business, STEM, and Health Professions
 - From Enrollment Management or Student Affairs to Student and Enrollment Services

Appendix A

- Change Enrollment Management and Student Affairs Divisions to Student and Enrollment Services Division
- Change Vice President for Academic and Student Affairs to Vice President for Academic Affairs
- Change Deans to Executive Dean

Appendix D

- Change Enrollment Management and Student Affairs Divisions to Student and Enrollment Services Division
- Change Vice President for Academic and Student Affairs to Vice President for Academic Affairs
- Change Deans to Executive Dean

Add the following Steering Committee information below to the Bylaws document as Article VII (to follow Article VI, Duties of Officers) and re-number the following Articles accordingly.

1.0700 ARTICLE VII – STEERING COMMITTEE

1.0701 FUNCTION The Steering Committee will:

1. Field, discuss, and develop charges for the Task Forces to investigate.
 - a. Charges submitted directly to the College Assembly Office by the college community will be forwarded to the Steering Committee for consideration.
2. Review charges and provide feedback to the originator of the charge as follows:
 - 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.

1.0702 QUORUM OF THE STEERING COMMITTEE A simple majority of the members (5) is necessary for quorum.

1.0703 PROCEDURES

- A. The Chair-Elect of the College Assembly will serve as the Chair of the Steering Committee, by virtue of position.
- B. 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 charges.
- C. Meetings for upcoming Steering Committee sessions will be announced at the prior College Assembly meeting.
- D. Each member has voting rights and a simple majority of those present will be necessary to approve any recommendation.
- E. All members of the College Assembly or its Task Forces 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. They can participate in the discussions; however, no voting rights are granted.

F. *Robert's Rules of Order* will be followed.

1.0704 METHOD OF MEMBERSHIP

- A. The Steering Committee has considerable oversight regarding the work of the Task Forces and Assembly body; therefore, its membership reflects the College Assembly membership. 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 a committee membership of:
 - a. Faculty 3
 - b. Administrators 2
 - c. Staff 1
 - d. Students 2
- Including the Chair-Elect of the College Assembly, the committee will be comprised of nine (9) members.
- B. All interested individuals 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.
 - C. Membership is for two years, except for students who will serve a one-year term. Students can request to serve an additional year, but Assembly will have to vote by closed ballot to approve an additional term.
 - D. 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.

Motion to accept BL2021:02

Mot: W. Lipkin Sec: M. Nigam

No discussion

Vote to accept BL2021:02

Fav:32 Opp: 0 Abs: 0

Recommendation passed unanimously

NOTE: NO MOTIONS OR DISCUSSIONS WERE HELD AT THIS TIME ON THE FOLLOWING. AS PER COLLEGE ASSEMBLY BYLAWS, THE RECOMMENDATION WILL BE PUT TO VOTE AT A MEETING SUBSEQUENT TO THE ONE AT WHICH THE RECOMMENDATION IS PROPOSED.

BL2021 – 03

Consider revising the voting procedures by which College Assembly and task Force members are appointed, as detailed in the College Assembly Bylaws Appendices A through D.

Recommendation #1

The committee members reviewed appendices A through D and recommend that the nomination and voting process be conducted in March as follows:

March 1: Deadline for submitting self-nominations and nominations by colleagues to the Chairperson of the Nominating Committee for Student and Enrollment Services and the Chairpersons of the Division Councils

March 15: Ballots must be returned to the Chairperson of the Nominating Committee for Student and Enrollment Services Division

March Division Council meetings: Elections will be held in the Academic Divisions

March 31: Results of the elections (Student and Enrollment Services and Academic Divisions) are sent to the College Assembly Chairperson

Rationale for Recommendation #1

Initiating the voting process a month earlier will align the College Assembly process with the newly created Division Council Bylaws. This will facilitate finalizing representatives well in advance of the end of the academic year.

Recommendation #2

The committee recommends utilizing an electronic document to solicit self-nominations and nominations by colleagues for College Assembly and Task Force representatives.

Rationale for Recommendation #2

Leveraging technology to gather the nominations will improve the efficiency of the nomination process and expedite the voting process.

MEMBERSHIP AND VOTING PROCEDURES FOR REPRESENTATIVES FROM THE STUDENT AND ENROLLMENT SERVICES DIVISION AND DEPARTMENTS REPORTING TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS TO THE COLLEGE ASSEMBLY

1. A committee of at least three (3) members, two from Student and Enrollment Services and one from a department reporting to the Vice President for Academic Affairs will be appointed by the Executive Dean and the Vice President. The committee shall elect a chairperson who will solicit self-nominations and nominations **via an electronic document by February 1.**
2. The chairperson will prepare two standardized alphabetical ballots listing faculty and administrator nominees, respectively. Ballots will be sent to the administrators and all full-time faculty and returned to the chairperson by **February 15.** Faculty and administrator representatives shall be elected jointly by both faculty and administrators.
3. The faculty member receiving the most votes for each available position will be elected. The faculty member receiving the second highest number of votes will act as the alternate representative. In the case of a tie, the chairperson will conduct a runoff election among the voting members. The names of all persons involved in the tie shall be sent to the College Assembly Chairperson by **March 1.**
4. The administrator receiving the most votes will be elected. The administrator receiving the second highest number of votes will act as the alternate representative. In the case of a tie, the chairperson will conduct a runoff election among the voting members. The names of all persons involved in the tie shall be sent to the College Assembly Chairperson by **March 1.**

Appendix B

MEMBERSHIP AND VOTING PROCEDURES FOR FACULTY REPRESENTATIVES FROM THE ACADEMIC DIVISIONS TO COLLEGE ASSEMBLY

1. Division Council Chairpersons will solicit self-nominations and nominations by colleagues for available College Assembly positions via **an electronic document** no later than **February 1.**
2. Division Council Chairpersons will prepare standardized alphabetical ballots listing faculty nominees. The election will take place at the **February** meeting of each Division Council and only elected department faculty representatives may vote. Every department must have an equal number of votes in this election. The election results will be returned to the College Assembly office by **March 1.**
3. The faculty member receiving the most votes for each available position will be elected. The faculty member receiving the second highest number of votes will act as the alternate representative. In the case of a tie, the Division Council will conduct a runoff election among its voting members. The names of all persons involved in the tie shall be sent to the College Assembly Chairperson by **March 1.**

Appendix C

MEMBERSHIP AND VOTING PROCEDURES FOR FACULTY REPRESENTATIVES FROM THE ACADEMIC DIVISIONS TO COLLEGE ASSEMBLY TASK FORCES

1. Division Council Chairpersons will solicit self-nominations and nominations by colleagues for available task force positions **via an electronic document** no later than **February 1**.
2. Division Council Chairpersons will prepare standardized alphabetical ballots listing faculty nominees according to task force preferences. The election will take place at the **February** meeting of each Division Council and only elected department faculty representatives may vote. Every department must have an equal number of votes in this election. The election results will be returned to the College Assembly office by **March 1**.
3. The names of the two faculty members receiving the most votes for each available task force position will be forwarded to the College Assembly Chairperson by **March 1** for appointment. In the case of a tie, the Division Council Chairperson will forward the names of all persons involved in the tie to the College Assembly Chairperson by **March 1**. The Chairperson of the College Assembly will make appointments based upon his/her knowledge of overall College representational needs.

Appendix D

MEMBERSHIP AND VOTING PROCEDURES FOR REPRESENTATIVES FROM THE STUDENT AND ENROLLMENT SERVICES DIVISION AND DEPARTMENTS REPORTING TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS TO COLLEGE ASSEMBLY TASK FORCES

1. A committee of at least three (3) members, two from Student and Enrollment Services and one from a department reporting to the Vice President for Academic Affairs will be appointed by the Executive Dean and the Vice President. The committee shall elect a chairperson who will solicit self-nominations and nominations by colleagues for available task force positions **via an electronic document** no later than **February 1**.
2. The chairperson will prepare two standardized alphabetical ballots listing faculty and administrator nominees, respectively. Ballots will be sent to the administrators and all full-time faculty and returned to the chairperson by **February 15**. Faculty and administrator representatives shall be elected jointly by both faculty and administrators.
3. The names of the two faculty members receiving the most votes for each available task force position will be forwarded to the College Assembly Chairperson by **March 1** for appointment. In the case of a tie, the chairperson will forward the names of all persons involved in the tie to the College Assembly Chairperson by **March 1**. The Chairperson of the College Assembly will make appointments based upon his/her knowledge of overall College representational needs.

4. The names of the two administrators receiving the most votes for each available task force position will be forwarded to the College Assembly Chairperson by **March 1** for appointment. In the case of a tie, the chairperson will forward the names of all persons involved in the tie to the College Assembly Chairperson by **March 1**. The Chairperson of the College Assembly will make appointments based upon his/her knowledge of overall College representational needs.

Campus Diversity: J. Applebee, Co-Chair

- Meeting on 3/23 with a quorum.
- Discussed two approved charges and determined the need to gather data for both.
- Split the gathering tasks and agreed to communicate via Task Force Canvas page between meetings.
- Next meeting is set for Tuesday 4/22 at 3 PM.

Campus Life and Community Concerns: M. Edwards, Chair

- Status update

Curriculum: T. Hack

SCL101	Introduction to Supply Chain Management
SCL200	Operations Management for Supply Chain Logistics Majors
SCL201	Logistics
SCL202	Transportation
SCL203	Procurement
SCL204	Warehousing
SCL209	Supply Chain and Logistics Management Field Experience
SCL.AAS	Supply Chain and Logistics Management AAS
SCL.CER	Supply Chain and Logistics Management Certificate

Requested and received unanimous consent to vote on the Supply Chain and Logistics Management items as a block

Motion to approve the block of SCL items

Mot: C. Drew Sec: W. Lipkin

No discussion

Vote to Approve

Fav: 32 Opp: 0 Abs: 0

The SCL block of courses passed unanimously

DAN148 **Ballet I**

Motion to Approve DAN148

Mot: T. Orosz Sec: M. Spano

No discussion

Vote to Approve

Fav: 32 Opp: 0 Abs: 0

DAN148 passed unanimously

LAPSY.AA Liberal Arts Psychology AA

Motion to Approve LAPSY.AA

Mot: M.Spano Sec: T. Orosz

No discussion

Vote to Approve

Fav: 32 Opp: 0 Abs: 0

PST.CER Public Safety Telecommunications Certificate
PST.COA Public Safety Telecommunications Certificate of Achievement

Requested and received unanimous consent to vote on the Public Safety Telecommunications Certificate items as a block

Motion to Approve

Mot: C. Drew Sec: T. Orosz

No discussion

Vote to Approve

Fav: 32 Opp: 0 Abs: 0

Motion passed unanimously

IDC103 Teaching with Technology

Motion to Approve IDC103

Mot: W. Lipkin Sec: T. Orosz

No discussion

Vote to Approve

Fav: 32 Opp: 0 Abs: 0

Motion passed unanimously

Educational Resources:

- No meeting in March due to spring break,
- Next meeting April 22nd at 3:30pm to discuss any related ideas for the Task Force

- Will submit Final Report during the May College Assembly meeting.

NEW BUSINESS:

REPORT OF THE CHAIRPERSON

Steering Committee:

- Met 3 times - 12/18, 1/29, 2/26
- Next meeting is on 4/16
- Since December, reviewed 22 charges and assigned 11 charges to task forces

The following Curriculum items from the March meeting have been approved by the College President and forwarded for implementation:

BIO117	Biology I
CULIN.CER	Culinary Arts Certificate
RAD100	Introduction to Radiography
RAD147	Clinical Procedures I
RAD157	Clinical Procedures II
RAD166	Radiographic Positioning, Anatomy, and Pathology III
RAD167	Clinical Procedures III
RAD277	Clinical Procedures IV
RAD287	Clinical Capstone I
RAD297	Clinical Capstone II
RAD299	Radiographic Seminar II
RAD.AAS	Radiography AAS

The following Fast Tracks were approved since the last meeting:

DHY208	Pharmacology Remove prerequisites
ENG227	African American Literature Title change from <i>Literature of Black America</i>
ENG/JOU	200 Level courses Pre-requisite change
CSC116	Introduction to Information Systems Security Pre-requisite change
CSC200	Telecommunications and Networks

Change course description and pre-requisites
HCD105 Basic Nutrition
Co-requisite change
SCI206 Introduction to Forensics
Change in learning outcomes

The next meeting of the College Assembly will be held on Thursday, May 6, 2021 at 2:00 PM.

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mot: M. Nigam Sec: T. Orosz

Vote to Adjourn:

Fav: 32 Opp: 0 Abs: 0

The meeting adjourned at 3:33 pm

Appendix
Second Chair-Elect Nominee Profiles

**MIDDLESEX COUNTY COLLEGE
OFFICE OF THE COLLEGE ASSEMBLY**

**CHAIR-ELECT
NOMINEE**

Terrence Corrigan, PhD

TITLE: Assistant Professor

DEPARTMENT: History and Social Sciences

COLLEGE COMMUNITY ACTIVITIES:

- Academic Standards Task Force Member (currently)
- College Assembly Member (2 years)
- Division Council Member (2 years)
- History Program Coordinator
- Appointed Coordinator of the Holocaust and Human Rights Center at MC
- Faculty Advisor to the History and Human Rights Awareness Student Club

REASONS FOR WANTING TO SERVE AS CHAIR OF THE COLLEGE ASSEMBLY:

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, 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 currently arising, such as free tuition and post-Covid realities. It is also critically important to make sure that diversity and community inclusion are promoted—both are factors that I will strongly champion. Additionally, I want to get to know and listen to the concerns of all the departments and do my part to continue to make Middlesex College the great learning and regional institution that it is.

GOALS TO BE ACCOMPLISHED AS CHAIR OF THE COLLEGE ASSEMBLY:

- Bring greater awareness about the assembly to the student body at club fairs, orientation, and open houses, so we can have more student input;
- Create better lines of communication between departments and divisions;
- Foster community inclusion in the life and activities of our school;
- Be a welcoming figure to the administration;
- Have a College Assembly day/night for its members, just for fun (no voting), to get to know everyone;
- Publicize and discuss, well in advance, the major new issues effecting community colleges in general;
- Sponsor an event on campus that reflects the views /activities of the assembly and its departments;
- Be a helpful supporter to the chair of the assembly and mentor the future chair elect.

Middlesex County College
College Assembly
Chair Elect – Nominee Profile

Name: Elaine Weir Daidone, M. Ed., C.R.C.

Title: Counselor for Students with Disabilities

Department: Counseling Services

College Community Profile:

- Associate Professor in the Department of Counseling Services
- Faculty Member of the Year, 2000
- Chaired, Task Force on Accessibility multiple years
- Standing member Task Force on Accessibility
- Divisional Representative for College Assembly
- Adjunct Instructor: CPS041, SSD101
- Active grant recipient, state and federal grants awarded to expand services available through Disability Services
- NJ Association on Higher Education and Disability – Past President and current Executive Board Member

Motivation to apply to become College Assembly Chair:

It is an honor to be nominated for the position of College Assembly Chair. I hold deep respect for this body and it would be a privilege to serve as Chair and support the work of the Assembly.

Goals:

To facilitate the business of the Task Force's and the Assembly and encourage new ideas and initiatives to support the growth of the institution for all constituencies, respecting the time honored traditions of this body. Effectively collaborate with the Steering Committee and Task Forces to move charges and recommendations through the Assembly.

Middlesex College
Office of the College Assembly
Chairperson-Elect
Nominee Profile

Name: Dr. Mohit Nigam

Title: Instructor

Department: Natural Sciences

College Community Activities:

- **Teaching**
 - Adjunct instructor: I started at the college as a Physics adjunct instructor in Fall 2014.
 - Instructor (Natural Sciences): I became an instructor on Tenure track in Fall2016.
- **College Assembly**
 - I have served on the College assembly as the Natural Sciences Department representative from 2017- present.
- **Educational Resources Task force**
 - I have been a member of the Educational Resources Task force from the 2017-present.
- **Division Council**
 - I have served on the Division Council for the academic year 2018.
- **Strategic Planning Core Team**
 - Spring 2018, I served on the "Strategic Planning Core Team" headed by Dr. Jim Davy of Rutgers.
 - I also served on the subsequent "Strategic Planning Summit".
- **Ad hoc committee to assess MCC's College Governance system**
 - In December 2018, I served on the Ad hoc committee which was formed to assess MCC's College Governance System.
 - I was the College Assembly's faculty representative on the committee.
- **MCC Campus Community Focus Group**
 - I served on the MCC Campus Community Focus Group headed by Top Right, Atlanta GA, as an internal stakeholder faculty representative. The aim of the Community Focus Group was to market the Middlesex County College brand.

Middlesex County College

Office of the College Assembly
Second Chairperson-Elect
Nominee Profile



Name: Melissa Luis

Title: Assistant Professor
Education Degree Program Coordinator
Observation Hours/Field Placement Coordinator

Department: History and Social Sciences Department

College Community Activities:

- Chair-Elect Liberal Arts Division Council 2020-present
- Policy Advisory Committee 2020-present
- Division Council Bylaws Committee 2020-2021
- Co-Chair Arts & Sciences Festival Committee 2019-present
- Coordinating and Nursing Program Curriculum Committee 2017-present
- Advisor for *Kappa Delta Pi International Honor Society in Education* 2016-present
- Co-Creator of Content Specialty Program for Middle School Certification 2016-present
- Guided Pathways Committee 2015-present
- Standard V Self-Study Committee 2019-2020
- Arts & Sciences Festival Presenter 2019-2019
- Volunteered at *MCC Cares Food Pantry* 2018-2020
- Accessibility for Persons with Disabilities Task Force 2015-2018
- Arts & Sciences Festival Committee 2015-2015
- Institutional Representative for NJ DOE Standards Review Committee 2015-2015
- Presenter for CELT (eight presentations) 2014-2020
- Search Committees: Library Director, Chairperson History and Social Sciences Department, Associate Chairperson History and Social Sciences Department, Full-time, Tenure-Track Faculty, Education Pathways Advisor

Middlesex County College
Office of the College Assembly
Chairperson-Elect
Nominee Profile

Name: Crystal Quillen

Title: Assistant Professor of Psychology, Psychology Program Coordinator

Department: History and Social Sciences

College Community Activities and Honors:

- CELT Faculty Excellence in Teaching Award, 2021
- Educational Resources Task Force, 2020-present
- Chair, Middle States Steering Committee: Standard #4, 2019-2021
- CELT Executive Board, 2019-present
- Psychology Program Coordinator, 2016-present
- Search Committee: Associate Chair Positions (2015, 2016, 2018), Director of Counseling Services (2016), Philosophy Position (2016), Psychology Position (2018), Math Position (2018), Psychology Position (chair, 2020)
- College Assembly Member, 2016-2018
- Guided Pathways Member, 2016-present
- Institutional Review Board Member, 2016-present
- Member of College Clubs and Committees: Psi Beta (Advisor, 2015-present), Holocaust and Human Rights (since 2017), Gaming and Animation, Psychology, and Philosophy Movie Club (2018)
- Offering Honors (Introductory Psychology) and Service Learning (Lifespan Development & Social Psychology) courses to students

Additional Academic Activities:

- Dissertation Committee Member, New Jersey City University, 2021
- Society for the Teaching of Psychology Mid-Career Working Group Member, 2019-2021

Reasons for wanting to serve as Chairperson of the College Assembly:

- As an active member of the College community, I have seen the value in community governance and how we can work together to help our College grow and advance. I have been a faculty member at the College since 2014 and have been involved in College Assembly as voting member, CELT as a mentor and as an executive board member, Educational Resources Task Force as the chair, and I was also co-chair of Standard 4 for the Middle States Steering Committee. The formal and information interactions at these meetings have shown me the dedication and excitement students, faculty, and staff have when it comes to policy, activities, and opportunities at the