

Faculty Senate Minutes - 1/29/04

MONROE COMMUNITY COLLEGE
FACULTY SENATE

January 29, 2004

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

ABSENT: T. Digiacomio, J. Ekis, K. Farrell, M. Filozof, R. Kuempel, P. Peterson, G. Toth

STUDENT REPRESENTATIVES: C. O'Brien, A. Sharp

GUESTS: C. Abbot, C. Adams, A. Andreu, V. Avalone, A. Baaith, E. Baker, S. Baker, J. Barone, E. Basnayake, S. Blacklaw M. Boester, M. Brandt, P. Burgess, K. Canfield, J. Case, , D. Cecero, B. Connolly, J. Cottrell, F. Dearing, R. DeFelice, R. Degus, M. Dolan, C. Downing, B. Dunning, B. Dwyer, B. Embrey, T. Flynn, S. Forsyth, J. Glocker, J. Hill, M. Kendall, P. Kennedy, C. Mahoney, E. Malin, K. Marhatta, A. Morris, J. Nelson, K. O'Shea, S. Perry, F. Rinehart, R. Rozzi, S. Salvador, C. Schwartzott, C. Silvio, B. Smith, A. Stanton, D. Stewart, A. Stiegel, A. Tippett, N. Thompson, T. M. Vinci, T. Vinci, H. Williams, M. Young

Meeting called to order at 3:37 p.m.

1. Guest Speakers:

A. President Flynn was welcomed with a rousing rendition of Happy Birthday sung by the Senate and its guests. He remarked on the large turnout for the meeting and recognized the Senate for its continued work to make MCC a better institution. President Flynn provided updates on several aspects of the College.

- College Mission: We are in the midst of a rapidly changing world. MCC must be nimble, taking advantage of the opportunities and challenges provided to fulfill its mission. MCC had plans in place to quickly respond when the recent layoff of Kodak employees coincided with President Bush's announcement of federal money for community college training. Other examples include the creation of "Institutes" in Homeland Security and Construction Management. MCC is also working with area businesses to secure financial resources needed for the implementation and/or expansion of programs (e.g. hospitals and insurance companies have provided resources enabling MCC to increase the number of graduates in nursing). Despite changes in administration, faculty and staff, MCC continues its commitment to respond to community demands.

- Financial State: Although state aid has been decreased by a total of 4.1 million dollars, MCC's credit enrollment is increasing. This, coupled with a strong fund balance, will help offset the loss of funding. President Flynn continues to meet with legislators in attempts to regain portions of this lost revenue. The change in county leadership will not adversely impact the College and

President Flynn will continue his job of convincing the county to commit financial support to the College. President Flynn noted the concessions in teaching load made by faculty several years ago have helped match operating expenses with revenue. Accordingly, he does not see teaching load on the table for discussions in upcoming contract negotiations. MCC's foundation is completing a ten million-dollar campaign and he encouraged faculty to contribute, regardless of the dollar amount.

- Downtown Campus: While the official name of the new downtown site has yet to be determined, it will include the name Damon. President Flynn would also include emerging, to reflect its mission of being a dynamic institution, responding to community needs as demands change. He warned the fastest tract for the completion of the new campus is four to five years, so faculty and staff should plan accordingly. The campus will be located in the west end of a facility bounded by Clinton, Mortimer; St. Paul and Main streets that will also house proposed transit and performing arts centers. After looking at several possible sites, this one is less costly and offers numerous positive possibilities.

- Campus Initiatives: President Flynn is pleased with the growth in diversity seen in our programs, student population, and workforce. In the area of assessment, MCC continues to be at the forefront in demonstrating the quality of our academic programs. Dick Degus, Valarie Avalone and Christine Abbott were acknowledged for accepting the task of heading the upcoming Middle States efforts and President Flynn announced MCC will be the first two-year college in New York to have a teacher preparation program. Ultimately, MCC will be judged on how it meets the educational needs of students and their performance upon leaving the college. Surveys show the majority of students are very satisfied with their MCC experience, including the level of instruction received, and stated they would again choose MCC if starting over.

- In response to questions, President Flynn noted the new downtown campus would have the same amount of usable space, if not more, than DCC currently offers. He believes the fast ferry will not have an impact on MCC enrollment of Canadian students. When asked what was being done to address the traffic problems around the Brighton campus, President Flynn remarked we've taken in more students and more cars to add to the problem. He also pointed out the addition of two new parking lots and the fact that an interchange enabling cars to exit (but not enter) Interstate 390 behind the campus is on the top of the list for anticipated roadwork.

B. Dick Degus provided an overview of the upcoming Middle States Study. The focus of the study will be on MCC's educational programs and services, with particular attention to student learning and achievement. The process, occurring over the next two years, will be an analytical one, providing an opportunity for us to examine what we do and how we might improve upon it. Valarie Avalone and Christine Abbott have been appointed co-chairs to lead in these efforts. Additionally, study teams consisting of 8 - 10 members each, will gather information on fourteen different areas of the institution and its educational effectiveness. There will be numerous opportunities for faculty to participate in the process, whether serving on a study team, taking part in focus groups, attending community forums or providing needed information via surveys. Faculty are encouraged to indicate their willingness to serve by contacting either of the co-chairs by February 6.

C. Joan Smith, Communications Network Services, discussed the web-based procedure for faculty to use when a class must be cancelled. This on-line form, located on the employee web page, is accessed through MCC's home page. Once the form is completed and submitted, notices of the cancellation will automatically be sent to students registered in the class through their MCC e-mail accounts, the appropriate department chair, Public Safety (who will also post a notification on the classroom door) and to MCC's phone system. Individuals may call 292-2066 for announcements of class cancellations. Use of the new process should provide a more efficient and secure system.

2. Announcements

D. Cox thanked the Professional Development Committee for the wonderful job with the January workshop. Faculty will want to save the date for the committee's next workshop in June.

3. Approval of Minutes: Minutes of the December 11, 2003 meeting were approved as written.

4. Action Items

Both the 2005 - 2006 and 2006 - 2007 academic calendars were approved unanimously.

5. Standing Committee Reports

Academic Policies (E. Laidlaw):

· The committee has responded to the administration's concerns with the Senate's request to implement a dual GPA in any program inclusion/exclusion policy. The committee's concern with the policy is that it provides an accurate history of a student's work at MCC, not in the number of program changes a student may incur. Therefore, the committee recommends a cumulative GPA for all work undertaken at MCC be reflected in addition to the student's GPA within their current program. Furthermore, the committee acknowledges the limitations of the current SIS+ software to accomplish this, and that the request will need to be worked into the Banner software. The committee's recommendations have been accepted by the Executive Committee and will be forwarded to the administration in a memo from D. Cox.

· The committee will begin to study the current policy on plagiarism. Senators are encouraged to poll their constituents for specific issues or concerns with the present policy.

Professional Development (W. Brewer):

· W. Brewer thanked his committee for helping to make the January Professional Development workshop on Mental Health Issues a success.

· The committee has completed their review of nominations for NISOD awards and has selected Ilene Benz, Anthony Leuzzi, Suzanne Long, Holly Wheeler and Wanda Willard as this year's recipients.

· Individuals wishing to submit requests for professional leaves must do so by Wednesday March 3, 2004.

Curriculum (H. Wheeler):

The committee has given final approval to the following curriculum proposals:

NC10Fall ECE 250 Infant and Toddler Development

NC11Fall ECE 251 Family and Culture

NC12Fall MAR 203 Sports and Entertainment Marketing

CD1Fall MUS 102 Introduction to Music Technology

CD2Fall MUS 103 Vocal Music for Non-Native Speakers

CD3Fall MUS 130 Social and Recreational Music

NEG (S. Cable):

· In light of the many employee positions and titles that have come about since bylaws defining Faculty Senate membership were written, NEG has received a charge from the Executive Committee to study this issue and offer possible solutions to problems surrounding the current bylaw.

· Approximately one-third of the Senate's seats will expire at the end of August 2004. A call for nominations and subsequent elections for these will be held this spring. Tom Cooper has announced his resignation as MCC's representative to the Faculty Council of Community Colleges at the end of this term. A call for nominations and an election for his successor will also be held this spring.

Planning (T. Keys):

The committee is in the process of reviewing applications for strategic planning grants.

SCAA (J. McCauley):

The search for an Associate Dean of Workforce Development is moving forward, with the intent

that dates for open hearings with the candidates can be announced at the next Senate meeting.

5. Old Business

D. Cox shared a memo drafted by the Executive Committee stating its position on SUNY-wide campus based assessment. The memo will be given to Tom Cooper to share with the Faculty Council of Community Colleges. It states the Executive Committee has reservations with the process until specific questions/issues can be clarified, but encourages continued discussions.

6. New Business

No new business was brought before the Senate.

Meeting adjourned at 4:57 p.m.

Respectfully submitted,

Donna Cox Terri Tugel
President Secretary

Minutes approved at the February 26, 2004 Faculty Senate meeting.

February Faculty Senate Meeting Minutes

MONROE COMMUNITY COLLEGE FACULTY SENATE

February 26, 2004

PRESENT: G. Anderson, T. Archie, P. Bishop, W. Brewer, D. Brown, F. Burger, S. Cable, S. Callan, L. Chrzan-Williams, D. Cox (President), K. Doyle, J. Ekis, C. Gilbert, E. Grissing, M. Harris, A. Hughes, K. Humphrey, J. Kaufman, T. Keys, E. Laidlaw, D. Leach, A. Leopard, M. Marino, M. Mendez-Rizzo, M. McKinzie, S. Murphy, P. Peterson, S. Ruckert, P. Sarantis, L. Silvers, J. Smith, M. Timmons, T. Tugel (Secretary), H. Wheeler, W. Willard, H. Wynn-Preisiche

ABSENT: I. Benz, M. Bower, T. Digiacomio, K. Farrell, M. Filozof, R. Kuempel, J. McCauley, M. Pastorella, E. Stewart, G. Toth,

STUDENT REPRESENTATIVES:

GUESTS: C. Adams, S. Blacklaw, K. Canfield, D. Cecero, B. Connolly, C. Cooper, R. Degus, F. Rinehart, S. Salvador

Meeting called to order at 3:39 p.m.

1. Guest Speakers:

A. Dr. Susan Salvador, Vice-President of Student Services

- The offices for Transfer and Placement and Continuing Education have been re-located to the Career Center in the campus center. The Advisement Center is now centrally located within the Counseling Suite of Building 1. Additionally, President Flynn was honored for his many years of service at the recent ribbon-cutting ceremony for the R. Thomas Flynn Campus Center.
- The Student Government at DCC has changed its name from Parliament to SEGA (Social Events and Governance Association), to more accurately reflect the work of the organization.
- The three residence halls opened for the Fall 2003 semester are filled to capacity. Applications for the Fall 2004 semester are being accepted and it appears the halls will be filled with some students placed on waiting lists. All students whose names had been on waiting lists for Fall 2003 were accommodated. Currently there are nine Resident Assistants and two Resident Directors, with plans underway to hire a third Resident Director. "Community Assistants" within the halls assist RA's with the planning of programs and events for residents. Several partnerships between residents and College faculty/staff have already been established. The HALL Committee, comprised of students, faculty and staff, has been working to integrate residents and faculty/staff through various activities. Health Services is involved with a peer education program, promoting health awareness for students on campus and within the residence halls. Also, grants to establish two learning communities will be offered to new residents. Dr. Salvador responded to several questions from the Senate:

Priority for admittance to the residence halls is based on the date and time a student's application is received and whether or not students are registered for classes at MCC.

Applicants for Resident Assistant positions should be students of high caliber. These positions provide students with a stipend in addition to full room and board. Student Services hopes faculty can assist in increasing the applicant pool for Resident Assistants by providing names of qualified students.

The ownership and operation of the residence halls is not the business of the College, but a separate organization, the MCC Association, Inc. The Association intends to keep the residence halls open throughout the year. To remain in the dorms between the Fall 2004 and Spring 2005 semesters a student must be enrolled in an intercession course. For Summer 2004, students must be enrolled in at least one course to live in the halls. In future summers, the requirement will

be increased to enrollment in two of the three summer sessions. Residence halls will also be offered for housing in conjunction with area organizations offering a variety of summer programs. Students within the dorms have the capability to access the Internet but not the M: drive. While there has been some discussion of increasing library hours on weekends, changes will be made based on demand and as such, remain unchanged.

- The League for Innovation will be offering a library of its materials through the League's web site. An A-Z index will link to PDF files of manuscripts, books and abstracts as well as video and audio clips on specific topics. More information will be forthcoming.
- There is considerable dialogue across the institution with regards to civility on campus, both in and out of the classroom. Initiatives include the 3 R's campaign begun by the Faculty Senate and the Personal Health and Safety Committee's study of ways different departments and services can work together on civility issues. Public Safety is now able to issue moving traffic violations on campus and stop signs are to be installed at several intersections around the campus. Faculty questioned what steps are being taken to alleviate the hallway congestion where Buildings 11 and 1 meet the campus center. Public Safety has placed personnel at this location during College hour, primarily to keep people from standing in the doorways. With the completion of the campus renovations, this area should not remain the primary point of ingress to and egress from the center and the problem should be resolved.
- In response to faculty questions, Dr. Salvador stated the College is looking at the current types of health services and times of their highest demand at DCC and will then consider the best way to meet these. Also, the College is aware of the interest in shuttle transportation between the Brighton and downtown campuses and is researching means to provide this service.

B. Richard Degus, Executive Assistant to the President

- March 15th is the target date for the opening of the south lounge area with seating for approximately 35 people. Java Joe's has contracted with the College to open a coffee shop in the lounge.
- By May 1st, all site work is to be completed and all equipment associated with the construction/renovation project will be removed. At that time landscaping of the area will begin.
- A parking lot will be established in the perimeter loop behind the campus center, providing 70 - 90 parking spaces for off-campus visitors.
- The area previously occupied by the Brick Lounge will be remodeled this summer.
- Simply Crepes, owned by MCC alumni, will be piloting their food service on the 2nd floor next to the library.
- Long range plans call for the gutting and rebuilding of classrooms in Building 9. However, this will not occur until a downtown technology center has been established. The RAITN room has been converted to a full purpose classroom and plans are being considered to retrofit an additional biology laboratory. The College is also considering increasing the number of courses offered during College hour to help alleviate the shortage of classrooms.
- The response to the Middle States Study has been overwhelming, with 150 volunteers to date. The process of forming the Steering Committee is underway.
- Several faculty noted a strong odor on the first level of the stairwell in Building 8. R. Degus will speak with

D. Schottler to make sure the facilities department is aware of this and working to resolve the problem.

- Telephones are being installed in all smart classrooms and the only remaining ones are those in buildings 6 and 9. Telephones will be placed in other classrooms as demands warrant.

Announcements (D. Cox)

- S. Wynne is working to move all senate folders/files to one central location on the M: drive.
- Tom Cooper reported the Faculty Council of Community Colleges continues to stand firm on its refusal to participate in SUNY's campus-wide, or value-added assessment plans. MCC's response to the FCCC, while not endorsing SUNY's proposal but encouraging continued debate among all parties, was in the minority. Although SUNY now refers to this as "strengthen campus-

based assessment", it is still a complex issue and requires broad representation on any committee designing the plan.

3. Approval of Minutes: Minutes of the January 29, 2004 meeting were approved as written.

4. Standing Committee Reports

Academic Policies (E. Laidlaw):

The committee will be meeting with Dean Otero and R. Ryther on March 24 to discuss the Academic Honesty policy, and working with the Testing and Placement Committee to align revised TRS 103 and TRS 104 courses with Accuplacer placement policies.

The committee requests any current or former Senate committee chairs forward policy resolutions or amendments to policy resolutions passed during their appointments to S. Wynne for inclusion in the policy handbook.

Curriculum (H. Wheeler):

Currently, 15 proposals are posted for faculty review, including several program changes.

NEG (S. Cable):

The committee has begun working on the issues surrounding Faculty Senate membership and voting faculty. The Executive Committee has requested the committee's report by May 6.

In preparation for the election of MCC's representative to the FCCC, Tom Cooper has been asked to outline the responsibilities and duties of the position. Watch the Tribune for information on this. The terms for 12 Senate seats expire at the end of August 2004. NEG will be contacting the departments and/or areas affected.

Planning (T. Keys):

The review of Strategic Planning grants has been completed and recommendations have been given to President Flynn. Notices regarding these should be out within the next few days.

Professional Development (W. Brewer):

Nominations for the Dr. Wesley T. Hanson Award for Teaching Excellence and the MCC Award for Excellence in Professional Service are due by 3:00 p.m. on Wednesday, April 7, 2004. Criteria for the awards and application forms can be obtained at:

M:\MCC\Teams\Faculty Senate\Professional Development\Hanson Award Application.doc.

SCAA (L. Chrzan-Williams for J. McCauley):

Four candidates have been selected to interview for the position of Dean of Workforce Development. Open hearings with the candidates will be announced. The committee will begin preparations for upcoming chair elections.

5. Old Business

There was no old business.

6. New Business

There was no new business.

Meeting adjourned at 4:33 p.m.

Respectfully submitted,
Donna Cox Terri Tugel
President Secretary

Minutes approved at the March 25, 2004 Faculty Senate meeting.

Faculty Senate March Minutes

FACULTY SENATE

March 25, 2004

PRESENT: G. Anderson, I. Benz, P. Bishop, W. Brewer, F. Burger, S. Cable, L. Chrzan-Williams (Vice-President), D. Cox (President), K. Doyle, J. Ekis, C. Gilbert, A. Hughes, K. Humphrey, J. Kaufman, T. Keys, E. Laidlaw, D. Leach, A. Leopard, M. Marino, J. McCauley, M. McKinzie, S. Ruckert, L. Silvers, J. Smith, T. Tugel (Secretary), H. Wheeler, W. Willard,

ABSENT: T. Archie, M. Bower, D. Brown, S. Callan, T. Digiacomio, K. Farrell, M. Filozof, E. Grissing, M. Harris, R. Kuempel, M. Mendez-Rizzo, S. Murphy, M. Pastorella, P. Peterson, P. Sarantis, E. Stewart, M. Timmons, G. Toth, H. Wynn-Preishe

STUDENT REPRESENTATIVES: S. Piciulo, A. Sharp

GUESTS: V. Avalone, K. Canfield, B. Connally, P. Wakem

Meeting called to order: 3:35pm

1. Guest Speakers:

Barbara Connolly, Dean of Academic Services at DCC – Academic Initiatives at Damon
Neat Students: The number of students taking courses at DCC has increased from 1145 FTE's, (headcount of 4491) during the 2001-2002 academic year to 1326 FTE (headcount of 4814) in the current year. The demographics of the student population, while not much different than MCC as a whole, does show more ethnic diversity than the Brighton campus and is predominately female and younger than in past years. Students are extremely passionate about being at Damon. Student comments and opinions are highly valued and Damon is a true learning community.

Neat Faculty: Numbers have increased from 35 full-time and 82 adjunct faculty in the Fall 2001 semester to 45 full-time and 118 adjunct faculty in Spring 2004. There is a mix of faculty teaching their full load at Damon and those that split their time between Damon and Brighton campuses.

Neat Programs:

Teacher Education is the newest program to be offered at DCC. Curriculum proposals for 3 degrees within the program have been submitted to SUNY and state approval is expected in the near future. Until then, students enrolled in education courses are working under an advisement sequence for teacher education within the Liberal Arts degree.

Law and Criminal Justice: A new initiative within the Police Science degree is Brighton Watch, a service learning project linking learning outcomes of a particular course to community service needs. Through Brighton Watch, students have monitored motorists' speed through neighborhoods and educated senior citizens on travel and computer safety tips. Perkins' funding has been received for PREP (Police Recruitment Educational Project) which uses a collaborative effort between the Rochester Police Department and CEAS (Center for Educational Access and Achievement) to identify and tutor students entering the police academy. Currently twelve students are in the program, and numbers are expected to increase next year. Additionally, the Paralegal Studies Certificate recently received American Bar Association approval; the department collaborating with the Homeland Security Institute to develop coursework for a Homeland Security Management Degree; and grant funding has been received to join with Office and Computer Technology in the development of coursework and laboratory space for a Computer/Cyber Security Certificate.

Human Services: The Early Childhood Certificate links Rochester Parent Network and day care providers in Brighthon. New initiatives include the design of credit bearing courses leading to Family Development Credentials and a new course, Contemporary Urban Issues, will be offered next fall.

Under the direction of Susan Bender, Service Learning has linked courses in Education with Junior Achievement and the School Without Walls; Sociology with the American Red Cross; Political Science with Volunteer Legal Services; English with Wilson Commencement Park; and Criminal Justice with the Brighton Police. The program continues to grow. The Center for Educational Access and Achievement (CEAS) offers both pre-collegiate (e.g. STEP, STAGE) and collegiate programs (C-STEP, STAND, Bridges to Baccalaureate) with the goal of keeping students in school or providing skills training for employment. The programs are extremely successful. AmeriCorps, a national community-based organization has its Rochester regional site housed at DCC and provides education awards to students for their community service.

Dean Connolly invites faculty to come and tour the Damon campus to see first hand the "neat" stuff DCC has to offer.

Terry Keys, Director, Instructional Technologies - Instructional Technology Update
Although faculty are familiar with many of the services provided by Instructional Technology Services, a tour of the ITS website can be informative. As a part of Education Technology Services, the focus of ITS is to improve education through a variety of instructional means. One of the primary focal points of ITS over the past several years has been providing support for the development and delivery of on line courses. MCC has been a leader in the SUNY Learning Network, now offering 121 sections of 86 different courses on line. Hybrid courses use a combination of on-line delivery and face-to-face meetings to deliver a course. Currently, six hybrid courses are being offered.

MCC joined with Suffolk and Herkimer Community Colleges to pilot the campus based initiative known as CourseSpace. Password protected, CourseSpace allows faculty to combine all technology options currently available (e.g. threaded discussions, student quizzes, submission of assignments; video clips, etc.) when teaching. Although CourseSpace is now merged with SLN, it is not limited to on line courses, but can be used as an enhancement to any course taught at MCC.

The Faculty Innovation Center provides faculty with access to the latest equipment in technology. ITS offers training in a variety of areas easily located on the ITS web site. Faculty also have free access to SkillSoft, a self paced training program offering 800 programs through the web. Also on the ETS web page is a link to Tech News providing updates on general technology topics.

Faculty are encouraged to share ideas on technology use in the classroom with ETS.

2. Announcements (D. Cox)

The Executive Committee will be selecting individuals to serve on two ad-hoc committees of the Senate. The first will provide a follow up to the list of recommendations submitted in 2000 by a previous ad hoc committee studying MCC's promotion process. The second committee will be concerned with the issue of civility on campus. The Executive Committee will formalize specific charges for each committee. Names of interested faculty should be submitted to the Executive Committee.

Senate elections will be held this spring. D. Cox offered to discuss Senate responsibilities and opportunities with any department requesting her to do so.

3. Approval of Minutes: Minutes of the February 25, 2004 meeting were approved as corrected.

4. Standing Committee Reports

Academic Policies (E. Laidlaw):

- The committee has received a great deal of feedback (both positive and negative) from department chairs in response to the committee's draft of an alternative academic calendar.

- Work continues with TRS to on the curriculum revisions for current TRS courses.

- Pete Otero, Michele Deagman Reed and Richard Ryther met with the committee regarding current policies on academic honesty. Ideas to educate both students and faculty on academic honesty included opportunities for faculty discussion; providing a link to a website stating the policy within course information sheets; publishing "factoids" related to this topic in the Tribune on a regular basis. The problem is most likely under reported, with about fifty cases involving academic dishonesty being reported to Student Services this year.

Curriculum (H. Wheeler):

- Currently has 19 proposals posted for review:

NEG (S. Cable):

- In preparation for the upcoming election of MCC's representative to the Faculty Council of Community Colleges, the Tribune published a statement prepared by Tom Cooper outlining the responsibilities and duties of the position. A call for nominations was published in the Tribune on March 23.

- Notifications will be sent to departments and areas with Senate seats up for election this spring.

- The committee continues to research issues related to membership and voting status within the Faculty Senate. Their findings will be submitted to the Executive Committee by the end of the semester.

Planning (T. Keys):

No report

Professional Development (W. Brewer):

The committee has interviewed applicants for professional leave. Recommendations will be forwarded to the administration after all applications have been reviewed. Nominations for the Wesley T. Hanson Award for Teaching Excellence and the MCC Award for Professional Service Excellence are due April 7.

SCAA (J. McCauley):

- Open hearings have begun for the Associate Dean of Technical Education. Recommendations will be forwarded to the administration next week.

- Departments scheduled to hold chair elections this spring have been notified. To date, each affected department has at least one candidate for the position.

5. Old Business

There was no old business.

6. New Business

There was no new business.

Meeting adjourned at 4:46 p.m.

Respectfully submitted,

Donna Cox Terri Tugel
President Secretary

Minutes approved at the April 22, 2004 Faculty Senate meeting.

Faculty Senate
Faculty Senate Office

Faculty Senate April Minutes

MONROE COMMUNITY COLLEGE

FACULTY SENATE

April 22, 2004

PRESENT: G. Anderson, T. Archie, P. Bishop, W. Brewer, F. Burger, S. Cable, S. Callan, L. Chrzan-Williams (Vice-President), D. Cox (President), K. Doyle, C. Gilbert, E. Grissing, M. Harris, A. Hughes, K. Humphrey, J. Kaufman,

T. Keys, E. Laidlaw, A. Leopard, M. Marino, J. McCauley, M. McKinzie, P. Peterson, S. Ruckert, P. Sarantis L. Silvers, J. Smith, E. Stewart, M. Timmons, T. Tugel (Secretary), H. Wheeler, W. Willard, H. Wynn-Preische

ABSENT: I. Benz, M. Bower, D. Brown, T. Digiacomio, J. Ekis, K. Farrell, M. Filozof, R. Kuempel, D. Leach,

M. Mendez-Rizzo, S. Murphy, M. Pastorella, G. Toth

STUDENT REP: C. O'Brien

GUESTS: C. Adams, K. Canfield, D. Cecero, S. Dwyer, A. Felicetti, J. Glocker, A. Perry, F. Rinehart, C. Rogalski, R. Stewart, D. Swanger

Meeting called to order: 3:36pm

1. Guest Speakers: Carol Adams, Chet Rogalski, Frank Rinehart and Dustin Swanger
Each dean was invited to share with the Senate recent events and efforts in their respective divisions.

·Carol Adams Dean of Interdisciplinary Programs (ESOL and Foreign Languages, Academic Support Services, including the Writing Centers and Interdisciplinary Programs Learning Centers on Brighton and Damon Campuses and the School to College Alliances, where 3500 students are enrolled in the Dual Credit Program, Transitional Studies and Writing Across the Curriculum).

Interdisciplinary Programs' focus is student centered and includes a talented group of faculty and staff committed to student success. Highlights include this spring's Foreign Film Festival and Voices, a publication of ESOL student essays. The Transitional Studies offers foundation courses in reading, writing and math for approximately 300 Program students and provides service courses for an additional 2500 students currently enrolled in various college programs. Curriculum proposals under development include revisions in American Sign Language courses, Chinese and the new TRS required reading course for those students who place in a certain score range on the Accuplacer Placement Test. Academic support programs include Learning Centers and Writing Centers, funded by both the college and the Student Support Services and Perkins' grants. Interdisciplinary programs continue to build partnerships with specific academic programs across the College. Currently, twelve academic departments partner with more than twenty-six school districts to offer MCC academic courses for dual credit.

·Chet Rogalski: Dean of Liberal Arts (Anthropology/History/Political Science/Sociology, English/Philosophy, Honors Program, Mathematics, Psychology, Visual and Performing Arts)

In the past five years, student enrollment within the division has increased 40%. Initiatives include the English/Philosophy Department's Children's Literature Conference, their sponsorship of Poetry Month in April, and "Skunk Hour", which provides faculty the opportunity to share their writings with the College community. Mathematics continues its highly successful summer Statistics conference, "Beyond the Formula," which draws approximately 150 local and

international participants. The Holocaust/Genocide Studies Project maintains a strong presence within the Psychology and Anthropology/History/Political Science/Sociology departments. VAPA's speech contest in memory of Otis Young showcases students' poise and talent in this area. The event is held in early May. Goals include the development of new academic programs and course offerings as well as hiring faculty to fill three tenure track positions within Mathematics and one each in English, Political Science and History.

· Frank Rinehart: Dean of Science, Health and Business (Biology, Business Administration/Economics, Chemistry/Geosciences, Engineering Science/Physics, Health/Physical Education, Health Professions, Nursing)

Although the division encompasses a diverse group of departments, all have experienced recent increases in student enrollment, whether due to their support of general education or the community's demand for increased health care professionals. Accordingly, this has placed physical and financial demands on the College to provide required laboratory space within the sciences. We are unable to expand health career programs to match demand because the cost of educating a student in a health related program is three times that of other academic programs. With external funding, additional full-time temporary faculty positions have been added, enabling an increase in the number of students admitted to the Nursing program. Additionally, the admission criteria have been revised to reflect more predictive outcomes and retention of students accepted into Nursing. We have just determined that external funding exists to expand the Radiologic Tech program starting with an additional fourteen students in Fall 2004. Business Administration has completed its program assessment and program review with positive outcomes. There are curriculum changes in the Geosciences include that involve changing the designation of three courses from geology courses (GEO) to geography (GEG). The most prominent of these is the Weather and Climate course. GEG 104 will still count as a SUNY natural science elective.

· Dustin Swanger: Associate Vice President/Dean of Workforce Development and Technical Education
(Applied Technologies, Engineering Technologies, Hospitality, Office and Computer Programs, Workforce Development and Training, and Public Safety)

Self supporting areas include Workforce Development and the Public Safety Training Facility. Programs within Technical Education are also experiencing growth and curricular revisions are occurring within the manufacturing programs. The Automotive Technology's Toyota program has been recognized as one of the nation's top programs. Community colleges train over 80% of the primary responders to catastrophic events, and the development of the Homeland Security Management Institute at MCC has established the College as one of the leaders in this area. Campus laboratory facilities are utilized for MCC's summer technology camp, offered in conjunction with YMCA programs for 7th and 8th grade students. This six-week program has 130 participants and receives positive feedback from campers, often requesting more time be spent in the laboratory. Academic Initiatives include a Networking Certificate and Call Center programs, as well as efforts to retain non-traditional students in technology curriculum. Reports of lay-offs in the community tend to bring negative perceptions but the Rochester area is beginning to turn around economically. Many people within the community are dedicated to economic development and MCC's is working with them to recruit and develop businesses within the Rochester area.

·The following questions were asked by the Senate:

Why would a class in high demand be cancelled, especially when the course section has students wait listed?

F. Rinehart replied class cancellations are done with great reluctance and typically occur when the section cannot be staffed. He also noted the numbers of students listed on wait lists for some courses are inflated, since students will put their names on multiple course sections.

When a course is offered for the first time, what enrollment number must be reached to prevent

its cancellation?

If there are choices as to which courses will run and which will be cancelled, those with higher enrollment are generally kept. However, one must keep in mind new courses have an "incubation period" and may need to be offered even when enrollment numbers are lower than desired. There is never a firm number that determines if a class is offered or cancelled. It is best to consider the big picture and offer courses that meet the needs of the highest number of students (F. Rinehart).

2. Announcements (D. Cox)

Names of individuals have been forwarded to J. Glocker for the ad hoc committee studying the issue of civility on campus. Names are still needed for a second ad-hoc committee which will follow-up the Senate's 2001 report on the promotion process.

3. Approval of Minutes: Minutes of the March 24, 2004 meeting were approved.

4. Action Items

The following curriculum proposals were approved unanimously:

PR3Fall: Electrical Apprentice Certificate

PR5Fall: Liberal Arts and Sciences: Nutrition Advisement Sequence

PR6F: Health Studies AS

PR8F: Apprentice Training Automotive AAS

PD2F: Business Administration AAS-E-Business

5. Standing Committee Reports

Academic Policies (E. Laidlaw):

In attempts to reduce the Senate's wasted efforts in proposing academic calendars, the committee now receives and reviews a two-year academic calendar proposed by the administration. The committee continues to struggle with the current calendar guideline that specifies a "break" in instruction of at least one day in October (Columbus Day) when possible, and another "break" in November (Thanksgiving). The committee proposes a revision in this guideline to read "Have at least one break in instruction during the Fall Semester". A vote on this revision will be an action item at the May Senate meeting.

Curriculum (H. Wheeler):

The committee has given final approval to nine new courses, 18 course revisions, 4 course deactivations, 4 program revisions and 1 program deactivation. Currently, there are 21 proposals posted for faculty review.

NEG (S. Cable):

An election for MCC's representative to the Faculty Council of Community Colleges will be held in May. Louis Silvers has been nominated and Senate by-laws require an election regardless of the number of candidates running for the position. Faculty are encouraged to show support for this position by voting May 4 (DCC) or May 5 (Brighton).

There are 18 anticipated vacancies for Senate seats at the end of August 2004. Twelve are the result of expiration of Senate terms, 6 will result from mid-term resignations. The following departments have yet to submit candidate names: Anthropology/History/Political Science/Sociology, Athletics, Biology, English/Philosophy, Health Professions, Instructional Technologies and Nursing.

NEG continues their work on criteria for Faculty Senate membership.

Planning (T. Keys):

No report

Professional Development (W. Brewer):

The committee has completed their reviews of the applications for Leaves for Professional Development and has forwarded their recommendations to the administration. Nominations for the Wesley T. Hanson Award for Teaching Excellence and the MCC Award for Professional Service Excellence are being reviewed and recommendations for these should be announced within the next several weeks.

The program for the Senate's Professional Development workshop is being finalized. The workshop will take place the afternoon of June 11 in the Campus Center's Monroe A and B.

SCAA (J. McCauley):

Open hearings for the Associate Dean of Technical Education have been completed and the committee's recommendations have been forwarded to the administration. The committee oversaw the election of chairs for five departments. All chair elections were uncontested.

6. Old Business

There was no old business.

7. New Business

There was no new business.

Meeting adjourned at 4:34 p.m.

Respectfully submitted,

Donna Cox
President

Terri Tugel
Secretary

Minutes approved at the May 20, 2004 Faculty Senate meeting.

May Faculty Senate Minutes

Monroe Community College Faculty Senate

May 20, 2004

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

ABSENT: M. Bower, W. Brewer, D. Brown, T. Digiacomio, J. Ekis, M. Filozof, R. Kuempel,, M. Pastorella, S. Ruckert, P. Sarantis, L. Silvers, G. Toth, H. Wynn-Preishe

STUDENT REP: A. Sharp

GUESTS: E. Baker, S. Blacklaw, D. Cecero, S. Dwyer, A. Felicetti, M. Fox, J. Glocker, F. Rinehart, C. Rogalski

Meeting called to order: 3:34 pm

1. Guest Speakers:

A. Bob Wiesner, Director, Public Safety – Public Safety Web Site

B. Wiesner thanked the Senate for the opportunity to share several new things within Public Safety. He noted Leah Dwyer's efforts in making the Public Safety website more user friendly. Numerous links to information for MCC employees can be found on the site's homepage. One link of interest is to campus reports mandated by the Jeanne Clery Security Policy and Crime Statistics Act. These security reports are filed annually and contain information regarding campus security and personal safety on MCC's campuses and surrounding properties. A link to the U.S. Department of Education's website will show MCC's crime statistics along with those of other colleges and universities. Other links include MCC's policies regarding sexual offenses, drug and alcohol prevention and maintaining a drug-free workplace.

B. Wiesner discussed MCC's Emergency Management Plan, developed to handle emergency and disaster situations on campus as well as coordinate the College's responses with other public safety agencies in Monroe County. Because the Brighton campus has the capacity to generate its own power, it is an integral component in the county's emergency plan. The "Emergency Planning" link provides access to an "Executive Overview" of the College's plan, specific guidelines outlining employee responses to emergency situations for both the Brighton and Damon City campuses, and a presentation on "Employee Awareness Training".

With the construction of residence halls and campus center, additional and updated security cameras have been added. A card access system has been initiated for residence halls and the current "card swipe" method of access to restricted parking areas on campus will be replaced with one that is easier to use.

In response to a question asking if the crime statistics reported for Damon were restricted to the two floors of the Sibley Building occupied by the campus, B. Wiesner noted reports mandate statistics be reported in three categories which do include statistics for public property surrounding the campus. These statistics are gathered with the help of local police reports.

M. McKinzie provided anecdotal information regarding the increased disruption to classes resulting from student gatherings in the hallways outside classrooms, especially in Building 9. B. Wiesner noted additional security has been placed in some areas of campus to prevent student loitering, especially in areas that serve as emergency exits. It is hoped with construction

completed and the re-opening of the Brick Lounge, these problems will occur less frequently. B. Wiesner encourages faculty to communicate their concerns to Public Safety so they can be addressed.

B. Janet Glocker, Vice President, of Academic Services – Renaissance Center Update

J. Glocker shared with the Senate what is currently known about MCC's involvement with the proposed downtown Renaissance Center. Unfortunately, at this time there are neither hard facts nor specific data available. For a number of years, MCC has been interested in relocating the Damon City campus from its current site, which is a leased facility, to one that is owned by the College. In order to accomplish this, MCC must secure funding within both the County and State budgets. Last summer, the concept of a downtown Renaissance Center became a topic of discussion, and an opportunity for MCC to leverage its own source of funds with those of others. Specifically, monies tied to the construction of a new transit terminal and perhaps a performing arts center. Currently, we are assured that funding is available for MCC to relocate its downtown campus. Whether or not it is part of the Renaissance Center project is dependent upon other parties securing funding.

Regardless, MCC must plan for the future directions its downtown campus will take. Currently, DCC's "theme" for its program offerings, is one of public service. Keeping this theme, the College envisions additional "thematic" programs as possibilities. Emerging technology would be a theme if the Engineering Technology programs were located downtown. A "cultural" theme would be involved if a new performing arts center were built. The addition of a downtown casino could bring a "hospitality" theme. Perhaps we would develop a casino-training program similar to that developed by Niagara Community College. Perhaps casino training would be non-credit and similar to that of the New Jersey/Atlantic City training. Consequently, this fall, the Senate and academic departments will be asked to consider program combinations suitable for a downtown site given the information we have; these considerations and recommendations will come to Janet Glocker. When final decisions are made regarding the downtown site, MCC's piece of the planning will be well underway. Some of the planning efforts may fall by the wayside as the overall project takes shape and square footage available is known.

The Senate asked the following questions:

- If MCC is part of a Renaissance Center, will it have its own building or be part of a larger one shared with others? Will the campus be larger than the current one? J. Glocker noted the Transit Center will be housed underground. Above that will be the Damon Campus as well as a separate performing arts center. The building housing DCC would be owned and controlled by the College. She did not have specific numbers on the building's square footage, but it would offer more usable space (both in actual area and in design) than found at the current site.

- If funding for a performing arts center does not come through, would DCC remain in its current location? J. Glocker noted since capital funds have a limited period for their use, MCC would want to utilize these while they are available. MCC's and the Transit Center's funding has been secured. Performing Arts funding is not secured. MCC is committed to a downtown campus that we own.

2. Announcements (D. Cox)

- The Faculty Senate now has a mailbox located in the mailroom of building 1.
- There has been a good response to the call for volunteers to serve on the ad-hoc promotion committee. The Executive Committee is still taking names of those interested. The committee will be formed this spring but will begin its work in the fall.

3. Approval of Minutes: Minutes of the April 22, 2004 meeting were approved.

4. Action Items

Curriculum. The following curriculum proposals were brought to the Senate for a vote and passed unanimously:

PR9F Criminal Justice-Police Science AAS
PR11S LA&S-Biology Advisement Sequence AS
PR12S VCT: Photography/Television AAS
PR10 Business: International Business AS
PR13S Business: International Business AS
PR 14: Information Technology AS
NP1S Child Care Practitioners Advisement Sequence AS

Additionally, Jim Coffey shared the rationale for the proposed Child Care Practitioners Advisement Sequence. This program addresses a dire need in the community to support the professional development of child care providers. Currently, training opportunities mandated for the approximately 4,000 registered and licensed child care practitioners in Monroe are unsatisfactory. Recognizing the direct relationship between education and quality of care provided by practitioners, New York State offers tuition for all courses leading to a college degree (all levels) in early childhood or a related field for matriculated, eligible childcare providers. In addition to the child care practitioners, there are several hundred teaching assistants in local school districts as well as Early Head Start teachers who are facing increased academic requirements in the next several years that specifically include associate degrees in early childhood or a related field.

B. Academic Calendar: Change in resolution 1.5.1(3)

Resolution 1.5.1 lists eight criteria to be considered when constructing the academic calendar. The current resolution 1.5.1(3) reads as follows: Have a “break” in instruction of at least one day in October (Columbus Day), when possible, and another “break” in November (Thanksgiving).

In an effort to eliminate the frustration encountered in trying to meet this criterion, the Academic Policies Committee proposes the resolution be revised to read: Have a “break” in instruction of at least one day during the Fall Semester.

J. McCauley asked if the committee knew of other community colleges that provided a break in October, and if so, how did they accomplish this when MCC could not? E. Laidlaw reported six community colleges do have a post Labor Day start and finish the semester by December 24, however the number of instruction days these calendars incorporated was not known. She also noted the committee found that approximately 44% of faculty and 20% of the students have school aged children that have Columbus Day as a designated holiday.

The resolution passed. (24 Yes; 2 No)

5. Standing Committee Reports

Academic Policies (E. Laidlaw):

The committee is finishing its study of required information for Course Information Sheets in the hopes of reconciling the Vice President’s suggestions with elements required by Senate resolutions.

Next fall the committee will collaborate with the Senate’s Professional Development committee to offer a series of communications and/or events focusing on academic honesty.

Curriculum (H. Wheeler):

The committee has given final approval to 9 new courses, 27 course revisions, 2 course deactivations and 7 program revisions. Currently, there are proposals for six program revisions and one course revision posted for faculty review.

NEG (S. Cable):

Louis Silvers was elected as MCC’s representative to the Faculty Council of Community Colleges

and begin his term in September.

NEG is in the process of completing elections for 18 senate seats. An increase in faculty within Business Administration led to the creation of one new senate seat. Four of the elections were contested. The result of the election in English/Philosophy is pending and two areas, Nursing and Athletics/Student Center, have no candidates.

The Committee continues to work on its charge from the Executive Committee regarding Senate Membership. Although the work has progressed slowly, submission of a final report to the Executive Committee is planned for later this month.

Planning (T. Keys):

The committee is reviewing the College's draft document for SUNY's Mission Review.

Professional Development (Anne Hughes):

The Senate was reminded of the June 11 workshop. Currently, 121 individuals have reserved their place.

SCAA (J. McCauley):

SCAA is undertaking a parallel search for the Dean of Student Services at DCC. Since one member will be unable to participate during June, Terry Keys, a past member of SCAA will join the committee.

6. Old Business

There was no old business.

7. New Business

The next Senate meeting will be held on June 10th at 3:00 p.m. in Monroe A. New Senators will be introduced and all faculty meeting will immediately follow. The floor will be opened for faculty to voice issues and concerns they wish the Senate to work on in the upcoming year. The Executive Committee recognized the format might be prohibitive to some faculty. Therefore, to protect anonymity, faculty may submit issues and concerns to the Executive Committee prior to June 10th, however the floor will be opened to those wishing to comment during the meeting.

Vice President Glocker thanked faculty for reducing the number of files saved on the M:/ drive and remarked the implementation date for May has been postponed to early June. An announcement will appear in the Tribune with the exact date.

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

Donna Cox Terri Tugel
President Secretary

Minutes approved at the June 10, 2004 Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

June 10, 2004

PRESENT: G. Anderson, T. Archie, W. Brewer, S. Cable, S. Callan, L. Chrzan-Williams (Vice-President), D. Cox (President), K. Doyle, J. Ekis, C. Gilbert, E. Grissing, A. Hughes, T. Keys, E. Laidlaw, D. Leach, A. Leopard, M. Marino, M. Mendez-Rizzo, J. McCauley, M. McKinzie, S. Murphy, S. Ruckert, P. Sarantis, L. Silvers, E. Stewart, M. Timmons, T. Tugel (Secretary), H. Wheeler, W. Willard, H. Wynn-Preishe

ABSENT: , I. Benz, P. Bishop, M. Bower, D. Brown, F. Burger, T. Digiacomio, K. Farrell, M. Filozof, M. Harris, K. Humphrey, J. Kaufman, R. Kuempel, M. Pastorella, P. Peterson, J. Smith, G. Toth,

STUDENT REP: C. O'Brien

GUESTS: A. Andreu, E. Baker, C. Boettrich, M. Brandt, D. Cheasty, T. Ciambor, B. Connell, P. Collinge, R. Connett, S. Dougherty, S. El Rayess, D. Goede, R. Hamell, S. Ison, N. Karolinski, P. Keyes, R. Mack, G. Marino, J. McKenna, N. Murage, J. Nelson, K. O'Shea, C. Reaves, B. Robinson, T. Shamblyn, D. Shaw, A. Stainton, A. Striegel, J. Thompson, L. Tien, To. Vinci, P. Wakem, H. Williams

Meeting called to order: 3:05 pm

1. **Announcements** (D. Cox)

- a. Thanks were extended to Richard Degus for providing refreshments.
- b. Senators whose terms will expire this summer were recognized: Marsha Bower, Patricia Sarantis, Bill Brewer, Judy Kaufman, Rick Kuempel, Gloria Anderson, Mark Harris, Mark McKinzie, Michael Filozof, Kathleen Farrell, Beth Laidlaw, Louis Silvers, Tracy Archie, Doug Brown and Terry Keys. Returning and newly elected senators were introduced. These include Paulette Peterson, Ginger Toth, Holly Wynn-Preishe, Shelley Fess, Paul Wakem, Rich Hamell, Christian Boettrich, Bonnie Connell, Pamela Keyes, Njeru Murage, David Shaw, Jay Nelson, Suzanne El Rayess, Barbara Asam, Donna Mueller, Jeffrey Thompson, Susan Forsyth, James McKenna and Naomi Karolinski. All senators were acknowledged for their importance to the College as well as to their colleagues. A training session for new senators will be provided at the end of summer or early in the fall semester. New and returning senators were reminded to submit their requests for committee assignments.
- c. J. Glocker and S. Salvador have selected the members of the College's Civility Committee, which includes two senators. The Executive Committee will select members for the Senate's ad hoc Promotion Committee and notify individuals by the end of June.

2. **Approval of Minutes:** Minutes of the May 20, 2004 Faculty Senate meeting were approved after amending the meeting's date to May 20, 2004.

3. **Action Items**

The following curriculum proposals were presented to the Senate and approved unanimously:

PR16S Liberal Arts and Sciences General Studies Landscape Architecture Advisement
Sequence (LA16) - AS

PR17S Liberal Arts and Sciences-- Environmental Science Advisement Sequence (LA20) - AS

PR19S Liberal Arts and Sciences --Pre-Pharmacy Advisement Sequence (LA 24) - AS

PR20S Biotechnology

4. **Standing Committee Reports**

Chairs were asked to outline the responsibilities of their committee and provide a summary of the committee's work for the past year.

Academic Policies (E. Laidlaw)

This committee is asked to review and make recommendations to the Faculty Senate regarding all policies pertaining to academic standards and educational policies (advising, admission, registration, scheduling, grading, probation, suspension, student withdrawals, student academic grievance procedures, academic calendar, student evaluation of faculty questionnaire, etc.).

This past year, Academic Policies made recommendations regarding the academic calendar, responded to the most recent policy regarding grade inclusion/exclusion, reviewed the College's policy on plagiarism, issues involved with placement and testing, guidelines for grading and the policy for double certificates. The committee also submitted recommended Course Information Sheet revisions to Executive Committee. The revisions correlate required elements with those suggested by the Vice President of Academic Services and were approved by the Executive Committee.

During the Fall 2004 semester, the committee will review policies regarding student residence halls, the definition of "class days" (Faculty Senate Resolution 1.5) and permission for requesting student progress reports.

Curriculum (H. Wheeler)

The primary responsibility of the Curriculum Committee is to review all proposals for changes in the curricular offerings of the College and make recommendations regarding these to the Faculty Senate. Additionally the committee reviews the College's general education requirements and may be asked to review academic programs. During the 2003-2004 academic year, the committee reviewed 145 curriculum proposals giving final approval to thirty new courses, sixty-four course revisions, eleven course deactivations, one new program, twenty-three program revisions and four program deactivations. Proposals for three course revisions, eight course deactivations and one program revision are currently posted for faculty review. In addition to today's action items, the committee has given final approval to the following curriculum proposals since the May Faculty Senate meeting:

- NC32S TEK 200 Laboratory Data Preparation and Analysis with MathCad
- CR 73SHED 118: Introduction to Safety
- CR68S ART 271 Twentieth Century Art and Ideas
- CR79S CIS 201 Web Site Programming and Design
- CR80S CIT 101 Surveying
- CR81S CPT 115 Introduction to Networks
- CR83S CIT 112 Civil/Construction Drawing II
- CR84S CIT 122 Construction I" Elements of Building Construction
- CR85S CIT 204 Strength of Materials
- CR86S MET 203 Technical Mechanics, Statics
- CD10S CPT 203: Embedded Microcontroller Programming and I/O
- PR21S Computer Information Systems AAS
- PD 2 Instrumentation Technology

NEG (S.Cable)

Nominations, Elections and Governance seeks nominations for the Faculty Senate's officers (President, Vice President and Secretary), senators, and representatives to the MCC Association Board and the SUNY Faculty Council of Community Colleges (FCCC). NEG reviews and maintains the Senate's voting membership list and oversees periodic review of the Senate's bylaws and resolutions.

In fulfilling these duties, NEG conducted Spring elections (four contested) for twenty senator vacancies and the election of MCC's representative to the FCCC. The committee is reviewing the current bylaws that specify membership criteria for the Faculty Senate, with the goal of recommending changes that more accurately correlate language with current MCC job titles. The committee will continue to work on this through the summer anticipating a report to Executive Committee in September followed by open hearings and a possible vote to amend the current bylaws. The committee requests new and returning senators submit their preferences for committee assignments by June 14.

Planning (T. Keys)

The Planning Committee participates in long range strategic planning including cultural changes, building programs, budgets, accreditation, and other matters relating to a master plan. Bob Cunningham (Enrollment Management) serves as a non-voting member and the committee meets on a regular basis with Richard Degus (Executive Assistant to the President). A second major task of the committee is to review strategic planning grants and forward recommendations to the President.

This year the committee has been involved with Mission Review and recommended the partial or complete funding of eight strategic planning grants. Future tasks will include discussions regarding the proposed downtown Renaissance Center, Middle States Accreditation and development of a new strategic plan for the College.

Professional Development (W. Brewer)

Professional Development serves as a steering committee for various Faculty awards and makes appropriate recommendations to the administration. The committee reviewed thirteen applications for the NISOD award, recommending the five recipients of this year's award. The committee also reviewed nominations for the Wesley T. Hanson Award for Teaching Excellence and MCC's Award for Excellence in Professional Service. This year's recipients were Robert Brown and Marie Fetzner, respectively.

The committee seeks and reviews applications for Leaves for Professional Advancement forwarding recommendations to the President. Leaves have been awarded to Anne White, Charlene Blanchard and Lynn Batholome.

The committee also provides opportunities for professional development. A workshop entitled "Mental Health Influences on Student Success" was offered during January, and "Making A Commitment to Civility" will be presented June 11.

SCAA (J. McCauley)

The Special Committee on Administrative Affairs provides faculty the opportunity to participate in the selection and/or appointment of individuals considered for administrative positions related to the academic areas of the College. These include President, Vice Presidents, Associate or Assistant Vice Presidents, Deans, Executive Deans, and Directors. The committee also conducts elections for department chairs and forwards these recommendations to the Vice President of Academic Affairs. This past year SCAA was involved in discussions on the formation of MCC's Department of Education. SCAA also participated in the search for the Associate Dean of Technical Education leading to the selection of Kate Schiefen. Currently, the committee is conducting a search for to fill the position of Dean of Students at DCC.

5. **Old Business**

D. Cox thanked committee chairs for their work this year and noted three vacancies will result as the terms of Terry Keys, Bill Brewer and Beth Laidlaw expire this summer.

D. Cox thanked Andy Sharpe and Christian O'Brien, representatives from student governance for their attendance at this year's Faculty Senate meetings.

6. **New Business**

Senate history has shown the Senate to be a very active body and D. Cox invited senators and guests to voice issues for the Senate to focus on in the upcoming year. The following list of topics was compiled:

Academic Policies

- Ability of students to register late for classes and to withdraw from a course (consider no drop/add after courses begin).
- Should there be a policy giving a time for grade changes?
- Incomplete grade contract form (consider automatic follow-up procedure so that chairs are not required to sign grade change forms on behalf of their faculty members).
- Consistent consequences for academic honesty violations
- Review the grievance policy.
- Modifying the final exam schedule to duplicate course schedule.

Professional Development

- TRS department interested in sponsoring open forum on improving students' reading (looking at a reading course)
- Make space for discussing culture which emphasizes achievement rather time to discuss what happens in the classroom

Miscellaneous

- 1 credit course or more to help students focus on individual interests and career
- Consider making college orientation a mandatory event
- Health Services staff at DCC
- Promoting and educating college community with regard to senate activities
- Disseminating information from the senate to the college at large
- Student conduct in hallway outside classrooms; consider more presence of public safety
- All MCC employees and students wearing ID badges for security purposes
- Synchronize the clocks
- Redesign convocation and graduation for more significant faculty involvement with graduates.
- Phones in all classrooms (bldg. 6, for example).
- Does the Faculty Senate have a community service committee or do volunteers work as part of their Professional development Committee?
- All-college meeting – possibly a time for Senators to come and do business and then a different time for the rest of the faculty to join them for the “all-college meeting”. This way the faculty doesn’t have to sit through votes on curriculum issues.

Meeting adjourned at 4:25

Respectfully submitted,

Donna Cox
President

Terri Tugel
Secretary

Minutes approved at the September 23,2004 Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

September 23, 2004

PRESENT: T. Archie, I. Benz, P. Bishop, C. Boettrich, F. Burger, S. Cable, S. Callan, B. Connell, L. Chrzan-Williams (Vice-President), D. Cox (President), K. Doyle, J. Ekis, X. El Rayess, S. Fess, S. Forsyth, T. Gilbert, E. Grissing, A. Hughes, K. Humphrey, N. Karolinski, P. Keyes, D. Leach, A. Leopard, M. Marino, J. McCauley, J. McKenna, D. Mueller, N. Murage, S. Murphy, J. Nelson, P. Peterson, M. Rizzo, S. Ruckert, D. Shaw, J. Smith, E. Stewart, J. Thompson, M. Timmons, V. Toth, T. Tugel (Secretary), P. Wakem, H. Wheeler, W. Willard, H. Wynn-Preishe

ABSENT: T. Digiacomio, R. Hammell, M. Pastorella

GUESTS: S. Blacklaw, K. Canfield, D. Cecero, B. Connolly, M. Fetzner, K. Marhatta, K. O'Shea, L. Silvers, A. Stainton, T. Vinci,

Student Representatives: G. Roseler, C. Thomas

1. **Meeting called to order:** 3:35 p.m.

2. **Announcements**

- a. D. Cox recognized new senators, returning senators and guests, which included students from the EDU 500 service learning course. Clenita Thomas and Gretchen Roseler were announced as non-voting student representatives of the Faculty Senate.
- b. Members of the Senate Executive Committee met during July and August to finalize the charge for the ad hoc committee following up on the Senate promotion study done in 1999. The Executive Committee also completed chair and membership assignments to the Senate's standing committees for the upcoming year.
- c. D. Cox met with Vice President Susan Salvador to address faculty concerns regarding the appointment of Susan Baker to the level of Assistant Vice President without SCAA involvement. S. Salvador views the appointment as a promotion rather a new job position within the College, thus does not require SCAA to be involved.
- d. College Facilities reports 49 new phones were installed over the summer, completing the work in buildings 6, 9, 9a, 11 and 12. Work is progressing on the installation of emergency phones in building hallways. Facilities will begin to address signage issues on campus.
- e. Training for new senators will be held on October 7 at 3:00 pm in the Board Room.

3. **Guest Speakers:**

a. Marie Fetzner, Educational Technology Services– Banner Update

The transition to Banner as the College's information system is underway. Banner, which is accessible through the web, will provide easier interface for College faculty, staff, students and alumni. M. Fetzner reported the cut-over from FRS to Banner Finance took place on September 1, 2004 and Banner Human Resources will go live on January 1, 2005. Formal training for the Banner Student module has begun and MCC's first student registration on Banner will be for Summer 2006 sessions. Banner represents a massive institutional project in the area of technology. Faculty can access news regarding Banner at <http://web.monroecc.edu/MCCBanner>. Banner project updates appear every Wednesday in the *MCC Tribune*. A banner update archive is located on the MCC Banner website.

M. Fetzner is requesting input for ways to make faculty interface with the system as user-friendly as possible. The website includes a list of approximately twenty institutions that use Banner as its information system. She encouraged faculty, if they know colleagues at these institutions, to inquire

about pros and cons of using the system. Betsy Ripton met with the Senate Executive Committee and extended an invitation for faculty to work with the Banner training team for the student module and D. Cox is following up on this request.

b. Valarie Avalone – Middle States Update

MCC has begun the work for Middle States re-accreditation. A steering committee was selected in Spring 2004 and has developed an outline for the two-year re-accreditation process, which has been approved. In addition to the Steering Committee, thirteen other self-study committees involving 125 individuals have been formed and are beginning their work. These committees will be seeking input through a variety of means, such as focus groups and/or surveys. Faculty can access information regarding specific “standards” on the Middle States homepage, via the a-z index on MCC’s homepage.

Nominations for Chancellor’s awards will be requested beginning in October with nomination deadlines in December.

4. **Approval of Minutes:** Minutes of the June 10, 2004 meeting were approved.

5. **Standing Committee Reports**

Chairs for each of the standing committees were introduced: Bonnie Connell (Academic Policies), Holly Wheeler (Curriculum), Susan Cable (NEG), Donna Mueller (Planning), Anne Hughes (Professional Development), and Joe McCauley (SCAA). The chairs provided an overview of their respective committee’s functions.

SCAA (J. McCauley)

Due to the resignation of Dusty Swanger as Associate V.P of Workforce Development and Technical Education, the SCAA Committee was involved over the summer months with the hiring of his replacement.

6. **Old Business**

Holly Wheeler presented the top ten issues for the Senate’s 2004 – 2005 agenda, as determined by the June Faculty Senate survey. Senators were invited to suggest ways the Senate might deal with each of these.

- Mandatory orientation: Currently all new students are invited to campus for an orientation program in which a number of topics are covered by administrators, faculty and student leaders. Separate events are held at the Brighton and Damon campuses. Mandatory orientation could involve 5000 students. It was suggested an ad hoc committee be formed with representation from both campuses to study this issue and report back to Academic Policies.
- Academic honesty policies that are consistent and provide serious consequences.
- Civility issues on campuses: J. Glocker and S. Salvador have formed a committee to study these issues. Betty Stewart reported the committee is currently meeting with 7 members, but others are welcome. Jay Nelson volunteered to join B. Stewart as the second Senate representative.
- Hold an open forum on mandatory reading course: TRS has requested this and by-laws allow the Senate to set an open hearing to address this issue.
- Revisit the late registration and drop/add period: Faculty agree late registration is disruptive to teaching and learning and does not foster student success in a course. However, the fact that a substantial amount of revenue is generated by late fees, the Senate does not view this as an issue that can be negotiated.
- Safety concerns on Brighton campus: Since an established group, the Campus Health and Safety Committee, chaired by Leah Dyer, already exists, the Senate will not view this as an issue requiring further Senate involvement unless faculty request to join the committee.
- Better promotion of Senate information: The Senate website should be running soon which will address this issue.
- Revision of the final exam schedule.

D. Cox invited additional comments on these issues be sent to her via e-mail.

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Donna Cox
President

Terri Tugel
Secretary

Minutes approved at the October 21, 2004 Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

October 21, 2004

PRESENT: I. Benz, P. Bishop, C. Boettrich, F. Burger, S. Cable, B. Connell, L. Chrzan-Williams (Vice-President), D. Cox (President), K. Doyle, S. El Rayess, S. Fess, S. Forsyth, T. Gilbert, E. Grissing, R. Hammell, A. Hughes, K. Humphrey, N. Karolinski, P. Keyes, D. Leach, A. Leopard, M. Marino, J. McCauley, J. McKenna, N. Murage, J. Nelson, M. Rizzo, S. Ruckert, D. Shaw, E. Stewart, J. Thompson, T. Tugel (Secretary), P. Wakem, H. Wheeler, H. Wynn-Preische

ABSENT: T. Archie, B. Asam, S. Callan, T. Digiacomio, J. Ekis, D. Mueller, S. Murphy, M. Pastorella, P. Peterson, J. Smith, M. Timmons, V. Toth, W. Willard

STUDENT REPRESENTATIVE: G. Roseler

GUESTS: E. Baker, S. Blacklaw, M. Brandt, B. Connolly, R. Degus, E. Marino, E. Pierce, A. Striegel, S. Tshibanger, A. Topping, M. Weingart

1. **Meeting called to order:** 3:39 p.m.

2. **Guest Speaker**

Elizabeth Pierce – Update on HALL Committee

The HALL Committee (Helping All Live and Learn) is the result of a EDU 250 class proposal increasing opportunities for interaction between resident hall students and MCC faculty and staff. The HALL committee comprised of faculty, staff and students began meeting in the Fall 2003 semester organized holiday card and hat making in the residence halls followed by caroling at St. John's home. This fall, the committee has organized a series of advising sessions in the residence halls for all liberal arts students, with the exception those in the LA13 program. The first week has seen an overwhelming response from the students and it is expected student response will continue to be strong through the next two weeks. This initiative offers positive results for students, who may not take advantage of the advisement center; for faculty, who have a contractual obligation to advise students; and the advisement center, since residence hall advisement can help reduce the student advisement load in the advising center. The dates and times are publicized in the *Tribune* and volunteers are encouraged to sign up.

3. **Announcements**

a. D. Cox extended a special welcome to EDU class students

b. The Faculty Senate has added a new component to its meeting. D. Cox received a call from Christian O'Brien, Speaker of the Student Senate, requesting an opportunity to promote student government activities during Faculty Senate meetings. The Executive Committee has agreed to include "Student Announcements" as part of the Senate's meeting agenda on a temporary basis.

c. Student Announcements – Gretchen Roseler

The Student Senate has sponsored a number of political speakers this fall in association with its "Rock the Vote" campaign which has resulted in approximately 2000 students registering to vote. Over 80 units of blood were donated during the September Red Cross blood drive and three more drives are scheduled. Other charitable events include the upcoming "Breakfast with Santa", Christmas stockings campaign, and several fund raising events to

raise money for local charities. Student government is working with Donna Mueller in an effort to provide additional support to those with disabilities. The Campus Activities Board (CAB) is sponsoring a number of recreational and entertainment events including Dave Pelzer, Fall Fest, campus X games and "Free Style" Fridays. Additionally, there are many opportunities to support MCC highly successful sports teams. K. Humphrey noted the DCC student government is also very active in organizing and promoting numerous activities.

4. **Approval of Minutes:** Minutes of the September 23, 2004 meeting were approved.

5. **Standing Committee Reports**

Academic Policies: B. Connell

The committee has reviewed the proposed 2007-2008 academic calendar, which follows the same format as past and current academic calendars. Dates for breaks in the schedule are tentative and may change based on public school calendars in Monroe County. Each semester notes stated withdrawal dates might differ for varied length courses. All copies of the calendar should be corrected to note July 3 falls on a Thursday. The 2007 – 2008 academic calendars will be presented as action items during the November Senate meeting.

The committee will begin looking at final exam schedules and J. Nelson has been appointed as the committee's liaison to the campus Civility Committee.

Curriculum: H. Wheeler

The committee has given final approval to the following proposals:

- NC1F English 282: Creative Nonfiction
- NC2F English 224: Literature of Horror
- CR90S PEC 253: Stress Management
- CR6F FPT 113: Advanced Firefighting
- CD8S2F HED 213: Consumer Health Education
- PR Apprentice Training Automotive: General Motors -Automotive Service Educational Program

Several proposals are posted on the database for Faculty review. H. Wheeler is serving on an advising committee for ways to improve the curriculum database

NEG: S. Cable

The committee met September 28 and approved the final draft of its report regarding criteria for faculty senate membership. The report, which includes findings and suggested actions, has been sent to the Senate's Executive Committee.

SCAA: J. McCauley

James Winston, previously with the Monroe County office for Workforce Development, has been hired as Assistant to the President for Workforce Development. His employment with MCC officially begins on Monday October 25.

Professional Development: A. Hughes

Nomination criteria for Faculty Senate awards and deadlines can be found on the Faculty Senate website, now active and accessible through the A-Z index on MCC's homepage. A. Hughes thanked all that submitted topic suggestions for the Senate's professional development workshops. The afternoon of January 14 has been selected for the first workshop. Lunch will be included and the committee will begin to discuss possible topics.

6. **Old Business**

- a. June meeting initiatives update: The Executive Committee has assigned prioritized issues to appropriate standing or ad hoc committees.

- b. Promotion Committee update: D. Cox met with the committee whose charge is to follow up on recommendations outlined in a previous ad-hoc promotion committee report presented to and accepted by the Faculty Senate in 1999. The current committee, concerned with data that is five years old, has requested an extension in order to determine the appropriateness of the report's recommendations. D. Cox granted an extension to November 4.

7. **New Business**

a. Curriculum Action Items

The following proposals were presented to the Senate for approval.

PR21S: Computer Information Systems – AAS

PR22S: Telecommunications Services Technology Certificate

H. Wheeler explained the inclusion of a non-majors course in the program's curriculum is appropriate for a certificate degree.

CPT 115 is a pre-requisite for CPT 215: should not be problematic

Better target audiences that need them

Approved unanimously

PR2F: Apprentice Training Automotive: General Motors Automotive Service Education Program

All program revisions were unanimously approved.

b. Faculty Senate Logo

J. McCauley, on the Executive Committee's behalf has initiated a contest for a new Senate logo design. Funding has been secured through R. Degus to offer awards to graphic arts students submitting the top three designs.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Donna Cox
President

Terri Tugel
Secretary

Minutes approved at the November 18, 2004 Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

November 18, 2004

PRESENT: I. Benz, P. Bishop, C. Boettrich, F. Burger, S. Cable, B. Connell, L. Chrzan-Williams (Vice-President), D. Cox (President), K. Doyle, S. Fess, S. Forsyth, T. Gilbert, E. Grissing, R. Hammell, A. Hughes, K. Humphrey, N. Karolinski, D. Leach, A. Leopard, M. Marino, J. McKenna, D. Mueller, N. Murage, J. Nelson, P. Peterson, M. Rizzo, S. Ruckert, D. Shaw, J. Smith, J. Thompson, M. Timmons, T. Tugel (Secretary), P. Wakem, W. Willard, H. Wynn-Preishe

ABSENT: T. Archie, B. Asam, S. Callan, T. Digiacomio, J. Ekis, S. El Rayess, P. Keyes, J. McCauley, S. Murphy, M. Pastorella, E. Stewart, V. Toth, H. Wheeler,

STUDENT REPRESENTATIVE: G. Roseler

GUESTS: V. Avalone, S. Blacklaw, B. Connolly, Maureen Erickson, Yuthika Kim, E. Martin, J. Smith.

1. **Meeting called to order:** 3:39 p.m.

2. **Guest Speakers**

Jay Nelson – Civility Committee Update

The committee has begun completion of its charge for developing a civility statement addressing current issues on campus. J. Nelson presented a draft of the committee's work to date. The draft references core values, encourages tolerance of divergent opinions and a commitment to the free exchange of ideas within the College. Members of the Senate requested the committee consider the inclusion of sexual orientation in its references of diversity; avoid a "top-down" statement that may be viewed primarily directed to students since civility is an issue applicable to administration, faculty, staff and students; and follow up with ways to disseminate and educate the college community on civility issues. Additional comments can be sent to J. Nelson. December 15 is the deadline for the committee's work.

Ed Martin – Classroom Committee Update

The committee's newsletter will be out within the next few weeks and will include tips for getting a classroom to suit your needs. E. Martin thanked all who have helped in the installation of over 100 phones in classrooms. The committee will be conducting surveys on the Brighton campus regarding "smart" consoles and the Heating, Ventilation and Air Conditioning in the modular classrooms. This spring, a survey on classroom preferences will be conducted at the Damon Campus.

Anne Hughes – Faculty Senate Website Demo

The Professional Development Committee, with the aid of Carol Burritt, continues the development of a Faculty Senate Website. A draft of the site can be found under "Faculty Senate" through the A-Z index on MCC's homepage. The site provides information on Senate officers, Standing Committees and their work, meeting dates, meeting minutes and Senate awards. Suggestion for the site's format and/or items to be included can be forwarded to Anne Hughes or Carol Burritt.

3. **Announcements (D. Cox)**

- a. The December Senate meeting will include the All-Faculty meeting.
- b. D. Cox met with President Flynn and Vice President Glocker regarding the Renaissance Center. VP Glocker and R. Degus will be invited to the January meeting to provide updates for the Senate, although to date, there have been no decisions made that affect any programs. President Flynn reported proposals to double residence hall space and construct a field house on the Brighton campus will use MCC Association, Inc. and/or MCC Foundation funds.
- c. The Middle States study is progressing and the committee(s) appreciates the cooperation from all who have participated in interviews, focus groups, etc.
- d. The Ad-hoc Committee for Mandatory Orientation has been formed and will be starting its work soon.

4. **Announcements – Student Senate (G. Roseler)**

The Ibero League is sponsoring a “Wish List Giving Tree”, located in the Campus Center and holding wish lists from area children. Donations are due by noon on December 3. A silent auction of student artwork will be held in January with a portion of the proceeds going to the MCC Daycare Center. Breakfast with Santa will be on December 11. The DCC student government is involved with several charitable activities, including new toy donations for the holidays.

5. **Approval of Minutes:** The October minutes should be corrected to identify C. O'Brien as Speaker of the Student Senate. The minutes of the October 21, 2004 meeting were approved as corrected.

4. **Standing Committee Reports**

Academic Policies: B. Connell

The committee reviewed the Resident Hall Policy Manual and met with Shelitha Dickerson, regarding summer registration and residency requirements. They also considered an alternative final exam schedule received from a faculty member but found it not feasible for administration of departmental exams. The final exam schedule for the first summer session was revised to hold the last Friday open to administer final exams. The committee met with Dr. Salvador who agrees student progress reports should include a student signature line.

The Executive Committee has finalized the charge to the Ad Hoc Committee for Mandatory Orientation and set an April 4th deadline for the committee's report.

Curriculum: (S. Ruckert)

The committee has given final approval to the following new courses:

- ANT 205: Archeology Field School
- EMG 101: Introduction to Emergency Management
- EMG 105: Public Information Officer-Basic Course
- ASL 104: American Sign Language IV

The committee has given final approval to the following course revisions:

- CEL 101: Community Service Learning
- IDE 101: Introduction to Interior Design I
- COM 112: Desktop Publishing I
- CRJ 222: Criminal Justice Education Internship II
- TRS 104: College Study Techniques: Reading in the Content Area

The committee has posted three proposals for faculty review and placed the proposal for REA 101: College Literacy and Reading on hold pending open hearings. Open hearings for the proposed course will be held on both campuses at a date to be announced.

NEG: S. Cable

At their meeting on October 28, the committee started the process of updating the current membership list and revising Senate resolutions. The Executive Committee has received the NEG's report on Faculty Senate membership issues and will seek input from the College community before proposing any bylaw changes. The topic will be a focus at the December 16 All-Faculty Senate meeting. An electronic synopsis of NEG's report will be sent to the *Tribune* as well as senators for distribution to their constituents.

Planning: D Mueller

Proposals for Strategic Planning grants are due December 22.

Professional Development: A. Hughes

Senators were reminded the deadline for NISOD nominations is December 1. Eight copies of each packet are required.

SCAA: J. McCauley

No report.

5. Old Business

Ad Hoc Promotion Committee Update

A representative from the Ad hoc Promotion Committee met with the Executive Committee November 4. The committee plans to present its report to the Senate at its December meeting.

Academic Calendar

The Senate voted unanimously to approve the proposed academic calendars for Fall 2007, Intersession 2008, Spring 2008 and Summer 2008.

6. New Business

The agenda for the December 16 All College Faculty Senate Meeting will consist of brief committee reports from the standing committees followed by reports from NEG and the Ad-hoc Promotion Committee. The meeting will held in Monroe A/B beginning at 3:30 p.m.

Meeting adjourned at 4:33 p.m.

Respectfully submitted,

Donna Cox
President

Terri Tugel
Secretary

Minutes approved at the December 16, 2004 Faculty Senate meeting.