

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

September 2000

Approved at the October 2000 Senate Meeting

**Present:** Ames, Susan; Baker, E.; Bartell, Michelle; L. Bartholome; K. Broda; R. Butler; S. Cable; A. Caiazza, A. Calhoun; T. DiGiacomo; D. Emerson; K. Farrell; M. Faulkner; M. Gulbransen, A. Harrington; M. Harris; R. Herzog; K. Huggins; K. Kemp; T. Keys; R. Kuempel; K. Lawton; E. Lewis; C. Marhatta; P. Peterson; A. Potter; T. Schwartz; C. Schwartzott; R. Shea; B. Smith; C. Smith and M. Wheeler **Excused:** E. Mellas; B. Robinson **Absent:** M. Bower; B. Brewer; Doug Brown; R. Butler; L. Chrzan-Williams; J. Ekis; R. Johnson; A. McIntyre; L. Silvers; G. Toth; J. Walker **Student Representatives:** P. Snyder; M. Wiley **Guests:** D. Beech; D. Boni; C. Cooper; E. Doyle; P. Fahy; T. Fletcher; K. Morris; C. Reaves; W. Willard

1. The minutes of the May 2000 Senate meeting were approved as the first order of business.

The May 2000 minutes noted that the Special Committee on Administrative Affairs would have the opportunity to review Damon City Campus recommendations prior to their implementation. D. Cecero outlined communication between Mr. Flynn and SCAA in regard to this matter:

On May 18<sup>th</sup>, Mr. Flynn, in keeping with Senate By-laws, asked SCAA to review and comment upon a proposed transitional DCC organizational chart by July 1<sup>st</sup>. The new organization structure would allow for the DCC Executive Dean, two DCC Deans (including a new Dean for Academic Services) and the Vice Presidents of Academic Services and Student Services to work collaboratively to further the development of the downtown campus. The Executive Dean would report directly to the President. Flynn stressed that these changes were transitional and would facilitate the implementation of other recommendations from the report he presented at the May All-Faculty Forum.

In their response dated June 19<sup>th</sup>, SCAA expressed several concerns:

- A lack of clear definition of the proposed Department of Interdisciplinary Studies.
- A vagueness in the role academic departments and their Chairs would have in the scheduling, supervision, staffing and development of course offerings in the Interdisciplinary Studies Program.
- The status of faculty hired for the Damon campus. What role would traditional academic departments play in the hiring process and in subsequent evaluations?
- The viability of the Human Services program would be threatened by its removal from the Liberal Arts division.
- The nature and function of the new Dean position.
- The timing of the proposal and its suggested announcement by July 1<sup>st</sup>. The timing precludes adequate faculty discussion.

President Flynn, in his August 16<sup>th</sup> follow-up letter to SCAA, noted that these comments extended beyond the scope of the organizational changes identified in the memo and the organizational chart that they received. Although he was appreciative of their comments in regard to timing and faculty dialogue, he felt it was imperative that MCC move forward on his two specific organizational changes. A number of their other comments would be considered as additional recommendations are considered for implementation.

## 2. Announcements

- a. L. Bartholome announced that the English/Philosophy Department and the Campus Activities Board are co-sponsoring a presentation by Kate Chopin scholar Emily Toth on October 5<sup>th</sup> at 7:00 P.M. in the MCC Theater.
- b. C. Cooper informed Senators of several communication initiatives in the Public Affairs office:
  - Experts Resource Guide is a joint project of the Public Affairs office and the Faculty Senate. It provides media, civic and community groups with access to MCC-based authorities. Cooper encouraged faculty to participate in the project.
  - Campus News Today is an on-line newsletter sent by e-mail to MCC faculty and staff. The office is hoping that it will cut down somewhat on broadcast email messages. Cooper said that you could submit information on an upcoming event via your outlook account.
  - Public Affairs Services Guide provides an overview of the Public Affairs office. It describes how MCC departments are divided among staff members.
- c. B. Ripton has replaced J. Volland as Chair of the Pre-requisite Enforcement Committee. Volland is currently taking a leave for professional advancement for the benefit of the college.

## 3. Issue of the Month

R. Herzog explained to Senators that this portion of the meeting is devoted to issues and topics that warrant a limited time frame of attention.

### 3. Action Item:

The Senate voted to approve the report of the Learning Centers II committee. The report recommends that MCC:

- encourage a Learning Center Coordinating Committee to address issues of communication and resource sharing.
- create a campus testing center in the proposed Virtual Campus Center.
- rearrange some existing learning centers to improve accessibility and the use of space.
- adopt electronic swipe-card systems in all learning centers to accurately measure how they are used.

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

Planning (K. Huggins): The deadline to respond to the Strategic Plan draft is September 25<sup>th</sup> however the committee is willing to hear comments submitted after that date. Please contact V. Avalone, D. Degus or K. Huggins with your remarks.

In October, the strategic planning committee will refine the initial draft based upon comments from the college community. They will also form general key performance areas to correspond with strategic direction.

K. Huggins indicated that a final draft would be ready in the middle of November and would be presented at an all-faculty forum on Thursday, November 30<sup>th</sup> from 3:30 to 5:00 in the FDR. A vote for approval is scheduled for the December Senate meeting and the Board of Trustees will vote to approve the draft at their January meeting. A copy of the current draft is available on the m drive:

\\mcc3\dusers\Offices\Shared\strategic planning\strategic plan draft.doc

Academic Policies (R. Shea): The committee continues to evaluate the effectiveness of COS 101; they are preparing a final report.

R. Shea reported that they would be ready to submit 2001-2002 academic calendar for Senate review in November.

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

- The committee is currently updating the list of voting faculty.
- Elections for Senate officers will take place in November.
- M. Harris introduced new Senators R. Johnson, K. Farrell and T. Schwartz. Johnson and Farrell replace J. Owen and F. Dearing; Schwartz takes over for J. Volland.

SCAA (Broda):

- SCAA is meeting with J. Bartkovich to discuss ETS restructuring plans.
- K. Broda also noted that SCAA received notification of a search for the position of Vice President of ETS. The name of the final candidate will be submitted to the Board of Trustees for their approval at their January meeting.
- Drafting a response to V. Smith's proposal to change the position title *Director* of the Public Safety Training Center to *Dean*.
- Still re-evaluating realignment. K. Broda extends an invitation

Professional Development (C. Schwartzott): The committee is involved in the NISOD, Chancellor and Hanson Awards as well as Leaves for Professional Advancement for the Benefit of the College. The Committee has also decided to look at implementing a Center for Teaching Excellence as proposed by a report authored by Lynn Donahue in collaboration with Alan Glossner. E. Baker and C. Smith, both members of the Professional Development Committee, will co-chair a committee to look at an initial pilot program for such a Center.

Curriculum (D. Emerson): R. Johnson replaces Frances Dearing on the committee. The committee is reviewing eleven curriculum proposals (2 from last semester, 9 new). They are also looking into creating a tracking form with dates that would be attached to each proposal so that proposal submitters can keep informed of proposal status.

The meeting was adjourned at 4:20.

Alice Harrington  
Secretary

Tony Caiazza  
President

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

October 2000

Approved at the November Senate meeting.

Present: S. Ames, E. Baker, M. Bartell, L. Bartholome, D. Boni, M. Bower, K. Broda, S. Cable, A. Caiazza, A. Calhoun, L. Chrzan-Williams, T. DiGiacomo, J. Ekis, M. Faulkner, L. Gulbransen, A. Harrington, M. Harris, B. Herzog, K. Huggins, K. Kemp, T. Keys, R. Kuempel, K. Lawton, C. Marhatta, A. McIntyre, E. Mellas, B. Robinson, T. Schwartz, C. Schwartzott, R. Shea, C. Smith, G. Toth, M. Wheeler.

Absent: B. Brewer, R. Butler, K. Farrell, R. Johnson, P. Peterson, L. Silvers, J. Walker

Excused: D. Brown, D. Emerson, E. Lewis, B. Smith

Student Representatives: P. Snyder, M. Wiley

Guests: C. Adams, S. Baker, Q. Bullock, D. Cecero, K. Morris, B. Petrosino, C. Rogalski

1. The minutes of the September meeting were approved

### 2. **Executive Committee Reports**

a. The Chair of the Curriculum Committee was unable to attend this meeting so votes on curriculum proposals (PR10 Apprenticeship Training: Machine Trades AAS and PR14: Health Information Technology) have been postponed to the November meeting.

b. A. Caiazza introduced two new student representatives to the Faculty Senate – M. Wiley and P. Snyder. Wiley serves as President and Snyder as Vice President of the Student Government.

3. **Focus Item** - Implementation of Damon City Campus recommendations (Q. Bullock)

A. Caiazza mentioned that the college is planning to implement a number of changes at the Damon City Campus. The proposed modifications are based upon recommendations from the report on DCC that President Flynn presented at the May 2000 All-College Forum. A variety of groups at MCC, including the Senate, have been asked to provide input.

Q. Bullock distributed a grid (see attached) to Senators listing each recommendation. He requested that the Senate identify applicable recommendations and propose actions they would like to undertake to move those recommendations forward. For example, the Senate could indicate that they would want to be involved with securing improved parking arrangements for students, faculty and staff at DCC and would like to hold an Open Forum to discuss this matter with the entire faculty.

R. Herzog asked what should the Senate do if they do not endorse a particular recommendation. Dr. Bullock responded that the Senate should then indicate why they feel that the recommendation would not work and suggest alternative ideas.

Administration will start reviewing comments on November 28<sup>th</sup> so Dr. Bullock suggested that the Senate send in comments by that date. The Executive committee will send an email broadcast message requesting that members of the college community provide feedback on these recommendations. That feedback will be compiled into a final report that will be given to the appropriate administration for their review. Q. Bullock indicated that the administration would devise a final implementation plan based upon input from various constituencies.

### **3. Old Business**

- a) President Flynn responded to the proposal developed by the Faculty Senate Professional Development Sub-committee entitled "Plan for a Coordinated Campus-wide Professional Development Program." Although he did endorse the "spirit" of the proposed working vision statement for professional development, he wrote that he could not endorse the creation of a full-time Director of Professional Development position at the present time, as recommended in the report. He mentioned, however, that there would be a search for an Assistant Director of Human Resources. This person would assume responsibility for coordinating a variety of professional development activities and working collaboratively with departments and committees on such initiatives.

The report also recommended the establishment of a Professional Development Center. Mr. Flynn responded that, with space being at a premium on the Brighton campus, such a center is not an option. The Professional Development Committee, however, recently established a committee to pilot a Teaching Learning Center. He felt that this initiative might further advance the recommendation.

- b) R. Shea mentioned that the college wide assessment committee meets on a bi-weekly basis. Please contact him or other members of the committee with your thoughts.

### **5. New Business** (Transfer of Human Services Department to Damon City Campus)

P. Snyder, in her role as a Peer Mentor, asked to speak to the Senate in regard to the transfer of the Human Services Department to the Damon City Campus. Since A. Caiazza is Chair of that department, he asked that R. Herzog preside over this portion of the meeting. Snyder told Senators that many students have expressed to her their discomfort with this move and asked if she could represent their concerns to the Faculty Senate. M. Wiley noted that the Student Senate was discussing the issue but had not come to an official conclusion.

R. Marry-Graves, a student from the Human Services program, said that a number of first year students indicated to her that they would drop out of the program if the department held classes exclusively at DCC. She asked that the Senate support students in their efforts to keep Human Services classes on both campuses. R. Herzog responded that the Senate could support the efforts of another group by endorsing a

particular document they had written. The document, however, would have to be reviewed and discussed by Senators prior to an official endorsement.

## **6. Standing Committee Reports**

Planning (K. Huggins) – Senators will receive the final draft of the Strategic Plan prior to Thanksgiving break. There will be a special Senate meeting/All College Forum on November 30<sup>th</sup> from 3:30 until 5:00 in the FDR. A vote to approve the Strategic Plan will occur in the Senate at our December meeting. The document will be presented to the Board of Trustees in January.

Professional Development (C. Schwartzott) – The committee will be sending out information on the NISOD awards to Faculty and soliciting nominations from them as well.

Academic Policies (R. Shea) – The committee will present three proposals to Senators at the November meeting – the revised Academic Honesty Policy, an evaluation of COS 101 and the 2001-02 Academic Calendar.

SCAA (K. Broda) – The committee held an open forum on October 4<sup>th</sup> to discuss the restructuring of Educational Technology Services. They are also preparing for a search for the position of Vice President of that division.

Broda reported that SCAA was still evaluating realignment and would soon send out a memo requesting additional feedback from the college community. Completion of their report is scheduled for mid-November.

N.E.G. (M. Harris) – The list of voting faculty has been updated and is available on the “m” drive (mcc/teams/faculty senate/neg).

Harris also reported that that the committee is also holding Senate officer positions and would soon be soliciting nominations. The Executive Committee agreed to hold a “Meet the Candidates” open forum on Monday, November 6<sup>th</sup> during College Hour in room 5-100.

Respectfully Submitted,

Alice Harrington  
Secretary

Tony Caiazza  
President

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**Present:** S. Ames, E. Baker, M. Bartell, L. Bartholome, K. Broda, R. Butler, S. Cable, T. Caiazza, A. Calhoun, L. Chrzan-Williams, K. Farrell, M. Faulkner, L. Gulbransen, A. Harrington, M. Harris, R. Herzog, K. Huggins, K. Kemp, K. Lawton, E. Lewis, C. Marhatta, A. McIntyre, E. Mellas, P. Peterson, B. Robinson, T. Schwartz, C. Schwartzott, R. Shea, L. Silvers, B. Smith, C. Smith, G. Toth, M. Wheeler **Excused:** D. Boni, J. Walker **Absent:** M. Bower, B. Brewer, D. Brown, T. DiGiacomo, J. Ekis, R. Johnson, T. Keys, R. Kuempel **Student Senate Representative:** C. Gaida **Guests:** C. Adams, D. Cecero, D. Swanger,

1. The minutes of the October Faculty Senate meeting were approved.
2. **Executive Committee Reports and Announcements**
  - a. A. Caiazza introduced Carrie Gaida to Senators. Gaida is the new Student Government Vice President.
  - b. E. Mellas has replaced D. Emerson as Chair of the Curriculum Committee.
3. **Focus Items**
  - a. Academic Honesty Policy (R. Shea)

The Academic Policies Committee was charged with a review of the current MCC Academic Honesty Policy as outlined in Faculty Senate Resolution 1.8 and further delineated on page 196 of the 2000-01 MCC College Catalog and Student Handbook. R. Shea noted that the policy has not been revised since 1968.

The committee devised a series of recommendations based upon criteria developed from their extensive research. In a slight departure from the original charge, Shea said that the committee decided to address only the Academic Honesty section of the Catalog and Student Handbook and not the section of the policy dealing with procedures for Appeal. Dissatisfaction with appeal procedures appeared minimal; furthermore, the committee felt that recommendations promoting awareness of academic honesty issues among students and faculty would further minimize problems. However, the committee does recommend that future appeals be examined to see if inequities in the procedure exist.

R. Shea mentioned that recommendations fall within two categories. The first category focuses on policy wording as they appear in the MCC Student catalog while recommendations in the second category are educational in nature. Recommendations found in the second category are intended to raise the level of

awareness of the academic honesty policy among both faculty and students and to promote a consistent understanding and application of the policy.

A Senator asked for clarification regarding a recommendation in the first category: *Add a bullet that reads "Unauthorized use of information stored in the memory of an electronic device (i.e., programmable calculator) on a test or assignment. Unauthorized use of such a device requires explicit permission and should not be assumed"*. He asked if this statement refers to cell phones as well as to calculators. R. Shea said that the committee could certainly add cell phone to their list of examples. Senators agreed that technology has created new methods of cheating.

The Senate discussed recommendations relating to awareness of the policy among faculty and students. R. Shea mentioned that the committee recommends that it be required that course information sheets include information on the policy. There was some discussion on how to do this without overloading an already information heavy course sheet.

C. Gaida, Student Government Vice President, suggested that the college publish a day-timer where policies and other information could be placed between months. Rockland Community College is an example of a college that does this.

A. Caiazza encouraged Senators to review the recommendations and share it with their constituents. The Senate will vote to approve these recommendations at the December Senate meeting.

b. MCC Academic Calendar for 2001-02 (R. Shea)

R. Shea presented several potential versions of the 2001-02 Academic Calendar. He mentioned that the majority of discussion on this matter last year focused upon several Senators concerns options allow for the required number of lab days. The Academic Policies committee kept this in mind when devising this year's proposed calendar:

Fall 2001 semester:

Option A – Pre-Labor Day start, 75 instructional days, Columbus Day Recess, plus more instructional days.

Option B – Post-Labor Day start, 72 instructional days, similar to Fall 2000 schedule

Option C – Post-Labor Day with longer Thanksgiving break (71 instructional days)

Option D – Post-Labor Day with Columbus Day off (71 instructional days)

Spring 2002 semester:

Option E – One one-week break in March (74 instructional days)

Option F – Two one-week breaks (74 instructional days)

Many Senators agreed that since many of our students have school age children, it is important that we follow the public school calendar as closely as possible. The Senate will vote on the 2001-02 calendar at the December Senate meeting.

c. Distribution of Strategic Plan (K. Huggins)

K. Huggins distributed draft copies of the Strategic Plan. He asked that Senators review the document with their constituents and be prepared to discuss it at the Senate meeting/All College Forum on November 30<sup>th</sup>.

4. **Action Item:** Vote on curriculum program revisions (E. Mellas)

The Senate voted to approve two program revisions: PR 10 (Apprenticeship Training: Machine Trades AAS) will revise the math requirement from the current MTH 140 or higher, to MTH 104 or higher. PR 14 (Health Information Technology) will separate current course HIM 109 (4 credits) into 2 separate courses: HIM 110, "ICD-9-CM Diagnostic & Procedural Classifications" (4 credits) and: HIM 111, "CPT Diagnostic & Procedural Classifications

5. **Old Business:** DCC Recommendations Implementation Plan

As determined by Senators at the October meeting, the Executive Committee sent an campus-wide email broadcast message asking for feedback in regard to the implementation of DCC recommendations as outlined by Q. Bullock. The Executive Committee received four written responses. These responses will be forwarded to the team responsible for implementation.

6. **Standing Committee Reports**

Academic Policies: See under Focus Item (3a and 3b)

Curriculum (E. Mellas) – The committee continues to work on a variety of proposals. E. Mellas reported that they are looking at ways in which to streamline the curriculum approval process and to better communicate proposal status to those faculty that submit proposals.

Mellas encouraged Senators and their constituents to look at curriculum proposals when they are posted. He mentioned that he committee is considering changing the gold book so as to more clearly define posting areas.

Mellas also said that the committee plan to hold orientation sessions to new committee members to get them up to speed on what can be an intricate process.

N.E.G. (M. Harris) – R. Shea was elected as President (119 votes), C. Schwartzott as Vice President (85 votes) and Alice Harrington as Secretary (153 votes) of the Faculty Senate. Thirty-seven percent (161) of the faculty voted which is a significant increase from the last election.

M. Harris mentioned that the committee is preparing the Senate roster for 2001. The committee is looking for representation in the following areas: Admissions, ETS:Libraries, Public Safety and Student Services (2).

Planning (K. Huggins) – See under Focus Item (3.c)

Professional Development (C. Schwartzott) – The committee is accepting nominations for teaching and non-teaching faculty for NISOD awards.

SCAA (K. Broda) – SCAA continues to evaluate realignment. A report will be compiled during the January break. K. Broda said that the committee is also

participating in the search for the Vice President of Educational Technology Services.

Respectfully submitted,

Alice Harrington  
Secretary

A. Caiazza  
President