

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

January 23, 2003

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

Meeting called to order: 3:40pm

### 1. Guest Speakers

- a. Vice President Jeff Bartkovich gave a presentation concerning a study that will assess the college's printing, faxing, scanning and copying needs.
  - Bartkovich stated that the institution-wide study would be conducted by Xerox Corporation, titled Office Document Assessment (ODA).
  - The study will include a comprehensive review of how MCC prints and distributes documents. The study will review processes, technologies and services in order to understand our current production of documents, the infrastructure of technology and current services and "printing culture".
  - The results of the study will give MCC information for planning services, technology and costs.
  - Methods will include a user needs analysis via a survey, tracking use of anything that can produce a document, focus groups a technology inventory, cost analysis and performance mapping.
  - Implementation specifics:
    - There will be a web-based survey of 350 users. This group will likely consist of Bldg 5, 1 and 6 on the Brighton Campus and one floor of the Damon City Campus.
    - This would be an 8-week process during spring mid-semester (exact dates to be determined).
    - The level of "intrusiveness" of this study may include loading software on selected pcsto track document usage for the duration of the study only. The better the response rate on the survey; the better validity of the study.

#### Questions:

- What are the possible outcomes of this study?

Information gathering is the purpose of the study. Currently, MCC has no idea how many resources are used on documents. This study will show MCC how to improve its processes. In the long term, the college hopes to improve on the cost of documents. The cost is currently unknown. For example, multi-color printing costs are relatively expensive. Does the college community want or need this service throughout the campus or just at selected locations?
- Will staff in Bldg 8 be included in the study since they are heavy document users (Mathematics and Sciences Departments)?

Xerox wants to survey a number of buildings and a number of floors. A possibility might be to substitute a floor in bldg 8 for a floor in bldg 5. It is being discussed with Xerox now.
- Will this help give the college community direct output to a high-volume machine from user offices? Some offices currently have multi-function machines. However, in order to have a lot of these the college community might need to eliminate some desktop printers. This will be information that is gathered in the study. Many departments have these machines but purchased from a department perspective rather than a campus perspective. The balance needs to be efficiencies versus costs/functionality. The college doesn't know where the expenses are in terms of documents. This study may help determine where efficiencies and costs meet.
- Will representatives from the Faculty Senate be involved?

Xerox has a model that is used which includes participation from a broad group. What happens after the study is not known however, a broad group will be involved in determining the next step. Shea pointed out that Vice President Bartkovich would attend another Senate meeting after there are more specifics on the study so the Senate can obtain full representation in the outcomes.

2. **Announcements**

- a. Shea welcomed new senator Mike Filozof from Anthropology/History/Political Science/Sociology. Filozof is relatively new to MCC and will be serving on the Academic Policies Committee. Shea also welcomed back Stasia Callan.

3. **Approval of Minutes from December Senate Meeting** Approved as written.

4. **Action Items**

- a. NP5 Office Technology ... Call Center/Customer Service Representative (Certificate Program)  
Approved – 1 abstention
- b. NP6 Food Hotel and Tourism Management ... (Travel and Tourism Certificate Program)  
Approved – 1 abstention
- c. NP7 Food Hotel and Tourism Management ... (Hotel Management Certificate Program)  
Approved – 1 abstention
- d. NP8 Office and Computer Programs ... (Information Technology AS Degree)  
Approved – 1 abstention
- e. PR5 Visual and Performing Arts ... Interior Design (AAS Degree)  
Approved – 1 abstention
- f. PR6 Visual and Performing Arts ... Interior Design (Certificate Program)  
Approved – 1 abstention
- g. PR7 Hospitality ... Hospitality Management (AAS Degree)  
Approved – 1 abstention
- h. PR8 Business Administration ... Business Administration (AS Degree)  
Approved – 1 abstention
- i. PD3 Business Administration ... Retail Business Management (AAS Degree)  
Approved – 1 abstention
- j. PD4 Business Administration ... Fashion Buying/Merchandising (AAS Degree)  
Approved – 1 abstention
- k. PD5 Business Administration ... Fashion Buying/Merchandising (Certificate Program)  
Approved – 1 abstention
- l. PD6 Business Administration ... Retail Business Management (Certificate Program)  
Approved – 1 abstention
- m. PD7 Business Administration ... Marketing (AAS Degree)  
Approved – 1 abstention

5. **Standing Committee Reports**

Academic Policies (C.Marhatta)

- Marhatta reported that Steve Wallace has submitted to the committee for review a revision to the testing/placement policy.
- Marhatta reported that the committee would continue to work on the course waiver/substitution policy.
- Marhatta reported that Gary Egan, chair of the Ad Hoc Committee for Student Opinion on Course and Faculty, would attend a Faculty Senate Executive Committee meeting and a Senate meeting this semester.
- Marhatta reported that in December a memo was distributed to Senators regarding the Change of Program Grade Inclusion/Exclusion recommendations and asked for comments/responses. Since the Executive Committee has not received any comments/responses, the recommendations will be forwarded to Vice Presidents Glocker and Salvador on February 3.

Curriculum (E.Mellas)

- Mellas reported that this spring, the Curriculum Committee would continue working on proposals as well as finish the corrections and adjustments to the Faculty Senate resolutions.
- Mellas reported that the new MCC General Education proposal would be reviewed by the Curriculum Committee to look at how it might affect proposals and forms.
- Mellas reported that there could be additional workshops on the curriculum database and proposal writing.

NEG (S.Cable)

- Cable reported that the committee would be organizing 3 elections this semester in accordance with the bylaw revisions made last spring which include Faculty Senate Officers, Senators, and the Teaching Representative to the MCC Association Board. The election for Faculty Senate officers is held first so any unsuccessful candidate can also run for a senate seat. There will be 18 senate seats open on August 31. The timetable for spring elections is still being worked on. However, most likely the officers elections will be during March or April and Senator election in early May.
- Cable reported that there will not be an election for faculty representative to the SUNY Faculty Council of Community Colleges, Tom Cooper will server for 1 more year.

#### Planning (L.Chrzan-Williams)

- Chrzan-Williams reported that the committee received 16 proposals for strategic planning grants.
- Chrzan-Williams reported that on March 10 and 12 there will be open hearings (Brighton and Damon City Campus) for the Vice Presidents to highlight their divisional initiatives in support of the strategic plan.
- Chrzan-Williams reported that this spring the committee will charge an ad hoc committee of teaching faculty to discuss how the residence halls and campus center can enhance academics at MCC. For example, learning communities and using conference facilities to help with some of the classroom space issues.
- Chrzan-Williams reported that as a result of the Xerox Office Document Assessment, the Planning Committee might be the one to be involved after the study.

#### Professional Development (W.Brewer)

- Brewer announced the winners of the NISOD awards.
- Brewer reported that applications for Leaves for Professional Advancement for the Benefit of the College are available on the m-drive. Applications are due by March 6.
- Brewer reported that the Hanson Awards is MCC's awards for excellence in teaching and excellence in professional service. Applications are available on m-drive.
- Brewer reported that the committee is working on an end of the semester faculty professional development workshop day.

#### SCAA (M. Harris)

- Harris reported that the search for the Assistant Vice President of Administrative Services is almost complete.
- Harris reported that the search for Executive Dean DCC would be reopened later in the semester. The candidate that was chosen took another position.
- Harris reported that Vice President Glocker has forwarded a request for the formation of a Department of Education to SCAA and the Faculty Senate Executive Committee. There will be open hearings on this request.
- Lewis reported that the search committee for the Director of CUES started reviewing resumes and should begin interviews shortly.

#### 6. **Old Business**

There was no old business.

#### 7. **New Business**

Shea announced that a committee, chaired by Dean Rogalski, has been looking at the general education policy of the College. There are currently 3 different MCC "policies", none of which are assessed. The committee has been working on a single policy by using the best of the 3 current systems. Members of the committee met with the Executive Committee to give an overview of the proposed policy. The Executive Committee members will be assisting with final rewording and editing. The Executive Committee hopes to present the proposal to the Senate at the February meeting with a vote at the March meeting.

Shea announced that the officers of the Faculty Senate, Ray Shea, Christine Schwartzott and Barb Robinson, would not be running for re-election. Shea stated that this has been a great experience and hoped progress was made, and relationships formed for the Senate. Please consider these positions or possible nominations.

Meeting adjourned at 4:50pm.

Respectfully submitted,

Raymond Shea  
President

Barbara Robinson  
Secretary

**Minutes approved at the February 2003 Faculty Senate meeting.**

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

February 27, 2003

**PRESENT:** J.Avery, I.Benz, W.Brewer, D.Brown, S.Cable, S.Callan, L.Chrzan-Williams, T.Cuby, J.Downer, K.Farrell, M.Filozof, K.Fox, T.Gilbert, E.Grissing, M.Harris, K.Humphrey, J.Kaufman, E.Laidlaw, E.Lewis, K.Marhatta, J.McCauley, A.McIntyre, M.McKinzie, E.Mellas, D.Mohr, P.Peterson, B.Robinson, S.Ruckert, L.Sanger, C.Sardone, C.Schwartzott, R.Shea, L.Silvers, B.Smith, J.Smith, G.Toth, H.Wheeler, B.Robinson, S.Ruckert, L.Sanger, C.Sardone, C.Schwartzott, R.Shea, L.Silvers, B.Smith, J.Smith, G.Toth, H.Wheeler, (on behalf of L.Bartholome) **STUDENT REPRESENTATIVE:** D.O'Hanlon **ABSENT:** G.Anderson, P.Bates, T.DiGiacomo, J.Ekis, T.Keys, R.Kuempel **GUESTS:** S.Blacklaw, K.Canfield, D.Cecero, B.Connolly, C.Cooper, K.Doyle, G.Egan, B.Gizzi, S.Ison, H.Murphy, C.Rogalski

Meeting called to order: 3:38

### 1. **Guest Speakers**

Gary Egan - Student Opinions of Course and Faculty

Egan stated that the ad hoc committee has been working for over a year. Egan gave a brief history of the survey. The survey was started in 1969 with students interested in reviewing the opinions of faculty and courses. It was student initiated and the results were distributed to student folders. The faculty became involved soon after and developed a better instrument and process, which has evolved and changed over the years. However, it has been a long time since the process was reviewed. An ad-hoc committee was charged by the Faculty Senate Academic Policies Committee to examine the survey instrument, review the current process of administering the survey, evaluate past use of the survey, and address any cost increases that result from the recommendation.

During the process, the ad hoc committee investigated methods at other colleges and universities (some use professionally developed surveys while others use surveys designed in-house). Egan stated that the ad hoc committee decided to develop an instrument that addresses MCC's unique needs. The ad hoc committee also reviewed research, attended a conference on creating student surveys, and talked to the student government and departments. During the process, the ad hoc committee also contacted the Faculty Association, MCC Legal Counsel, Diane Cecero, and the Faculty Senate Executive Committee.

Egan stated that the Draft Faculty Senate Resolution 1.11 is the result of the ad hoc committee's work. The Vision statement in the resolution has changed. The reason for the whole process produced lengthy discussions in the ad hoc committee. The process is not for faculty evaluation purposes but for students to voice their opinions on the quality of courses and instruction. Egan stated that the ad hoc committee is not trying to create a system to be used for faculty evaluation. Egan reviewed each section and its changes.

1.11.1 Restates the vision.

1.11.2 Separates the narrative response from the bubbled questionnaire. The academic department will administer their own narrative response sheets as it suites their needs.

1.11.3 Frequency of the survey – Past practice was every other year in each department. After input from faculty and students the ad hoc committee would recommend it done every year, alternating between the fall and spring semesters, with specific timing to be determined by the department and faculty.

1.11.4 No changes to original resolution.

1.11.5 No changes to original resolution.

1.11.6 This is completely new - Suggestions for use of survey results.

1.11.7 Describes the format of the results that will go to faculty, department chairs and students. There was significant input from student representative on the committee. Students wanted to see results of more than just one question. There are four basic themes for the questions on the survey: instructor presentation skills, course management skills, course design and student outcomes. These themes came from a faculty survey that was sent out.

1.11.8 Narrative response sheets are now a departmental responsibility

Discussions:

Will it be mandatory for faculty to participate? This resolution doesn't speak to that but the contract says that the results can be included in faculty evaluations (the faculty member can choose to include the results in a promotion package). It is possible that the academic department can make it mandatory.

This needs further investigation into Article 54 of the Faculty Contract. This process was not intended as a punitive tool for the faculty.

What kind of reports will go to the student government? Egan stated that the ad hoc committee recommends that the report contain a summary of the questions in the four theme areas addressed in 1.11.7. Currently students only receive the results of one question. If the students received details of all 16 questions, it may be too long a report so it wouldn't be useful to students. The survey instrument will be reviewed by the Faculty Senate in the near future.

Egan stated that there would be a pilot project, which will have six questions in each of the four areas. After further review, it will probably be reduced to four questions in each of the four areas.

There was significant discussion on item 1.11.6. Issues centered on whether this item will be interpreted as a "must do" item for each department chair, thereby adding to the department chair's workload. Some senators expressed opinions that 1.11.6 ties the student opinions survey to faculty evaluation. The ad hoc committee's view on this item was to open a venue for faculty to discuss results of the survey in a non-threatening manner. It was felt that these types of discussions do not always occur within the departments. The survey results can be used as a tool in the faculty member's self-evaluation. It is not intended to be used as a departmental faculty evaluation tool.

Next steps:

- The comments shared during this meeting will be discussed by the ad-hoc committee.
- Egan will return to the Faculty Senate with the draft resolution, survey instrument, and formats of reports for faculty and students.
- An open hearing will be scheduled for full faculty participation.
- There will be a Faculty Senate vote on this resolution.

Shea requested that Senators discuss this issue with their constituents and watch for an open hearing for the full faculty. Shea thanked Egan and the ad-hoc committee members for the presentation and for all of their hard work on this sensitive issue. The open hearing will occur sometime in March or April with a vote probably during the May Faculty Senate meeting.

## 2. **Announcements**

There were no announcements.

## 3. **Approval of Minutes from January Senate Meeting**

Approved as written.

## 4. **Action Items**

- a. Program Deactivation (PD8) - Multimedia Certificate  
This program will not be discontinued, just removed from the current master schedule. There are not any students currently enrolled in this certificate program.  
Approved

## 5. **Standing Committee Reports**

### Academic Policies (C.Marhatta)

- Marhatta reported that Andy Freeman and Steve Wallace shared with the committee revisions to the placement testing policy with the committee. There will be a presentation to the Senate in March.
- Marhatta reported that the committee continues to work on the college's course waiver substitution policy. The committee is receiving feedback for review.

### Curriculum (E.Mellas)

- Mellas reported that the committee met with Dean Rogalski and Renee Rigoni about the proposed General Education Plan. The Curriculum Committee oversees general education issues on the campus as part of its charge. There will be a committee discussion at the next meeting. The General Education Plan proposal will be presented to the Faculty Senate in March. Shea pointed out that the General Education presentation was originally scheduled for today's meeting however, the Executive Committee is assisting with some wording revisions within the proposal.
- Mellas reported that two student representatives have been added to the committee.

- Mellas reported that he met with Char Downing to discuss the Curriculum Office scheduling of sessions on the Curriculum Proposal database and Curriculum Proposal Writing workshops.

#### NEG (S.Cable)

- Cable announced that the committee is seeking candidates for senate officers. Another announcement will be made in the MCC Daily Tribune next week. Expect an e-mail to encourage all senators to think about possible nominations. The deadline for nominations is March 17. The election will be held April 30 and May 1.
- Cable requested that senators whose terms are expiring start thinking about signing up for another term. Cable pointed out that even if a Senator is in their second term they are permitted to serve another term if there is no other candidate for their seat. Senator elections will be held the first week of May.
- Cable reported that the teaching representative for the MCC Association Board nominations would be announced the third week of March. The election will be held April 30 and May 1.

#### Planning (L.Chrzan-Williams)

- Chrzan-Williams reported that the Strategic Planning Grant recommendations would be delivered to the Grants Office early next week.
- Chrzan-Williams announced that the vice presidents would present their initiatives in support of the strategic plan with a question and answer period during college hour on March 10 at DCC and March 12 at Brighton.
- Chrzan-Williams announced that a Time in Reflections would be held to discuss possible initiatives relating to the new Student Center and Residence Halls. This will be a brainstorming session, which will result in the formation of an ad hoc committee to continue the discussions. The Time in Reflections session will be scheduled for April. Shea stated that Faculty Senate Executive Committee took a tour of the new student center and the committee was able to see many possibilities. Dan O'Hanlon (Speaker of Student Senate) stated that the students have a video of their recent tour and offered it to the Faculty Senate for viewing. Doug Brown stated that there is a very brief virtual tour on the web but they are working on something a little more in depth. He would like to give a tour to show some of his visions for the space.

#### Professional Development (W.Brewer)

- Brewer announced that there is one week left to submit an application for a Professional Leaves for the Benefit of the College. All information is on the m-drive.

#### SCAA (M. Harris)

- Harris reported that department chair elections will be announced soon.
- Harris reported that SCAA has received a request from the Workforce Development/Technical Education division to move some of its chair elections since currently all are held in the same year.
- Harris reported that the search for the Executive Dean of DCC would be reopened for an internal only search. There will be an announcement next week in the MCC Daily Tribune.
- Harris reported that SCAA forwarded a recommendation to Vice President Glocker on the formation of an Education Department. The recommendation was in agreement with all aspects of the original proposal and recommended that the Teacher Prep Advisory Council continue.

#### 6. **Old Business**

The Faculty Senate Executive Committee reviewed all input from hearings and other sources regarding the Proposed Change of Program Inclusion/Exclusion Policy. The recommendation that was presented at the December Faculty Senate meeting was forwarded to Vice President Glocker and Salvador. Vice President Glocker has received the recommendation and will send a response to the Senate in the future.

#### 7. **New Business**

There was no new business.

Meeting adjourned at 4:45

Respectfully submitted,  
Raymond Shea  
President

Barbara Robinson  
Secretary

Minutes approved at the March 27, 2003 Faculty Senate meeting.

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

March 27, 2003

**PRESENT:** J.Avery, I.Benz, W.Brewer, S.Cable, S.Callan, L.Chrzan-Williams, J.Downer, K.Farrell, M.Filozof, T.Gilbert, E.Grissing, M.Harris, K.Humphrey, J.Kaufman, T.Keys, E.Laidlaw, K.Marhatta, A.McIntyre, M.McKinzie, E.Mellas, D.Mohr, B.Robinson, S.Ruckert, L.Sanger, C.Sardone, C.Schwartzott, R.Shea, L.Silvers, H.Wheeler

**STUDENT REPRESENTATIVES:** D.O'Hanlon, A.Navor **ABSENT:** G.Anderson, P.Bates, D.Brown, T.Cuby, T.DiGiacomo, J.Ekis, K.Fox, R.Kuempel, E.Lewis, J.McCauley, P.Peterson, B.Smith, J.Smith, G.Toth **GUESTS:** S.Blacklaw, K.Canfield, B.Connolly, C.Cooper, F.Dearing, L.Dyer, H.Murphy, R.Rigoni, C.Rogalski

Meeting called to order: 3:36pm

### 1. Guest Speakers

#### a. Deborah Mohr re: LibQual + Library Survey

The Library will be conducting an assessment evaluation the library services at Brighton and DCC via an online survey developed by the Association of Research Libraries. Deadline for completion of the survey is May 10. The survey can be accessed from the Library home page on the MCC web site. Mary Timmons at the DCC library is the coordinator. Handouts concerning the survey were distributed to the Senators.

#### b. Leah Dyer re: Health and Safety Committee

Dyer stated that the Health and Safety Committee is mandated by the state. According to the mandate, the committee must consist of men and women, faculty and staff, administrators and students. The committee is soliciting support from anyone who wants to serve on the committee as well as support for activities that come out of the committee. The Committee's charge was distributed to the Senators. One accomplishment from this committee is the blue light phones at the Brighton campus. Currently the committee is working on to civility issues and the 3Rs. The committee is open to any ideas on programming that may be developed by the committee. The Faculty Senate and this committee are working together on a new MCC civility statement. A copy of the committee charge will be e-mailed to all senators.

#### c. Stuart Blacklaw re: Hybrid Pilot Program

Blacklaw gave some definitions that were helpful in the outline of the proposal.

- Online Course – a course in which all instruction is delivered via the internet, i.e.: SLN
- Web Enhanced – this is a traditional course supplemented with materials from the internet which are currently delivered at MCC using CourseSpace.
- Hybrid – parts of a hybrid course is delivered face-to-face and parts is delivered online. This type of course reduces seat time in the traditional classroom. Currently at MCC, the online portions of these courses are delivered using CourseSpace. At MCC, a hybrid course must consist of at least 50% of the instruction online.

Hybrid courses join classroom and online instruction, which can greatly assist students with time and location constraints. MCC will run a two-year pilot hybrid program starting Fall 2003. This pilot is under development now.

For MCC purposes, hybrid is primarily online with limited classroom instruction (usually once a week).

The initial participants will come from SLN trained instructors. Non-SLN faculty are welcome to participant in year two of the pilot. Blacklaw requested that interested participants come forward as soon as possible.

Timeline:

Group 1: currently underway – proposals submitted, under review, and all 4 were approved. The courses will launch in the Fall 2003.

Group 2: Proposals due April 25, 2003 for courses begin Spring 2004.

These courses need to be developed ahead of the master scheduling especially due to classroom issues (how much time will the classroom be occupied).

Hybrid proposal forms were given out to the Senators.

## Questions

- How will hybrid courses be designated on the master schedule? – Probably with an HY designation, i.e.: ENG 101-HY1. There are concerns about making students aware of what this designation means and getting students into the right type of class for their needs.
- Can a faculty member propose to teach a course even though they don't teach online now? – Yes, in the second year of the pilot.
- With the CourseSpace product, can we plug in video, etc? - Yes, but there are concerns over whether the student's pc can handle it. However, students have access to the ELC which can handle video plug ins.
- Will there be CourseSpace training? – Yes, it will be given by ETS, very similar to SLN. This training would be part of the development process for the course. It was suggested that there that there be an introduction to CourseSpace module that will give faculty members an idea of how it works and allow them to see if they might be interested in using the product.
- Is the purpose of hybrid courses to reduce the amount of class space needed? – This is a potential benefit but not the driving purpose. Hybrid courses grew out of faculty developing some web enhanced courses however a structure was needed. Ultimately, there may be classroom space savings.
- The 50% that must be online is an arbitrary number right now but will that go beyond the pilot program? – Possibly, because we don't want to "swiss cheese" the schedule where we have too many classrooms not used which would also cause a problem.

## Summary

Hybrid courses may be an answer to some of the faculty concerns about online courses, allowing them to have face-to-face and online time. This may be much more of the future direction rather than the full online course. The whole basis is to make it more convenient for students schedules and still allow them time to be off campus. Multiple learning styles can also be addressed with the use of all the different delivery methods.

Blacklaw will report to the Senate after the assessment of the fall semester courses.

### d. Chet Rogalski and Renee Rigoni re: New Gen. Ed. Plan Proposal

Dean Rogalski stated that this committee has been working for the last year on this proposal. Next month the Faculty Senate will vote to receive the recommendations of this committee. There were two handouts, which included a summary of the history, the charge of the committee, and the actual proposal.

There are currently three general education plans at MCC:

Liberal Arts distribution requirements – not many knew about it; not assessed; what is liberal arts; required by state education

Infusion system – check items at the end of the course proposals; not assessed; a student can take 2 courses outside of liberal arts and get by

SUNY General Education – only about 40-50% of students transfer to a SUNY institution

The proposed plan should be for all of the students who graduate from MCC.

Gold book policy 2.0 charges the Curriculum Committee to review the general education requirements.

This proposal is to replace MCC's current general education plan. This plan has the support of the Faculty Senate Executive Committee and Curriculum Committee.

The Proposed MCC General Education Plan is collaborative and pragmatic. Every program must have some credits outside its core area. There are six areas (totaling 17 credits): Basic communication, Humanities, Social science, Mathematics, Natural science, and PE/Health. These requirements fit within most degree programs, which distributes the credits among various areas.

A chart was displayed listing all MCC programs with the six categories showing which programs would not comply with this proposal. The committee recommends that the non-compliant programs be grandfathered into the proposal and reviewed through the curriculum process. It was pointed out that most of these programs would just require some reworking.

This proposal doesn't conflict with any current SUNY requirements and the new plan can be assessed.

The new proposal requirements would be imbedded in the degree programs so you should never have to review with a student whether they met the MCC requirements. As long as they are following their degree program requirements, the general education requirements would be fulfilled.

- The only general education requirement that would need to be audited would be for SUNY transfer students.
- The Curriculum Committee discussed this at length. Grandfathering should not be allowed without any changes. Committee would assist departments in the program review process to help make changes. The departments would have to present rationale as to why it should not comply.

Senators are asked to take this proposal back to their constituents for review.

2. **Announcements**

Dan O'Hanlon, the Student Representative, stated that there would be a Red Cross Blood Drive April 11. Appointments are recommended and can be made by e-mailing or phoning the Student Government Office.

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

Approved as written

4. **Action Items**

Program Review (PR3): Nursing – Approved

5. **Standing Committee Reports**

Academic Policies (C.Marhatta)

- Marhatta reported that the placement testing policy revisions would not be presented today since the testing and placement committee has not been able to meet to give final approval. The policy changes will be presented at the April Senate meeting.
- Marhatta reported that the committee is receiving feedback from the college community on the course waiver/substitution policy.
- Marhatta reported that there is an open hearing Friday, April 11 at 12:00 in Room 5-100 on the Student Opinions of Course and Faculty. The proposed questionnaire was sent to all Senators. There are currently 24 questions however, after a factor analysis the questions will be narrowed down to 16.

Curriculum (E.Mellas)

- Mellas reported that the Curriculum Committee participated in workshops designed to obtain feedback on the curriculum proposal database. Phase II of implementation of the database will take place in the fall. The interface will be changed and improvements made. The Committee will continue to receive input from those who have used the database. Mellas requested users of the database forward comments to the Curriculum Committee or the Curriculum Office.

NEG (S.Cable)

- Cable reported that Donna Cox is a candidate for the Faculty Senate President. There will be an open hearing and election scheduled in April.
- Cable reported that there would be a call for nominations for Senators sent out to departments next week.
- Cable reported that there would be a call for nominations for the Teaching Representative to MCC Association Board.

Planning (L.Chrzan-Williams)

- Chrzan-Williams reported that the Vice Presidents gave a presentation earlier in March on their divisions support of the strategic plan, which was well attended.
- Chrzan-Williams reminded the Senators of the Time in Reflections scheduled for Thursday, April 10 at 2:30. The topic will be how the residence halls and campus center could enhance academics. The committee is also looking for people to serve on a sub-committee addressing this topic.

Professional Development (W.Brewer)

- Brewer reported that the committee is reviewing the requests for Professional Leaves for the Benefit of the College.
- Brewer reported that the Hanson Award deadline is April 9
- Brewer reported that there would be a June Professional Development Workshop on Friday, June 6 at Mario's Via Abruzzi. Breakfast will be served at beginning at 8:00 am, the program will be held from 8:30-11:00 on the topic of: Respect and Civility in the College Community.

SCAA (M. Harris)

- Harris reported that two members of SCAA served on the search committee for the director of CUES. James W. Maddison was hired.
- Harris reported that the DCC Executive Dean search ongoing
- Harris reported that the chair appointments are ongoing. Harris stated that Vice President Glocker is working with Deans to possibly stagger the chair elections since there is disproportionate number of chair elections this year in several divisions.

6. **Old Business**

There was no old business.

7. **New Business**

There was no new business.

Meeting adjourned at 5:04pm

Respectfully submitted,

Raymond Shea  
President

Barbara Robinson  
Secretary

**Minutes approved at the April 24, 2003 Faculty Senate meeting.**

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

April 24, 2003

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

Meeting called to order: 3:37pm

### 1. **Announcements**

Dan O'Hanlon, Student Government representative, announced that the First Annual MCC Children's Art Festival would be held Saturday, May 3, from 10:00 a.m. to 3:00 p.m. in the gym. Student Government is looking for anyone who would like to support this event by donating time, money or materials. Proceeds from the event will help to sponsor one child at the MCC Child Care Center. Call the Student Government Office for further details. The student sponsored blood drive last month was a success. Other blood drives have been scheduled, 2 per semester through Fall, 2004.

### 2. **Approval of Minutes from March Senate Meeting**

Approved as written

### 3. **Action Items**

#### a. Program Deactivation (PD2): Accounting (A.A.S. Degree)

There was a question from the floor concerning a statement in the proposal that students will have three years to complete the current program. MCC has a long standing practice of "once matriculated, always matriculated." For example, if a student comes back after three years and wants to complete this program MCC would normally accommodate this request. What would be done in this case? There are also some SUNY guidelines, which may be applicable.

This item was removed from the table to allow time to get an answer to this question. This will be an action item at the May Senate meeting.

#### b. MCC's New General Education Plan Proposal

This plan was distributed for review at the April Senate meeting.

There was a motion to remove the proposal from the table for this month from J.Avery on behalf of the Mathematics Department. The department has not yet had time to discuss the proposal as a group. MTH-104 will be the major discussion item.

This proposal only affects MCC programs and doesn't not affect State requirements. However, the proposing committee would like to wrap this up by the end of this semester.

There was a vote to remove this item as an action item at today's meeting:

In favor: 21 - against: 0 - abstentions: 3

This will be an action item at the May Senate meeting.

### 4. **Standing Committee Reports**

#### Academic Policies (C.Marhatta)

- Marhatta distributed the proposed revisions to the Placement Testing Policy submitted by the Placement Testing Committee (ad hoc committee of Academic Policies) to the Senators for review. The changes will allow the college to deal with diverse academic situations. The revisions clarify the policy as well as give Admissions more flexibility as to requiring testing. This item will be an action item at the May Senate meeting.
- Marhatta distributed the proposed Course Waiver and Course Substitution Policy. The proposal clarifies a course waiver and course substitution. This item will be an action item at the May Senate meeting.

#### Curriculum (E.Mellas)

There was no report.

#### NEG (S.Cable)

- Cable reported that there is a full slate of candidates for Faculty Senate officers: Donna Cox (President), Loretta Chrzan-Williams (Vice President), Terri Tugel (Secretary). The open hearing has been scheduled for April 30 in room 5-100 at 12:00 p.m. Cable encouraged the Senators to read the candidate's statements and come to the open hearing with questions or comments. This event will be video streamed for those who can't attend. The election will be held May 7 at Brighton, 10:00 a.m. –2:00 p.m. in Building 1, 2<sup>nd</sup> floor hall. The DCC election will be held May 8, 9:00 a.m.-1:00 p.m. in the Atrium outside 4<sup>th</sup> floor entrance. Absentee ballots are available from the Faculty Senate Office.
- Cable reported that the election for the teaching representative to the MCC Association Board will be held the same time as the Faculty Senate Officer elections. The candidate is David Boni.
- Cable reported that there are 8 open senate seats still without candidates however the deadline for nominations is flexible. Candidates are still needed for Business Administration, Mathematics, VAPA, Transitional Studies, Athletics, PSTF/Public Safety, Hospitality, and Registration and Records. Cable pointed out as a result of bylaw revisions last year, if a Senators term has expired they are permitted to run again as long as there are no other candidates.
- Shea stated that although the Faculty Senate officer elections will be uncontested, the open hearing is still important. The Executive Committee urges attendance at the open hearing. It is also important that open slots for senators are filled.

#### Planning (L.Chrzan-Williams)

- Chrzan-Williams announced the Strategic Planning Grant award winners:
  - Integration of Digital Photography Coursework at DCC – Barb Connolly
  - Peer Health Educator Initiative – Donna Mueller
  - MCC Reaches Out – Judy Salzburg
  - Captioning of Web Based Video Programs – Jeremy Case
  - Portal of Online Practices, Learning Assets and Resources (POPLAR) – Marie Fetzner
  - College 101 for Parents – Christine Casalnuovo
  - Introduction of Computer Technology for Student Use in General Biology Courses at DCC – Suzanne Long, Biology Department Technology Committee
- Chrzan-Williams reported that the Planning Committee is working on forming the Ad Hoc Committee on the Campus Center and the Curriculum. The Time in Reflections on April 10 was not well attended however it did generate some great discussions. As a result of an idea from the discussion, Chrzan-William addressed new faculty attending the EDU-100 class and encouraged their participate in the Faculty Senate as well as this ad hoc committee.
- Shea thanked the Strategic Planning Committee for its work in the grant process this year as it awarded all the available funds and ensured it went to substantial grants.

#### Professional Development (W.Brewer)

- Brewer reported that the June Professional Development workshop is titled "Expanding on Respect". The guest speaker is Larry Fennessy. The workshop will focus on how the culture of an institution can create or detract from respect. How can we as educators enhance this idea? Workshop will be held at Mario's via Abruzzi, Friday, June 6 from 8:00 a.m. – 11:00 a.m. RSVP to [hmurphy@monroecc.edu](mailto:hmurphy@monroecc.edu) or the Faculty Senate Office by May 12.

#### SCAA (M. Harris)

- Harris reported that two SCAA members are participating in the college's search committee for Executive Dean DCC. The open hearings will be held at DCC, May 5, 12:00 -12:50 and at Brighton, May 7, 12:00 - 12:50.
- Harris reported that the new 3-year department chair appointment cycle changes were sent to chairs, deans by Vice President Glocker. Some department chair elections were realigned so that not all chairs in a division were up for election in the same year.
- The chair elections have been conducted and here are the results:
  - Applied Technologies - Gary Dewitt
  - Office and Computer Programs - Tom Gilbert
  - Engineering Technologies - Bob Novak
  - Transitional Studies - Ellen Baker
  - Hospitality - Diane Cheasty
  - Nursing - Laurel Sanger

- o Chemistry - John Cullen
- o ESOL and Foreign Languages - Louis Silvers
- o Health/PE - Craig Rand
- o Ant/His/PS/Soc - Susan Belair
- o Biology - Tim Tatakis

5. **Old Business**

a. Student Opinions of Course & Faculty

Shea reported that an open hearing was held on the Student Opinions of Course and Faculty. During the open hearing, Gary Egan did a review of the committee's work. There were two items of discussion during the hearing. Minutes from the open hearing were distributed to Senators.

At the May Senate meeting, the Senate will vote to receive this proposal. This vote will be on the philosophy of the program and the Faculty Senate Resolution changes. There was no further discussion from the floor.

6. **New Business**

There was no new business.

Meeting adjourned at 4:35

Respectfully submitted,

Raymond Shea  
President

Barbara Robinson  
Secretary

**Minutes approved at the May 15, 2003 Faculty Senate meeting.**

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

May 15, 2003

**PRESENT:** J.Avery, I.Benz, W.Brewer, S.Cable, S.Callan, L.Chrzan-Williams, J.Downer, K.Farrell, M.Filozof, C.Gilbert, E.Grissing, M.Harris, K.Humphrey, T.Keys, E.Laidlaw, K.Marhatta, J.McCauley, M.McKinzie, E.Mellas, D.Mohr, P.Peterson, B.Robinson, S.Ruckert, L.Sanger, C.Schwartzott, R.Shea, L.Silvers, J.Smith, H.Wheeler **STUDENT REPRESENTATIVE:** D.O;Hanlon **ABSENT:** G.Anderson, P.Bates, M.Bower, D.Brown, T.Cuby, T.DiGiacomo, J.Ekis, K.Fox, J.Kaufman, R.Kuempel, E.Lewis, C.Sardone, B.Smith **GUESTS:** K.Canfield, B.Connolly, C.Cooper, D.Cox, G.Egan, M.Fine, S.Forsyth, H.Merryman, H.Murphy, F.Rinehart, T.Tugel

Meeting called to order: 3:40pm

### 1. **Announcements**

Shea passed the gavel to Faculty Senate Officers Elect, Donna Cox, Loretta Chrzan-Williams and Terri Tugel.

Cable announced the newly elected Senators: James Blizzard, Fred Burger, Kim Doyle, Ann Hughes, David Leach, Annette Leopard, Maryann Marino, Susan Murphy, Michele Deagman Reed, Betty Stewart, Mary Timmons, Wanda Willard. Returning senators are Bill Brewer, Sue Cable, Janet Ekis, Ed Grissing, Ken Humphrey, Sherry Ruckert, Holly Wheeler. Retiring senators are Jan Avery, Pat Bates, Kathie Fox, Ethel Lewis, Kate Marhatta, Ann McIntyre, Ernie Mellas, Debbie Mohr, Chris Sardone, and Betty Smith.

Brewer announced that the SUNY Chancellor's Award for Teaching was awarded to Renee Rigoni. The SUNY Chancellor's Award for Professional Service was awarded to Ethel Lewis. The MCC Hanson Award for Teaching was awarded to Ernie Mellas, and the MCC Hanson Award for Professional Service was awarded to Sherry Ralston. Professional Leave for the Benefit of the College was granted to Cathy Smith, English/Philosophy and Tom Cooper, VAPA.

Shea, on behalf of all the Faculty Senate Officers, thanked all the Senators for their support for the past two and half years, especially with the 3Rs campaign. Shea stated that since the Senate is only a recommending body, it might seem as though nothing has been accomplished. However, quiet diplomacy has been used to gain access to the offices of the President, Vice Presidents and Board of Trustees. These offices have solicited input from the Senate and closely considered their comments. This has been found to be more productive and less contentious. For example, a new college diversity plan is now working well for the College. The initial diversity plan proposal was very contentious but after Senate input it was much improved. Also, some proposals have not been brought to the Senate at the request of the Senate Officers, such as a mandated classroom absentee policy. The Faculty Senate is a powerful body, not heavy handed, but influential. Senators should be proud of the work that has been done. Shea also stated he was pleased with the comments made by the new officers during their open hearing and looks forward to the future under their leadership.

### 2. **Approval of Minutes from April Senate Meeting**

Approved as written

### 3. **Action Items**

#### a. Curriculum Action Items

#### 1. PD2 – Program Deactivation: Accounting (A.A.S.)

Discussion: This item was tabled from the April meeting after concerns that matriculated students return after a program has been deactivated.

When a program is *discontinued* the program is removed from State Ed Dept. records and the College cannot graduate students with that degree. *Deactivation* of a program means it is removed from the College's program list and is no longer advertised but matriculated students are usually still honored if a student returns and wants that degree. Sometimes the courses for degree completion are no longer offered and the departments will usually provide a waiver or substitution for those courses. In the case of PD2, three years is allotted for completion of the

current degree. After a discussion, the Faculty Senate Executive committee suggests that the incoming Senate continue the investigation of practices and policies related to this issue.

2. NP1 – New Program: Audiovisual Technology Certificate Program
3. PR5 – Program Revision: Business: Financial Services (A.A.S.)
4. PR6 – Program Revision: Visual Communications: Graphic arts & Printing (A.A.S.)
5. PR7 – Program Revision: Air Conditioning Technology (A.A.S.)
6. PR8 – Program Revision: Computer Information Systems (A.A.S.)  
Discussion: MTH 165 – removal of the “or higher” designation is questionable. Removed from consent calendar vote.
7. PR9 – Program Revision: Computer Information (A.S.)
8. PR10 – Program Revision: Information Technology (A.S.)
9. PR11 – Program Revision: Computer Systems Technology (A.A.S.)
10. PR12 – Program Revision: Computer Science (A.S.)

Motion to use the consent calendar vote for all proposals except PR8 – approved.

Vote on all Curriculum action items (9 items) except PR8 - Approved

Motion to table PR8

Discussion:

- The incoming department chair would like it approved as presented then submit a change to clarify the issue in the fall.
- Approvals for substitutions would probably require both math and OCP signatures.
- The proposal says that the “or higher” was removed because it is implied. However, this change says the student must to take MTH-165 versus the MTH-165 “or higher”.
- Motion to table this item was withdrawn.

Motion to approved PR8 as it stands with a recommendation that Curriculum Committee work with the proposers to provide clarification by the September Senate meeting.

- Call to question to vote on the motion – approved  
Vote: Approved - 20, Opposed - 1, Abstentions - 3

b. MCC's New General Education Plan proposal

Motion to receive the New General Education Plan Proposal

Discussion:

- Avery stated that the Mathematics department has concerns with the exclusion of Nursing and Dental Hygiene from mathematics course requirements.
- The Math Department produced the following statement during their last department meeting: “The Mathematics Department recommends that in the new MCC General Education Plan the inclusion of Nursing and Dental Hygiene courses fulfilling the mathematics requirement be a temporary measure with the goal that all degree programs eventually include a mathematics course.”
- There are grandfathering concerns for programs that are not in compliance with the gen ed requirements. There appears to be no time frame stated to get these programs into compliance.
- The Nursing and Dental Hygiene departments, along with the Dean of Curriculum, have agreed to review the math issues during the normal review process.
- One of the problems in the Nursing and Dental Hygiene programs is the number of credits and accreditation issues. Accrediting bodies do not address math skills. These programs are locked into a number of credit hours and they cannot fit more. Math, chemistry and physics components are included in the courses for these programs. There are math entrance requirements for these programs.
- Marhatta stated that this was not meant to exempt Nursing and Dental Hygiene from any math requirements but to make them prove that their courses do meet the general education requirements.
- How can the Mathematics Department address their concerns if the proposal is approved? – Through the Curriculum Committee – policy manual 2.0
- There was a suggestion that there should be a different name on this plan to clearly distinguish it from the SUNY Gen Ed Plan.

Vote: Approved – 22, Opposed – 0, Abstentions - 3

- c. Proposed Course Waiver and Course Substitution Policy  
 Motion to receive the policy  
 Discussion:
- There were concerns over how to clarify the wording in the policy especially when there are three departments involved. It was suggested that the wording be amended under the “Course Substitution” section:  
 “A course substitution can only be granted in writing...department where the required course is taught...” This change incorporates the word “required” and should clarify the policy. Marhatta, on behalf of the Academic Policies Committee, accepted the amendment.
  - There were questions as to who handles the paperwork for waivers and substitutions. This should not be in the hands of the students. It has always been the case that the students do not handle the paperwork.
- Motion to accept the policy with the amended wording  
 Vote: Approved, Opposed – 1, Abstentions - 1
- d. Proposed Placement Testing Policy Revisions  
 Motion to accept the policy revisions as presented.  
 Discussion:
- There were concerns on wording under the “Waiver of placement test”. Does it leave the possibilities too open to say “Generally, Admissions will consider the following...” - In general, we wanted to give Admissions some leeway to determine waivers of testing. There may be reasons outside of the ones listed in the policy and we wanted them to be allowed to make reasonable decisions. This also leaves open the possibility of requiring more testing when necessary.
- Vote to receive as presented: Approved – 20, Opposed - 0, Abstentions - 1
- e. Student Opinions of Course and Faculty  
 Motion to receive the report  
 No discussion  
 Vote: Approved, Opposed – 0, Abstentions - 1

#### 4. **Standing Committee Reports**

##### Academic Policies (C.Marhatta)

- Marhatta reported that all assignments have been completed for the year.

##### Curriculum (E.Mellas)

- Mellas reported that the Curriculum Committee will meet two more times this semester. The Faculty Senate Executive Committee will receive a summary of this year’s Curriculum Committee accomplishments at the next Executive Committee meeting.

##### NEG (S.Cable)

- Cable reported that the election process is complete. There are still two senate seats that are vacant, Hospitality Management and Public Safety, however, the committee is still actively trying to fill the vacancies.
- Cable reported that new and returning senators would soon receive an e-mail asking for their committee preferences for next year.

##### Planning (L.Chrzan-Williams)

- Chrzan-Williams reported that the Planning Committee is still looking for committee members to join the ad hoc committee on the Campus Center and the Curriculum. Chrzan-Williams reported that the committee is also working on developing a charge for the ad hoc committee.

##### Professional Development (W.Brewer)

- Brewer encouraged all Senators to sign up for the June 6 workshop by contacting the Faculty Senate Office.

##### SCAA (M. Harris)

- Harris reported that SCAA would not be conducting a separate search for the Director of EOP. A member of the SCAA Committee will sit on the college’s search committee.

5. **Old Business**

Grade Inclusion/Exclusion Policy: Shea reported that the Senate received a response from Vice President Glocker and Salvador. However, it was only a partial response since not all of the Senate recommendations were addressed. A copy of the response was distributed to all Senators present at the meeting.

6. **New Business**

Donna Cox thanked Shea and Schwartzott for “restoring the Senate to what it should be.” Cox pointed out how much was accomplished during their tenure as Faculty Senate President and Vice President.

Meeting adjourned at 5:30

Respectfully submitted,

Raymond Shea  
President

Barbara Robinson  
Secretary

**Minutes approved at the September 18, 2003 Faculty Senate meeting.**

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

September 18, 2003

**PRESENT:** G. Anderson, T. Archie, I. Benz, W. Brewer, D. Brown, F. Burger, S. Cable, S. Callan, L. Chrzan-Williams (Vice President), D. Cox (President), K. Doyle, K. Farrell, M. Filozof, C. Gilbert, E. Grissing, M. Harris, A. Hughes, K. Humphrey, J. Kaufman, R. Kuempel, E. Laidlaw, D. Leach, A. Leopard, M. Marino, J. McCauley, M. McKinzie, S. Murphy, P. Peterson, M. Reed, S. Ruckert, P. Sarantis, L. Silvers, J. Smith, E. Stewart, M. Timmons, T. Tugel (Secretary), H. Wheeler, W. Willard

**ABSENT:** M. Bower, T. Digiacomio, J. Ekis, T. Keys, G. Toth

**GUESTS:** C. Adams, A. Andreu, V. Avalone, E. Baker, D. Beech, S. Blacklaw, M. Boester, S. Bottoni, G. Bouk, K. Canfield, C. Casalnuovo-Adams, D. Cecero, C. Cooper, M. Deagman Reed, R. Degus, R. Detmer, P. Emerick, M. Ernsthausen, A. Felicetti, T. Flansburg, C. Forde, J. Glocker, M. Hachee, S. Kilmer, J. Mahar, K. Marhatta, E. Morris, M. Murphy, J. Nelson, S. Perry, A. Ranczuch, S. Rock, S. Salvador, J. Santos, T. Shamblyn, B. Smith, H. Williams

1. **Meeting called to order:** 3:38 p.m.
2. **Announcements**
  - a. D. Cox introduced Senate officers and recognized new senators, returning senators and guests. Invitations were extended to faculty and professional staff to consider the Faculty Senate as a means of college-wide involvement.
  - b. H. Murphy, Senate secretary, was thanked for her service to the senate. The process to hire a replacement has been initiated.
3. **Guest Speakers:** Janet Glocker, Vice President of Academic Services and Angel Andreu, Assistant Director of Research reviewed the 2002 Faculty Survey results conducted by the Higher Education Research Institute (HERI). Of note were several areas in which faculty responses varied significantly from those in the past. These included satisfaction with salary and fringe benefits (declined), satisfaction in relationships with administration (increased) and percentage of faculty reporting the review/promotion process as a source of stress (increased). The complete survey, which includes responses in the areas of personal and professional goals, educational goals and teaching practices, sources of stress, social views, faculty perceptions of the institution, involvement with reform efforts and job satisfaction, are available in both the DCC and Brighton libraries. Results may also be found at [www.gseis.uda.edu/heri/faculty.html](http://www.gseis.uda.edu/heri/faculty.html). J. Glocker welcomes further discussion of the results.
4. **Approval of Minutes:** Minutes of the May 2003 meeting were approved as amended.
5. **Standing Committee Reports**

Chairs for each of the standing committees were introduced: Elizabeth Laidlaw (Academic Policies), Holly Wheeler (Curriculum), Susan Cable (NEG), Bill Brewer (Professional Development), and Joe McCauley (SCAA). Each provided an overview of their committee functions, with L. Chrzan-Williams filling in for Terry Keys (Planning.) Faculty interested in serving on ad hoc committees of the senate should submit their names to D. Cox.
6. **Old Business**
  - a. J. McCauley (SCAA) clarified the recent realignment within Student Services must maintain the reporting arrangement required by the grant funding EOP, thus the Director of EOP will continue to report directly to the Vice President of Student Services.
  - b. E. Laidlaw (Academic Policies) reported responses to the Senate's proposal addressing the inclusion/exclusion practice regarding a student's change of program have been received from S. Salvador (VP Student Services) and J. Glocker (VP Academic Services).

Meeting adjourned at 4:25 p.m.

Respectfully submitted,

Donna Cox  
President

Terri Tugel  
Secretary

**Minutes approved at the October 16, 2003 Faculty Senate meeting.**