

MONROE COMMUNITY COLLEGE



FACULTY SENATE

January 24, 2002

PRESENT: G.Anderson, E.Baker, L.Bartholome, P.Bates, S.Belair, I.Benz, M.Bower, B.Brewer, D.Brown, S.Cable, S.Callan, T.Cuby, J.Downer, J.Eksi, K.Farrell, K.Fox, E.Grissing, L.Gulbransen, M.Harris, J.Kaufman, T.Keys, E.Lewis, C.Marhatta, J.McCauley, A.McIntyre, M.McKinzie, E.Mellas, D.Mohr, P.Peterson, B.Robinson, S.Ruckert, S.Schwartz, C.Schwartzott, R.Shea, B.Smith, J.Smith, G.Toth, J.Wiranowski **ABSENT:** L.Chrzan-Williams, R.Kuempel, E.Laidlaw, A.McIntyre, L.Silvers **GUESTS:** C.Adams, D.Cercero, B.Cunningham, C.Downing, T.Felicetti, J.Glocker, H.Murphy, F.Rinehart, C.Rogalski

Meeting called to order 3:45pm

1. Announcements

- a. Shea welcomed new senators: Susan Belair, Stasia Callan, Mark McKinzie, Gloria Anderson, Ilene Benz, Judy Kaufman, and Deborah Mohr. Shea also welcomed Kim Canfield, the new Assistant to the Vice President of Academic Services.
- b. Shea requested that the Senators solicit their constituents for the open position of Faculty Senate Parliamentarian, which is required by the Faculty Senate Bylaws. The Parliamentarian does not have to be a senator.
- c. Shea announced that the New Senator Orientation was held January 23rd. He also reminded the Senate that attendance at standing committee meetings and Faculty Senate meetings is an important responsibility.
- d. Shea announced that the Senate has started the new 3Rs campaign: **Respect, Responsibility, Reality**. Numerous campaign posters have been placed at the Brighton and Damon campuses. The bookstore will distribute 15,000 bookmarks. Information packets and copies of the posters were placed in Faculty mailboxes. The campaign is a result of the *Time in Reflections* meetings, office meetings and other informal gatherings. Shea stated that President Flynn would publish an article in the Monroe Doctrine with this theme. The campaign has also been presented to the Board of Trustees and has received its support.
- e. Shea reminded the Senate of the grand opening ceremony for the **Public Safety Training Center** on Wednesday, January 30 at 10:00 am. He encouraged attendance and support.
- f. Shea announced that Dick Degus and Bob Cunningham attended this week's Faculty Senate Executive Committee meeting. They gave a presentation on upcoming campus construction projects. Shea stated that it is important that the Senate structure a formal mechanism to address issues associated with these projects. Ideas on how to handle these issues are welcomed. Shea pointed out that Bob Cunningham spent many years in the classroom and is sensitive to needs of students and faculty. Shea also pointed out that several senators sit on the classroom committee (M.Harris, E.Grissing, and S.Belair). Since space will be at an even greater premium during these projects, Shea suggested that the Senate begin a dialogue on ways to utilize classroom and office space. This might be a good topic of discussion at *Time in Reflections* in the spring.

2. **Guest Speaker: Tony Felicetti**

Felicetti stated that enrollment this spring is very strong, 4892 FTE, which is 10% higher than last year at this time. The headcount is 14,000, which is the largest spring enrollment ever. Felicetti listed reasons for the increase in enrollment: growth in full time enrollment, economy, new enrollment, and increase in transfer students (students went away to college in the fall and now returned home to community college). He stated that originally the college planned on 12,300 FTE, but re-forecasted to 12,888. This increase has helped the fiscal outlook of the college especially with September 11 and the state budget problems. It has resulted in a \$1.2M revenue increase.

3. **Approval of Minutes from December Faculty Senate meeting.**

Minutes approved as written.

4. **Standing Committee Reports**

Academic Policies (C.Marhatta)

- The committee would be following up on the Academic Honesty Policy revisions and recommendations.
- The committee will be researching an Institutional Review Board.
- Counseling and Testing has proposed a Change of Program Grade Inclusion/Exclusion Policy, which the committee will be reviewing.
- The Foreign Language/ESOL Department has requested a policy for proficiency credit. The committee will be reviewing the proposal.
- The Ad-Hoc Committee for Student Evaluation of Faculty, co-chaired by Gary Egan and Bethany Gizzi, have been meeting.

Curriculum (E.Mellas)

- Mellas reported that the electronic database is now the only way to submit new curriculum proposals. The committee is still working to complete the remaining proposals submitted as hardcopy. The Faculty Senate Bylaws and/or Resolutions may need to be amended due to the new submission process. The posting locations and duration of posting period may change as well.
- There will be five workshops on curriculum proposal writing, which will give guidance on how to prepare a proposal.

February 4	12-1pm Brick Lounge
February 8	12-1pm Brick Lounge
February 12	9-10am Brick Lounge
February 25	1-2pm Brick Lounge
March 6	12-1pm DCC 4-151

Future workshops will be offer on how to use the database. The Committee and/or the Curriculum Office can help at any time if attending a training sessions is not possible.
- Once proposals leave the campus, the process is speeding up. SUNY met with MCC to look at the process. There is now a 30-day window of review at SUNY and State Ed. The process has sped up during last 6 months. The Curriculum Office can help with tracking once the proposal has left campus.

NEG (S.Cable)

- There will be two elections held in the spring: SUNY Faculty Council of Community Colleges and MCC Association Board.
- The committee would also be participating in the Faculty Senate Bylaw revisions process and conducting an open forum.

Planning (J.Ekis on behalf of L.Chrzan-Williams)

- Ekis reported that the committee received 6 proposals for Strategic Planning Grants and will meet February 1 to begin the review (\$90K to distribute). The deadline for committee recommendations is February 22.

Professional Development (E.Baker)

- Baker stated that the January 10 workshop on Preparation and Safety had 102 attendees.
- Baker reported that the committee received 7 nominations for the NISOD award and has given its rank-ordered recommendations to Kim Canfield, Assistant to the Academic Vice President.
- The deadline for Professional Leave applications is March 1st.
- The deadline for Hanson Awards is March 29th.
- The committee is working on organizing a Professional Development workshop for June.

SCAA (M. Harris)

- SCAA has not yet met this semester, however the committee will be working on overseeing selection of a permanent chair for the Nursing department and participating in the searches for Dean of Curriculum and Dean of Academic Services D.C.C.

5. Old Business

There was no old business to report.

6. New Business

There was no new business to report.

Meeting adjourned 4:15pm

Respectfully submitted,

Ray Shea
President

Barbara Robinson
Secretary

Minutes approved at the February Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

February 28, 2002

PRESENT: G.Anderson, E.Baker, L.Bartholome, P.Bates, S.Belair, I.Benz, L.Berking(for L.Silvers), M.Bower, B.Brewer, S.Cable, S.Callan, L.Chrzan-Williams, T.Cuby, E.Grissing, L.Gulbransen, M.Harris, J.Kaufman, E.Lewis, C.Marhatta, J.McCauley, A.McIntyre, M.McKinzie, E.Mellas, D.Mohr, P.Peterson, B.Robinson, S.Ruckert, T.Schwartz, C.Schwartzott, R.Shea, J.Wiranowski **ABSENT:** D.Brown, T.DiGiacomo, J.Downer, J.Ekis, K.Farrell, K.Fox, T.Keys, R.Kuempel, E.Laidlaw, B.Smith, J.Smith, G.Toth **GUESTS:** K.Canfield, D.Cercero, F.Dearing, C.Downing, J.Glocker, H.Murphy

1. Announcements

- a. Shea announced the *Time in Reflections* sessions for this semester.
March 13, 2002 – Plagiarism – Faculty Dining Room
April 2, 2002 – Attendance/Grading Policies – Faculty Dining Room
May 1, 2002 - Classroom/Office Space Concerns – Room 3-172
All meetings will take place from 2:30 – 4:00p.m.
- b. Shea announced that this is MCC's year to host the annual Faculty Council of Community Colleges conference on Thursday, March 14 and Friday, March 15. The academic governance sessions will be held primarily on Friday, March 15. Please contact Heather Murphy in the Faculty Senate Office if you are interested in attending.

2. Approval of Minutes from January 24, 2002 meeting.

Minutes approved as written.

3. Action Items

- a. Program Revision (PR6) Tooling and Machining (AAS Degree)
No discussion Approved
Proposer: Paul Brennan
Posting Period: January 22, 2002 – February 4, 2002
Propose to remove TAM 231 (Precision Machining Coop) from the AAS degree program. It was noticed that the current coop structure for this degree deviated from the accepted practice of coop studies. In order to conform, we would need to increase the current coop requirement by 3 more hours, bringing the total # of credit hours up to 69 for the program. It was felt that this number was too high. Instead of raising the credit hour number by adding a coop, the proposal is to remove the coop course (TAM 231) and the coop experience from the program. Rather than replacing an existing technical course with an additional coop course, the coop experience was removed. It is felt that the value of the technical training outweighs the experiential learning that would take place during a coop.

- b. New Program (NP1) Liberal Arts & Sciences (AS Degree)
 Teacher Preparation Concentration Advisement Sequence
 No Discussion Approved
 Proposer: Kate Marhatta
 Posting Period: January 22, 2002 – February 4, 2002
 Propose a new advisement sequence in Liberal Arts for students interested in the field of Teacher Education. The sequence will streamline the advisement for students not currently enrolled in a 2 + 2 transfer program in Teacher Education. Currently there is no advisement sequence available for the estimated 700+ students at MCC interested in Teacher Education, but are not enrolled in a 2+2 Teacher Education program.
- c. Program Revision (PR6) Public Administration (AAS Degree)
 No Discussion Approved
 Proposer: James Maley
 Posting Period: February 1, 2002 – February 14, 2002
 Propose to change the Math requirement from MTH 160 to: "MTH 150 or higher". MTH 160 (Statistics) was proposed for this AAS degree and was included in the program to help students that wished to transfer the degree. Upon review of the course content however, it was determined that MTH 150 (Survey of Mathematics I) would be a better "fit" for this non-technical AAS degree. Students will be advised when they enroll into the program of the option to take MTH 160 instead of MTH 150 if they plan on transferring. Also, the math requirement will be marked with an asterisk in the college catalog referencing the selection of MTH 160 for students who wish to transfer. The MCC Math Department supports the proposed change.

4. **Standing committee Reports**

Academic Policies (C. Marhatta)

- Marhatta reported that two policy proposals were presented to the committee:
 1) Change of Program Grade Inclusion/Exclusion Policy, presented by Taine Vinci and committee; 2) Policy on Academic Credit for Foreign Language Competency, presented by Don Beech. Both proposals are under review.

Curriculum (E. Mellas)

- Mellas announced that four workshops on curriculum proposal writing have been completed with 35 participants. There is one additional workshop at Damon City Campus scheduled for Wednesday March 6, 2002 12:00 – 1:00 pm in room 4151.
- Mellas stated that the electronic message announcing the posting of curriculum proposals for faculty review will now include instructions on how to access the proposals for viewing (and commenting). There are still a few paper curriculum proposals remaining and those will be posted in the curriculum binders located in the 6 designated areas around both campuses.
- Mellas conducted a demonstration on how to get to the electronic database:
 From a web browser, go to address www.monroecc.edu/go/curriculum
 Alternatively, you can go to the MCC webpage: www.monroecc.edu, select the A-Z index, C for Curriculum, select Curriculum Proposal Process, click on "Go To Curriculum Forms Database". You must sign on using your normal network logon. The left side of the screen has an area entitled "Create New Proposals" and one for "View Proposals." In "View Proposals", select "Posted for Faculty Review." Those proposals will appear in the right side. Click on the proposal number. Click on icon to create a response. Your comments will be available for others to view (like a threaded discussion).
- A Senator asked if proposers would be notified when there are comments submitted concerning their proposal. Mellas stated that proposers will not be notified, but all persons are free to examine proposals and comments. If someone has authored a

proposal that is "Posted for Faculty Review" they should check during the 10 day posting period to see if comments have been made on their proposal.

- The Curriculum Committee is reviewing the Faculty Senate Resolutions relating to the curriculum proposal process. These resolutions will need to be changed/revise to reflect the new electronic process.

NEG (S. Cable)

- Cable state there will be an All Faculty Open Forum for discussion of the proposed Faculty Senate Bylaw changes prior to the full faculty vote.
- Cable stated the committee is working on an election for a non-teaching seat on the MCC Association Board.

Planning (L. Chrzan-Williams)

- Chrzan-Williams announced that the committee recommended four proposals for strategic planning grants. These recommendations have been forwarded to President Flynn for approval.
- Chrzan-Williams stated that the committee continues to work on issues concerning classroom and office space as well as the master plan.
- Chrzan-Williams stated that the Committee is contacting last year's grant recipients to get an update on their grants.

Professional Development (E. Baker)

- Baker announced that applications for Professional Leaves are due March 1, 2002.
- Baker announced that there would be a Professional Development Workshop on June 7, 2002 at the ESL Sports Centre.

SCAA (M. Harris)

- Harris stated that SCAA conducted an election for the Chair of Nursing and sent a recommendation to the Vice President of Academic Services.
- The SCAA committee will receive Affirmative Action/Diversity training prior to conducting searches for Dean of Curriculum and Dean of Academic Services, DCC.

5. Old Business

There was no old business to report.

6. New Business

Faculty Senate Bylaw Revisions Proposals

- Shea stated that the Faculty Senate Executive Committee has approved cosmetic changes to the bylaws, such as typographical errors, grammar and clarification items.
- In April, there will be a vote by all voting faculty for the eight proposals.
- Shea stated that today's discussion concerning the proposals is to provide clarification in order for the Senators to sufficiently present this information to their constituents. However, there will be an all Faculty open forum for a full discussion on March 20th at 12:00 p.m. Then, there will be a full faculty vote in April.
- A discussion of the proposals for bylaw changes then followed. The following are points of the clarification raised at the meeting.

Proposal # 1: Article VI, Section 1 (B)(1) of the current bylaws limits a senator to two consecutive terms. A senator is eligible to serve again one year after leaving office. This proposed amendment would allow senators to serve additional consecutive terms, if unopposed for reelection.

Clarification: There have been times when a person has served two terms and there has been no one willing to run for that position. There are still some areas un-represented at the present time.

Proposal #2: Article VI, Section 1 (B) (2) currently limits officers to two consecutive two year terms. An officer is eligible to serve as an officer again one year after leaving office. This proposed amendment would allow officers to serve additional consecutive terms, if unopposed for reelection.

Clarification: This proposal, as stated, will allow a person to run for a third term ONLY if they are unopposed. The Senate will still advertise a call for elections at the end of a person's term. The goal is to have someone in the seat (not to leave people in office indefinitely). The lack of opposition will also not obligate someone to stay in office if his or her term has expired.

Proposal #3: Article VI, Section 1 (C) provides that elections of senators and officers shall take place in November of each year, with the terms of office beginning January 1 of the following year. This proposed amendment would change the time for elections to May of each year, with the terms of office to begin September 1 of the same year.

Clarification: The full faculty will get a yes or no vote on this proposal. If the proposal is approved, the Faculty Senate will decide how the proposal is implemented. Some of the possible implementation plans as discussed:

- All senators whose terms would normally expire in December 2002 will have their terms expire early in May 2002 when we hold a new election.
- All senators whose terms expire in December 2002 will have their terms extended to May 2003 when we hold a new election.
- Hold the normal election in December 2002 with all newly elected senators having a term of 1-½ years with another election in May 2004. This would cause the senate to have elections in both December and May for several years.
- Hold the normal election in December 2002 with all newly elected senators having a term of 3 ½ years.
- Allow each of the eighteen senators whose terms expired in December, 2002 decide whether to extend or shorten their current terms.
- Sue Cable will poll the eighteen affected senators to get a sense of what they might like to do. If possible, the results will be presented at the open forum.

Proposal # 4: Article IX, Section 1(A) currently provides that the immediate past President of the Faculty Senate shall serve as a non-voting member of the Executive Committee. This proposed amendment would remove the immediate past President as a member of the Executive Committee.

Clarification: This article would just be deleted from the bylaws (no rewording).

Proposal # 5: Article IX, Section 1(B)(7) provides that the Executive Committee shall meet at least once a week between September and June, and once a month in July and August. This proposed amendment would change the Executive Committee's meeting requirements to "as needed at least twice per month between September and June, and as needed in July and August."

Clarification: There was no clarification needed.

Proposal # 6: Article IX, Section 1(F) sets forth the constituent areas of representation, as of December 1995. There are presently 6 areas of representation. The proposed amendment (see attached) will reduce it to 4 areas. The proposal will:

1. Combine Business and Health Professional from Area A with Science Technology into a new Area A
2. Combine Liberal Arts and Mathematics into a new Area B
3. Combine Areas D (Human Services, Criminal Justice and Public Safety Programs) and Area E (Transitional Programs) with Counseling to form a new Area C
4. Renamed the existing Area F (Administration), minus Counseling, as Area D

Clarification: This proposal does not increase the number of senators, nor does it change the representation. The number of senators that represent departments remains the same. It will make it easier to get fair representation from all the areas on each of the Senate committees. Currently, some areas are so small that it is impossible to seat a senator from these small areas on each of the committees.

Proposal # 7: Article X, Section 1(A) states that the President "shall call a meeting of the Faculty once each semester." It also states that the President may call other meetings at his or her discretion, or when petitioned by at least 15% of the Faculty. This proposed amendment would change the word "shall" to "may", so that the President is no longer required to call an All-Faculty meeting each semester.

Clarification: This proposal reflects what is actually happening. In recent history, there has not been a full faculty meeting each semester. This proposal leaves it to the discretion of the Faculty Senate President as to whether to call a full faculty meeting or not. If this proposal were approved, there would have to be an agreement by 15% of the faculty to call a meeting if the President does not call one.

Proposal #8: Article IX, Section 2, Item E (2): SCAA position search protocol

Clarification: This proposal would change SCAA's participation in searches for positions in divisions outside of Academic Services. In those "other" divisions, SCAA would still have the option of a separate search for the Vice President position. For other positions, SCAA can choose to have the SCAA committee members join the College's search committee or to appoint up to two additional members to the College's search committee.

Meeting adjourned 5:25pm.

Respectfully submitted,

Ray Shea
President

Barbara Robinson
Secretary

Minutes approved at the March Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

March 21, 2002

PRESENT: G.Anderson, E.Baker, L.Bartholome, P.Bates, I.Benz, W.Brewer, D.Brown, S.Cable, L.Chrzan-Williams, M.Harris, J.Kaufman, E.Lewis, C.Marhatta, A.McIntyre, M.McKinzie, E.Mellas, D.Mohr, P.Peterson, S.Ruckert, T.Schwartz, R.Shea, L.Silvers, B.Smith, J.Wiranowski

ABSENT: S.Belair, M.Bower, S.Callan, T.Cuby, T.DiGiacomo, J.Downer, J.Ekis, K.Farrell, K.Fox, E.Grissing, L.Gulbransen, T.Keys, R.Kuempel, E.Laidlaw, J.McCauley, B.Robinson, C.Schwartzott, J.Smith, G.Toth **GUESTS:** K.Canfield, B.Connolly, T.Cooper, C.Downing, H.Murphy, C.Rogalski

Meeting called to order at 3:40 p.m.

1. **Approval of Minutes from February 28, 2002 meeting.**

Minutes approved as written.

2. **Announcements**

a. Annual meeting for the SUNY Faculty Council of Community College

- Shea announced that he attended the annual meeting at MCC for the SUNY Faculty Council of Community Colleges. There were delegates from the 30 colleges in attendance as well as Robert King, Chancellor of SUNY. The first evenings events were held at Woodcliff, at which time delegates gave a brief speech on the state of affairs at their campuses.
- Shea also attended the section of the meeting that consisted of the governance leaders from other SUNY community colleges. Shea summarized some of their remarks during the conference:
 - No Academic Governance
 - President of the College is the President of the Faculty Senate
 - President appoints the officers of the Faculty Senate
 - Have no bylaws
 - Only one other college has a senate budget (MCC is the only college that has dedicated office space and clerical support)
- Shea asked Tom Cooper (as coordinator of the conference and MCC's delegate for SUNY FCCC) if he would like to make any remarks concerning the event. Cooper stated that the event was very successful and acknowledged that MCC is one of the best SUNY community colleges. Cooper also thanked Heather Murphy for her assistance throughout the planning process.
- J.Wiranowski asked what the enrollment numbers are for other SUNY community colleges. Shea believes that Nassau Community College is the only community college larger than MCC.

3. **Action Items**

a. Program Revision (PR4) Liberal Arts & Sciences ... Humanities and Social Sciences AA Degree Program

Co-Proposers: Chet Rogalski, Tom Cooper and Chris Bell-Isle

Posting Period: February 25, 2002 - March 8, 2002

- Mellas stated the Mathematics department has requested that the above action item be delayed in order for the proposers to meet with the department to address some questions. Mellas agreed to the delay since this proposal was posted during the transition period, from hardcopy postings to electronic postings. This proposal may be an action item at the April Faculty Senate meeting.

- b. The following proposal was unanimously approved.
Program Revision (PR5) Dental Hygiene AAS Degree
Proposer: Dr. David Lawrence
Posting Period: February 25, 2002 - March 8, 2002
This program revision reflects a restructuring of the Dental Hygiene AAS degree program at MCC that included many individual Course Revision proposals and New Course proposals, as well as a rearranging of the sequence of when courses will be offered in the program. There were editorial changes in no fewer than 12 current DEN courses. Editorial changes included changes in: course numbers, course titles, course prerequisites and course descriptions for the college catalog. There were several Course Revisions that included changing content, course objectives, student learning outcomes and credit hour changes. There were 5 new courses that included combining content from existing courses as well as the development of totally new courses. There were also 2 changes in program requirements that affect departments outside of the Dental Studies area. The removal of HED 120 requirement (substituted with CPR certification) and the addition of "BIO 134 / 135 or Bio 142 / 143" as a requirement were supported by the Health and PE and BIO departments respectively. Supporting documentation from external and internal sources was provided.
Rationale (from proposer) :
Current trends in Dental Hygiene focus on periodontal research and treatment. The American Dental Association (ADA) mandates programs remain consistent with current concepts. These include early diagnosis and intervention. Our new course additions reflect the ADA mandates. BIO 134 and BIO 135 meet current standards of the ADA Council on Dental Education. These changes require additional courses which we have proposed without increasing the overall credit hours for the program.

4. **Standing committee Reports**

Academic Policies (C. Marhatta)

- Marhatta reported the committee is reviewing two policy proposals 1) Change of Program Grade Inclusion/Exclusion Policy, presented by Taine Vinci and her committee; 2) Policy on Academic Credit for Foreign Language Competency, presented by Don Beech.

Curriculum (E. Mellas)

- Mellas reported that the six workshops for curriculum proposal writing have been completed. There were 38 participants, from teaching, non-teaching and administration areas. The Curriculum Proposal Writing Guide should be finalized shortly using the information and insight gained from the workshops.
- Mellas reported the electronic database for curriculum proposals has been modified to include several new components. The proposer will now receive an electronic message if there has been a comment posted concerning the proposal. Also, there has been a new dialogue box added that allows for threaded discussion by the Curriculum Committee, once a proposal has been put on its agenda. This should speed up reviewing process.
- Mellas pointed out that the electronic broadcast for curriculum postings includes a link that can be used to access the electronic database system. However, signing into the system prior to viewing the postings will still be required.
- Mellas stated there might be additional workshops on the electronic database and curriculum writing. C.Downing stated that the workshops could possibly be ongoing seminars offered in the fall and spring semesters. Mellas stated that the Curriculum Committee would be working with the Curriculum Office on the details.

NEG (S. Cable)

- Cable reported that the open hearings on proposed Faculty Senate bylaw revisions will be held at Damon City Campus on March 25, 2002 from 12:00 – 1:00 and Brighton Campus on March 27, 2002 from 12:00 – 1:00.
- Cable stated that she had emailed the 18 Senators that proposal #3 will immediately affect, because their terms end on December 31, 2002. However, this proposal will create a problem

for all current Senators whose terms expire in 2002, 2003 and 2004. Cable stated that if she does not hear from the 18 Senators she will assume that they agree to a term extension. Shea encouraged all Senators to submit their preference/opinion concerning term extensions to Sue Cable as soon as possible.

- Cable stated that if proposal #3 is approved by the Faculty, a decision concerning whether to extend or shorten terms would need to be made at the April 25th Faculty Senate meeting. Cable suggested that the protocol agreed on should cover all 3 years. In the event that the Proposal #3 passes then the options would be sent to the Senator for review prior to the April 25th Faculty Senate meeting.
- Shea encouraged the Senators to consult with their constituents to make sure they are prepared to vote.
- Cable stated the committee is working on an election for a non-teaching seat on the MCC Association Board.

Planning (L. Chrzan-Williams)

- Chrzan-Williams reported that the College's architect and planner would be presenting the Master Plan to the Executive Committee in April.
- Chrzan-Williams reported that the committee has made its recommendations for the strategic planning grants. Once she has met with President Flynn, the awards will be announced.

Professional Development (E. Baker)

- Baker announced that applications for Hanson Awards are due March 29th.
- Baker reported that the committee would be interviewing the candidates for Professional Leaves on March 22nd.
- Baker announced that there would be a Professional Development Workshop on June 7, 2002 at the ESL Sports Centre.

SCAA (M. Harris)

- Harris reported that the committee has determined it will perform a separate search for the Director of Counseling and Testing however; it will not perform a separate search for the Director of Health Services.
- Harris stated that SCAA would be overseeing the 4 new chair elections that were announced.

5. Old Business

There was no old business to report.

6. New Business

There was no new business to report.

Meeting adjourned 4:10 p.m.

Respectfully submitted,

Ray Shea
President

Heather Murphy
Clerical Support

Minutes approved at the April Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

April 25, 2002

PRESENT: G.Anderson, E.Baker, P.Bates, W.Brewer, S.Cable, S.Callan, L.Chrzan-Williams, T.Cuby, J.Downer, K.Farrell, K.Fox, E.Grissing, M.Harris, J.Kaufman, C.Marhatta, A.McInyre, M.McKinzie, E.Mellas, D.Mohr, P.Peterson, B.Robinson, S.Ruckert, T.Schwartz, C.Schwartzott, R.Shea, B.Smith, J.Smith, G.Toth, J.Wiranowski **ABSENT:** L.Bartholome, S.Belair, I.Benz, M.Bower, D.Brown, T.DiGiacomo, J.Ekis, L.Gulbransen, T.Keys, R.Kuempel, E.Laidlaw, E.Lewis, J.McCauley, L.Silvers **GUESTS:** V.Avalone, C.Belle-Isle, K.Canfield, D.Cecero, C.Downing, M.Faulkner M.Fine, D.Klein, H.Murphy, B.Ripton, J.St.Croix, T.Vinci

Meeting called to order 3:37p.m.

1. **Announcements**

- a. The Executive Committee distributed "The New 3Rs" mugs to all senators. Shea thanked the senators for their hard work on the standing committees and hoped that the mugs would give more visibility to the new 3Rs program.

2. **Approval of the minutes from March Senate Meeting**

Minutes approved as written.

3. **Action Items**

a. Faculty Senate Term Transition Options

Shea stated that the Faculty approved the two bylaw revisions that dealt with May elections. The Senators discussed how these changes would be implemented. The two basic term transition options are:
Option 1: Shorten the terms of all current senators/officers by four months or
Option 2: Extend the terms of all current senators/officers by eight months

- Cable stated that after surveying the first eighteen senators affected by this change (those whose terms expires 12/31/02), the majority were in favor of extending their terms. However, only about half responded.
 - It was pointed out that that these bylaw revisions affect all current senators either by shortening or by lengthening their terms.
 - Cable stated that with the "shorten" option, there would need to be elections for eighteen senators and 3 officers in May 2002 (within the next month). However, with the "extend" option, elections would not be held until May 2003. If the "extend" option is passed, it is critical that senators know that if they are unable to serve through the extended term, they have the option of stepping down and allowing someone else to complete their term. This option has always been available to all senators and is implemented for various reasons and unique to each situation.
 - A possible third option was discussed which involved extending the terms of the eighteen senators affected this year, then shortening the terms of all the remaining current senators. While the details of this option would have to be worked out, it was agreed that this option would complicate the process. However, it was suggested that the vote contain a third option, which would allow for a vote for neither Option 1 nor 2. If Option 3 is passed then alternatives will be discussed.
 - The results of the vote are as follows:
 - Option 1 - Shorten All Current Terms by Four Months – 3
 - Option 2 - Extend All Current Terms by Eight Months – 23
 - Option 3 - Neither Option 1 nor 2 – 0
 - Option #2 was passed therefore, the next senator and officer election will be held in May 2003.
- b. Program Revision (PR4) Liberal Arts & Sciences – Humanities (AA Degree) **Approved**
Mellas stated that the vote on this program revision was postponed from the March Faculty Senate meeting after concerns arose from the Mathematics Department. After discussions with the Mathematics Department, it was agreed that MTH 150 might not fulfill the mathematics requirements of some transfer institutions. Those students seeking to transfer are recommended to take MTH 160 or higher, depending on the requirements of the transfer institution.
 - c. Program Revision (PR4) Dental Assisting Certificate **Approved**
 - d. Program Revision (PR6) Office Technology/Secretarial Science – Legal **Approved**

- e. Program Revision (PR7) Medical Secretary Certificate **Approved**
- f. Program Revision (PR8) Office Technology/Secretarial Science **Approved**
- g. Program Revision (PR9) Office Technology/Information Processing Certificate **Approved**
- h. Program Revision (PR10) Office Technology/Secretarial Science – Executive **Approved**
- i. Program Revision (PR14) Computer Information Systems (AS Degree) **Approved**
- j. Program Revision (PR15) Computer Information systems (AAS Degree) **Approved**

4. **Standing Committee Reports**

Academic Policies (C. Marhatta)

- Marhatta reported that during the review of the Foreign Language Competency Policy there was an issue concerning course waivers. The committee is addressing a college wide course waiver policy.
- Marhatta reported that the Ad Hoc Committee on Student Evaluation of Faculty has divided into subcommittees. The committee is working on developing a survey to be distributed through the department chairs network that will ask for feedback on the current evaluation process.

Curriculum (E. Mellas)

There was no report

NEG (S. Cable)

- Cable reported that there would be an election on May 8 and 9 for the Non-Teaching Representative to the MCC Association Board of Directors.

Planning (L. Chrzan-Williams)

- Chrzan-Williams reported that the Strategic Planning Grant Proposals, forwarded to President Flynn, were all approved:
 - \$20,000 A. Lee – Recruitment Diversity Plan
 - \$46,000 E. Ripton – Imaging of Past Student Records
 - \$3000 to V. Avalone – Support Those That Support Us – Professional Development for Support Staff
- Chrzan-Williams reported that approximately \$30,000 of the Strategic Planning Grant funds were not used this year. One goal of the Planning Committee was to generate more proposals by extending the deadline for submission of proposals so it did not conflict with the end of semester. However, it does not appear that this generated more proposals than in past years.

Professional Development (E. Baker)

- Baker reported that the Hanson Awards nomination support material is due April 26, 2002.
- Baker stated that a broadcast would go out next week concerning the June 7 Professional Development Workshop on the New 3Rs. The location for this event has changed from the ESL Sports Centre to the RIT Conference Center (formerly the Marriott) on W. Henrietta Road.

SCAA (M. Harris)

- Harris reported that all senators should have received a copy of the e-mail sent to Vice President Glocker concerning recommendations for department chairs. The committee made the following recommendations:
 - Business Administration/Economics Jim Petrosino
 - English/Philosophy Bob Defelice
 - Human Services Tony Caiazza
 - Law and Criminal Justice Gary Thompson
- Harris reported that all senators should have received a copy of the e-mail sent to Vice President Glocker concerning the recommendation of Barbara Connolly as Dean of Academic Services, DCC.
- Harris reported that he and Rick Kuempel served as SCAA representatives on the search for Director of Health Services. Two candidates will be recommended to Vice President Salvador.
- Harris reported that SCAA would conduct a separate search for the Director of Counseling and Testing. This search will begin shortly.
- Harris thanked everyone for attending the open forum for the first candidate for Dean of Curriculum and Program Development. There are five additional open forums scheduled. All open forums will be videotaped and a copy of the tape can be requested by contacting Jeremy Case ext. 2588. Copies of the education and experience summaries for each candidate can be obtained by e-mailing mharris@monroecc.edu or on the door of the Faculty Senate Office (room 5-240). Comments on any of the candidates can be submitted to any SCAA member.

5. **New Business**

- a. Proposed Change of Program Grade Inclusion/Exclusion Policy
Marhatta introduced the discussion. This proposed policy was brought to the Academic Policies Committee in February. The Committee commends the group that drafted this policy for their forethought and effort in this process. The Academic Policies Committee raised concerns over both the current and proposed process. These concerns were then brought to the Faculty Senate Executive Committee. The Executive Committee felt that the proposers should have a chance to present the proposed policy to the full Senate.

Taine Vinci, chair of the committee, distributed copies of the current practice and introduced the committee members: C. Bellelsle, M. Faulkner, E. Ripton, M. Fine, G. Toth, J. St. Croix, A. Freeman, D. Klein.

Vinci stated that the inclusion or exclusion of grades from a student's grade point average, when the student makes a program change, has been a long-standing practice at MCC developed about 15 -17 years ago. The current practice allows students who make a program change to exclude F grades from their grade point average, if the course is not applicable to their new program. For students in career programs, the policy extends to grades of C- and below. Counseling processes over 2500 program changes each year. These changes are all done manually during what is traditionally their busiest time of year, January and June.

Vinci stated that the operating principals behind the current practice have caused some major problems. The language was confusing and not clearly understood by those interpreting it, resulting in inconsistent application of the practice to a student's permanent record. The current practice is inequitable to non-career students and is also a very labor-intensive process.

Vinci stated that the current practice is just that, a practice. It was never developed into a formal college policy. The current committee was formed with goals to develop a formal policy:

- Easy to interpret by MCC and outside agencies and institutions
- Making the policy is fair and equitable to all students, with clearly written text
- Easily automated through the use of technology to help relieve the considerable manual effort involved

Highlights of the major changes with the new policy include:

- New policy is clearly written.
- It treats all students equally, with no differentiation between career and non-career students.
- Transfer and Financial Aid implications are clearly delineated.
- Students will receive a copy of the policy.
- Students will have one year to decide on whether to include or exclude courses.
- The policy can be automated using technology, preventing any inconsistent application of the policy and relieving the intense manual effort.

Shea praised the committee for its hard work on developing the proposed policy. He also opened a discussion about the academic soundness of the practice and its implications for responsible student behavior. He said the Faculty Senate Executive Committee was bringing this policy before the Senate because many faculty members were not aware that this practice was in place and to address concerns regarding the academic soundness of the practice. The Executive Committee questioned whether this practice was something that we should continue doing at all.

Many questions and answers were also addressed:

- Ripton stated that all grades remain on the transcript (even those excluded). The grades are just excluded from the calculation of the grade point average. Other colleges are experts at reading transcripts and can interpret what is happening. It is clearly stated on the transcript that due to a program change the poor grades from the former program were excluded from the grade point average. Ripton stated that sometimes A's are also excluded from a grade point average because the course was not part of the student's new program.
- There was a question concerning the lack of program change limits in the proposed policy. The Fresh Start policy is offered as a one-time option. Vinci's committee didn't feel there should be a limit on the Program Grade Inclusion/Exclusion Policy. Through Academic Advising, the program changes are reviewed. If a student uses this policy frequently, they would be brought in for career counseling.
- It was pointed out that a program change application is not necessarily automatic. The student must first be in good academic standing. MCC is a community college and therefore it should allow students the ability to explore several programs. The committee doesn't want to limit the number of

times a student could come back after leaving for one or two years and have a clean slate. However, if a student has a large number of program changes it usually catches up with the student, especially with financial aid.

It was stated that nothing is ever erased from the transcript even though; some of the grades are excluded from the grade point average. Confirmation of grade point average to outside agencies and institutions is done by forwarding the student's transcript.

There are two reasons for a grade to be excluded from the grade point average, either the class was repeated, or the student changed programs. It was asked if transcripts could reflect the reason the grade was excluded as in the case when a class is repeated. The committee agreed that this is an option.

Discussion continued over the issue of whether this proposed policy should be discussed at a full faculty meeting. Shea suggested that the senators review this proposal with their constituents. Further discussions about a full faculty meeting would take place at the May Faculty Senate meeting. There will also be a vote on this policy sometime in the future.

6. **Old Business**

There was no old business.

Meeting adjourned: 5:10 p.m.

Respectfully submitted,

Raymond Shea
President

Barbara Robinson
Secretary

Minutes approved at the May Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

May 16, 2002

PRESENT: G.Anderson, E.Baker, L.Bartholome, S.Belair, I.Benz, W.Brewer, S.Cable, L.Chrzan-Williams, T.DiGiacomo, J.Downer, K.Farrell, K.Fox, E.Grissing, M.Harris, J.Kaufman, T.Keys, E.Mancuso (on behalf of D.Mohr), C.Marhatta, J.McCauley, A.McIntyre, M.McKinzie, E.Mellas, P.Petersen, B.Robinson, S.Ruckert, T.Schwartz, C.Schwartzott, R.Shea, J.Smith, G.Toth, J.Wiranowski **ABSENT:** P.Bates, M.Bower, D.Brown, T.Cuby, J.Ekis, L.Gulbransen, R.Kuempel, E.Laidlaw, E.Lewis, D.Mohr, L.Silvers, B.Smith **GUESTS:** K.Canfield, D.Cecero, C.Downing, B.Embrey, B.Herzog, T.Felicetti, M.Fine, A.Freeman, D.Klein, H.Murphy, J.Nelson, B.Ripton, D.Robertson, H.Wheeler, H.Williams, T.Vinci

Meeting called to order: 3:38 p.m.

1. Announcements

- a. Shea announced that this would be the last Faculty Senate Meeting in the FDR since construction on the new Campus Center will move this facility.
- b. Shea announced that there is a template with a 3Rs banner available on the M: Drive for use as the first page of your course information sheet. The template is a Microsoft Word document that can be personalized. The Faculty Senate Executive Committee encourages all faculty to use this template. The M: drive path will be published in a college-wide broadcast.

2. Approval of Minutes from April Senate Meeting

Minutes approved as written

3. Discussion Item

- a. Proposed Change of Program Grade Inclusion/Exclusion Policy

This is a continuation of the discussion from the April 25 Faculty Senate meeting. The Faculty Senate Executive Committee would like input from the Senate on the next step concerning this policy. Marhatta will facilitate the discussion.

Marhatta applauded the work of the committee. She pointed out that the academic soundness of the policy/practice is the issue, not the policy itself.

Summary of Comments:

- A concern is the "professional student" who frequently changes from one program to another in an attempt to leave behind bad grades. Won't this draw scorn from other universities? Should we limit how many times a student can use this policy?
- Everyone should be aware that no grades are ever removed from the student's transcript. All classes and grades appear. This policy/procedure only involves those grades that are included in the calculation of the GPA. Course repeats are not affected by this policy, which always appear on the transcript. The most recent grade for the course is used in the calculation of GPA.
- There is a distinct difference between a student taking a course then repeating that course to achieve a better grade. This is different from courses that are excluded from the GPA because of a program change. Most of this senator's constituents were appalled by this practice/policy. At other colleges, they calculated both a program GPA and an overall college GPA.
- Regardless of this policy, MCC only has one GPA. This faculty member would like to see two GPA's, program GPA and overall college GPA. There are many issues to deal with if we do this.
- From the Technologies and Career Programs perspective, this may be hurting some students. For example, a student may take a higher-level math class than the one that is required. If they don't do well they might go back and take the lower level class. A student who does a program change would be able to exclude the bad grade on the first class while the other one cannot.
- This is an integrity issue for the institution. If another institution wants to manipulate the GPA, so be it. It appears as through the students don't take responsibility for what they do.
- This discussion does not have to lead to a decision about whether we approve or disapprove this proposed policy. We could discuss what we would like to see rather than what we don't want to see.
- Many faculty are not aware of how frequently program changes occur. We need to come up with something that does work. Two GPA's might work. Students make decisions and have to live with those decisions. If we

use two GPA's we have the integrity to say here is how I performed in my program and here is how I performed college-wide. A big question with that is how we would calculate both GPA's.

- The idea of two GPA's was discussed by the committee. This might be detrimental to our students especially those who are transferring to other institutions.
- The program GPA is difficult to calculate - how do we decide which courses are included in the program or not.
- Why is a depiction of reality detrimental?
- If a student switches into a different program, they would have a new GPA. At many other 4-year schools, usually the first credits that you take apply to the program GPA and any courses over and above are counted in the overall GPA.
- How does this differ from Fresh Start program? The Fresh Start program was founded on the practice of the grade inclusion/exclusion. The real problem is that the interpretation of this practice differs among those who apply it resulting in different outcomes. This practice has been in place for at least 17 years at MCC.
- If we have a program GPA and if you passed in that program, you could graduate. What are the rules for picking and choosing which courses are applied to the program?
- The number of people graduating with honors is increasing, why is that? Refer to the 3Rs poster – pretty good isn't good enough. Is this one more example of us getting by with pretty good but maybe not good enough?
- Maybe Fresh Start needs to be reevaluated if we don't agree with this policy. Some students may not return to the college for 3 years so they can wipe out their grades or do we want them to be able to come back right away and start over?
- Being a community college, students can try out different programs and we don't penalize them because they made a bad choice. For example, if a student in an 8-credit basic nursing class is unsuccessful, they can change to another program and drop the F grade. Without this program they have to carry an 8-credit course with an F grade.
- MCC does 2,500 program changes per year—substantial numbers!
- MCC is offering the same courses with the same standards as 4-year colleges. Why would we treat them differently than other institutions? But where else can they go?
- We may want to look at the mission of MCC. It might seem extreme to exclude any grade but we should look at it in terms of what other colleges do. How will it affect transfer students? Do we want to give our students the best possible track for them to continue their education?
- Maybe we should look at why we have so many program changes and review the reasons for these large numbers.
- This is a college, not high school. We should treat our students as such. You can never really find excellence by comparing to other colleges. We should do what is best for MCC. Base it on what we define as our own academic standards.

Motion by S.Callen to hold an All Faculty Meeting, seconded by L.Chrzan-Williams

Vote: In favor: 20 Against: 4 Abstentions: 1

All-Faculty Meeting will be held on this topic in Fall 2002.

4. Action Items

- a. PR14 (Program Revision) Office Technology / Secretarial Science (AS Degree) **Approved**
- b. PR15 (Program Revision) Office Technology / Secretarial Science (AS Degree, 2 + 2 Advisement Sequence) **Approved**

5. Standing Committee Reports

Curriculum (E.Mellas)

- Mellas reported that this year the committee worked to streamline the curriculum process as well as co-sponsored with the Curriculum Office several training workshops.
- Mellas reported that last year 95 proposals were processed. This year, close to 200 (130 just this semester) were processed, all while maintaining quality and integrity.
- Mellas reported that the committee would be working through June.

Planning (L.Chrzan-Williams)

- Chrzan-Williams reported that the All-Faculty Meeting held May 15, 2002 was well attended. Topics included the new Campus Center, Residence Halls, ATEC, a new North Academic Building, a new South Building (attached to Building 9), and additional parking. In addition, the issue of what would happen if the college has more applicants for dorms than can be accommodated.

Academic Policies (C.Marhatta)

- Marhatta reported that the committee would continue to work with the Change of Program Grade Inclusion/Exclusion committee.
- Marhatta reported that the committee has reviewed and approved the proposed policy on academic credit for foreign language competency. This policy will be presented to the Executive Committee and then the Senate next Fall.
- Marhatta reported that the committee is working on defining a course waiver/substitution policy as well as reviewing the college's course waivers policy.

NEG (S.Cable)

- Cable reported that that Chris Belle-Isle was re-election for the Non-Teaching Representative to the MCC Association Board.
- Cable thanked everyone involved in completing the votes this semester.

Professional Development (E.Baker)

- Baker reported that the committee completed all awards for the year.
- Baker reported that The New 3Rs Professional Development workshop on June 7 would be held at RIT Inn and Conference Center.

SCAA (Mark Harris)

- Harris reported that there is one more "meet the candidate" session for Dean of Curriculum.
- Harris reported that twenty candidates applied for the Director of Counseling and Testing. Interviewing would begin in June.
- A Senator asked if there would be a vote on Dean of Curriculum. Harris stated that there would not be a vote because this is an all-campus position not within an academic division.

6. Old Business

There was no old business to discuss.

7. New Business

There was no new business to discuss.

Meeting adjourned at: 4:46 p.m.

Respectfully submitted,

Raymond Shea
President

Barbara Robinson
Secretary

Minutes approved at the September Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

September 19, 2002

PRESENT: G.Anderson, J.Avery, L.Bartholome, P.Bates, I.Benz, M.Bower, W.Brewer, D.Brown, S.Cable, S.Callan, T.Cuby, T.DiGiacomo, J.Ekis, K.Farrell, K.Fox, E.Grissing, M.Harris, K.Humphrey, J.Kaufman, T.Keys, R.Kuempel, E.Laidlaw, E.Lewis, C.Marhatta, J.McCauley, A.McIntyre, M.McKinzie, E.Mellas, D.Mohr, P.Petersen, B.Robinson, S.Ruckert, L.Sanger, J.Snyder, R.Shea, L.Silvers, B.Smith, H.Wheeler **STUDENT REPRESENTATIVE:** D.O'Hanlon
ABSENT: L.Chrzan-Williams, L.Gulbransen, C.Schwartzott, J.Smith, G.Toth **GUESTS:** S.Baker, S.Blacklaw, K.Canfield, D.Cecero, C.Cooper, B.Connolly, R.Degus, F.Rinehart, C.Rogalski

Meeting called to order: 3:38pm

1. **Announcements**

- a. Shea welcomed new senators: Ken Humphrey, Jim Snyder, Laurel Sanger, Jan Avery and Holly Wheeler (temporarily replacing S.Callan). Shea thanked Ellen Baker, last year's Professional Development Committee chair. The new Professional Development Committee chair is Bill Brewer. As Committee chair, Bill will be joining the Faculty Senate Executive Committee. Shea also welcomed, Stuart Blacklaw, new Dean of Curriculum and Dan O'Hanlon, speaker of the Student Senate and the new student representative to the Faculty Senate.
- b. Shea announced that Time in Reflections would be held October 2. This year the Faculty Senate will be co-sponsoring the sessions with the Teaching and Creativity Center (TCC). Dr. H. Jayne Vogan, who spoke at last June's Professional Development Day, will be joining us at Time in Reflections this year for some in-depth conversation on each of the 3Rs.
- c. Shea gave an overview of the Fall 2002 Faculty Senate agenda items:
 1. Hybrid Courses (purpose and procedures) Several members of the Faculty Senate are members of this committee and will report to the Senate on its progress.
 2. Foreign Language Competency Policy
 3. Waiver/Substitution Policy
 4. Student Evaluation of Course & Faculty (form and procedures)
 5. Inclusion/Exclusion Policy
 6. Master Plan (Classrooms/Offices issues) The Faculty Senate will be serving in an advisory role with the Faculty Association in these discussions.
 7. Article 54 (advisory only) The Faculty Senate will be serving in an advisory role with the Faculty Association in these discussions.
 8. 3Rs Campaign (continues)
 9. Lots of curriculum work

2. **Approval of Minutes from May Senate Meeting**

Approved as written

3. **Action Items**

Mellas stated that 3 Curriculum Committee action items (NP2, NP3, and NP 4) were removed from the agenda due to concerns raised during the posting period. This will allow time for further discussion between the parties raising the concerns. Voting on these proposals also needs to wait until 2 new courses included in the new program proposals (NC14 and NC15) have completed the curriculum approval process. It is likely that the vote on NP2, NP3 and NP4 will occur in October.

- a. Program Revision: PR 16 – Biotechnology (AAS Degree)
Vote: 1 Abstentions
Approved

4. **Standing Committee Reports**

Academic Policies (C.Marhatta)

- Marhatta welcomed new committee members Jim Snyder and Laurel Sanger.

- Marhatta reported that the Ad Hoc Committee on Student Opinions of Course and Faculty continues their work this semester. The committee has drafted a survey regarding the Student Opinions of Course and Faculty questionnaire, which they will be distributing to department chairs and the student senate. Gary Eagan and Kim Canfield will attend a conference in October to gather further information.
- Marhatta reported that the proposal for Academic Credit for Foreign Language Competency was distributed to Senators for review.

Curriculum (E.Mellas)

- Mellas reported that the composition of the committee has changed slightly due to Senator changes. Mellas welcomed two new members, Jan Avery and Holly Wheeler.
- Mellas reported that the new MCC Daily Tribune would be used to announce curriculum postings. The Curriculum Committee meetings occur every other Thursday so postings will usually be made every other Friday. The Committee hopes to include a link to the posting database in the MCC Daily Tribune announcement.

NEG (S.Cable)

- Cable reported that since the bylaws have changed the terms of Senators, there would be no elections in November. Elections will be held next May.
- Cable thanked all new Senators who volunteered to serve out the terms of Senators who resigned.

Planning (L.Chrzan-Williams)

There was no report.

Professional Development (W.Brewer)

- Brewer reported that the committee has not yet met this semester.
- Brewer reported that there would be a call for nominations for the Chancellor's Awards and NISOD Award in October.

SCAA (M. Harris)

- Harris reported that there are currently no items on SCAA's agenda.

5. **Old Business**

Last spring the Faculty Senate voted to conduct an open hearing on the proposed Grade Inclusion/Exclusion policy. Shea received a memo from Vice President Salvador and Vice President Glocker on this matter. The Faculty Senate Executive Committee reviewed the memo and discussed how to approach the open hearing. The committee has requested some clarification from the vice presidents before proceeding with the scheduling the open hearing. The Executive Committee anticipates scheduling an open hearing for mid-October.

6. **New Business**

There is no new business.

Meeting adjourned at 4:05pm

Respectfully submitted,

Raymond Shea
President

Barbara Robinson
Secretary

Minutes approved at the October 2002 Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

October 17, 2002

PRESENT: G.Anderson, J.Avery, L.Bartholome, P.Bates, I.Benz, M.Bower, W.Brewer, S.Cable, L.Chrzan-Williams, T.Cuby, J.Downer, K.Farrell, K.Fox, E.Grissing, M.Harris, K.Humphrey, J.Kaufman, T.Keys, R.Kuempel, C.Marhatta, J.McCauley, A.McIntyre, M.McKinzie, E.Mellas, D.Mohr, B.Robinson, S.Ruckert, L.Sanger, C.Sardone, J.Snyder, R.Shea, L.Silvers, H.Wheeler **STUDENT REPRESENTATIVE:** D.O'Hanlon **ABSENT:** D.Brown, T.DiGiacomo, E.Laidlaw, E.Lewis, P.Peterson, B.Smith, J.Smith, G.Toth **GUESTS:** V.Avalone, E.Baker, D.Beech, C.Belle-Isle, S.Blacklaw, K.Canfield, D.Cecero, B.Connolly, H.Murphy, B.Novak, W.Willard

Meeting called to order 03:35

1. **Announcements**

- a. Shea welcomed new senator, Chris Sardone, who is taking over for Linda Gulbransen. Thank you to Linda for her efforts on the Senate. Chris will be serving on the Curriculum Committee. At the September meeting, the Faculty Senate welcomed five new Senators but did not give them their Faculty Senate mugs and pens. Thank you to all new Senators.
- b. Shea announced that there is still a need for volunteers to serve on the Academic Grievance Hearing Committee, especially from DCC, Human Services and PSTF.
- c. Shea introduced Valerie Avalone who will speak about the SUNY Chancellor's Awards. Avalone announced that today is the official kick-off for the SUNY Chancellor's Awards. This is an opportunity for everyone to acknowledge and honor their colleagues. These awards are considered the top rung of award ladder because they have a wider scope than many of the other awards. Nominees are judged by a committee at the College, which makes its recommendations to the College President and then the recommendations are sent to SUNY. There are four categories: Excellence in Teaching, Excellence in Professional Service, Excellence in Librarianship, and Excellence in Scholarship and Creative Activities. The deadline for nominations is December 13. The nomination package does not have to be large; basically five pages are forwarded to SUNY. While more than five pages is expected for the College committee to review, the recommendations are based more on the quality of the nomination. MCC has not met the quota on any of these awards in the past few years.
- d. Open hearing for the Proposed Change of Program Grade Inclusion/Exclusion Policy:
The Faculty Senate Executive Committee asked for further clarification of a memo received from Vice Presidents Glocker and Salvador. The response was received and reviewed by the Executive Committee. The clarification received was not what was needed. The Faculty Senate does not vote to recommend practices, only policies. One of the Executive Committee's questions related to whether this was considered a practice or a policy. The Executive Committee wanted to know if this proposal was going to be a uniformly applied practice or a publishable policy. The response stated it was not a published policy but a practice. This leaves the Senate in a strange place since it doesn't vote to recommend practices. This removes the issue from the Senate purview. The Executive Committee will proceed with the open hearing in November. The output of the open hearing will be information alone that will be forwarded to Vice Presidents Glocker and Salvador.

2. **Approval of Minutes from September Senate Meeting**

Approved as written

3. **Action Items**

- a. PR17 Construction Technology AAS Degree - This revision has been approved by an outside advisory committee and the Council on Construction Technology.
Questions/Comments:
Will students be certified after HED-120? Yes
Vote: Approved unanimously
- b. NP2 Liberal Arts and Sciences: Education Early Childhood AA Degree – Twelve 2+2 schools participate in this program.
Questions/Comments:
Is the natural science elective a lab science? Yes

There were several changes made to all three of these programs during the posting period.

Vote: Approved unanimously

- c. NP3 Liberal Arts and Sciences: Education Childhood AA degree

Vote: Approved unanimously

- d. NP4 Liberal Arts and Sciences: Education Adolescent AA degree –

Questions/Comments:

- o The Mathematics Department does not feel MTH-150 is appropriate for this degree. The asterisk was added to the MTH-150 or higher requirement. However, the Mathematics Department still feels that most students might take MTH-150. The discussion in the Mathematics Department focused on a concern that MTH-150 is useless for teachers at this level. MTH-151 or MTH-160 is much better regardless of whether the student intends to be a high school mathematics teacher. Adding the “MTH-150 or higher” has improved the proposal however, the Mathematics Department still does not support this proposal.
- o The degree requirements were built on past 2+2 agreements, which have traditionally included MTH-150. Making any substantial change in baseline courses for 2+2 might be very difficult. MCC hopes to advise students and steer them towards courses higher than MTH-150. Depending on the transfer school involved in the 2+2 program, they accept various mathematics classes but the majority of the partnership schools accept MTH-150. Students going into this degree might be teaching subjects other than math. If a student were going to be strictly a mathematics teacher, they would have to take more advance courses than MTH-150 at their 2+2 institution.
- o The Mathematics Department recommends MTH-151 rather than MTH-150.
- o Partnership schools and MCC are continually updating these programs as needed. Partnership schools feel MTH-150 is adequate. A Senator asked if changing the mathematics requirement would negatively affect the program with partnership schools. This is an unknown; it might be difficult, since MCC has already negotiated this course. MTH-151 is about two years old and MTH-150 has been around longer therefore is more widely accepted. Educating our partnership schools is very valuable especially as it relates to this program. MTH-150 might be a waste of student time especially since most will probably be beyond the MTH-150 course.
- o If the Senate doesn't approve this proposal, students will probably come in as LA04 and will probably have a lot more work when they transfer. 500-600 students have already expressed interest in these Education programs. By December, there will be statewide templates for teacher education. These proposals are based on these templates and SUNY will not approve any programs unless they comply with these templates. By next fall, MCC will be able to assist students with advising from the start of their program. The Teacher Education Advisory council has been active at MCC for over a year. Most of these students have already determined which program into which they will transfer.
- o History classes are required in NP2 and NP3 but not required by NP4. However, there is a SUNY general education requirement for History.
- o There will be a mandatory new advisory course for advisors of this program.
- o A Senator asked if the program could be approved with an amendment. That would definitely affect/hold up the process. It was pointed out that this proposal is not a done deal; MCC will continually work with our partnership schools to make changes as necessary.

Vote: In favor – 25, against – 6. Approved

4. **Standing Committee Reports**

Academic Policies (K. Marhatta)

- Shea gave a preamble to the Academic Policies Committee report. Shea explained that the Senate originally thought there would be a vote on the proposed Foreign Language Competency policy. In the past, the Faculty Senate has received several proposals on items that are already in place at the college. Not all proposals reviewed by the Academic Policies committee require a Faculty Senate vote. There just needs to be a clarification on such practices that are already in place. The Academic Policies committee has put out a Statement of Clarification on this matter therefore; there will not be a Faculty Senate vote.
- Marhatta distributed the Statement of Clarification for the Foreign Language Competency Policy, which outlines the policy and how it is carried out.
Questions/Comments – The policy should say fluency, not native fluency.
- Marhatta reported that the Ad Hoc Committee on Student Opinion of Course and Faculty distributed a survey to each department. The committee has requested one response from each department by November 1.
- Marhatta reported that the committee is working on a revision to the Faculty Senate Resolution 1.5, which addressed the Academic Calendar. An announcement will be forthcoming.

Curriculum (E. Mellas)

- Mellas reported that new senator, Chris Sardone, would be serving on the Curriculum Committee.

- Mellas reported that all curriculum postings are advertised in the MCC Daily Tribune. The proposals continue to appear under "Recent News" until the posting period is complete. A link to the database has been added to the announcements.
- Mellas reported that last Spring, in conjunction with the Computing Department and the Curriculum Office, a presentation proposal was sent to the League of Innovation CIT conference. Presentation proposal was accepted, and Christine Accorso, Charlotte Downing, and Mellas will present at the November conference in California. It has been a collaborative effort between computing, curriculum office and senate curriculum committee to get the database up and running and the curriculum approval process into a totally electronic form.

NEG (S. Cable)

- Cable reported that NEG is working on updating the Senator List and Voting Faculty List.
- Cable thanked Chris Sardone for taking over for Linda Gulbransen.

Planning (L. Chrzan-Williams)

- Chrzan-Williams reported that the committee would be meeting tomorrow for the first time this semester. The committee will be finalizing reports from last year's strategic planning grant recipients.
- The Planning Committee has been involved in the new Master Plan and classroom space issues. Any concerns regarding classrooms please contact L.Chrzan-Williams or Ed Martin, chair of the Classroom Space committee.
- Chrzan-Williams reported that the Strategic Planning Grant proposal announcement is forthcoming. Last year the deadline for proposal submission was extended past the final grades week but there were still very few proposals. The Planning Committee encourages submission of proposals. There is \$100,000 available for grants and last year some funds went unspent. If anyone would like a copy of past successful grant proposals, please contact L.Chrzan-Williams.

Professional Development (W. Brewer)

- Brewer encourages nominations for Chancellors Awards (although these awards are not administered by the Professional Development Committee).
- Brewer reported that the NISOD Award would be announced next week. Submissions are due by December 5.

SCAA (M. Harris)

- Harris reported that the committee met with Vice President Grzelak concerning a title change from Budget Manager to Assistant Vice President of Administrative Services. SCAA agreed to the change. SCAA will have two representatives on the College search committee for this position.
- Harris reported that SCAA would meet next week with President Flynn regarding the Executive Dean of DCC position. SCAA will conduct a separate search.

5. **Old Business**

There was no old business.

6. **New Business**

There was no new business.

Meeting adjourned 4:50 pm.

Respectfully submitted,

Raymond Shea
President

Barbara Robinson
Secretary

Minutes approved at the November 14, 2002 Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

November 14, 2002

PRESENT: G.Anderson, J.Avery, L.Bartholome, P.Bates, I.Bena, W.Brewer, S.Cable, L.Chrzan-Williams, T.DiGiacomo, J.Ekis, K.Farrell, T.Gilbert, E.Grissing, M.Harris, K.Humphrey, J.Kaufman, T.Keys, R.Kuempel, E.Laidlaw, E.Lewis, K.Marhatta, J.McCauley, M.McKinzie, E.Mellas, D.Mohr, P.Peterson, B.Robinson, S.Ruckert, L.Sanger, C.Sardone, C.Schwartzott, R.Shea, L.Silvers, J.Smith, H.Wheeler **STUDENT REPRESENTATIVE:** D.O'Hanlon, A.Navor **ABSENT:** M.Bower, D.Brown, T.Cuby, J.Downer, K.Fox, A.McIntyre, J.Snyder, G.Toth **GUESTS:** C.Adams, S.Blacklaw, K.Canfield, D.Cecero, S.Dwyer, H.Murphy

Meeting called to order: 3:35pm

1. **Announcements**

- a. Shea announced that the next Time in Reflections will be November 20, 3:30 p.m., Room 12-113, a Forum on Plagiarism. This will be a collaboration between the Faculty Senate and several other departments who agree this is a serious issue.
- b. Shea announced that Dick Degus and/or Bob Cunningham will be at the December Faculty Senate meeting to give a brief update on campus construction.
- c. Shea announced that Gary Eagan, Chair of the Ad Hoc Committee on Student Opinion of Course and Faculty, will be at the December Faculty Senate meeting to share information received from the survey.
- d. Shea reminded all Senators to read the MCC Daily Tribune for all announcements, including Faculty Senate agendas and meeting announcements.
- e. Shea announced that the Open Hearings on the Proposed Change of Program Inclusion/Exclusion Policy were held. Shea pointed out that this is a practice not a policy therefore does not require a Faculty Senate vote. The Executive Committee will review and discuss all comments from the open hearings. Shea will report to the Senate in December. Any additional comments can be forwarded to the Faculty Senate Office – Heather Murphy.
- f. Kathy Bolton, Grants Office
Bolton stated that the Strategic Planning Internal Grants application period is open. Bolton encourages all to review this process. These are funds that can be accessed outside normal budgets including Perkins III monies, MCC Foundation funds, Instructional Development funding, and some other funds through the Foundation. All have different criteria. The application package is available online. Applications are due Friday, December 20, 4:00 p.m. in the Grants Office or at the DCC MCC Foundation Office. Applicants received late are not looked at favorably. The application requires signatures of a supervisor and Vice President. Call or e-mail the Grants Office for help. Chrzan-Williams pointed out that last year the due date was pushed back until January. That is not the case this year since the extra time given last year resulted in less proposals submitted. For the last two years, not all the money has been distributed.

2. **Approval of Minutes from October Senate Meeting**

Approved as written.

3. **Action Items**

- a. NP1 (New Program) Health Career Studies (AS Degree)
Questions/comments: BIO-202 does not show asterisks on the document but there are prerequisites for that course. This course won't be taken until a student's 3rd semester. Mellas stated that there should be an asterisk.
Approved unanimously.

4. **Standing Committee Reports**

Academic Policies (C.Marhatta)

- Marhatta reported that the Ad Hoc Committee on Student Opinion of Course and Faculty are close to making its recommendations. The committee is meeting once a week. Shea pointed out that the Ad Hoc Committee on Student Opinion of Course and Faculty will be bringing forward major recommendations. The committee moved slowly at start in order to get a handle on the issue.

- Marhatta reported that the Proposed Change of Program Inclusion/Exclusion Policy Open Hearings generated ideas to take back to the Faculty Senate Executive Committee.

Curriculum (E.Mellas)

- Mellas reported that earlier in the year he stated that all announcements would be through the MCC Daily Tribune, however the last two posting periods have had voice messages also. The Faculty Senate Resolutions states that posting will be through phone and e-mail. Until the resolution has been amended, the original resolution should be followed. At the next committee meeting, members will be voting on some proposed changes for the resolutions, which will be passed on to the Faculty Senate Executive Committee for approval. A full senate vote is not required.
- At the December Faculty Senate meeting, Mellas will review all the curriculum proposals processed during the fall semester.

NEG (S.Cable)

- Cable welcomed new Senator Tom Gilbert.

Planning (L.Chrzan-Williams)

- Chrzan-Williams announced that the committee is interviewing last year's strategic planning grant recipients in order to see how the funds were used.

Professional Development (W.Brewer)

- Brewer stated that the committee would like to remind Senators and their constituents to consider nominations for NISOD awards. Brewer pointed out that putting together a package at this time of year is not easy but Faculty has just completed their Faculty Activity Report. All the information needed for the nomination is contained in the Faculty Activity Report. If someone is considering making a nomination, there will need to be 2 letters of recommendation also. Deadline is December 5. This is considered an "entry-level" award and is used frequently for newer faculty. Other awards focus more on achievements accumulated over time. The award recipients will go to the NISOD Conference in Texas.

SCAA (M. Harris)

- Harris reported that SCAA is currently working on three searches.
- Harris reported that the search for Assistant Vice President of Administrative Services is in process.
- Harris reported that the DCC Executive Dean search is in process. Announcements on Open Hearings for candidates will be coming soon.
- Harris reported that SCAA has approved the job description for Director of CUES. Two SCAA members will join the College's search committee (There will not be a separate search). CUES is a compilation of Liberty Partnership, CSTEP, Outward Bound, STAGE, MCC and City School relationship. Dr. Mike Ayewoh was the previous director. This position was a grant position but is now a full-time college position.

5. **Old Business**

There was no old business.

6. **New Business**

There was no new business.

Meeting adjourned at 4:05pm

Respectfully submitted,

Raymond Shea
President

Barbara Robinson
Secretary

Minutes approved at the December 12, 2002 Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

December 12, 2002

PRESENT: G.Anderson, J.Avery, L.Bartholome, I.Benz, M.Bower, W.Brewer, D.Brown, S.Cable, S.Callan, L.Chrzan-Williams, J.Downer, K.Farrell, T.Gilbert, E.Grissing, M.Harris, K.Humphrey, J.Kaufman, T.Keys, E.Lewis, A.McIntyre, M.McKinzie, E.Mellas, P.Peterson, B.Robinson, L.Sanger, C.Schwartzott, R.Shea, J.Smith, G.Toth, H.Wheeler **STUDENT REPRESENTATIVE:** D.O'Hanlon **ABSENT:** P.Bates, T.Cuby, T.DiGiacomo, J.Ekis, K.Fox, R.Kuempel, E.Laidlaw, K.Marhatta, J.McCauley, D.Mohr, S.Ruckert, C.Sardone, L.Silvers, B.Smith, J.Snyder **GUESTS:** V.Avalone, K.Canfield C.Cooper, B.Cunningham, J.Glocker, D.Degus, H.Murphy

Meeting called to order: 3:35pm

1. **Guest Speakers:** Vice President Janet Glocker discussed the new faculty course and developmental activities.
 - a. B.Lovenheim, C.Smith, and K.Canfield were helpful in putting this process together. Glocker distributed a copy of a memo to President Flynn that outlined the new faculty developmental activities. The idea is to bring in new faculty in a welcoming and supportive way. A description will be provided to give the new faculty an idea on what to expect when joining the college. Since the development activities are mandatory, the process is outlined in the hiring offer letter. The new faculty member is required to attend the Faculty/staff orientation day in August, which is a teacher specific orientation presented by the TCC. There will be a First Year Faculty Series organized by the TCC. There will also be a second year course, which will replace the requirement for new faculty to take the course at the University of Rochester taught by Alan Glossner. The feedback regarding the University of Rochester course varied. Typically, if the class was populated with mostly MCC faculty, then it was a positive experience. However, if the course was populated with mostly University of Rochester students then it was generally a negative experience. The new activities will consist of: MCC course EDU-500 taught by B.Lovenheim and materials created through a link for education projects. New Faculty attending the course will meet with senior faculty and staff at MCC to understand the behind the scenes. The course will be taken in the spring of faculty member's second year. MCC is making an investment in the new faculty in hopes of keeping them for several years. There is a possibility that the 80% faculty will be invited to the 1st year faculty series.

Vice President Glocker stated that the Board of Trustee's approved the 3 new teacher education proposals which will be sent to Albany shortly. Glocker pointed out to SCAA, the need for establishing a new Department of Education, which will be the first new department at MCC since the late 80s.
 - b. Bob Cunningham gave an end of the semester update on campus construction.
 - Building 5 elevator would be under construction and not in service for over a month.
 - Room 7-321 is being striped and rebuilt in the next 4 weeks. Please try to avoid this hallway.
 - Campus Center (Student Center): The worse case scenarios discussed last year have not occurred. Faculty, students and Administration have worked well together. Cunningham stated that the 50% mark of Phase 1 has been reached and everything is going well, not perfectly on schedule but within the window. Hopefully, a photo show will be available in February. There doesn't appear to be any problem with the timetable for the moves to take place at the end of the spring semester.
 - Shea asked if the Faculty Senate would have a new meeting place in Fall 2003. Cunningham was not certain.

Degus gave an end of the semester update on the Residence Halls construction.

 - Vice President Salvador is handling the operational issues with applications. Hopefully, the college will be accepting applications in January with a possible deadline of April 30.
 - The model located in the west building will be completed by the beginning of February. It will be used for perspective student tours.
 - There will be an open time for faculty to view the residences halls sometime during the spring semester.
 - Projected completion date is early June and furniture placement by July. The dedication ceremony will be on or about August 1.

- Degus stated that it was suggested that the Faculty Senate have a discussion on how to involve faculty in the Campus Center and Residence Halls. Administration would like to hear formal input from faculty on how to improve the college learning environment.
- Student Center name has been changed to Campus Center.
- The new Campus Center will give academic departments opportunities to host regional conferences. The Administration is planning to schedule organized sessions, possibly during the spring semester, in order to receive ideas from faculty on how to use these new facilities.
- Shea stated that the MCC Association has approved positions for a Residence Hall Director and 4 resident advisors.
- Degus pointed out that there would not be any college operating dollars used for this project. The residence halls must be self-sustaining.
- Shea stated that after conversations with Administration, there is a need for an ad hoc committee to explore how to use the campus center for academic purposes as well as student life and community center. The committee will be formed in January. If interested, contact Shea.

2. **Announcements**

- a. Shea officially welcomed new Senator Tom Gilbert by giving him the 3Rs pen and mug.
- b. Shea distributed an article from CNN.COM education services “Prof’s troubled by complaining parents”.
- c. Shea announced that the Faculty Senate Executive Committee has received the report on the new General Education Plan. After the committee has reviewed the report, it will be brought to the Faculty Senate during the spring semester.

3. **Approval of Minutes from November Senate Meeting**

Approved as written.

4. **Action Items**

- a. Program Revision (PR2): Physical Education Studies (AS degree)
Approved unanimously.
- b. Program Revision (PR3): Food Production (Certificate Program)
Approved unanimously.
- c. Program Revision (PR4): Food Management (Certificate Program)
Approved unanimously.
- d. Program Deactivation (PD2): Food Industry Management (AAS degree)
Question: Is there a time restriction on how long the college can wait until reactivation? Response: There is not a time limit, however any students currently in the program need to be addressed.
Approved unanimously.

Mellas pointed out the process for curriculum proposals: Votes go from Faculty Senate, then the Board of Trustees, then to SUNY State Ed.

5. **Standing Committee Reports**

Academic Policies (J.Downer on behalf of C.Marhatta)

- Downer reported that the committee expects to receive an update from the Ad Hoc Committee on the Student Opinion of Course and Faculty.
- Downer reported that next semester the committee would be reviewing the course waiver and substitution policy.
- Downer reported that the committee would be reviewing the Academic Policies section of the Faculty Senate Resolutions. Shea pointed out that the Faculty Senate Bylaw revisions were voted on last semester. The Executive Committee will be working on Resolution changes during the spring and can pass amendments without a Senate vote.

Curriculum (E.Mellas)

- Mellas gave a summary of activities for the fall semester. 58 proposals handled, 7 voted on in Senate (about same numbers as in the past).
- Mellas announced that phase 2 of the changes in the curriculum proposal database would probably happen in January. Some screens and fields will be altered with new features and functions to improve the process.
- Mellas reported that the committee looked at the Faculty Senate Resolutions. The committee is working on rewriting and clarifying the curriculum sections. The Faculty Senate Executive Committee will vote on the changes.

- Mellas reported that there would be more professional development and workshop offerings relating to the curriculum proposal database, similar to those from last year. If anyone is having trouble with the database, please let the committee know. People are starting to look at the postings online and make responses.

NEG (S.Cable)

- Cable reported that in January the committee would be working on an accurate listing of current faculty. Cable asked the Senators to please forward to her any personnel changes in their departments. Changes can affect Senator distribution.
- Cable reported that since there was a change to the election process last semester, the committee would need to begin preparing for spring elections.

Planning (L.Chrzan-Williams)

- Chrzan-William reported that the committee met with last year's grant recipients. Copies of handouts from these presentations are available from Chrzan-Williams. Chrzan-Williams stated that it was a great opportunity to see what innovations are happening throughout the college. For example, the Legal Learning Resource Center at DCC is a wonderful place to see.
- Chrzan-Williams reported that the due date for strategic planning grants is December 20 at 4:00 p.m. The committee's decisions are due to the Grants Office by February 21. If anyone is considering a proposal and would like to review examples of past successful proposals, please contact Chrzan-Williams.

Professional Development (W.Brewer)

- Brewer reported that the committee has received and is reviewing 8 NISOD award nominations.
- Brewer announced that the nomination deadline for the Chancellors Awards is December 13 (although not handled by the Professional Development committee.)
- Brewer reported that the committee is working on a June Professional Development workshop, which will possibly extend the 3Rs campaign.

SCAA (M. Harris)

- Harris reported that the committee would meet with Vice President Glocker to discuss the new academic department for teacher preparation. Please forward any questions or comments regarding the new department to Harris.
- Harris reported that there would be an announcement in the MCC Daily Tribune regarding the open forums for the Executive Dean of DCC. Candidate bios can be obtained from the mail slot outside the Faculty Senate Office. Since the open forums are taking place at DCC, the sessions are being videostreamed.
- Harris reported that Director of CUES applications are being received. Kuempel and Lewis are serving on the college's search committee.
- Harris reported that as of today, the search for Assistant Vice President of Administrative Services has interviewed 4 of 6 candidates. The process is moving along.

6. **Old Business**

- a. Shea stated that a draft memo regarding the response to the Proposed Change of Program Inclusion/Exclusion Policy was distributed electronically to Senators. Attached was a summary of all the comments received by the Executive Committee from the open hearings and by e-mail. Since the Senate does not vote on a practice, the Executive Committee would like to send a response to Vice Presidents Glocker and Salvador. After reviewing all the comments, the Faculty Senate Executive Committee outlined two potential recommendations for senate consideration. The Senate will not be voting on the practice, however the Executive Committee would like to have a consensus on what recommendations are forwarded to the Vice Presidents. Shea requested that the Senators discuss the memo with their constituents so the recommendations can be forwarded in early spring semester. Schwartzott requested that the Senators review all comments. The Executive Committee's two recommendations were taken from the comments. Present the information to your constituents in order to see if there is an agreement on these recommendations. Shea requested Senators to forward any comments back to the Executive Committee. Chrzan-Williams pointed out the absence of comments will be interpreted as agreement.

7. **New Business**

- a. A Senator asked who receives the Faculty Senate Executive Committee minutes. Shea stated that all Senators including, administration and student officers. It is not distributed to the entire faculty. Senators are responsible for forwarding this information to their constituents. A Senator asked if the minutes are

posted/distributed within any timeframe. Murphy stated that the minutes are distributed within a week of being approved.

- b. Vice President Glocker pointed out that the CNN.com article distributed has inaccurate information relating to page 2, 3rd paragraph from bottom, "privacy codes do not". If parents call a faculty member, student permission is required before faculty can discuss any of the student's information with the parents.

Meeting adjourned at 4:45

Respectfully submitted,

Raymond Shea
President

Barbara Robinson
Secretary

Minutes approved at the January 2003 Faculty Senate meeting.