

MONROE COMMUNITY COLLEGE FACULTY SENATE

May 2001

PRESENT: E. Baker, P. Bates, B. Brewer, S. Cable, A. Calhoun, L. Chrzan-Williams, J. Ekis, E. Grissing, L. Gulbransen, M. Harris, T. Keys, E. Laidlaw, K. Lawton, C. Marhetta, J. McCauley, A. McIntyre, E. Mellas, D. Mohr, P. Peterson, A. Potter, T. Schwartz, C. Schwartzott, R. Shea, C. Smith, M. Wheeler, C. Wierzbowski **ABSENT:** M. Bartell, L. Bartholome, M. Bower, D. Brown, R. Butler, A. Calhoun, T. Cuby, T. DiGiacomo, K. Farrell, R. Johnson, K. Kemp, R. Kuempel, E. Lewis, B. Pease, B. Robinson, L. Silvers, B. Smith, G. Toth, J. Walker **GUESTS:** S. Baker, D. Cecero, C. Cooper, R. Dequer, T. Felicetti, P. Genoner, J. Glocker, B. Ripton, T. Vinci

1. GUEST SPEAKER:

Betsy Ripton from Records and Registration spoke of the new state law prohibiting the use of student's social security numbers on class rosters and other college information forms

- a. The class roster will contain only the last 4 digits of a student's social security number.
- b. SCT is currently working on developing an alternative student I.D. number system.
- c. The social security number of the student should not be in view of other students. If documents are printed to a centralized printer, they should be under lock and key and regarded as confidential. Any discarded documents containing social security numbers should be shredded.
- d. The Student Center and ELC will have to develop an alternative solution to having students sign in on a sign up sheet.
- e. There is a new two-sided registration form that complies with the Title 4 Requirements. Students should be encouraged to answer all questions and can contact Records and Registration if they have any questions regarding the form.

2. ANNOUNCEMENTS:

- a. Faculty Senate welcomes Ed Grissing of Engineering, Science and Physics the newest member of the Faculty Senate as well as Heather Murphy clerical support for the new Faculty Senate Office. Congratulations to Andy Potter who is retiring this year.
- b. Thank you for your attendance at the Time in Reflections. President, Tom Flynn, gave his full endorsement for the efforts at his state of the college address. Faculty Senate is looking for topics to continue the Time in Reflections.
- c. There is a college wide survey being distributed through out the college, which is the first in 5 years. The survey will help develop the next Strategic Plan. The completed survey is due back on June 15, 2001.

3. ANNOUNCEMENTS FROM FLOOR: There were no announcements from the floor.

4. ACTIONS ITEM: Vote on curriculum proposals:

The Senate voted to approve the following curriculum proposals:

PR8 (Program Revision) Air Conditioning Technology: Heating & Ventilating AAS Degree
Proposer: Kathleen Schiefen
Posting Period: 3/30/01 - 4/13/01

Proposed Revisions:

Remove PHY 231 (Applied Physics III) from program requirements and add HVA 106 (new course, HVAC Workplace Training) as a requirement. Program elective choices will be revised to include a selection from : CRC 101, MET 101, MET 111, CIT 221, ELT 121, ELT 130 or any HVA 200 course or higher. Overall degree requirements will be reduced from 67 to 66 credit hours.

Rationale: PHY 231 is no longer offered, currently students are required to obtain a waiver to meet degree requirements. The addition of HVA 106 is strongly recommended by the HVAC Advisory Board. This new course includes: legal issues, safety issues, communication skills, self evaluation and professional development issues. Students will also have more flexibility with program electives, affording them more opportunities to study related areas of interest not presently included in the program. Internal communication and endorsement of proposed changes from John Waddach, Physics, John Witherspoon, Computer Programs and Robert Novak, Engineering Technologies.

PR9 (Program Revision) Heating, Ventilating and Air Conditioning Certificate Program

Proposer: Kathleen Schiefen

Posting Period: 3/30/01 - 4/13/01

Proposed Revisions:

HVA 106 (new course, HVAC Workplace Training) would be added as a program requirement and one HVA elective would be removed. Total credit hours would remain at 32 hours.

Rationale: The HVAC Advisory Board has identified skills and general industry knowledge that they feel would better prepare individuals for the workplace. The addition of HVA 106 as a program requirement would provide students exposure to these skills and knowledge areas.

PR10 (Program Revision) Engineering Science AS Degree

Proposer: John Waddach

Posting Period: 4/19/01 – 5/02/01

Proposed Revisions: a variety of curricular, credit hour, lecture and lab hour changes reflected by course revisions in existing courses, removal of selected courses and replacement with new ENR courses, changes in the sequence of courses completed each semester. Overall degree credit hour requirements changes from 71-74 credit hours to 70 credit hours.

Semester 1: curricular changes to ENR 153 (addition of 3 hour machining lab per week) and, ENR 151 (remove C++ programming module and addition of more Mathematic work).

Semester 2: replace CHE 152 or ENR 152 requirement with ENR 157 (new course, Digital Electronics and Microcontrollers); reduce lecture hours in PHY 161 from 4 to 3 per week, and change PHY 161 credit hours from 5 credit hours to 4 credit hours; remove ENR 154 from second semester and move to fourth semester.

Semester 3: no change in existing program

Semester 4: add ENR 154 from second semester; remove lab from ENR 254, decrease credit hours from 4 to 3; remove PHY 252 requirement for Electrical Engineering option of program; remove ENR 258 requirement for Chemical, Civil, Mechanical, and Aeronautical Engineering options of program; remove MTH 220 and add ENR 259 (new course, Engineering Design Lab)

Rationale: A majority of students who enroll in Engineering Science do not remain in the program to complete degree requirements. One of the main reasons for this attrition is due to lack of interest in course work concentrated in theoretical concepts rather than engineering design work. Over the past few years many four-year engineering colleges have redesigned their curricula to include more design and build experiences for freshman and sophomore students. The revisions included within this proposal reflect efforts to offer students more design and build experiences earlier in their program of study. Student retention in Engineering Programs is expected to increase, students will gain a better insight to engineering work, and students will be better prepared for upper division design and build projects when they transfer to four-year engineering schools.

Internal communication and endorsement of proposed changes from John Witherspoon,

Computer Programs, Robert Novak, Engineering Technologies, Lori Judd, Mathematics, and Kathleen Schiefen, Applied Technologies. External communication and endorsement from RIT, University of Buffalo, SUNY Binghamton and Clarkson University.

5. STANDING COMMITTEE REPORTS:

Academic Policies (M. Bartell):

No report.

Curriculum (E. Mellas):

No report.

N.E.G. (M. Harris):

No report.

Planning (L. Chrzan-Williams):

No report.

Professional Development (E. Baker): Baker reminded the Senate about the professional development seminar *The Cheese Experience* on June 5, 2001.

SCAA (B. Robinson):

No report.

6. OLD BUSINESS:

- a. The strategic plan survey is designed to develop a base line for the college progress over the next 5 years. Senators should encourage their colleagues to complete.
- b. Renovations to Buildings 5 and 8 will begin over the summer and should be completed by the beginning of the fall semester.
- c. The new student center starts construction in Spring 2002.

7. NEW BUSINESS: There was no new business to report.

Respectfully submitted,

Ray Shea
President

Minutes were approved at the September, 2001 Faculty Senate Meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

September 2001

PRESENT: E. Baker, M. Bartell, P. Bates, B. Brewer, R. Butler, S. Cable, L. Chrzan-Williams, J. Downer, J. Ekis, K. Farrell, E. Grissing, M. Harris, R. Johnson, K. Fox, T. Keys, R. Kuempel, E. Laidlaw, K. Lawton, E. Lewis, C. Marhetta, E. Mellas, D. Mohr, P. Peterson, B. Robinson, S. Ruckert, T. Schwartz, C. Schwartzott, R. Shea, L. Silver, B. Smith, C. Smith, J. Smith, G. Toth Student Representative: T. Ingerham **ABSENT:** L. Bartholome, M. Bower, D. Brown, T. Cuby, T. DiGiacomo, L. Gulbransen, J. McCauley, A. McIntyre, J. Walker, M. Wheeler **GUESTS:** C. Abbott, C. Adams, G. Anderson, S. Baker, J. Brown, P. Burgess, P. Callan, D. Cecero, R. Degus, C. Downing, M. Fine, M. Kendig, J. Keith, A. Lee, H. Murphy, M. Murphy, K. O'Shea, D. Podgorny, S. Salvador, A. Tippet, T. Vinci, H. Wheeler, H. Williams, J. Witherspoon

1. Announcements:

- a. President Ray Shea welcomed back all senators to the Fall semester.
- b. Welcome three new senators: Sheryl Ruckert-Nursing, Joan Smith-ETS, and Jim Downer - VAPA.
- c. Barb Robinson has stepped down as Chair of SCAA to become the new Faculty Senate Secretary. Cathy Smith will take over as Chair of SCAA.
- d. Welcome to Dr. Frank Rinehart, new Dean of Science, Health and Business.
- e. The Faculty Senate will be sponsoring a forum on October 4, 7:00 pm. in the Theatre, to discuss the September 11 tragedy. This forum will discuss several perspectives including the media, historical, roots of evil, public safety and counseling.
- f. The next Time in Reflections will be held October 3.

2. Guest Speaker:

Vice President, Janet Glocker spoke on promotions and tenure. There are many documents which address promotion and tenure, including the AAUP Guidelines, Article 54 in the Faculty Association contract, an article written by Jim Davis in the Faculty Association Newsletter dated December 18, 1995, a memo from Dr. Vicki Smith dated June 23, 1998 and the report from the Faculty Senate Ad Hoc Faculty Promotion Committee. All of these documents may be consulted when developing a package for promotion or tenure. VP Glocker reviewed her expectations of how the process should proceed. For promotions, she will expect to see a cumulative collection of Faculty Activity Reports from the last promotion date and solid documentation to support the request for promotion. One critical question should be asked concerning each person applying for promotion or tenure, "If everyone at the institution behaved and performed at the level of this person, what would happen to the institution?" VP Glocker has some examples of Faculty Activity Reports of people who have been promoted. Availability and distribution of these reports will be announced in the near future. Any direct questions for VP Glocker concerning her comments today can be directed through Ray Shea.

3. Minutes of the May, 2001 Faculty Senate Meeting:

Item 6C was amended to read: "The new student center starts construction Spring 2002."
Minutes were approved as amended.

4. Action Items

Vote on curriculum proposals. The senate voted to approved the following curriculum proposals:

- a. **PD4 (Program Deactivation)** Liberal Arts, Fine Arts sequence (LA09)
Proposer: Kathleen Farrell
Posting Period: 05/25/01 - 06/08/01
Proposal and Rationale:
To deactivate this program (LA09) because it is not being offered anymore and has been replaced by a similar program (FA01). No courses or other programs will be affected by this deactivation. There will be no impact on any existing 2 + 2 programs.
- b. **PD5 (Program Deactivation)** Liberal Arts, Commercial Illustration sequence (LA45)
Proposer: Kathleen Farrell
Posting Period: 05/25/01 - 06/08/01

Proposal and Rationale:

To deactivate this program (LA45) because it is not being offered anymore and has been replaced by a similar program (VC06). No courses or other programs will be affected by this deactivation. There will be no impact on any existing 2 + 2 programs.

c. **PR12 (Program Revision)** Medical Secretary, Certificate Program

Proposer: Geraldine Schnell

Posting Period: 06/18/01 - 06/29/01

Proposal and Rationale:

Revision of the program: drop HED 200 from list of program requirements and add HED 115 or HED 209. HED 200 is no longer offered.

d. **PR14 (Program Revision)** Biological Technology (A.A.S.)

Proposer: Kathy Lawton

Posting Period: 06/18/01 - 06/29/01

Proposal and Rationale:

Revision of the program: change the name of the program from Biological Technology to Biotechnology. The original program proposal in 1983 had Biotechnology as the title but was not accepted by SUNY Ed. Dept. SUNY requested that the title be changed to Biological Technology, and it was. Since 1983, Biotechnology has become the accepted name for programs such as this one and SUNY has approved this program title at other SUNY schools (SUNY Buffalo, SUNY Alfred, FLCC).

5. **Focus Items**

Academic Calendar Review – Michelle Bartell, Chair, Academic Policies Committee

The Academic Policies Committee sought input from many sources including a survey distributed to faculty, staff and students. Three major concerns arose as a result of the input. First, consistency with the K-12 academic calendar is crucial. Second, higher enrollment results with a post-Labor Day start. Third, people are concerned about shortening the summer break if we have a pre-Labor Day start. A question was raised about why we go through this process every year especially if the results do not show any significant changes from previous years. Bartell stated that we needed to try to correct some of things we did not do the previous year including gathering input from a wide variety of sources. Also, academic calendar review is required by the Faculty Senate Bylaws.

Six calendar options were presented when the survey was conducted. Option 1 was rejected which leaves us with five possible options (option 2-6). Voting on the academic calendar will take place at the October Faculty Senate meeting. There will be several votes. First vote will be for one of two choices, pre-Labor Day start or post-Labor Day start. If the majority votes for a post-Labor Day start, the second vote will be for Option 3 or Option 4. A third vote will be held for the Spring semester for Option 5 or Option 6. Options to be considered for vote are presented below. Options considered for votes will be e-mail to all senators.

Fall Semester, 2002

Option 2 - Pre-Labor Day Start (74 instructional days)

Features: Break in October (follows the Draft proposal for Monroe County schools), Extended Thanksgiving break, 4 Day Final Exam period

Monday, Aug.26	Classes Start - Day and Evening
Saturday, Aug.31	No Saturday classes
Monday, Sep.2	College closed - Labor Day
Mon., Oct.14 and Tues, Oct. 15	No classes
Weds.-Sun., Nov.27-Dec.1	Thanksgiving recess - no classes Wed (college closed Thurs. Nov. 28 th -Sun. Dec. 1 st)
Friday, Dec.13	Last day of classes
Sat. Dec.14 - Thurs. Dec.19	Final exams

Grades Due: Monday Dec. 23rd.

	M	T	W	R	F	Sat.*
Class Meetings : Day	14	15	15	15	15	13
Eve.	14	15	15	15		

* Add 15 minutes to each Saturday class and at satellite sites (3 credits) to lengthen to 14-week equivalent.

Option 3 - Post-Labor Day with October break (72 instruct. days)

Features: October break (follows Columbus day break on the Draft proposal for Monroe County schools, 14 weeks of Saturday classes, 4 Day Final Exam Period

First 6-week Evening Session Tuesday May 27 - Friday July 1
Second 5-week Day Session Monday July 7 - Friday August 8
Second 6-week Evening Session Monday July 7 - Friday August 15

6. Standing Committee Reports

Academic Policies (M. Bartell)

The committee will be involved in a review of the Faculty Evaluation process.

Curriculum (E. Mellas)

The committee has met over the summer. Char Downing is the new contact person in the Academic Services Office. Char Downing is a non-voting committee member representing Academic Services on the Curriculum Committee. The committee will be working on three items:

1. Program Development protocol – a framework for how new programs should be developed.
2. Completion of the electronic database for proposal submission tracking.
3. A curriculum proposal writing guide.

N.E.G. (M. Harris)

Bylaw review and revision will continue this semester. There is one more senator election to be held in the Mathematics area soon.

Planning (L. Chrzan-Williams)

The newest member of the Planning Committee is Jessica Brown from the Student Senate

Professional Development (E. Baker)

No report

SCAA (C. Smith)

SCAA will be working on a proposed reorganization of the Curriculum Office.

7. Old Business

There was no old business to report.

8. New Business

There was no new business to report.

Respectfully submitted,

Ray Shea
President

Barbara Robinson
Secretary

Minutes approved at October, 2001 Faculty Senate meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

October, 2001

PRESENT: E.Baker, M.Bartell, L.Bartholome, M.Bower, B.Brewer, D.Brown, R.Butler, S.Cable, L.Chrzan-Williams, T.DiGiacomo, K.Farrell, K.Fox, E.Grissing, L.Gulbransen, M.Harris, R.Johnson, T.Keys, K.Lawton, E.Lewis, C.Marhetta, A.McIntyre, E.Mellas, B.Robinson, S.Ruckert, T.Schwartz, C.Schwartzott, R.Shea, L.Silver, B.Smith, C.Smith, J.Smith, G.Toth, M.Wheeler, J.Wiranowski **STUDENT REPRESENTATIVES:** T Ingerham, J.Brown **ABSENT:** P.Bates, T.Cuby, J.Downer, J.Ekis, R.Kuempel, E.Laidlaw, J.McCauley, P.Peterson, J.Walker **EXCUSED:** D.Mohr **GUESTS:** D.Cecero, B.Connolly, C.Cooper, C.Downing, J.Glocker, A.Lee, H.Murphy, J.Murphy, F.Rinehart, S.Slutzky, R.Saxton, M.Timmons

1. Announcements

- a. Welcome to new senator Jan Wiranowski from the Mathematics department. Jan will serve on the Curriculum Committee.
- b. Additional questions for Vice President Janet Glocker concerning her discussion on tenure and promotion at the September meeting were answered. The hardcopies of these questions and answers were sent out to all senators.
- c. Shea read a summary of the proceedings of the October 3, 2001 *Time In Reflections*. The next *Time In Reflections* will be Tuesday, November 6th, 3:30 p.m. in Reflections Restaurant.

2. Guest Speaker:

Robert Wiesner, Director of Public Safety discussed public safety protocols. MCC is reviewing its their emergency response plan. This plan needs to be more than just a written plan, it will also require training. Training has already begun with the executive team (president, vice presidents and their staff). This team will manage the operations of the college during an emergency. Also in place, will be an Incident Command Team managing the actual emergency and coordinating the efforts of all the outside agencies that may be involved (fire, police, and EMS). Everyone needs awareness and needs to speak the same language especially during an emergency. This will all be part of the training for everyone on campus. The training will be approximately 45 minutes and will be available in a variety of ways (classroom, M: drive access, etc.). Mr. Wiesner distributed an example of what will be a laminated card summarizing the components of the new MCC plan. This will cover items such as evacuation procedures, early dismissal, emergency phone numbers, and incident command team names. There will also be a plan specific to other campuses, DCC and ATC.

3. Approval of Minutes from September 20, 2001 meeting.

Ernie Mellas clarified the wording in the Curriculum Committee report. "Char Downing is a non-voting committee member representing Academic Services on the Curriculum Committee"
Minutes were approved as amended.

4. Action Items

- a. Academic Calendar Vote
Since the minutes of the September, 2001 Faculty Senate meeting did not reflect the fact that there would be a vote on using the conceptual framework of the calendar items voted on today for 2 more years, that vote will be postponed to the November, 2001 Faculty Senate meeting.

Vote #1, Fall Semester, Pre- or Post-Labor Day Start

Pre-Labor Day:	3
Post-Labor Day:	26

Post-Labor Day start passes.

Vote #2, Fall Semester, Option 3 or Option 4

Option 3:	20
Option 4:	10

Option 3 passes.

Vote #3, Spring semester, Option 5 or Option 6

Option 5:	5
Option 6:	26

Option 6 passes.

The student government representative, T. Ingerham, said that there was a survey conducted among students. Where last year there was little support for a pre-Labor Day start, this year the pre-Labor Day start option received overwhelming support. Since the survey was only done on a small group, they are looking to continue the survey on a larger group. Of 150 surveys, 77 supported a pre-Labor Day start. Option 2 was supported for the Fall semester and Option 6 was supported for the Spring semester.

- b. Curriculum Vote: NP 2 – Hospitality Management Approved
proposer: Michelle Bartell
posting period: June 14, 2001 – June 27, 2001
proposal: This new program is the result of merging three existing A.A.S. degree programs (Food Service Administration, Hotel Technology and Travel and Tourism) into one new program: Hospitality Management. This new program will require students to complete a sequence of core courses (emphasizing skills needed for all areas of the Hospitality industry) and then allow students to concentrate in one of six options of specialization:
1. Travel and Tourism
 2. Culinary Arts
 3. Hotel Technology
 4. Golf Management
 5. Physical Fitness Technology
 6. Interdisciplinary
- c. Curriculum Vote: PR 2 – Computer Technology (A.A.S) Approved
proposer: Lorraine D'Ortona
posting period: September 20, 2001 – October 3, 2001
proposal: This proposal changes the title of the Computer Technology A.A.S. degree program to: Computer Systems Technology.
rationale: The existing Computer Technology title gives the impression that the program is centered primarily on computer hardware. The focus of the program is much more than just hardware and the new program title will reflect that. The program includes comprehensive networking and computer programming components.

5. **Standing Committee Reports**

Curriculum (E. Mellas)

The committee continues its work on the 3 items described last month (Program Development Protocol, Electronic Database, Curriculum Proposal Writing Guide).

Academic Policies (M. Bartell)

Currently developing the charge for an ad hoc committee to review the Student Evaluation of Faculty process. The committee is also working on the implementation of the COS 101 and the Academic Honesty policies.

Professional Development (E. Baker)

The committee is reviewing all the awards and language used in the awards. All award information is now available on the M: drive at M:\Mcc\Teams\faculty senate\professional development. Deadline dates were published in a college-wide e-mail broadcast.

N.E.G. (M. Harris)

An e-mail regarding the constituent list went out to all senators. Please see Mark Harris with any discrepancies. There are several senators whose term will be up at the end of this year. N.E.G. requests that all senators who will not be running again begin soliciting a replacement.

SCAA (C. Smith)

There will be a college-wide open forum held Monday, October 29th at noon for Vice President Janet Glocker to review and discuss the proposed reorganization of the Curriculum Office. Watch for an e-mail broadcast with all the details. It was suggested that SCAA consider a second open forum at the Damon City Campus. Smith will take that suggestion back to the committee for its consideration.

Planning (L. Chrzan-Williams)

The Strategic Planning grants process is about to begin. The committee encourages people to look at the materials because the process is not as restrictive as in the past. The committee is considering the extension of the grant application deadline, which is usually December 21st, with awards given in May. They are looking at shifting the deadlines to the end of January to accommodate faculty schedules. Part of the process for awarded grants includes the presentation of a report at the conclusion of the grant. That has not been done in many years, but the committee is developing a method by which grant recipients can report back to the committee..

6. Old Business

There was no old business to discuss.

7. New Business

The air conditioner fans should be turned off in the room before the meeting as they greatly interfere with the sound.

The FDR was configured with the projector and screen on the sidewall of the room (near the restroom door). The senators felt that this configuration worked a little better for the meetings.

Respectfully submitted,

Ray Shea
President

Barbara Robinson
Secretary

Approved at the November 2001 Faculty Senate Meeting.

MONROE COMMUNITY COLLEGE



FACULTY SENATE

November, 2001

Present: E.Baker, M.Bartell, P.Bates, B.Brewer, D.Brown, R.Butler, S.Cable, J.Downer, J.Ekis, K.Farrell, K.Fox, E.Grissing, L.Gulbransen, M.Harris, T.Keys, R.Kuempel, E.Laidlaw, K.Lawton, E.Lewis, C.Marhatta, J.McCauley, A.McIntyre, E.Mellas, D. Mohr, P.Peterson, B.Robinson, S.Ruckert, C.Schwartzott, R.Shea, L.Silvers, C.Smith, J.Smith, G.Toth, M.Wheeler, J. Wiranowski

Student Senate Representative: T.May **Absent:** L.Bartholome, M.Bower, L.Chrzan-Williams, T.Cuby, T.DiGiacomo, R.Johnson, B.Smith, J.Walker **GUESTS:** S.Baker, G.Bar-Tzar, D.Cecero, C.Connolly, C.Cooper, F.Dearing, B.Goldfarb, A.Lee, H.Murphy, F.Rinehart, P.Seeburger

Meeting called to order 3:35 p.m.

1. Announcements

No announcements from the President. No announcements from the floor.

2. Approval of Minutes from October 18, 2001 meeting.

Item 4a. The minutes were amended "Option 2 was supported for the Fall semester...." (not Option 3 as was stated in the draft minutes)

Clarification point – In the discussion about a student survey, the students might conduct further surveys in the future, however further surveys were not a definite.

Minutes were approved as amended.

3. Discussion Items

New Academic Program Review process

Shea began with a brief history of program review at MCC. In 1988-1989 a Faculty Senate ad hoc committee developed guidelines for department review. In 1995 -1996 another ad hoc committee revised that document but it was never formalized via the VP Academic Services office. In 1997, the MCC framework for futuring, superceded the previous documents. By 2000, the College did not have any formal review process in place. Some departments used the process outlined in older documents, some departments used the "futuring" document and other departments did not perform program review at all. In Spring 2000, the Faculty Senate and Vice President of Academic Services formed a new ad hoc committee to review current processes and develop a new college-wide document. The document resulting from the study of this committee was distributed at the meeting. Senators were asked to review the document and share with your constituents. At the December Faculty Senate meeting we will discuss the document and vote to receive the report from this committee. If approved by the Senate and the Vice President of Academic Services, it will become the official program review document of the College. Questions related to specific items in the document can be directed to the ad hoc committee chair, Barbara Connolly.

4. Action Items

a. Two Year Academic Calendar Vote

On October 18, 2001 the Senate voted on next year's academic calendar. The vote today is to use the approved calendar for one year or two years. The Faculty Senate bylaws does state that we should have a two year calendar:

Vote results

One year calendar	8
Two year calendar	25

Two year calendar passes. Recommendation will be that the current approved calendar should be considered for 2002-2003 and 2003-2004.

- b. New Program NP4 – Precision Machining (A.A.S.) Approved
 Posting Period: 10/11/01 – 10/25/01
 Proposal and Rationale:
 MCC currently offers a one year (33 credit hour) Certificate Program in Precision Tooling. This new program proposal consists of adding a second year of study to the existing certificate program to allow students to earn an AAS Degree in Precision Machining. This new program will address the needs of the MCC student population that have expressed a desire to continue in this field of study for another year and receive an AAS degree for their efforts. Currently MCC is losing these students to competing schools that provide this program of study. This new program also has the added feature of providing students an opportunity for an AAS Degree in Precision Machining without a four year New York State approved apprenticeship. This program would provide an alternative for students who desire an AAS Degree in Precision Machining but are unable to enroll in an apprenticeship.
- c. Program Revision PR11 – Performing Arts: Music (A.S.) Approved
 Proposer: Tom Fittipaldi
 Posting Period: 10/11/01 – 10/25/01
 Proposal and Rationale:
 This program revision involves the addition of two new program sequences to the existing program, Performing Arts: Music. The new sequences are:
1. Recording and Production
 2. Pop, Rock and Jazz Performance
- There is a need to diversify the MCC offerings in Performing Arts: Music based on student interest and in order to keep up with similar offerings at competing and four year schools. By providing these new sequences students will have a more diverse series of course offerings, and an ability to concentrate in other areas of interest which may lead to more transfer and employment opportunities.

5. **Standing Committee Reports**

Academic Policies (M. Bartell)

The Academic Policies committee has created a charge for an ad hoc committee to review Student Evaluation of Faculty. Copies of the charge were distributed at the meeting. The charge was reviewed along with the recommended areas of representation for the committee members. We are now looking for members to join this committee. Please respond to any Academic Policies committee member by December 3 with suggested names for Ad Hoc committee members. The ad hoc committee will be assembled by the end of December.

Curriculum (E. Mellas)

In addition to normal tasks, the Curriculum Committee has been working with the Curriculum Office in preparing for the electronic database for program proposal submission, creating a writing guide for proposals and a program protocol document.

The database for program proposal submission is complete. Starting January 1, 2002 all proposals must be in the electronic forms. Forms can be found on the MCC Web site, A-Z index, Curriculum Proposal Process. Hands-on workshops on use of the electronic forms will be held on the following dates:

December 4, 2-2:50pm, room 6-335

December 7, 12-1pm, Board Lounge

December 11, 8-9am, room 6-335

December 14, 8-9am, Board Lounge

A workshop for DCC will be scheduled.

Ernie Mellas, Chair, Faculty Senate Curriculum Committee or the Curriculum Office should be contacted with any questions about the electronic forms after you have completed a workshop. The Writing Guide will link to the electronic forms to provide help while completing the forms. This is not yet complete.

Shea commented that curriculum has become a priority at the College. Ernie worked through last summer to write the guidebook and secure the electronic database. The proposed reorganization

of the Curriculum Office will focus that area specifically on curriculum issues. Many thanks to Ernie for all his efforts in this area.

N.E.G. (M. Harris)

The review of Faculty Senate bylaws is ongoing. There will be thirteen senator vacancies at the end of December. Most have been filled. There will be an election in the Mathematics department due to more than one nominee. There are no nominees to fill vacancies in Health Professions, Food, Hotel and Tourism, and Public Safety.

Planning (L. Chrzan-Williams)

The internal grants package is available on the M: drive. Faculty Senate Planning grants are being solicited. Deadline for these proposals has been changed to January 11, 2002. Barbara Connolly added that the deadline for all internal grants has been changed to January 11, 2002. The Planning Committee is also focusing on classroom issues through their ad hoc Classroom Space committee. A new college committee has been formed to review faculty office space for both full-time and part-time faculty. Ed Grissing will be the Faculty Senate representative on this committee.

Professional Development (E. Baker)

Nominations for the NISOD awards are due December 7. Materials for nominations are available on the M: drive.

The January, 2002 Professional Development Workshop will be held January 10. Topic is "Safety and Preparation", presented by Robert Weisner, Director of Public Safety. This will expand on the information he provided at the October 18 Faculty Senate meeting.

SCAA (C. Smith)

Two open forums were held on the reorganization of the Curriculum Office. Both were well attended, however there was not much feedback. It appears that most people agree with the proposal. SCAA will review the proposed job descriptions that accompany this reorganization.

6. Old Business

None

7. New Business

None

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Ray Shea
President

Barbara Robinson
Secretary

MONROE COMMUNITY COLLEGE



FACULTY SENATE

December, 2001

PRESENT: E.Baker, M.Bartell, L.Bartholome, M.Bowen, B.Brewer, R.Butler, S.Cable, L.Chrzan-Williams, T.Cuby, J.Downer, K.Farrell, K.Fox, E.Grissing, M.Harris, R.Kuempel, E.Laidlaw, K.Lawton, E.Lewis, C.Marhatta, J.McCauley, A.McIntyre, E.Mellas, D.Mohr, P.Peterson, B.Robinson, S.Ruckert, C.Schwartzott, R.Shea, L.Silvers, C.Smith, J.Smith, G.Toth, M.Wheeler **ABSENT:** P.Bates, D.Brown, T.DiGiacomo, L.Gulbransen, R.Johnson, T.Keys, T.Schwartz, B.Smith, J.Walker, J.Wiranowski **GUESTS:** C.Adams, Q.Bullock, F.Dearing, T.Flynn, H.Murphy, F.Rinhart, S.Salvador

Meeting called to order 3:37pm.

1. Announcements

- a. Shea recognized and welcomed new senators: G.Anderson, S.Belair, I.Benz, S.Callan, J.Kaufman, M.McKinzie, 5 re-elected senators: M.Bower, T.DiGiacomo, T.Keys, J.McCauley, J.Smith. Appreciation was also expressed to those whose terms have expired including J.Walker, M.Wheeler, R.Butler, K.Lawton. Two Executive Committee members whose terms have expired were also recognized for their service: M.Bartell (chair, Academic Policies), C.Smith (chair, SCAA)
- b. Shea stated that we would have All-College meetings in the future on new projects such as Student Center and Residence Halls.

2. Guest Speaker: R. Thomas Flynn, President

Remarks included the following:

- September 11, 2001 has had a large impact on our way of life. President Flynn made a trip to Albany to review the impact on education in the state. No one really understands the true damage to the state.
- Many companies appear to be relocating to neighboring states.
- The state is not likely to see a federal bail out.
- The impact on MCC would likely be no state aid increase next year. Many other community colleges in the state are in desperate straits right now.
- MCC will not have to make large cuts due to our strong enrollment (10% increase last year) and a healthy fund balance of \$12M fund balance.
- Flynn has asked the Vice Presidents to try to save to save \$1M out of this year's budget. However, he won't consider anything that will hurt the institution. Flynn believes we can move forward for 2-3 years on the current fund balance. He will try to add full time lines to get them up to where they need to be but on slower basis that has occurred recently. Grant positions may possibly be in jeopardy depending on their funding source. Monroe County support is still very strong. Enrollment remains strong and hopefully will continue to do so.

Facilities

- The new Student Center will break ground in May, 2002 and construction will continue for approximately 18 months.
- The County Legislature approved a 410 bed Residence Hall which will be located due east of the child care center and owned by the MCC Association, Inc.
- ATEC is still moving forward. There is 50/50 chance that this will happen. MCC has requested \$104M from the state, \$60M of which is for ATEC. ATEC will be a brand new, separate campus. DCC will be probably be merged with this facility. The earliest opening for this facility is five years from now.

Academic Areas

- The Curriculum Office focus has been to speed up the process of getting proposals through MCC, SUNY and State Ed.
- The hiring process in academic areas has been long and changes have been made to speed up process so we will not lose candidates due to length of process its self.

President's Office

- This is the first time the President's Office has been at full staff in a very long time. President Flynn feels very good about how his staff is working together.

- Communication and cooperation between the President's Office and Faculty Senate has improved for which Flynn expressed appreciation.
- Faculty Association communications are also going very well.
- The College has attempted to reach out to the community with advertising and press releases. There is a need to market the college to the community versus just marketing our enrollment.
- Flynn believes we need to communicate to retirees (college-wide e-mails now sent to retirees). President Flynn attempts to meet with retirees who now live in other areas of the country whenever he is visiting those areas.

There were no questions from the floor.

3. **Approval of Minutes from November 15, 2001 meeting.**

Minutes were approved as written.

4. **Action Items**

The Senate held a vote to receive the new Academic Programs Review process. The vote was unanimously in favor of receiving report on Academic Program Review.

5. **Standing Committee Reports**

SCAA (C. Smith)

- SCAA concurs with the Curriculum Office reorganization proposal. The committee responded with favorable comments on this process and format of VP Glocker's proposal. Shea – There was input from the Faculty Senate Officers early in this process. This proposal and subsequent processing should stand as a model for any future proposals.
- Questions from the floor: As things evolve in the Curriculum Office, will the changes be communicated to the general faculty? Smith responded affirmatively and stated that SCAA committee discussed assessing the plan in 2 years.

Academic Policies (M. Bartell)

- Bartell thanked all that volunteered for the Student Evaluation of Faculty committee. The Academic Policies Committee is finalizing the list and will be contacting those selected next week. The Committee will keep anyone interested informed of the process.
- The committee met with Vice President Glocker regarding the academic calendar. The traditional calendar will move forward not the one that was voted on by the senate. The decision for the traditional calendar was based over the lab/lecture schedule for lab courses (loss of a 2nd Monday causes the sequence of lecture and lab to be disconnected). Also half semester courses are increasing and the loss of 2 full days in a half semester course makes it impossible to offer this type of class. Bartell indicated that the committee had a lot of discussion about the calendar and is in the process of making proposals on changes to the committees guidelines concerning this process. Vice President Glocker commented that this calendar should be in place for 2 years. Bartell thanked the committee and Vice President Glocker for all the effort put towards this process.

Planning (L. Chrzan-Williams)

- Strategic Planning Grant applications are due January 11 rather December 21st.
- Chrzan-Williams is a member of the College's Master Plan Committee. At a recent meeting she viewed presentations on the residence halls and encouraged anyone interested to attend any meetings on new projects. These meetings will help you get a better understanding of the things we will have to live with during construction.
- Shea asked the Planning Committee to also look at issues of classroom space and office space. Chrzan-Williams clarified that in all meetings in which she has been involved there is a clear understanding, commitment and appreciation for the classroom space issues.

N.E.G. (M. Harris)

- Senators were asked for their standing committee preferences and the NEG Committee has received responses back.
- The Faculty Senate Executive Committee will be working on the committee assignments next week. Any responses given to Mark Harris by Monday morning (December 17th) will be considered.
- The Executive Committee is also working on proposed Bylaw revisions. This review is almost complete and proposals will be submitted to faculty for review and voting in the spring.
- The list of new and returning senators is complete. There are two Senate vacancies: Public Safety and Food, Hotel and Tourism.

- The new senator orientation will be held January 23, college hour, location to be determined.

Curriculum (E. Mellas)

- Four workshops have been held for instruction to provide instruction on submitting proposals using the new electronic database. These were well attended and feedback has been beneficial in helping to find any remaining problem items with the database. December 14th 8am, Board Lounge, is the last workshop of the semester.
- Workshops will be provided in the future on a continuing basis. Curriculum committee will sponsor future workshops on how to write proposals and those things Curriculum Committee and Curriculum Office look for when reviewing proposals.
- The guide for writing proposals will be in print form soon.

Professional Development (E. Baker)

- The committee has received all NISOD nominations and will be meeting in January to put recommendations forward.
- Professional Leaves information will be broadcast college-wide soon. These proposals are due in March.
- Faculty can check the display cases near the Library for a new poster listing adjunct promotions.
- Reminder that a January 10, 2001 workshop on "Safety and Preparation". Please RSVP by contacting the Faculty Senate Office.

6. Old Business

There was no old business to discuss.

7. New Business

There was no new business to discuss.

Before the meeting adjourned D.Degus reminded the Senate that the President's Holiday Reception will be held Thursday, December 20, 2001, 4-6pm at the ESL Sports Centre.

Shea thanked all members for a great year. Special thanks to all the Faculty Senate committees, and sub-committees including Program Review and Assessment.

Meeting adjourned at 4:30pm.

Respectfully submitted,

Ray Shea
President

Barbara Robinson
Secretary

Minutes approved at the January 24, 2002 Faculty Senate meeting.