

**Minutes of the College Assembly Meeting
March 4, 2021**

MEMBERS PRESENT

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

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: G. Abbott, M. Barany, R. Roy, T. Sabol, M. Spano

FACULTY: K. Anderson, N. Archer, K. Bosler, C. Condie, K. Costanzo, C. Drew, W. Lipkin, M. Nigam, I. Pavlyuk, S. Rufo, E. Shaheen, N. Thompson

STUDENTS: L. DelSalto, D. Kwarteng, J. Morales, A. Patel, N. Patel, R. Nayak, A. Venkateswaran

SUPPORT STAFF: M. Ambroziak, 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: J. Applebee, R. Baay, C. Benifield-Sanchez, S. Butala, A. Cakmak, C. Gadalla, E. Daidone, H. Godhani, A. Hogan, K. Krapels, D. Krisza, M. Maciolek, M. Roman, L. Scherr

Parliamentarian: T. Orosz

Chair-Elect: L. Nagarajan-Iyer

MEMBERS ABSENT

DEANS: R. Bucciarelli

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: A. Abreu, C. Green, N. Berger, T. O'Reilly

FACULTY: A. Castiglia, A. Dzurisin, C. Espinoza-Wulach, S. Kim, D. Markowicz, S. Onofrietti, L. Tobin,

STUDENTS: K. Alston, J. Chan, T. Emens, A. Munikuntla, E. Ryes

SUPPORT STAFF: F. Conte, A. Lantigua Jaquez, M. Miller,

Minutes of the College Assembly Meeting March 4, 2021

With a quorum present, Chair-elect Dr. Lakshim Nagarajan-Iyer called to order the March 4, 2021 virtual meeting of the College Assembly to order at 2:00 PM via Zoom.

Approval of Minutes for February 4, 2021

Motion to accept minutes

MOT: W. Lipkin

SEC: M. Nigam

No Discussion

Vote to accept minutes

Fav: 31 Opp: 0 Abst: 0

The minutes of February 5, 2021 were accepted as presented.

UNFINISHED BUSINESS

At the February 4, 2021 meeting the following nominees for the position of Second Chair Elect were presented:

Terrence Corrigan

Elaine Daidone

Dan Grek

Melissa Luis

Mohit Nigam

Crystal Quillen

As per Article V, Section 1.0500, Clause B, the floor was opened for additional nominations, of which there were none.

Unanimous consent was attained to close the nomination process. The candidates have been asked to give a short presentation at the beginning of the April 4 College Assembly meeting. The College Assembly office will provide guidelines for preparation of nominee biographical profiles, which will be included with the notice of the April meeting.

REPORT OF THE TASK FORCES

Academic Standards: S. Pullaro, Chair

Academic Standards task force met on February 18 with a quorum.

- Reviewed two charges presented by the steering committee, will have a formal response to each of those charges next month.
- Approved potential charges to submit to Steering Committee
- Due to spring break will be meeting on March 30, but will meet earlier if the steering committee approves potential charges

Accessibility for Persons with Disabilities: Melissa Ellis, Chair

Accessibility for Persons with Disabilities met on February 25 with a quorum.

- went over some highlights from our previous meeting
- discussed the recent guest speakers that we had visit our task force
- dialogue regarding the alignment of the task force purpose and mission to the information that we absorb from presentations.
- Discussion regarding keeping in communication with students' experience of remote learning.
- Discussed speaking with instructors on both large- and small-scale basis for the purpose of finding out the number of students who receive accommodations within both asynchronous and synchronous learning environment.
- Discussed Task Force's position to advocate for the continuation of access to campus activities and events virtually for students with disabilities who may have difficulty attending in person
- Discussed potential targets that would be formulated and finalized to be brought to the College Assembly
- Next meeting Thursday March 11 at 2pm

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:

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.

NOTE: NO MOTIONS OR DISCUSSIONS HELD AT THIS TIME. RECOMMENDATIONS MADE BY THE BYLAWS TASK FORCE WILL BE PUT TO VOTE AT A MEETING SUBSEQUENT TO THE ONE AT WHICH THE RECOMMENDATION IS PROPOSED.

Campus Diversity: J. Applebee, Co-Chair

- Campus Diversity met on February 16 with 11 members of the task force, along with for visitors Mark McCormick, Jose Laureano, Lakshmi Nagarajan-Iyer, and Joan O'Brien.
- Dr. McCormick and Dean Laureano attended to discuss how the work of the task force aligns with the work of the newly formed DEI advisory council. Initial finding is that the task force's role is really to advise on policy and present policy to this body, whereas the Di advisory council is more of a strategic body advising the President. The Task Force is considering a charge to investigate that further, but will discuss that at our next meeting
- Awaiting feedback from the steering committee on two charges presented to them.
- March meeting on the 23rd

Campus Life and Community Concerns: M. Edwards, Chair

- Campus Life and Community Concerns met on February 18, short of quorum
- Discussed charges
- More information will be available regarding signage charge by next meeting
- In response to charge regarding expanding student government, will research other student governments and how they're structured and other community colleges in the state.
- Next meeting March 25.

Curriculum: T. Hack

Requested and received unanimous consent to vote on the Radiography items as a block

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| RAD103: Intro to Radiography | RAD277: Clinical Procedures IV |
| RAD147: Clinical Procedures I | RAD287: Clinical Capstone II |
| RAD157: Clinical Procedures II | RAD297: Radiographic Seminar I |
| RAD166: Radiographic Positioning, Anatomy & Pathology III | RAD299: Radiographic Seminar II |
| RAD167: Clinical Procedures III | RAD.AAS: Radiography Associate of Applied Science |

Motion to approve the block of RAD items

Mot: T. Orosz Sec: M. Nigam

Discussion: none

Vote to Approve

Fav: 31 Opp: 0 Abs: 0

The motion passed unanimously

BIO 117: Biology I

Motion to Approve BIO 117

Mot: N. Thompson Sec: K. Bosler

Discussion:

Vote to Approve

Fav: 31 Opp: 0 Abs: 0

The motion passed unanimously

Liberal Arts Electives

LA: English

LA: General

LA: History

LA: Human Services/Pre-Social Work

LA: Journalism

LA: Philosophy

LA: Physical Education/Recreation

LA: Political Science

LA: Sociology

Motion to Approve Liberal Arts Electives changes

Mot: T. Orosz Sec: M. Barany

Discussion:

Prof. Nigam requested clarification. T. Hack reiterated that the change in terminology clears the way for Liberal Arts students to include non-liberal arts courses in their elective choices, while the former language implied that electives would be restricted to liberal arts courses.

Vote to Approve

Fav: 31 Opp: 0 Abs: 0

The motion passed unanimously

CULIN.CER: Culinary Arts Certificate

Motion to Approve

Mot: B. Lipkin Sec: N. Thompson

Discussion: None

Vote to Approve

Fav: 31 Opp: 0 Abs: 0

The motion passed unanimously

Educational Resources:

- Educational Resources met on February 18 with quorum.
- guest speaker Shannon Bertha regarding surveying the student body on the transition back to the classroom in the fall. She expressed that she's visiting other task forces to put together this survey as well
- will not meet in March due to Spring Break

NEW BUSINESS:

None

REPORT OF THE CHAIRPERSON

Steering Committee:

- met three times so far and reviewed charges, last meeting was last Friday, the February 26.
- reviewed the charges that were submitted by the Academic Standards and the Campus Diversity task forces
- charges submitted have been submitted by the two students on the Committee
- meeting in April, date tbd

The following standard curriculum items, approved by the College Assembly in February 2021, were signed by the President and forwarded to the Vice President for implementation:

Allied Health Pre-Professional AS

No Fast Tracks were approved since the last meeting.

The next meeting of the College Assembly will be held on Thursday, April 1, 2021 at 2:00 PM.

RECOGNITION AND HEARING FROM THE PUBLIC

Vice President Linda Scherr thanked everyone who participated in the Middle States study, which is now completed, pending the final report from the visiting team.

ADJOURNMENT

Motion to Adjourn:

Mot: C. Drew Sec: M. Nigam

Vote to Adjourn:

Fav: 31 Opp: 0 Abs: 0

The meeting adjourned at 2:37 pm