

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

January 27, 2005

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

**ABSENT:** T. Archie, I. Benz, F. Burger, T. Digiacomo, J. Ekis, S. Fess, J. McKenna, M. Pastorella, B. Smithgall, J. Thompson, V. Toth,

**GUESTS:** J. Alas, V. Avalone, J. Glocker, L. Silvers

**STUDENT REPRESENTATIVE:** G. Roseler

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

2. Guest Speaker: Louis Silvers – Faculty Council of Community Colleges Update

The Faculty Council of Community Colleges (FCCC) is composed of representatives (delegates) from the thirty community colleges within the SUNY system and functions in an advisory role on community college issues. Whether FCCC delegates are faculty or administrators, all serve the common function of representing their individual institutions and serving as liaisons between the FCCC and their home campuses. FCCC delegates meet on a regular basis with sites rotating among the system's community colleges. Delegates are appointed to subcommittees and the president of the FCCC sits on the SUNY Board of Trustees. A lot of variety exists within the FCCC with regards to the size and scope of member institutions; however MCC enjoys an excellent reputation among council members.

Chancellor Robert King met with the FCCC at its most recent meeting in Syracuse (OCC). He spoke of the unparalleled role community colleges now play within the SUNY system, with enrollment equal to that of the system's four-year colleges and universities. The SUNY provost remains committed to campus-based assessment initiatives and all but a few community colleges have approved assessment plans in place. By Fall 2006, campus based assessment is to be fully implemented, including assessment of mathematical, communication and critical thinking components. The GEAR (General Education Assessment Review) has called for a special panel including faculty to discuss implementation of this assessment, ensuring it remains faculty driven. L. Silvers briefly discussed Chancellor King's retraction of his request for a sabbatical.

Two topics for future FCCC discussion are Governor Pataki's proposal to issue financial "bonuses" to institutions linked to student graduation rates and making individual campuses' assessment results available to the public.

3. **Announcements**

- a. Because the Executive Committee did not meet regularly during the semester break, there was a delay in approving and subsequently posting recent Executive Committee minutes. Minutes will be posted on a regular basis since the Executive Committee is meeting on a weekly basis.

- b. J. Glocker provided the Executive Committee with information regarding committees investigating development of the Renaissance Square. D. Cox urged Senators representing departments potentially impacted by these developments to see that faculty representation is provided. Faculty names should be forwarded to D. Cox.
- c. John Witherspoon has agreed to represent the Faculty Senate on the Banner Committee. Questions or concerns regarding Banner implementation and its impact on faculty should be directed to J. Witherspoon.
- d. Current terms for Senate officers expire at the end of August 2005. Senators were encouraged to consider nominees for spring elections.

**4. Announcements – Student Senator G. Roseler**

Student Government continues to work with Student Services addressing handicap issues on campus. A mixer will be held for campus clubs and organizations, which includes a newly formed Native American club. February activities include a blood drive on February 14, a black tie affair and silent auction of student art (February 17), celebration of Black History and Women throughout the month, and an MCC Idol contest, performance dates not yet determined. A proposal for meal cards to use at numerous campus locations is being developed as is a plan to install more ATM's representing competitive banks. An advisory committee is seeking to provide student tours and extend library hours in order to increase student use of the library. A committee is reviewing by-laws of the Student Government Constitution.

5. Minutes from the December 14, 2004 meeting were approved.

**6. Standing Committee Reports**

Academic Policies (B. Connell)

The current grievance procedure will be among the topics discussed by the committee at their January 31 meeting.

Curriculum (H. Wheeler)

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

- ECE 252: Designing Environments & Curriculum for Infants and Toddlers
- ECE 253: Professionalism in Early Care & Education

Three curriculum proposals are posted for review:

- PST 265: Public Safety Leadership Development Seminar
- LDS 201: Leadership Development Seminar II
- CRT 280: Court Reporting VII

H. Wheeler noted the announcement at the November Senate meeting that COM 105: Typography and Composition had been given final approval was made in error.

Open forums for REA101: College Literacy and Reading will be held on both campuses.

DCC: Tuesday, February 15 at 3:30 p.m. in room 4141

Brighton: Wednesday, February 16 at noon in room 8-300

NEG (S. Cable)

S. Murphy and D. Cox were thanked for facilitating discussion on faculty senate membership at last month's senate meeting. The committee's report has been forwarded to the Executive Committee and any proposed revisions to membership criteria would be voted on by senate membership this spring.

Elections for Senate Officers, the Non-teaching Representative to the MCC Association Board and Senators will be held this spring. Formal calls for nominations will go out in early March;

however anyone interested in any of these positions is invited to contact current officers or a member of the NEG committee with questions. The committee will meet February 8 to begin preparations for these elections.

Planning (D. Mueller)

The committee has received proposal packets for strategic planning grants. A matrix is in place for evaluating proposals and the committee will be meeting weekly to do so.

Professional Development (A. Hughes)

NISOD award winners, Maria Kendig, Karen Coffey and Nayda Pares-Kanes, have been announced in the *MCC Tribune*. The committee is still accepting ideas for the June Professional Development workshop. The Faculty Senate website continues to be updated and the committee welcomes comments and suggestions regarding the site.

SCAA (J. McCauley)

A search has been initiated for an Associate Dean for Technical Education requiring SCAA's participation. The committee will begin preparations for this spring's department chair elections.

**8. Old Business**

The Ad Hoc Committee for Promotion has given their final report to the Executive Committee, who will review the report and share comments with the Senate at its March meeting.

**9. New Business**

There was no new business.

Meeting adjourned 4:20 p.m.

Respectfully submitted,

Donna Cox  
President

Terri Tugel  
Secretary

**Minutes approved at the February 17, 2005 Faculty Senate meeting.**

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

February 17, 2005

**PRESENT:** 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, S. El Rayess, S. Fess, T. Gilbert, E. Grissing, R. Hamell, A. Hughes, K. Humphrey, P. Keyes, D. Leach, A. Leopard, M. Marino, J. McKenna, D. Mueller, N. Murage, S. Murphy, J. Nelson, P. Peterson, D. Shaw, J. Smith, B. Smithgall, E. Stewart, M. Timmons, T. Tugel (Secretary), P. Wakem, H. Wheeler, W. Willard, H. Wynn-Preishe

**ABSENT:** T. Digiacomio, S. Forsyth, N. Karolinski, J. McCauley M. Pastorella, M. Rizzo, S. Ruckert, J. Thompson, V. Toth,

**GUESTS:** S. Blacklaw, M. Brockett, K. Collins, C. Cooper, C. Daniels III, M. Fugate, S. Gilbert, P. Kennedy, T. Magill, J. Maldonado, M. Reyes, G. Salmon, S. Salvadore, B. Smith, S. Spineth, Ta. Vinci

**Student Representatives:** G. Roseler

1. **Meeting called to order:** 3:40 p.m.

2. **Guest Speaker: VP Dr. Susan Salvador - Student Services Update**

Dr. Salvador emphasized a major component of the Division's mission is to work in partnership with other College areas building a supportive, intellectual and engaging environment that supplements classroom learning. Student Services is committed to providing services that promote student growth both intellectually and socially, an encouraging students to become actively engaged in their education. Representatives from all areas of Student Services meet regularly to discuss student issues from various viewpoints and focus efforts on creating a learning community for students. Outcomes of these include the Counseling Center's WINS program, Health Services' and Counseling programs on mental health issues affecting student life and learning through their presentations on the "Invisible Book Bag", and the development of a "co-curricular" transcript through the Campus Center that will document student growth in areas outside the classroom.

Secondly, Student Services is responsible for policies and procedures dealing with academic standards and honesty, student conduct regulations and grievance procedures. A major campaign being undertaken by Dick Ryther's office in conjunction with Public Safety is the promotion of a safe, respectful campus environment. Future discussions on the topic will be hosted by Bob Weisner and a series of safety tips and suggestions will be offered through the *MCC Tribune*. Faculty are encouraged to visit the Student Services website for more information and helpful links.

Due to the overwhelming demand for campus housing, plans are being developed to build additional residence hall space offering 360 more beds by Fall 2006. Dr. Salvador emphasized the College is legally prohibited to fund any part of the building or maintenance of residence halls, thus they are owned and operated entirely by the non-profit MCC Association, Inc. Fund raising is currently underway to fund the building of a new field house on campus. If successful, it will provide students and faculty greater access to a human performance lab, indoor track and practice fields.

Lastly, Student Services and in particular staff in the campus center are interested in further discussing with faculty their interest to mandate orientation for students. Due to the large number of students involved, the College infrastructure may be limited in handling a mandatory orientation. However, the Division would like to examine alternative means, if necessary, to address those issues faculty deem as critical to student success.

S. Callan noted she has observed a change in student perceptions toward MCC, with many students viewing MCC as their college of choice and one offering many opportunities to students. Dr. Salvador added MCC is attracting many more honor students and students with choice. She invited faculty to contact the office for any assistance needed.

### 3. **Announcements – Donna Cox**

- a. Three Renaissance Square Committees representing the departments of VAPA, Engineering Technologies and Hospitality are being formed. The committees for Engineering Technologies and Hospitality still need faculty representation, which D. Cox would prefer to come from Faculty Senate members, although that is not required. Each committee has received specific charges from J. Glocker. Please forward names of interested volunteers to D. Cox. Other committees needing faculty representatives (e.g. classroom design) are not ready for Senate involvement.
- b. Dave Schottler has been invited to the March Senate meeting to discuss survey results of the Brighton campus perimeter road. He has requested D. Cox forward any other facility-related topics the Senate might want addressed.

### 4. **Student Announcements**

a. Gretchen Roseler updated the Senate on Student Government sponsored events on the Brighton campus. SGA is sponsoring a fund raiser to benefit a shelter for battered women. Small painted houses are being sold at various sites on campus for \$1.00 and will culminate with a Vegas Night fundraiser on March 11. "Idols for MCC" is coming in March. Auditions will be held during College Hour in Monroe A and B as well as the theater. A Children's Festival, open to all children in the community, will be held on April 30 with proceeds benefiting MCC's Day Care Center.

b. Trisha Magill, President of DCC's Student Events and Governance Association (SEGA) and Greg Salmon, SEGA's Budget Coordinator, gave a presentation informing the Senate on student activities at the Damon campus. SEGA sponsored activities have raised awareness for victims of domestic violence and others have included a steel drum band and Irish jigs promoting awareness of the cultural diversity among students. Speakers brought to campus include Maggie Brooks and David Koon. SEGA also held blood drives and a Halloween safe night for children of DCC students. SEGA continues to work on ways to help students with goal setting, team work and time management as well as promoting an awareness of SEGA among students and faculty.

5. **Approval of Minutes:** Minutes of the January 2005 meeting were approved as amended.

### 6. **Standing Committee Reports**

#### Academic Policies (B. Connell):

The committee is studying the academic grievance policy and will bring forward any proposed changes.

#### Curriculum (H. Wheeler):

Two open hearings were held for Transitional Studies' proposed REA 101- College Literacy and Reading course, which has received final approval from the Curriculum Committee. Other proposals receiving final approval include:

PST 265: Public Safety Leadership Development Seminar

LDS 280: Leadership Development Seminar II

CRT 280: Court Reporting VII  
CDL 100: Career Development and Planning

The committee has also posted proposals to deactivate eleven courses that were part of a degree in retailing that was deactivated in September 2003, as well as two new courses:

BIO/CHE 136: Introductory Forensic Science  
CRC 114: Introduction to Dreamweaver MX

Several proposals are being held for additional information.

#### NEG (S. Cable)

A formal call for Faculty Senate officer nominations and representative to the MCC Association Board will be forthcoming in the *Tribune*. Based on feedback from the December All College Senate meeting, the Executive Committee has determined the parameters for proposed revisions to the Faculty Senate Bylaws outlining criteria for voting membership. NEG will draft a proposal to be voted on by Senate membership. Open hearings for both officer candidates and by-law revisions will be held during April with voting taking place in May.

Calls for Senator nominations will go directly to those departments and areas whose Senator's terms will be expiring at the end of August 2005. Voting for Senators will take place the first week of May.

#### Professional Development (A. Hughes):

The deadline for application for Leaves for Professional Advancement is March 2. The Senate website now includes an "Ask Us" link. Inquiries will be sent to Sandy Wynne who will forward questions and comments to the appropriate officer or standing committee.

#### Planning (D. Mueller):

The committee is in the final phases of awarding Strategic Planning Grants and recommendations will be made by the end of the month.

#### SCAA (D. Cox):

SCAA will be participating in the search for the Associate Dean for Technical Education. They are in the process of developing a timeline so open hearings can be held in May. The committee is also beginning work for the upcoming Chair elections. Additional information will be forthcoming to the appropriate departments.

#### **Old Business**

The Senate has received the final report of the Ad Hoc Promotion Committee and the Executive Committee has accepted the report. The Executive Committee is in the process of determining which recommendations the Senate needs to act on or which should be forwarded to other organizations within the College. D. Cox clarified the committee's report contain recommendations and the Senate will encourage other campus groups to act on those that are appropriate. The committee was thanked for its excellent work.

#### **New Business**

There was no new business.

Meeting adjourned 4:25 p.m.

Respectfully submitted,

Donna Cox  
President

Terri Tugel  
Secretary

**Minutes approved at the March 17, 2005 Faculty Senate meeting.**

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

March 17, 2005

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

**ABSENT:** P. Bishop, S. Cable, T. Digiacomio, J. Ekis, K. Humphrey, D. Mueller, N. Murage, M. Pastorella, J. Smith, B. Smithgall, J. Thompson, V. Toth,

**GUESTS:** C. Adams, E. Basnayake, B. Camory, D. Carter D. Cecero, K. Collins, L. Dyer, B. Edelbach, S. Gilliberti

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

2. **Guest Speakers**

David Schottler, Assistant Vice President Facilities: Campus Roadways

Several facilities projects will be occurring on and around the Brighton campus over the next several years. As a result of a traffic study commission by professional engineers, work will be done to improve both traffic flow and safety on and around the campus. Campus improvements, estimated at one million dollars, have been put into the capital program with the funding evenly split between the county and state. The engineering design will begin in 2007 with the bulk of the work to be done in 2008. The project will establish an internal circulation pattern between parking lots in front of the campus, eliminating the need for cars to use the perimeter road to travel between parking lots. If funding permits, additional lots will be added to the current "green" area on either side of the loop in front of Building One. However, some lawn may be reclaimed from the relocation to the new lots of some of the parking spaces currently on the existing loop. The entrance and exits to the parking lots will be moved so they are not aligned with the entrance/exit roads to the main campus. Finally, the perimeter road in front of the campus will be widened to include separate right and left turn lanes, and the entrance/exits to the campus will also be widened.

The state's portion of the construction will focus on roadways around the campus. East Henrietta Road will be widened to accommodate double right and double left turn lanes. A Department of Transportation traffic study suggests several improvements to alleviate congestion around the campus. A new off ramp from I-390 south to Brighton-Henrietta Townline Road will be constructed, perhaps beginning as early as Fall 2005. Dependent upon state funding, additional improvements have been suggested for the off-on ramps from E. Henrietta Road to I-390.

A question on where and how parking gates to the interconnected lots would be used was raised. L. Dyer explained gates will be used between adjacent lots where parking is restricted. Restricted parking is available for many student leaders and visitors in addition to faculty/staff. A transition from the use of swipe cards to "prox" cards for the parking gates is planned for this spring. To operate the gate a Prox card needs only to be waved in front of a sensor (i.e. in close proximity).

Faculty raised concerns about the dangerous situation where the southern entrance to campus from E. Henrietta Road is aligned with the entrance to student parking lots. A number of interim measures were asked about and D. Schottler explained any measure designed to prohibit traffic must be balanced with those that keep it flowing. Consultants have advised against the use of 3-way stops because the congestion created negates the improved safety. Three-way stops create confusion regarding which car goes first when several are at the intersection, and the 3-way stop at the residence halls is evidence of this. Public safety is working on finding more effective ways to enforce traffic laws and improve safety. Putting in speed bumps would create problems with the snowplows. The time required to study and design changes to the student parking lot entrance and exits would involve about the same time as the current project.

The Brighton-Henrietta Townline entrance will be part of a study with the new off ramp from I-390 south. Designs to improve this entrance/exit, if necessary, will be based on traffic patterns that develop as the new I-390 exit is used.

The left turn lane onto 390 north from E. Henrietta will be addressed in the DOT plan.

To address the safety of individuals traveling by bike or on foot, the Southern Corridor Project will include sidewalk improvements on both sides of E. Henrietta Road, as well as landscaping. It is difficult to predict how much of the front lawn will be lost with this project, but a "healthy" amount is expected to remain. Currently, there are no sidewalks planned for the perimeter road, which is used by many walkers and joggers, but a note will be made to consider the addition of sidewalks to the design.

D. Schottler asked for questions regarding other facilities on campus.

Clocks: Facilities is working towards a coordinated clock system and faculty are requested to forward room numbers where clock problems exist to D. Schottler.

Elevators: 75 – 80 % of the problems with elevators are due to abuse. Facilities is conscious of these problems and tries to address them as soon as possible. In the past six- seven years work has been done behind the scenes to improve the safety, performance and appearance of campus elevators.

Trash pickup/recycling: In the past, trash and material from blue bins was mixed when removed from offices and classroom. Facilities has made efforts to correct this, however if material in the blue bin is contaminated, it becomes garbage and will be put in with the trash. Facilities has instituted an expanded recycling program and is educating workers as well as the college community by advertising recyclable materials on the blue bins themselves. Other bins to collect plastic bottles and cans have been placed in vending areas. These efforts have resulted in more recycled material leaving the campus than in the past.

#### Jay Nelson – Civility Committee Update

The Civility Committee, initiated by Vice Presidents Glocker and Salvadore, completed its work and forwarded their report to the Vice Presidents on December 21. Because the committee's goal was to develop a something applicable to the entire MCC community, the statement is intentionally broad and lists core values applicable for students, faculty, staff and administrators. It is the committee's recommendation that specific activities be employed to address each of the core values within the statement. These include the distribution of a proposal to students, containing fundamental ideas for civil behavior. Recommendations for increased awareness of the civility statement could include tee shirts for clubs and organizations, marketing the statement in campus publications, as well as professional and student development activities. To date, the committee has not received specific feedback regarding the report.

3. **Announcements: D. Cox**

- a. A faculty volunteer has been selected to sit on the Hospitality Committee for the Renaissance Square. The Engineering Technology Committee already has a number of faculty members so Senate representation is not necessary. Calls for faculty representation will be forthcoming as other Renaissance Square committees are formed.
- b. The Senate is asking for volunteers to serve on a short-lived ad hoc committee examining a student's Academic Bill of Rights that is receiving attention from college campuses nationwide. The Faculty Council of Community Colleges has expressed concerns the bill may conflict with the standards expressed by the AAUP, which SUNY colleges already abide by. The ad hoc committee is asked to examine other state's responses to this issue and provide feedback for Louis Silvers to take to the FCCC.
- c. A second ad hoc committee of the Senate will be studying a means to help college employees get to know new hires. Specifically, the committee will consider the logistics of developing a visual (e.g. pictorial) directory of college employees.

4. **Student Announcements**

Dan Carter, Vice President, Student Government Association (Brighton Campus)

Representatives will be attending the SUNY Student Assembly Conference as leadership conferences. MCC representatives will also attend conferences held in Reno, Nevada and Washington D.C. Preliminary results from the campus food survey have been gathered. A two day blood drive will be held and SGA is planning to join the "Adopt a Highway" program. The Campus Activity Board's Vegas night raised \$1,500.00 and sponsored a Drag Show on March 4. Andrea Barrett, author of Servants of the Map will visit campus on March 18 as part of the city's "If All of Rochester Reads the Same Book".

Stephen Giliberti Elections Coordinator, Student Events and Governance Association (Damon Campus)

SEGA's goals include improving communication and awareness of how programs contribute to learning outside the classroom. Students have heard about child abuse from a Child Protective Services' representative and also attended the State of the City address by Mayor Johnson. HIV awareness week will include lectures, films and testing. Other SEGA sponsored activities include a mural design contest and the annual spring fling in May.

5. **Approval of Minutes:** Minutes of the February 17, 2005 meeting were approved.

6. **Standing Committee Reports**

Academic Policies – B. Connell

The ad hoc committee studying orientation voted unanimously that a pre-college orientation should not be made mandatory. The committee did suggest a number of alternative strategies to provide new students with pertinent information. These include the development of an orientation video for inclusion on the MCC webpage and a CD/DVD mailed to registered students with the orientation brochure. Additionally, modified orientation sessions and Saturday orientations could be offered during the first few weeks of the semester. Finally, the committee suggests the use of a scantron based survey to collect data regarding of students' perceptions of pre-college orientation.

The Academic Policies Committee became aware of a form extending the withdrawal date for students with extenuating circumstances. A student does have a one-time option of requesting this form; however the withdrawal cannot be completed without the professor's approval. Because the professor must agree to the withdrawal, the committee did not see a need to pursue the issue any further.

Curriculum: H. Wheeler

The Curriculum Committee has given final approval to two new courses:

BIO/CHE 136: Introductory Forensic Science

CRC 119: Introduction to Dreamweaver MX

The committee has also approved the deactivation of eleven retailing courses, all part of a program that was deactivated in September 2003. The committee denied the approval of TRS 104: College Study Techniques: Reading in the Content Area based on the Academic Policies Committee lack of support for mandatory placement as specified by the proposal.

The Executive Committee has also approved a Resolution change:

(2) Program/Advisement Sequence Revisions

Programs/Advisement Sequence Revisions are the modification of any existing certificate or degree program. Program/Advisement Sequence Revisions will follow the academic process as specified in 2.1.1(1) through (9).

***(a) Editorial changes such as a change in title and/or catalog description without changing the program content will be submitted to the Dean of Curriculum and Program Development through the Division Dean. Such changes will not follow the Academic Process but will be reviewed and approved by the Curriculum Committee chair who will report such changes to the Committee.***

The resolution allows for the expedition of editorial changes only while still requiring approval by the Chair of the Curriculum Committee. Last year, the State Education Department requested a word be omitted from a program title. Although nothing else regarding the proposal was changed, the proposal had to go through the posting period and Senate approval process a second time, causing unnecessary delays. This resolution is similar to the existing resolution for editorial changes in courses, with an additional step—Curriculum chair approval.

The committee has place several proposal on hold, awaiting further information and a number of proposals are posted for faculty review.

NEG: D. Cox

The call for officer nominations was published in the *Tribune* on March 8 with March 22 the deadline for submission of nominations to NEG committee member, Sue Murphy.

The call for nominations for the Faculty Senate Representative to the MCC Association Board will be published in the *Tribune* next week. The position was announced as being open to non-teaching faculty only. However, MCC Association Board bylaws require that only one of the representatives must be teaching faculty. Since the continuing representative is teaching faculty representative, the expiring term is open to both teaching and non-teaching faculty.

The call for nominations for senators will be sent out via e-mail to the affect departments and offices next week. There are twelve Senate terms expiring on August 31.

NEG and the Executive Committee continue to work on proposed amendments to the bylaws pertaining to voting membership. There will be open hearings at Brighton and Damon campuses during the last week in April with voting the first week of May. Watch the *Tribune* for announcements. The proposed changes will be publicized in advance of the hearings so interested persons can examine them prior to the hearing.

Planning: D. Cox

The committee has completed its review of strategic grant applications and will be meeting with the President to discuss their recommendations.

Professional Development: A. Hughes

The committee reviewed applications for leave and will begin interviewing candidates. "From Havoc to Harvard: Relating to Students of the 21<sup>st</sup> Century" will be the topic for the June Professional Development, held in conjunction with Kate Schiefen and the Department of Technical Education. The date has been changed to Tuesday, June 14, 8:30 a.m.-noon.

SCAA - J. McCauley

SCAA is in the process of developing interview questions and a rating grid for the Associate Dean of Technical Education search. The committee will participate in a parallel search for the position of Director of Research. SCAA will be looking at a proposed change in the structure of directors in the Student Center. Information regarding nominations and elections for Chairs should be received by departments soon, if not already.

**7. Old Business**

There was no old business.

**8. New Business**

There was no new business.

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Donna Cox  
President

Terri Tugel  
Secretary

**Minutes approved at the April 14, 2005 Faculty Senate meeting.**

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

April 14, 2005

**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, A. Hughes, K. Humphrey, P. Keyes, , A. Leopard, M. Marino, J. McCauley, D. Mueller, N. Murage, J. Nelson, P. Peterson, M. Rizzo, D. Shaw, J. Smith, B. Smithgall, M. Timmons, V. Toth, T. Tugel (Secretary), P. Wakem, H. Wheeler, W. Willard, H. Wynn-Preishe

**ABSENT:** S. Callan, T. Digiacomio, J. Ekis, S. El Rayess, R. Hamell, N. Karolinski, D. Leach, J. McKenna, S. Murphy, M. Pastorella, S. Ruckert, E Stewart, J. Thompson

**GUESTS:** J. Alas, D. Cecero, R. Degus, R. Kennedy, B. Martineau, C. Plumeri, F. Rinehart, A. Stainton

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

2. **Guest Speakers**

Bob Wiesner (Director) and Leah Dyer (Asst. Director) of Public Safety  
Protective Strategies for Promoting a Safe and Respectful Classroom and Workplace  
Risk of incivility and threatening behavior can be reduced; its impact minimized; but requires a plan

A power point presentation providing tips for promoting a safe workplace was given in hopes of making faculty aware of issues being undertaken by Public Safety, available resources as well as addressing faculty concerns. This information will be on the Public Safety web site for new faculty/staff. B. Wisner remarked that a person's sense of security at work and in the classroom have been impacted by increasing exposure of violent events in the media. In reality, the number of violent acts has decreased, but the intensity of the violence is increasing. In planning for emergency situations, one can prepare for the worst case scenario or take steps to prevent it from occurring. The College needs an emergency plan covering the array of emergency situations, from power failures to catastrophic events. It is important to address manageable variables by structuring a framework for proactive solutions.

Individuals are encouraged to pay attention to safety and promote campus cultures which value respectful interactions. Significant changes in someone's "normal" behavior or interactions with others are warning signs that should be reported immediately to health services or public safety.

Faculty need to be aware of their work environment's safety, including objects that may be used as weapons by someone, emergency exit routes and the availability of phones to reach help if needed. If contacted, Public Safety will assess any individual's or classroom work environment and suggest ways to improve its safety.

B. Wisner noted the presence of graffiti and certain clothing styles indicate gang activity in the city of Rochester, but evidence of gangs on campus have not been observed. Faculty asked whether or not safety measures regularly seen at area schools (e.g. metal detectors, locked

doors, etc.) have been considered for use at the Brighton campus. B. Wisner reported several means for improved safety have been discussed, including requiring identify badges be worn/displayed, but not implemented at this time.

**Announcements: D. Cox**

- a. The Executive Committee received the report from the ad hoc committee for the Student Bill of Rights on April 7 and forwarded the report to FCCC representative Louis Silvers. L. Silvers will provide an update on this topic at the May Senate meeting.
- b. D. Cox is still accepting names of individuals willing to serve on the ad hoc committee to find a way to help college employees get to know new hires.
- c. Senators were reminded to speak to constituents about the upcoming elections for officers and by law revisions.
- d. President Flynn has been invited to speak at the May Senate/ All-College Faculty meeting. A number of curriculum issues will be action items on the agenda for the May and June Senate meetings.

**3. Student Announcements:** Clemond Daniels III, SEGA President, DCC

- a. AIDS Awareness week was held April 4 – 8, cosponsored by SEGA and several other DCC clubs and organizations. Due to the response for free HIV testing, there are plans to offer additional test dates. On April 11, Poetic Minds hosted an open mike, which was also a great success.
- b. May 9-12, SEGA will be hosting the annual Spring Fling along with SEGA elections.
- c. SEGA thanked the College for the opportunity for students to attend leadership conferences in Philadelphia (APACC), Syracuse (ACUI) and Washington, DC. (ACACC).

**4. Approval of Minutes:** Minutes of the March 17, 2005 meeting were approved.

**5. Action Item:**

The Senate voted unanimously to approve PR1 Liberal Arts and Sciences Pre-Chiropractic Advisement Sequence (LA 54) for New York Chiropractic College.

**6. Standing Committee Reports**

Academic Policies – B. Connell

The committee thanked Betsy Ripton and Ginger Toth for posting this semester's final exam schedule in such a timely fashion.

A proposal revising the policy for academic grievances was distributed to senators and discussed. The revisions are intended to clarify the process as well as hold students more accountable for following the steps outlined in the grievance process. If passed, the policy will go into the 2006 catalog. Senators will receive an electronic copy of the complete proposal to forward to constituents. The proposed revisions will be an action item on the May agenda.

Curriculum: H. Wheeler

The committee has given final approval to the following proposals:

New Courses

FPT 141: Firefighter Core

HEB 101: Elementary Modern Hebrew I

ARA 101: Elementary Arabic I

SCI 131: Integrated Science for Future Teachers I-The Physical World

SCI 132: Integrated Science for Future Teachers II-The Living World

MTH 099: Elementary Algebra Review (lab for Intermediate Algebra)

Course Revisions

BIO 242: Human Dissection  
HTL208: Food, Beverage, and Labor Cost Controls  
HIM 110: ICD-9-CM Diagnostic and Procedural Classifications  
HIM 205: Professional Practice Experience I  
OFT 202: Office Simulations

Program Revision

PR1 LA&S Pre-Chiropractic Advisement Sequence for NYS Chiropractic College

An additional twenty-five curriculum proposals have been posted for faculty review. These including three course revisions, four new courses, seven course deactivations and two program deactivations and nine program revisions.

Planning: D. Mueller

The following proposals have been awarded Strategic Planning grants:

- “A New Era In Geosciences: Improving student outcomes through active learning...” (Richard D. Hamell, Jessica Barone, Michael Boester, Amanda Colosimo, John Cottrell, Steven Perry, Dan Robertson)
- “Integrated Science for Future Teachers... Fundamental Technology and Tools” (Amanda Colosimo, Paul D’Alessandris, Kate Marhatta, Ernest Mellas, Steven Perry, Lydia Tien, Paul Waken)
- “K-12 Partnership Community Outreach” (Christine Casalnuovo-Adams)
- “MCC College Catalog Extraction” (Sean Baker, Carol Burritt, Robert Reynolds, Janet Ekis)
- “Hospitality Laboratory Upgrades” (Drew Lawrence, Diane Cheasty)
- “Unification of Smart Classroom ...” (Paul Tracy)
- “DCC Teaching Creativity Center” (Kristen Fragnoli, Christine Plumeri)
- “Responding To Genocide ... A Community Forum” (Rosanna Condello)
- “Records and Registration Tickertape” (Jacques A. Plumart)

Professional Development: A. Hughes

The committee has completed its review of requests leaves for professional advancement and forwarded their recommendations to the president who will take them to the Board of Trustees. Nominations for the Dr. Wesley T. Hanson Award for Teaching Excellence and the MCC Award for Excellence in Professional Service are being reviewed.

SCAA - J. McCauley:

- SCAA has received the candidate resumes for Associate Dean for Technical Education and is in the process of determining which candidates will be invited for interviews and open hearings.
- With the retirement of Doug Brown, the position for Director of the Campus Center is being reviewed. SCAA has been asked to comment on proposed changes in the organizational chart involving this position, as well as its associated job responsibilities.
- The search to fill the position for Director of Institutional Research (open due the retirement of Sherrill Ison) has been announced as an internal search. Therefore, SCAA will not form a separate search committee, but will ask that SCAA member Betty Stewart serve on the administrative committee as SCAA’s representative. M. Marino asked who or what factors are used to determine if a search is to be internal or external. J. McCauley explained in this case, V.P. Glocker made that determination based on the impact and/or direct effect the position has on faculty.

NEG Sue Cable:

Nominees for all but two senate vacancies have been received, with one contested election. There has been one nomination received for each of the three Senate Officer positions and there are three candidates nominated for the MCC Association representative. The nomination period will close Friday, April 15. Candidate statements will be available through

the Faculty Senate web site and *Tribune* next week. Open hearings to meet the candidates and discuss proposed amendments to the by laws will be held at both campuses. The DCC hearing will be on Wednesday, April 27 in room 4034 from 12:00 – 12:50 p.m. The Brighton hearing has been changed from Monday, April 25 to Monday, May 2 in the Empire Room from 12:00 – 12:50. Both will be announced in the *Tribune*. Voting will take place on Wednesday, May 4, 10:00 am – 2:00 pm on the Brighton campus and on Thursday, May 5, 9:00 am. – 1:00 pm at DCC.

Senators received copies of proposed revisions to the by-laws as well as explanations of of suggested changes. Copies of this material will also be distributed electronically to senators for distribution to constituents.

7. **Old Business**

There was no old business.

8. **New Business**

There was no new business.

Meeting adjourned at 5:07 p.m.

Respectfully submitted,

Donna Cox  
President

Terri Tugel  
Secretary

**Minutes approved at the May 19, 2005 Faculty Senate meeting.**

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

May 19, 2005

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

**ABSENT:** F. Burger, T. Digiacomio, M. Pastorella, V. Toth, H. Wynn-Preischo

**STUDENT REPRESENTATIVE:** D. Curtis

**GUESTS:** K. Affleck, J. Alas, T. Archie, E. Baker, J. Barone, E. Belyablya, M. Boester, D. Cecero, K. Collins, B. Connolly, C. Cooper, R. Degus, M. Fine, M. Fugate, J. Glocker, P. Kuby, K. Marhatta, A. Perry, S. Perry, J. Rao, A. Ranczuch, S. Salvadore, R. Saxton, L. Silvers, D. Smith, A. Stainton, R. Stewart, A. Striegel, To. Vinci, H. Williams

1. **Meeting called to order:** 3:35 pm

2. **Guest Speaker:**

R. Thomas Flynn, College President - President Flynn thanked Senate President Donna Cox for the invitation to address the faculty and expressed his appreciation to the Faculty Senate for its work this past year. He provided the following updates on key areas within the College.

Despite initial recommendations for state aid, lobbyists were successful in securing an additional one million dollars in state aid for the College. MCC is in good standing with the local legislature and accordingly, they are very supportive and appreciative of our work. The MCC Foundation's campaign exceeded ten million dollars and included funding for student scholarships, procurement of equipment and professional development. The College is actively involved in securing a major grant to provide the Nursing Department with the nation's finest teaching facilities. The federal government has dedicated 250 million dollars for community college initiatives with another billion available. MCC has retained a lobbying firm to help in obtaining federal grants, many in partnerships with four-year schools. MCC is in excellent fiscal health for the upcoming three-year budget period.

President Flynn expressed concerns about SUNY maintaining its operating independence when a new governor takes office. President Flynn will be meeting with SUNY's interim chancellor next month, but believes MCC lost a good friend with Chancellor King's departure. As term limits in the Monroe County legislature go into effect, President Flynn will begin working with twenty-four new members, educating them on MCC's programs and contributions to the community.

President Flynn is pleased with the support he has received from both the Faculty Senate and Faculty Association. Many things can be accomplished when working together and he pledges his full support to the Senate. He noted he understands the Senate is interested in reviewing the by-laws of SCAA and indicated the administration may have some suggestions which would be to the advantage of the Senate and administration. Faculty are encouraged to seek partnerships

with community businesses. Grants that involve partnerships are highly favorable and he finds businesses will support the education of our students if asked.

We continue to upgrade our facilities. This summer there will be close to one million dollars spent on new athletic fields. Nine million dollars will be spent for the renovation of Building 9 on the Brighton campus with another fifty-four million dollars going toward our new downtown facility at the Renaissance Square. Regardless of this commitment, he assures the Damon Campus facilities will continue to be maintained, if not improved. The Renaissance Square will provide many opportunities for faculty involvement and we should take ownership in this project. To date, most work with the project has been process-oriented. The only decision made on programs that will be housed at the downtown site, is the tentative one identifying those currently located at DCC. V.P. Glocker is actively studying which academic programs, if any, will relocate from other sites. R. Degus will be in charge of the overall plan and will continue to update the faculty on its progress.

The area of workforce development is growing so quickly a decision was made to split D. Swanger's position when he left the College. James Winston has been hired as the Assistant to the President for Workforce Development, an area that has tremendous potential to generate revenue for the College. An announcement regarding the receipt of a seven-figure grant from a major corporation to develop a "Corporate College" is anticipated soon, hopefully matched with federal funding. While the Corporate College is separate from MCC in name only at this time, it could one day have its own identify, in both name and dedicated space. The College is currently in the process of seeking someone to fill the position of Assistant Dean of Technical Education.

The Residence Halls have been an outstanding success and currently have a waiting list of 700 students. The building of another three units due east of the existing halls is proposed to provide 365 additional beds beginning in Fall 2006.

Peter Otero and Chris Belle-Isle are members of a national program developing 2+2 programs with traditional black institutions. MCC is the first college to develop a Homeland Security Management Institute and has become a national model for this. The program is still growing and recently received grants totaling 1.1 million dollars.

In closing, this has been an exciting and busy year. The College is in excellent financial health, has had seven consecutive years of record enrollment and is the recipient of positive feedback from students, faculty, and the media. Nevertheless, President Flynn believes the best is yet to come and there is no limit to what we can accomplish if we agree to work together. He wished the faculty the best as the semester concludes.

3. **Student Announcements:** Dan Curtis, Vice President, Student Government Association  
Elections for the Student Government Association have been conducted and work will begin soon on the SGA budget.

4. **Approval of Minutes:** Minutes of the April 14, 2005 meeting were approved.

5. **Action Items:**

The following curriculum proposal was approved with one dissention:  
PD 1 Business: Financial Services AAS (one dissention)

The following curriculum proposals were approved unanimously:

PD 2 Community Health Advisement Sequence

PR 2 General Accounting AAS

PR 3 Criminal Justice: Police AAS

PR 4 Criminal Justice: Corrections Administration AAS

PR 5 Criminal Justice AS (advisement sequences: PS06, PS10, PS12, PS13, PS18, PS19, PS23, PS24)

- PR 7 Criminal Justice AS (advisement sequences: PS06, PS10, PS12, PS13, PS18, PS19, PS23, PS24)
- PR 6 Criminal Justice: Police AS
- PR12 Criminal Justice Corrections Administration AAS  
*Determination of the previously required computer course in a student's program will be handled through advisement (S. Cable). T. Gilbert suggested the department work with CRT to develop a reliable screening process. (This applies to all Criminal Justice programs with this revision.)*
- PR 8 Business Administration AAS
- PR 9 Small Business Management Certificate
- PR10 Child Care Practitioners Advisement Sequence
- PR13 Interior Design AAS

Academic Grievance Policy Revisions: A motion was made by the Academic Policies Committee to approve the recommended revisions to the Academic Grievance Policy.

A motion to amend the proposed introductory comments to read as follows was made (Gilbert, Boettrich)

The student shall initiate the informal procedure within ten working days after the student has received *written* information about a condition on which the grievance is based. For due cause, the V.P. may extend this time requirement. *The student shall provide a written statement presenting any matters of mitigation and/or extenuation to the faculty member no later than ten days after receiving written notification of the condition initiating this procedure. After receipt of this written response, the student shall meet with the faculty member to discuss and attempt to resolve the perceived grievance.....*

Discussion from the floor expressed concerns the amendment assumes all grievances result from a written action initiated by the faculty member. The grievance process often begins informally and may not proceed beyond this initial step. The proposed revision insures written documentation once the grievance proceeds beyond this step.

The amendment to the proposal was not approved.  
 The Senate voted to approve the revisions as originally proposed.

## 6. Standing Committee Reports

### Academic Policies – B. Connell

The committee will meet immediately following the Senate meeting to discuss a revised Accuplacer Guidelines for Mathematics from the Placement Testing Committee.

### Curriculum: H. Wheeler

The Curriculum Committee has given final approval to proposals for the program revisions and deactivations presented as action items for today's meeting as well as the following:

#### *Course Revisions:*

- COM 112 Desktop Publishing I
- COM 205 Desktop Publishing II
- HED 108 Health, Family and Society
- ACC 230 Accounting Systems and Applications
- HED 110 Disease Prevention and Healthy Lifestyles

#### *New Courses:*

- FPT 142 Firefighter Core Competencies Update and Refresher II (was Special Studies)
- FPT 143 Firefighter Core Competencies Update and Refresher III (was Special Studies)
- FPT 144 Firefighter Core Competencies Update and Refresher IV (was Special Studies)
- ENG 108 Literature of the Holocaust
- SPA 110 Accelerated Elementary Spanish
- CPT 111 Problem Solving I – Analysis
- CPT 112 Problem Solving II – Design

CPT 113 Problem Solving III – Implementation  
CPT 216 Advanced Networking Concepts  
HBR 102 Elementary Modern Hebrew II  
ARA 102 Elementary Arabic II

*Course Deactivations*

ECO105, ECO106, ECO107, ECO201, ECO203, ECO204, and ECO205

There are proposals for six course revisions, three course deactivations and four new courses posted for faculty review.

NEG – S. Cable

A revote on the proposed amendments to the Faculty Senate by-laws is underway. Ballots returned without the required name of the respondent on the return envelope cannot be counted. Voting members who know they did not sign the return envelope can request another ballot from S. Cable. All ballots must be received by NEG no later than May 31.

Planning: D. Mueller

No report

Professional Development: A. Hughes

Faculty are reminded to register for the June 14 professional development workshop.

SCAA - J. McCauley:

SCAA is currently involved with four searches, each progressing according to its timeline. In the three searches for director positions (Grants, Institutional Research and Campus Center), SCAA representation is through membership on the administrative search team. SCAA has its own committee in the search for the Dean for Technical Education. The initial search for this position did not result in any candidates invited for interviews, so has been reopened.

**7. Old Business**

Louis Silvers FCCC update

The Faculty Council of Community Colleges met on April 30 in Cooperstown, where Professor Tom Cooper received the SUNY Chancellor Award for Distinguished Faculty. The FCCC discussed the Student Academic Bill of Rights, which SUNY Trustee, Candice DeRussi, is advocating for adoption within the SUNY system. The proposal is viewed as a threat to academic freedom and the freedom of speech and an ad hoc committee of the MCC has recommended it not be supported. The FCCC passed a resolution encouraging SUNY Board of Trustees to reject the bill if it should come to a vote. Copies of the resolution have been given to D. Cox and J. Glocker. Faculty can request a copy from L. Silvers.

Provost Salin instituted an "enhanced campus-based assessment" by which the areas of math, critical thinking and creative writing should be assessed using "enhanced" measuring tools in every campus. Initially, one of the options proposed would use an externally-created test, which raised a good deal of opposition due to the fact it would open the door to unfair comparisons among the SUNY campuses. A panel has been put together to look into this and to come up with a set of rubrics that will be used when assessing those areas. The FCCC does not support the use of external assessment tools, and has issued a resolution in that regard.

Review of Faculty Senate Work (D. Cox)

The Executive Committee has forwarded recommendations of the Ad Hoc Promotion Committee to those areas in the College most appropriate to deal with them. These include the Faculty Senate, Academic Departments and the Faculty Association. Copies of the recommendations may be requested from S. Wynne.

The Faculty Senate dealt with six of the concerns raised during the 2004 All College Faculty meeting:

*Mandatory orientation:* An ad hoc committee concluded mandatory orientation is not feasible but recommended changes to improve it

*Civility:* The senate provided representation to a civility committee, formed through the offices of Vice Presidents Glocker and Salvadore. Academic Honesty was not addressed by the committee and remains a concern of high priority for the Senate.

*Late registration:* Changes in the time period for registration are not supported by the administration

*Promotion of Senate Activities:* A Faculty Senate website has been established by the Senate's Professional Development Committee

*Final Exam Schedule:* Proposed changes were studied by the Academic Policies Committee without reaching a consensus. However, requests to have the exam schedule published earlier in the semester did occur.

*Open Forum on Reading:* Open hearings were held and the course has been approved.

*Academic Bill of Rights:* An ad hoc committee found MCC has a process in place protecting student rights and recommended the proposed bill of rights not be supported.

### **New Business**

The Senate was requested to address the following issues next year:

Text-book buy back. The current process enables students to sell books prior to the end of the semester and slow lines encourage students to skip classes rather than lose their place in line.

Academic Honesty. Suggestions include investigating the development of an honor code; educating faculty and students about plagiarism

All Faculty Meeting. The meeting should be held at the beginning of a scheduled Faculty Senate meeting or moved to a separate time.

Senators were asked to seek additional concerns from their constituents and submit these to the Executive Committee.

### **8. New Business**

There was no new business.

Meeting adjourned at 5:07 p.m.

Respectfully submitted,

Donna Cox  
President

Terri Tugel  
Secretary

**Minutes approved at the June 9, 2005 Faculty Senate meeting.**

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

June 9, 2005

**PRESENT:** I. Benz, C. Boettrich, S. Cable, S. Callan, B. Connell, D. Cox (President), K. Doyle, S. El Rayess, S. Fess, S. Forsyth, T. Gilbert, R. Hamell, A. Hughes, N. Karolinski, A. Leopard, M. Marino, J. McKenna, D. Mueller, S. Murphy, J. Nelson, S. Ruckert, D. Shaw, J. Smith, B. Smithgall, E. Stewart, M. Timmons, V. Toth, T. Tugel (Secretary), H. Wheeler, W. Willard, H. Wynn-Preishe

**ABSENT:** P. Bishop, F. Burger, L. Chrzan-Williams (Vice-President), T. Digiacomio, J. Ekis, E. Grissing, K. Humphrey, P. Keyes, D. Leach, J. McCauley, N. Murage, M. Pastorella, P. Peterson, M. Rizzo, J. Thompson, P. Wakem

**STUDENT REPRESENTATIVE:** O. Arthur

**GUESTS:** J. Alas, D. Cecero, K. Collins, M. Fugate, D. Smith

1. **Meeting called to order:** 3:40 pm
2. **Announcements:** D. Cox  
D. Cox thanked the Faculty Senate for all their help during her two years as President. She passed the gavel to Terri Tugel, incoming President and welcomed Vice President Sue Cable and Secretary Holly Wheeler.
3. **Approval of Minutes:** Minutes of the May 19, 2005 meeting were approved.
4. **Standing Committee Reports**  
Academic Policies – B. Connell  
The committee has approved new guidelines for Mathematics Placement Testing previously approved by the Placement Testing Committee.

Curriculum: H. Wheeler

The Curriculum Committee has given final approval to the following proposals:

NC32S TEK 200 Laboratory Data Preparation and Analysis with MathCad  
CR 73S HED 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

The following proposals are posted for faculty review:

CD11S NUR 071 Fundamentals of Nursing Review  
CD12S NUR 072 Preparation for NUR 112  
CD13S NUR 073 Maternal Child Nursing Review  
CD14S ELT 141 Telecommunication Electronics  
CD15S ELT 140 Telecommunication Electricity  
CD16S TLC 112 Fiber Optic Measurements  
CD17S TLC 202 Telecommunications IV  
CD18S TLC 201 Telecommunications III  
CR87S TLC 101 Telecommunications I  
CR88S TLC 111 Fiber Installation and Maintenance  
CR89S TLC 102 Telecommunications II  
PR22S Telecommunications Services Technology

This year the committee has reviewed 145 curriculum proposals, approving 101 to date. The committee has worked with the Curriculum Office to update the curriculum database, including the addition of a spell-checker, and welcomes suggestions from the faculty.

NEG – S. Cable

The vote on the proposed amendments to Faculty Senate bylaws has been concluded. All proposals passed with the exception of extending voting membership to technical assistants, which was defeated by seven votes. If approved by the Board of Trustees in August the amended bylaws will be implemented in September.

Planning: D. Mueller

No report.

Professional Development: A. Hughes

Seventy-six people have registered for the June 14th Professional Development workshop "From Havoc to Harvard: Relating to students of the 21<sup>st</sup> century". Registrations are still being accepted.

SCAA - D. Cox:

The searches for Director of Institutional Research and Director of Campus Center have been completed and recommendations forwarded to the administration. The search for Dean of Technical Education will be continuing through the summer. J. McCauley will make sure faculty receive communications regarding any scheduled open hearings.

D. Cox thanked all the committees and chairs for their work this year.

**7. Old Business**

Senators were asked to prioritize the list issues raised by faculty during the May meeting or since sent to the Executive Committee:

A. Academic Honesty

- honor code
- consistent and universal definition of plagiarism
- universal consequences
- some permanence on transcript
- students who are failing a class because of plagiarism can withdraw without penalty
- to facilitate common campus wide understanding of forms of plagiarism and proper discipline-specific documentation, the Faculty Senate should support upgrading and revising *The New Guide to Writing Research Papers*

B. Book Store Issues

- order number of books by number of students in class

- pressure to not bundle books with special ISBN
- buy back during and before final exams

C. Withdrawal policy

- too liberal
- one time withdrawal “rule” after the deadline is not in APC resolutions

D. Quality of Classrooms

- technology constantly breaking down
- shabby looking classrooms
- broken chairs and desks
- overcrowded classrooms
- not enough desks

E. Re-examine status of dual credit in light of some four-year colleges not accepting it as transfer credit

F. Hold open hearings on various topics

- model academic discussions/passion for newer faculty
- possible topics: Do we have a vision as a whole for curriculum? Where are we headed? What role do faculty members play?

G. Permanent Academic Bill of Rights Committee

H. Recognize the proliferation and nature of a liberal arts education to raise awareness across the disciplines

I. Academic Calendar

- change to mirror four year institutions
- eliminate February and April breaks and add a March break
- finish earlier in May
- close college on Jewish holidays

J. Food Service for DCC

H. Move the concern/issue sharing part of All College Meeting before the actual Senate business

Stasia Callan, Mary Timmons and Mary DiSano addressed the Faculty Senate about *The New Guide to Writing Research Papers*, published by MCC and requested the Senate support their initiative to upgrade and revise the current document.

8. **New Business**

There was no new business.

Meeting adjourned at 4:08 p.m.

Respectfully submitted,

Donna Cox  
President

Terri Tugel  
Secretary

**Minutes approved at the September 22, 2005 Faculty Senate meeting.**



October 20, 2005

**PRESENT:** I. Benz, C. Boettrich, F. Burger, B. Connell, R. DeFelice, K. Doyle, K. Eirich, S. ElRayess, M. Ewanechko, S. Fess, S. Forsyth, M. Fugate, C.T. Gilbert, E. Grissing, R. Hamell, A. Hughes, P. Keyes, A. Leopard, M. Marino, J. McKenna, S. Murphy, J. Nelson, S. Ruckert, D. Shaw, D. Smith, E. Stewart, J. Thompson, M. Timmons, T. Tugel (President), P. Wakem, H. Wheeler (Secretary), W. Willard, H. Wynn-Preische, W. Yanklowski  
**ABSENT:** T. Archie, P. Bishop, S. Cable (Vice-President), J. Ekis, K. Huggins, N. Karolinski, R. Kennedy, D. Leach, D. Mueller, M. Pastorella, P. Peterson, M. Rizzo, V. Toth,  
**GUESTS:** V. Avalone, J. Alas, S. Blacklaw, D. Cecero, K. Collins, B. Conolly, C. Cooper, T. Felicetti, J. Hinkelman, K. Marhatta, F. Rinehart, J. Rao

**Student Representative:** T. Pinkins

1. **Meeting called to order:** 3: 35 p.m.
2. **Announcements:** T. Tugel
  - a. Jeff Thompson was approved by the full Senate as chair of the Professional Development Committee.
  - b. Craig Rand has requested that the Massage Therapy program be considered for relocation to Renaissance Square. Vice President Glocker requested he submit a proposal including the cost of moving, square foot requirements, benefits of moving, and potential for growth.
  - c. The Executive Committee has presented a charge to the ad hoc committee examining practices related to the ordering of textbooks and their subsequent buyback. The committee is meeting next week to elect a chair and plan a schedule. The EC is asking for a report in February, so any recommendations can be implemented in the spring. The following people are on the committee: Karen Wagner (Math), Dale Doty (Psychology), Patricia Sarantis (Nursing), Dominick DeMichele (Health Professions), Tony Wagahoff (Campus Center), Mary DiSano (Chemistry and Geosciences), and Lorraine D'Ortona (Office & Computer Programs).
  - d. Terri will inform volunteers for the committee regarding the timing of authorizing searches for teaching lines and its impact on the search process that the Senate is going to hold off on forming the committee until after the Executive Committee meets with the Faculty Association to discuss issues of potential overlap.
  - e. Susan Forsyth announced that the Dental Studies Department was visited by its accrediting body and was given only one recommendation for improvement. Additionally, they received a commendation regarding the innovativeness and resourcefulness of their faculty members.
3. **Student Announcements:**
  - a. T. Pinkins (Brighton SGA) thanked the Faculty Senate for its support of the Brian Green event which sold out the theater and Monroe A and B
  - b. The Phi Theta Kappa (PTK) breast cancer walk raised 900 dollars
  - c. The Student Government Association is working on their three year strategic plan
  - d. Upcoming events: SGA blood drive and PTK induction
4. **Approval of Minutes:** Minutes of the September 22, 2005 meeting were approved.
5. **Standing Committee Reports**

APC -- E.Grissing

The calendar for the 2008-2009 academic year was presented following models from recent years. An electronic version will be sent to Senators to share with their constituents. The calendar will be an action item at the November Senate meeting.

The committee has determined that they need more information regarding the withdrawal policy. They will work on a questionnaire to be sent to department chairs and Senators for feedback.

Ed will be meeting with J. Glocker, Kim Collins, and John Witherspoon (who has full release time as the faculty representative on the Banner Implementation Committee) regarding the impact of Banner on academic policies.

NEG - S. Murphy

NEG is working on filling the Senate vacancy in the Counseling/Advising/EOP/Damon Student Services. They have received two nominations and will be sending out ballots next week.

Curriculum – A. Leopard

The Curriculum Committee has posted the following:

One Course Revision:

CR48S ATP 101 Integrated Automotive Systems

One New Course:

NC7F MTH 172 Technical Discrete Mathematics

The Curriculum Committee has given final approval to the following:

Two Program Revisions (Senate vote today)

PR1F Health Studies AS degree

PR2F Hospitality Management-Physical Fitness Technology Advisement Sequence

Two Course Revisions:

CR1F CIS 110 Building and Maintaining the PC

CR2F CPT 115 Introduction to Networks

And 5 new courses:

NC1F GER 221 Germanic Culture on Location

NC2F CHI 221 Chinese Culture on Location

NC25S EMG 109 Emergency Response to Terrorism

NC3F HSA 280 Airport Screener Supervision (Prefix changed from HSM)

NC5F ECE 200 Developing Early Literacy

Annette asked the Senators to remind their constituents that all program revisions should be submitted by the end of February in order to make the college catalog.

SCAA -- T. Gilbert

Diana Phillips' appointment as Dean of Technical Education effective 11/14 has been formally approved by the college.

Terri thanked the SCAA committee for their work over the summer.

Planning – B. Connell

The Planning committee met last week with Bob Cunningham regarding Renaissance Square and is meeting soon with the classroom committee.

Professional Development – J. Thompson

The Professional Development Committee has put out a call for two awards: NISOD, due in November and the Chancellor's Award, due in December. The committee is also currently investigating about a dozen ideas for a January professional development workshop.

**6. Old Business**

Suzanne ElRayess reported on behalf of the ad hoc committee formed last year to integrate new faculty and staff into the college community that about 16 people came to the first birthday event at Damon. The second event will be held at Brighton next week. Susan thanked Dick Degus for his support.

Although letters announcing the hearings for the Dean of Technical education were sent to all faculty members in the Technical Education Division, concerns were expressed that announcements were not made to the College community.

**7. Curriculum Action Items**

The following curriculum proposals were approved unanimously:

PR1 Health Studies AS

PR2F Hospitality Management-Physical Fitness Technology Advisement Sequence

Meeting adjourned at 4:05 p.m.

Respectfully submitted,

Terri Tugel  
President

Holly Wheeler  
Secretary

**Minutes approved at the November 17, 2005 Faculty Senate meeting.**

# MONROE COMMUNITY COLLEGE



## FACULTY SENATE

September 22, 2005

**PRESENT:** T. Archie (for B. Smithgall), I. Benz, P. Bishop, F. Burger, S. Cable (Vice-President), B. Connell, R. DeFelice, K. Doyle, K. Eirich, J. Ekis, S. ElRayess, M. Ewanechko, S. Fess, S. Forsyth, M. Fugate, C.T. Gilbert, E. Grissing, R. Hamell, K. Huggins, A. Hughes, N. Karolinski, R. Kennedy, P. Keyes, D. Leach, A. Leopard, M. Marino, J. McKenna, S. Murphy, J. Nelson, P. Peterson, M. Rizzo, S. Ruckert, D. Shaw, D. Smith, J. Thompson, M. Timmons, V. Toth, T. Tugel (President), P. Wakem, H. Wheeler (Secretary), W. Willard  
**ABSENT:** C. Boettrich, D. Mueller, M. Pastorella, E. Stewart, H. Wynn-Preisiche, W. Yanklowski  
**GUESTS:** V. Avalone, J. Alas, S. Blacklaw, D. Cecero, C. Clarke, C. Cooper, K. Collins, J. Glocker, J. Hinkelman, J. Kiggins, J. Riao

**Student Representative:** O. Arthur, H. Leach, T. Pinkins

1. **Meeting called to order:** 3:35 p.m.
2. **Announcements:** T. Tugel
  - a. Returning Senators were welcomed back and new Senators were introduced.
  - b. An orientation was held for new senators on September 9.
  - c. Senators were reminded of the importance of meeting with their constituents, especially those who represent areas other than their own department. Lag time in *Tribune* may make it difficult for constituents to find out about our work so please keep them informed.
  - d. David Shaw has agreed to serve as the Senate's parliamentarian
  - e. Anne Hughes has been serving as a Senator for the area that includes Counseling/Advising/Student Services, Damon/EOP. She accepted a new position as a Career Counselor in Career Center which removes her from that area. As a result, she has resigned her Senate seat. Special elections will be held for a replacement. The bylaws allow the Executive Committee with Senate approval to appoint a non-Senator to a Senate committee on an ad-hoc basis so T. Tugel asked the Senate to support the Executive Committee's decision for A. Hughes to continue serving on the Professional Development Committee. With A. Hughes' resignation, the Professional Development Committee doesn't have a chair. The Executive Committee will consider those who are interested and willing to serve this committee before making a decision.
  - f. Committee Chairs were announced and confirmed unanimously:  
  
Ed Grissing – Academic Policies  
Annette Leopard—Curriculum  
Sue Murphy—NEG  
Bonnie Connell—Planning  
Tom Gilbert--SCAA
3. **Approval of Minutes:** Minutes of the June 9, 2005 were approved.
4. **Standing Committee Reports**

APC -- E.Grissing

Issues the Academic Policies Committee may look at this year: withdrawal policy and academic honesty.

#### NEG - S. Murphy

S. Murphy provided an overview of what the committee's responsibilities are. The Committee is in process of soliciting nominations to replace the Senate seat vacated by A. Hughes. The deadline for nominations is October 5<sup>th</sup>.

#### Curriculum – A. Leopard

The Curriculum Committee has given final approval to one program revision from the spring, PR 14, Communications and Media Arts AS degree which the Senate will be voting on today

The new committee met on Monday and has posted the following for review: one Program revision: Health Studies AS degree; and four new courses: GER 221 Germanic Culture on Location, CHI 221 Chinese Culture on Location; EMG 109 Emergency Response to Terrorism; and HSM 280 Airport Screener Supervision

Improvements to the Curriculum Data Base are expected in October.

#### SCAA -- T. Gilbert

Over the summer five candidates, invited by SCAA and the Administration, interviewed for the new dean for Technical Education. Division members were sent individual letters informing them of the hearings that were held before the interviews. Two candidates were recommended by both SCAA and the Administration group. One candidate was interviewing with President Flynn today. A final decision is forthcoming.

#### Planning – B. Connell

The Planning Committee was meeting after the Senate meeting. B. Connell is also the co-chair of the Strategic Plan Committee. Calls for volunteers to serve on the Strategic Plan Committee are forthcoming in the Tribune. Nominations may be sent to B. Connell.

#### Professional Development – A. Hughes

A. Hughes summarized the responsibilities of the committee.

### **5. Old Business**

T. Tugel discussed the issues/concerns generated by the faculty at the end of last year. The Executive Committee has prioritized the list based on faculty responses:

- a. Academic honesty—Academic Policies Committee will be looking into these issues
- b. Classroom quality—An Ad Hoc Senate Classroom Committee already exists, and Ken Huggins has agreed to be the Senate representative on that committee.
- c. Bookstore concerns about ordering and buy back of books—The Executive Committee is considering forming an Ad Hoc Committee to look into these concerns.
- d. Review of current withdrawal policies— Academic Policies Committee will be studying this issue.

One issue that was further down the list but is easily corrected is the suggestion to have the All Faculty meeting either before the business part of the Senate meeting or separate from the business meeting. The Senate will do one of these each semester.

A few other issues were sent to the Executive Committee. T. Tugel will let the Senate know when the Executive Committee has made decisions about what to do with them.

Update on Renaissance Square:

George Fezekas and David Shaw appointed as Senate liaisons for Hospitality and VaPa committees, respectively came to an Executive Committee meeting to report their experiences with each committee's study involving possible relocation to the Renaissance Square. T. Tugel met with J. Glocker and relayed the information from G. Fezekas and D. Shaw. The reports from both committees were completed and submitted to the administration in June which were then evaluated by the administration using a list of specific criteria to including cost effectiveness of moving programs to Renaissance Square, adapting vacated space to other programs, and the potential for growth for those programs/departments moving downtown.

To date the only programs from Brighton that are still being considered for relocation to Renaissance Square are four programs within VaPA (Commercial Illustration, Fine Arts, Graphics, and Interior Design).

All current programs and departments at DCC will move to Renaissance Square.

D. Degus reported that MCC has an internal design team made up of 10-12 people with representatives from Damon and Brighton which will begin to put programmatic elements together. They will be meeting regularly and plan to have a major presentation for the entire college on the conceptual thinking regarding the project. C. Schwartzott (VaPA) agreed to serve on the committee representing VaPA's interest.

T. Tugel gave a preliminary update on the Ad Hoc Committee formed last year to integrate new faculty and staff into the college community. The committee is chaired by S. El Rayess and is busy working on ideas like an optional name/face directory and a birthday celebration for new faculty and staff to get acquainted with the college community, among others. Watch for announcements in the Tribune.

## **6. New Business**

The Senate unanimously approved the following Program Revision:  
Curriculum Action Item: PR 14: Communication and Media Arts (CM 01) AS.

Anyone with ideas regarding issues that the Senate or guest speakers might address, please forward them to T. Tugel or the Executive Committee.

Student Government President, O. Arthur announced that he looks forward to working with the Senate.

Senate unanimously approved motion to appoint. A. Hughes on an Ad Hoc basis on the Professional Development Committee.

Meeting adjourned at 4:10 p.m.

Respectfully submitted,

Terri Tugel  
President

Holly Wheeler  
Secretary

**Minutes approved at the October 20, 2005 Faculty Senate meeting.**





November 17, 2005

**PRESENT:** E. Baxter, I. Benz, P. Bishop, F. Burger, S. Cable (Vice-President), B. Connell, R. DeFelice, K. Doyle, K. Eirich, J. Ekis, M. Ewanechko, S. Fess, S. Forsyth, M. Fugate, C.T. Gilbert, E. Grissing, R. Hamell, K. Huggins, A. Hughes, N. Karolinski, R. Kennedy, P. Keyes, D. Leach, A. Leopard, M. Marino, J. McKenna, D. Mueller, S. Murphy, J. Nelson, M. Rizzo, D. Shaw, D. Smith, B. Smithgall, J. Thompson, M. Timmons, V. Toth, T. Tugel (President), P. Wakem, H. Wheeler (Secretary), W. Willard, H. Wynn-Preische, W. Yanklowski  
**ABSENT:** C. Boettrich, S. ElRayess, M. Pastorella, P. Peterson, S. Ruckert, , E. Stewart  
**GUESTS:** S. Blacklaw, D. Cecero, B. Connolly, M. Fine, J. Hinkelman, D. Klein, J. Rao, F. Rinehart, R. Rodriguez, L. Silvers, J. Witherspoon

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

**2. Announcements:** T. Tugel

- a. Elizabeth Baxter has been elected to represent Counseling & Advising Center/EOP/Student Services-DCC.
- b. The Executive Committee of Faculty Senate met with the Executive Council of the Faculty Association to discuss potential areas of overlap such as different aspects of hiring. A concern was communicated to the Senate asking it to look in to timing of authorizing searches. An ad hoc committee has been formed to do so. Their charge is to identify MCC's current practice authorizing searches for teaching lines; compare those practices with appropriate institutions of higher education; if possible, identify the impact current practices have on recruitment and hiring of faculty; and, where appropriate, make recommendations for improvement in the current practices. Another issue discussed was academic freedom and the Student Bill of Rights.
- c. In response to concerns raised at last year's All College Faculty Senate meeting, the December 15<sup>th</sup> All College meeting will begin with the concerns/issues of the faculty with the business part of the meeting at the end. Senators should ask their constituents about issues or concerns that people are interested in having as a focus for that meeting.

**3. FCCC Update:** L. Silvers

- a. The October FCCC meeting provided an opportunity to meet with John Ryan, SUNY's acting chancellor who had good things to say about community colleges including that they are the shining stars of the SUNY system; they account for 48% of total SUNY enrollment; and that they set an example to the whole SUNY system in terms of how to adapt programs, search for students, and serve the needs of students.
- b. The group discussed the Academic Bill of Rights (ABoR) and the fact that SUNY is the only university system in the country where this has been presented within the Board of Trustees; everywhere else it has been brought to legislatures. Ryan indicated that he's not in favor of ABoR and that his main concern is academic integrity.
- c. The Board of Trustees hasn't had ABoR on their agenda yet. It is on the agenda for the Board of Trustee's Academic Policies Committee for their December meeting.
- d. Ryan also indicated that he has several directives he's considering such as a proposal called "Rethinking SUNY," which includes revising funding so that the county, state, and college would contribute equal amounts to the budget, and he also discussed initiatives which take SUNY to iInternational levels. Representatives have been sent to China and Russia to recruit students and/or investigate the opening up of campuses.

- e. MCC's written position regarding ABoR has become the standard for several other colleges. The Ad Hoc Committee established by the MCC Faculty Senate last April determined that ABoR isn't necessary as there are provisions in the student handbook and the contract. The United University Professions organization has estimated the cost of implementation of the ABoR would be approximately 7 million dollars.
- f. The FCCC is opposed to implementation of ABOR and has written a resolution urging the Board of Trustees not to adopt it.
- g. Assessment was also discussed at length. FCCC has given approval to that process to make it go forward and that the GEAR website has rubrics that can be used for assessment.

4. **Approval of Minutes:** Minutes of the October 20, 2005 meeting were approved.

5. **Standing Committee Reports**

Academic Policies Committee -- E.Grissing

Senators should have received a questionnaire via e mail regarding the current withdrawal policy which Ed asked Senators to talk about with their constituents. The issues raised on it are the timing of withdrawal at 15 days before the end of the semester, whether it might be worthwhile to add descriptors to the W, and the newest issue--whether to retain the paper form for faculty to sign in light of Banner implementation which has the capacity for students to drop and add courses on line.

APC is working on other issues motivated by the change to Banner. The Banner system can only report cumulative averages term by term, so it would be time intensive to use the present system (waiting for an accumulation of 12 credits) to determine if part time students qualify for the Dean's List. The committee will discuss possible approaches that could maintain a part-time Dean's list without the need for labor-intensive work by Registration and Records.

Banner tracking of attempted credit hours will be based on courses taken only at MCC, so it won't include other types of credit from AP exams, transfer hours from other colleges, or credit by exam, for example. The committee supports the proposal by the Banner Implementation Committee to recommend changes to the GPA levels for decisions on probation and suspension to correct a current hole in the process and to ensure that students can get through college with at least a 2.0 GPA so they can graduate. The amended levels of the policy will be voted on at the next full Senate meeting.

NEG - S. Murphy

NEG worked on filling the vacancy in Advising/Counseling/EOP/DCC Student Services and Sue welcomed Elizabeth Baxter to the Senate.

Curriculum – A. Leopard

**The Curriculum Committee has posted the following 11/7 – 11/21:**

**Two New Courses:**

- NC11F POS 234 Model United Nations (spring 2006)
- NC4F CE 155 Cooperative Education - Orientation to the World of Disney

**One Course Deactivation:**

- CD1F TAM 135 Drafting for Machinists I

**Two Program Revisions:**

- PR 15S Computer System Technology AAS
- PR4F Precision Tooling Certificate – MT03

**The Curriculum Committee has given final approval to the following:**

**One Program Revision**

**PR3F** Office Technology-Administrative Office Assistant AAS

**Three Course Revisions**

**CR48S** ATP 101 Integrated Automotive Systems

**CR4F** SPT 121 The Great Directors-Comedy

**CR5F** SPT 122 The Great Directors-Drama

**Four New Courses:**

**NC6F** SOC 209 Environmental Sociology

**NC7F** MTH 172 Technical Discrete Mathematics

**NC8F** SPT 221 The Movie Business

**NC9F** SPT 222 Topics in Cinema and Screen Studies

SCAA -- T. Gilbert

SCAA is participating in the search for the new Director of Public Safety with Rich Hamell and Suzanne ElRayess representing SCAA on the college's search committee.

Planning – B. Connell

The Planning Committee met with Ed Martin and the classroom committee. They would like to have Ed come to the Senate and share what the committee does. The Strategic Planning Committee has been named and announced in the Tribune.

Professional Development – J. Thompson

NISOD nominations are due Wednesday, November 23<sup>rd</sup> at 3:00 P.M. and the Chancellor's Award nominations are due to Valerie Avalone by Friday, December 9, 2005, by 4:00 p.m.

The Faculty Senate Professional Development Workshops will be held on January 17<sup>th</sup>, 2006. A financial planning session will be offered in the morning. After lunch, a session regarding the Academic Bill of Rights will be offered. The committee is working on the afternoon session with the Faculty Association who is bringing in Craig Smith from the AFT Higher Ed Department as the speaker.

**7. Action Items:**

Academic Policies Action Item: 2008-2009 Academic Calendar passes. There were 22 votes to pass, 4 votes not to pass, and 4 abstentions.

Comments:

1. Ginger Toth indicated that TESS needs to be deleted as a form of registration and withdrawal as the college no longer uses this.
2. A. Leopard shared the following concerns from the Math Dept: Classes get squeezed in the fall so they suggest that when the fall semester is longer we extend classes to Monday of finals week to allow for either an additional instructional day or an October break. Then exams could be from Tuesday-Friday. Additionally, final grades are sometimes due at noon and other semester at 9 a.m. They suggest grades be due at noon every semester.
3. Paul Wakem shared the following signed by seven members of the Biology department:
  - a. When "older, returning students" comprised the majority of our student population tying the calendar to the public schools made sense. As MCC promotes itself to recent high school graduates as a "College of Choice," it seems contradictory to present these students with a remake of their high school calendar. Even in adhering to the public school calendar, ours is contradictory. While "breaks" in the spring coincide with public schools, the fall does not. If the argument is such that parents can't find day care options during school breaks, how can do they do it for Columbus Day and Veterans Day? Given a situation, [we] find our students are adaptable.
  - b. By the time [Thanksgiving break] arrives faculty and students alike are exhausted. Students have yet to have a break to catch up nor have they had time to put things learned from their classes into perspective. As faculty member[s] [we] don't need to tell you what

we are feeling at this point in the semester. In the spring semester, the problem is just the opposite: a February break that comes much too early in the semester.

- c. From [our] observations, most institutions of higher education are recognizing at least one of the major Jewish holidays.
  - d. While in theory the College would be willing to consider these observations and perhaps spend some time on the feasibility of incorporating them into an academic calendar, in reality the administration has made it clear the calendar will not change. In fact, [we] find it disturbing that even a pretense of listening to faculty on this issue isn't shown. Having said that, [we] believe it is imperative our concerns continue to be voiced and on record.
  - e. [We] are often told "sciences fight changing the calendar because it messes up labs." As a group of intelligent and creative teachers, [we] are willing to bet we could find a way to work this by 2009!
- 4. Mary Timmons indicated that the library also has problems with the current calendar structure as it is outmoded, and they have noticed the Fall semester is increasingly stressful for students as there are no breaks in which to catch up on work. The fall and spring semesters do not parallel each other in scheduling; the library concurs with the Biology Department's statement.
  - 5. Wanda Willard reminded Senators that a calendar with an October break without a pre-Labor Day start was developed by Academic Policies in fall 2003. But due to strong criticism from a science faculty member, Vice President Glocker recommended that Academic Policies not pursue changes to the calendar. Academic Policies had even developed an exact 15-week calendar with a pre-Labor Day start with one week off at Thanksgiving, but Academic Policies was told by administration to not put forth any calendar with a pre-Labor Day would not be considered.
  - 6. Mary Ann Marino indicated that there are too many Monday holidays and Labor Day limits Monday lab time. There are also clinical rotation concerns with the nursing department with that kind of calendar.

Curriculum Action Item: PR3F Office Technology – Administrative Office Assistant was unanimously approved.

**8. Old Business**

none

**9. New Business**

Shelley Fess previously brought forth a concern that the Brighton room was supposed to be for only faculty but that the number of students there during peak lunch times makes it hard for faculty to get through the line and find somewhere to sit. In response to these concerns, the administration has placed a sign indicating that only faculty and staff are permitted between the hours of 11-2.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Terri Tugel  
President

Holly Wheeler  
Secretary

**Minutes approved at the December 15, 2005 Faculty Senate meeting.**



December 15, 2005

**PRESENT:** E. Baxter, I. Benz, P. Bishop, F. Burger, S. Cable (Vice-President), B. Connell, K. Doyle, K. Eirich, S. ElRayess M. Ewanechko, S. Fess, M. Fugate, C.T. Gilbert, E. Grissing, R. Hamell, K. Huggins, N. Karolinski, R. Kennedy, P. Keyes, A. Leopard, M. Marino, J. McKenna, D. Mueller, S. Murphy, J. Nelson, P. Peterson, S. Ruckert, D. Shaw, D. Smith, B. Smithgall, E. Stewart, J. Thompson, M. Timmons, T. Tugel (President), P. Wakem, H. Wheeler ( Secretary), H. Wynn-Preische, W. Yanklowski.

**ABSENT:** C. Boettrich, R. DeFelice, J. Ekis, S. Forsyth, A. Hughes, D. Leach, M. Pastorella, M. Rizzo, V. Toth, W. Willard.

**GUESTS:** E. Basnayake, D. Baxter, S. Blacklaw, P. Burgess, C. Guess-Bardques, K. Cardello, D. Cecero.P. Collinge, K. Collins, C. Cooper, M. Erickson, A. Flatly, B. Goldfarb, J. Hinkelman, T. Keys, R. Mack, N. Primo, E. Putnam, M. Reyes, J. Rao, F. Rinehart, Cy. Smith, R. Stewart, A. Stainton, A. Topping, Ta. Vinci.

**STUDENTS:** T. Pinkins, G. Salmon

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

- a. Terri welcomed guests
- b. Jeff Thompson announced the January 17<sup>th</sup> Professional Development workshop
- c. Thanks to Dick Degus for providing refreshments for today's meeting.

**2. Guest Speaker: Ed Martin (Classroom Committee)**

- a. Ed is the Chair of Ad Hoc Classroom Committee which has been in place since 1988
- b. Classroom Committee members: Susan Belair, Ken Huggins, David Lane, Amanda Malone, Ed Martin, James Murphy, and Paul Tracy.
- c. The committee is responsible for looking at classrooms shared by all departments, and they represent faculty when it comes time to rebuild or refurbish classrooms.
- d. Even though faculty members report problems to ETS or Facilities, the classroom committee would like concerns to be reported to them as well so they can follow up and make sure a resolution is found.
- e. A concern was expressed about not having enough oversized desks for large students. Ed replied that they are trying to find a balance because in the fall semester, some faculty members complained that the oversized desks make group work and movement around the classroom difficult.
- f. Temperature variations in classrooms are still problematic, and Ed encouraged people to report any problems so the committee will have data to help document the problem.
- g. A representative from the classroom committee will serve on a committee for Renaissance Square.
- h. A suggestion was made for a dimmer switch in the larger classrooms where power point is often used. These are expensive, but cases have been made in the past for their installation.
- i. Ed encouraged faculty to work with Deborah Benjamin regarding classroom preferences for tables versus desks, for example.
- j. A question was asked about a standardized system for recording problems as faculty members aren't always sure who to report problems to. Ed will follow up.

### **3. Issues and Concerns from Faculty**

- a. T. Tugel opened the discussion by encouraging faculty and staff to voice their concerns.
- b. A concern was expressed that with the turn over of faculty and staff and the demise of the gold book that faculty and staff aren't as familiar with the Faculty Senate Resolutions as they might be and that policies may differ from practice. A suggestion was offered that the Senate think about ways to publicize the policies so the college community can be aware of them. NEG has been working on checking the Resolutions to make sure policy and practice match.
- c. SCAA will be conducting a parallel search for the Dean of Liberal Arts position. Open hearings will be held for candidates and faculty will be invited. T. Gilbert reminded faculty members to forward any thoughts or concerns from the open hearings to SCAA for their consideration.
- d. There was discussion regarding whether division members have a vote regarding the hiring of new deans. Recent past practice has been to take an informal poll at a meeting of the division's voting faculty to learn about their opinions regarding the candidates. The EC will check the resolutions regarding this issue.
- e. Index cards provided for additional comments yielded the following concerns:
  - i. The administration has told faculty members how they can and cannot use the professional development funds which is not part of the current contract.
  - ii. . Currently only the yellow lines are plowed in parking lots which leaves the rest of the lot icy and difficult to navigate.
  - iii. Classes begin at 6:30 am and several faculty members are working in their offices that early, yet computer technical assistance isn't available until 8:00 am.

### **4. Announcements: T. Tugel**

- a. The Student Survey goes out every three years and it may be possible to put multiple questions on the survey regarding the academic calendar or other issues of concern to faculty. Questions should be forwarded to Ed Grissing who is working with Research.

### **5. Student Announcements:**

Greg Salmon (DCC):

- a. The Civility Committee is working on a statement and campaign to promote civility at the Damon Campus.
- b. A January welcome back event is planned with a Caribbean theme, steel drums, and club tables.
- c. Black History Month events include a film, discussion with the producer and performances by the gospel choir.

Troy Pinkins (Brighton)

- a. A campaign will start over intersession to recruit student government members.
- b. The Student Government Organization will be interviewing three candidates for the Student Trustee position.

### **6. Approval of Minutes: Minutes from the November 17, 2005 meeting were approved.**

### **7. Standing Committee Reports**

Academic Policies Committee -- E.Grissing

The committee is looking at the issue of a Dean's List for part-time students and looking for consensus with regards to feedback regarding the withdrawal policy questionnaire.

NEG - S. Murphy

No report.

Curriculum – A. Leopard

**The Curriculum Committee has posted the following 12/5 – 12/ 16:**

**Seven New Courses:**

- NC13F EMG 208 Terrorism Response Planning
- NC14F EMG 205 Emergency Operations Center (EOC) Management
- NC15F EMG 202 Mitigation for Emergency Managers
- NC16F EMG 106 Emergency Response Planning
- NC17F EMG 201 Disaster Response and Recovery Operations
- NC18F EMG 104 Resource and Donation Management
- NC19F EMG 103 Developing Volunteer Resources

**One Course Revision:**

- CR9 PLE 108 Corrections Officer Basic Training

**The Curriculum Committee has given final approval to the following:**

**One New Program**

NP1F Cinema and Screen Studies AS

**Two Program Revisions**

- PR 15S Computer System Technology AAS
- PR4F Precision Tooling Certificate – MT03

**One Course Revision**

CR7F MUS 127 Applied Piano Minor II

**Three New Courses:**

- NC11F POS 234 Model United Nations (spring 2006)
- NC4F CE 155 Cooperative Education - Orientation to the World of Disney
- NC12F ITA 207 Cinema for Italian Conversation

**Two Course Deactivations:**

- CD1F TAM 135 Drafting for Machinists I
- CD7S OFT 215 Administrative Office Management

**Note: CD7S has since been withdrawn by the proposer due to anticipated changes in the course intended to substitute for it.**

SCAA -- T. Gilbert

SCAA is currently involved in three searches: Director of Public Safety, Comptroller, and Dean of Liberal Arts. Departments who will need to elect a new chair will be receiving notice from SCAA.

Planning – B. Connell

The Planning Committee is waiting for grant proposal submissions.

The Strategic Planning Committee will meet in January with a representative for the Center for Governmental Research.

Professional Development – J. Thompson

The Professional Development Committee joined with the Faculty Association in presenting the January 17<sup>th</sup> Professional Development workshop.

The following people received NISOD awards: Terry Shamblin (TRS) and Jorge Alas (ESOL), Alice Harrington (ETS/Libraries), and Sally Barton Dingee (Student Services/Counseling and Advising)

**8. Action Items:**

Academic Policies: Probation and Suspension amended levels were approved unanimously.

The following Curriculum action items were unanimously approved:

PR4F: Precision Tooling Certificate –MT03  
PR15S: Computer Systems Technology AAS  
NP1: Cinema and Screen Studies AS

**9. Old Business**

none

**10. New Business**

none

Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Terri Tugel  
President

Holly Wheeler  
Secretary

**Minutes approved at the January 26, 2006 Faculty Senate meeting.**