



January 26, 2006

PRESENT: E. Baxter, I. Benz, P. Bishop, C. Boettrich, F. Burger, S. Cable (Vice-President), B. Connell, K. Eirich, S. ElRayess, M. Ewanechko, S. Fess, S. Forsyth, M. Fugate, C.T. Gilbert, E. Grissing, R. Hamell, 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, B. Smithgall, E. Stewart, J. Thompson, M. Timmons, V. Toth, T. Tugel (President), P. Wakem, H. Wheeler (Secretary), W. Willard, H. Wynn-Preische, W. Yanklowski.

ABSENT: R. DeFelice, K. Doyle, J. Ekis, K. Huggins, D. Mueller, M. Pastorella,

GUESTS: C. Brown-Wallace, S. Blacklaw, K. Collins, B. Connolly, M. Fine, S. Gunther, J. Hinkelman, K. Marhatta, M. Martinez, J. Rao, J. Witherspoon

STUDENTS: T. Pinkins

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

- a. Terri welcomed everyone back for the spring semester

2. Guest Speaker: Kate Marhatta introduces Precollegiate Programs in the Education Department at MCC

- a. Susan Gunther, Coordinator for Liberty Partnerships Programs (LPP) provided an overview of the program
 - i. LPP serves Rochester City School District (RCSD) students in grades 7-12 who are at-risk for dropping out of school
 - ii. Currently the program serves 183 students and provides such services as case management, academic support, tutoring, personal support, home visits, and various enrichment activities including career exploration, college preparation, social and cultural activities, and community service projects.
- b. Maria Martinez provided an overview of the Science and Technology Entry Program (STEP), which she coordinates
 - i. STEP serves Monroe County middle or high school students from under-represented ethnic groups or students who are economically disadvantaged in order to increase the potential of the target group to complete degrees in science, math, technology, health-related fields, and licensed professions.
 - ii. The program provides career, social, and academic advisement; tutoring; and assistance with college research, financial aid, and application process.
- c. Carmelita Brown-Wallace Director of Upward Bound provided an overview of the program
 - i. Upward Bound targets RCSD high school students who exhibit academic potential, express an interest in attending college, who are either first generation college students or meet federal low income guidelines.
 - ii. The program provides career, social, and academic advisement; tutoring; study skills, college entrance exam preparation; college visits; cultural activities; volunteer opportunities; help with college and financial aid applications; parental empowerment; and counseling.

3. Announcements: T. Tugel

- a. The Executive Committee is currently prioritizing the issues and concerns raised both at the December All Faculty Senate meeting and those expressed on index cards.
- b. The EC looked at the Resolutions after questions were raised at the Dec. meeting regarding the procedures for the Liberal Arts Dean search. SCAA will conduct a search separate from the administration, hold open hearings, and forward its recommendation to the Vice President of Academic Affairs. Faculty in the Liberal Arts division will be able to express their vote in accordance with the Resolutions.

4. Student Announcements: Troy Pinkins, Brighton Student Government Association

- a. The following activities are upcoming at the Brighton Campus: welcome back ice-cream social, clubs and organizations activity day, muncha buncha chicken wing eating contest, and a free style Friday rap/poetry competition.
- b. The Student Government Association is available to make a short visit to classrooms to address students regarding the opportunities and benefits of being involved in co-curricular activities. Senators were asked to share this information with their constituents. Interested faculty can contact Betty Stewart in the Campus Center. An announcement will be placed in the Tribune.
- c. Troy thanked the Senate for their support and announced that he's resigning his position as SGA Vice President as he's been appointed as Student Trustee.

5. Approval of Minutes: Minutes from the December 15, 2005 meeting were approved as amended.

6. Standing Committee Reports

Academic Policies Committee -- E.Grissing

The APC is meeting after the Senate meeting to discuss the results of the questionnaire regarding the withdrawal policy.

NEG - S. Murphy

No report.

Curriculum – A. Leopard

The Curriculum Committee has posted the following 1/20/06 – 2/2/06:

One New Course:

NC23F ENT 180 Introduction to the Entrepreneurial Enterprise (Special Studies)

Six Course Revisions:

CR28F BIO 230 Molecular Genetics

CR29F ENG 251 Technical Writing

CR30F ENG 250 Professional Communication

CR31F BIO 155 General Biology I

CR32F BIO 226 Bioanalytical Techniques II

CR33F BIO 137 Biology of HIV and AIDS Infection

Two Course Deactivations:

CD2F TAM 156 Advanced Tool Room Processes

CD6F BIO 164 General Zoology without Laboratory

One Program Revision:

PR5F Precision Machining AAS Degree

The Curriculum Committee has given final approval to the following:

Ten 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
NC20F BUS 281 PAETEC Inc. Business Collaborative (Special Studies)
NC21F COM 130 Media Writing
NC22F CDL 115 Job Search Strategies

Three Course Deactivations:

CD3F BIO 160 General Botany
CD4F BIO 165 General Zoology
CD5F BIO 215 Genetics

Fourteen Course Revisions:

CR9F PLE 108 Corrections Officer Basic Training
CR12F BIO 139 Growth and Aging: The Biology of Human Development
CR13F BIO 221 Principles of Biochemistry
CR15F BIO 250 Evolution
CR16F BIO 252 Current Topics in Biology Seminar
CR17F BIO 260 General Ecology
CR18F BIO 265 Vertebrate Zoology
CR19F BIO 266 Biology of Vascular Plants
CR21F BIO 135 Human Anatomy and Physiology II
CR22F CIT 112 CAD for Construction
CR23F MET 203 Technical Mechanics, Statics
CR24F CIT 204 Strength of Materials
CR25 FSA 203 Culinary Arts II
CR27 BIO 156 General Biology II

Senators should watch for upcoming Tribune announcements regarding changes to the Curriculum database.

SCAA -- T. Gilbert

The search for the new Dean of Liberal Arts is ongoing. The committee plans to begin viewing information from potential candidates on March 31, 2006. They are working on strategies to work with incoming information and developing a time frame for the process and the open hearings. The search for a new Director of Public Safety is coming to a close as is the search for a new Controller.

Planning – B. Connell

The Planning Committee has received grant proposals and will begin assessing them next week. The Strategic Planning Committee met with Kent Gardner, representative for the Center for Governmental Research. Presentations by the President and the Vice Presidents among others begin this Friday.

Professional Development – J. Thompson

Jeff thanked everyone for helping and attending the January workshops for which feedback has been positive. The website has been updated to indicate the following deadlines: applications for leave for professional advancement--March 31, Hanson Award Nominations—April 6, and nominations for the MCC Award for Professional Service—April 6.

7. Old Business

none

8. New Business

none

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the February 16, 2006 Faculty Senate meeting.



February 16, 2006

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

ABSENT: K. Eirich, J. Ekis, S. Forsyth, N. Karolinski, D. Mueller, M. Pastorella, P. Peterson, S. Ruckert, V. Toth, P. Wakem,

GUESTS: S. Blacklaw, D. Cecero, K. Collins, B. Conolly, E. Laidlaw, D. Mohr, J. Rao, R. Rodriguez, S. Tshibangu, D. Seelos

STUDENTS: H. Leach, O. Arthur, R. Raskin

I. Meeting called to order: 3:35 p.m.

II. Guest Speaker: Maureen Erickson – Strengthened Campus Based Assessment (SCBA) Update

- A. The Senate will be asked to vote on three updates to General Education Assessment Campus Based Assessment as recommended by GEAR (General Education Assessment Review) after a call from SUNY for campuses to use externally referenced measures in assessing basic communication, critical thinking, and mathematics.
- B. Margaret Murphy represents Basic Communication
 - 1. The two outcomes involved in SCBA are that students will demonstrate the ability to
 - a. Produce coherent text within common college level written forms
 - b. Demonstrate the ability to revise and improve such texts
 - 2. A common rubric developed by GEAR will be used to complete the assessment because it is similar to the one MCC has already been using.
 - 3. Before the assessment begins, reviewers will calibrate for inter-rater reliability and each essay will be scored by two people with a third reader if necessary.
 - 4. The Faculty Senate will be asked to vote on the decision to use a rubric.
- C. Beth Laidlaw represents Critical Thinking
 - 1. The two outcomes in this area are that students will demonstrate the ability to
 - a. Identify, analyze, and evaluate arguments as they occur in their own and others' work.
 - b. Develop well-reasoned arguments
 - 2. The first outcome will be assessed using a multiple choice test and the second with an essay using a GEAR developed rubric.
 - 3. Before the assessment for the second outcome begins, reviewers will calibrate for inter-rater reliability and each essay will be scored two people with a third reader if necessary.
 - 4. The Faculty Senate will be asked to vote on the adoption of a rubric and benchmarking MCC's quiz to the ACT test.
- D. Annette Leopard represents Mathematics
 - 1. Five different learning outcomes in this area are that students will demonstrate the ability to

- a. Interpret and draw inferences from mathematical models such as formulas graphs, tables, and schematics
 - b. Represent mathematical information symbolically, visually, numerically, and verbally
 - c. Employ quantitative methods such as arithmetic, algebra, geometry, or statistics to solve problems
 - d. Estimate and check mathematical results for reasonableness
 - e. Recognize the limits of mathematical and statistical methods
2. Assessment will be completed after calibration with SUNY's rubric.
 3. The Faculty Senate will be asked to vote on the decision to use a rubric and to use the ACT if it becomes possible.

III. Announcements: T. Tugel

- A. Janet Glocker has initiated the formation of an ad hoc committee, co-chaired by Professor John Wadach and Dean Dianna Phillips, to study and make recommendations concerning the need for graduates but the relative few enrollees in MCC's Engineering Technology, Applied Technology and Engineering Science programs.
- B. The Middle States Self Study has been completed and copies are now available at the Brighton Campus and Damon Campus libraries. Members of the Middle States Evaluation team will be arriving February 26th and will be meeting with some members of the campus community February 27 – March 1.
- C. The "Gold Book" will be published this spring to help publicize college processes and procedures. The Senate Bylaws will be included while updates to the Resolutions will be distributed in the fall since they are still being updated.
- D. Update on concerns generated in the December Senate meeting:
 1. Academic honesty—Jay Nelson is the Senate's representative on an Honor Code Committee
 2. Withdrawal policy—work is ongoing in APC
 3. Dual credit—Louis Silvers, our representative to the FCCC, will keep the Senate informed as the FCCC has expressed concerns that SUNY has very few guidelines regarding dual credit. Louis is also a member of a campus committee, chaired by Kathie Affleck, that is studying the idea of having MCC become an "accredited" institution in this area.
 4. Academic Calendar—The Student Opinion Survey will include questions regarding the calendar as a way of addressing the concerns the Senate received in this area.
 5. Text book and bookstore concern—an ad hoc committee was formed and they completed their report. The EC will be reviewing the report soon.
 6. Timing of announcement of faculty lines—an ad hoc committee was formed and its currently doing research.
 7. Integrating new faculty into college—an ad hoc committee has been working for the last year and will be turning in a report at the end of the semester.
 8. Student response system ("clicker" technology)—the EC is developing a charge for the ad hoc Classroom Committee to investigate the various systems, MCC's options, and impact on students and faculty.
 9. Senate Bylaws and Resolutions--Standing Committees are in the review process. The EC is also making sure that past approved changes have been updated in the Resolutions.
 10. Concern regarding computer technicians not being available before 8 a.m.—Technicians are available by 7:30 a.m.
 11. Concern about Professional Development funds—this concern has been forwarded to the Faculty Association as it is a contractual issue.

IV. Student Announcements:

A. Owen Arthur, Brighton Campus Student Government Organization

1. The SGO is working on plans to contact legislators regarding proposed cuts to the Tuition Assistance Proposal for 2006-2007.
2. The SGO election process begins in March with elections to follow in May.

B. Ruth Raskin, president of DCC's SEGA

1. SEGA has invited Mayor Duffy to talk to the campus in April regarding his first 100 days in office and other topics including education and economic development.
2. They are also finalizing a date for Manuel Rivera to visit the campus to the children's zone program.

V. **Approval of Minutes:** Minutes from the January 26, 2006 meeting were approved as written.

VI. Standing Committee Reports

Academic Policies Committee -- E.Grissing

The APC is continuing to look at the withdrawal policy with the returned questionnaires. The majority of respondents prefer that the withdrawal process be completed online, so the APC will recommend that policy be adopted. John Witherspoon has been asked to investigate the possibility of a pop-up window in the online withdrawal process to remind students to talk to their professors and the generation of an automatic e mail to professors when students withdraw. Respondents would like to keep the W designation simple.

The Committee will recommend that professors have the option to go to a possible new standing committee when students withdraw from a course to avoid a grade of D or F for violating the plagiarism policy. The recommendation is that the professor be able to change the grade to what the student's grade would have been if he or she had not withdrawn.

The Student Opinion Survey will include questions about the calendar as well as other questions if received from faculty in the next two weeks.

NEG - S. Murphy

Two elections are upcoming--one for Senators and another for the MCC Association. Information regarding calls for nominations will be provided at the March Faculty Senate meeting

Curriculum – A. Leopard

The Curriculum Committee has given final approval to the following:

One New Course:

NC23F ENT 180 Introduction to the Entrepreneurial Enterprise (Special Studies)

Seven Course Revisions:

CR28F BIO 230 Molecular Genetics

CR29F ENG 251 Technical Writing

CR30F ENG 250 Professional Communication

CR31F BIO 155 General Biology I

CR32F BIO 226 Bioanalytical Techniques II

CR33F BIO 137 Biology of HIV and AIDS Infection

CR14F BIO 209 General Microbiology

CR20F BIO 202 Microbiology

Two Course Deactivations:

CD2F TAM 156 Advanced Tool Room Processes

CD6F BIO 164 General Zoology without Laboratory

One Program Revision:

PR5F Precision Machining AAS Degree

The Curriculum Committee has posted the following:

Four New Courses:

NC10F PHL 106 Topics in Philosophy **Post 2/2 – 2/16**

NC1S HBR 221 Israeli Culture on Location **Post 2/2 – 2/16**

NC2S CIS 212 Introduction to Data Warehousing – **POST 2/10 – 3/2**

NC3S CIS 213 Database Programming - **POST 2/10 – 3/2**

Five Course Revisions:

CR2S BIO 235 Introduction to Human Disease **Post 2/2 – 2/16**

CR3S BIO 170 Marine Life **Post 2/2 – 2/16**

CR4S BIO 133 Human Machine **Post 2/2 – 2/16**

CR9S IDE 201 Interior Design III - **POST 2/10 – 3/2**

CR10S CE 250 Cooperative Education Business Administration - **POST 2/10 – 3/2**

SCAA -- T. Gilbert

Bob Novak has resigned as chair of Engineering Technologies. Bill Yanklowski has agreed to serve as Interim Chair. Departments who will be electing a new chair will be hearing from SCAA soon regarding the process.

Planning – B. Connell

Bonnie will be meeting with President Flynn after break to present him with the committee's recommendations for Strategic Planning grants. The committee is working on examining their Resolutions and making recommendations regarding the grant process.

The Strategic Planning Committee is continuing their interview process of members of the college community.

Professional Development – J. Thompson

The Professional Development Committee is currently evaluating the ideas they've received for the June workshop and welcome any additional ideas. Jeff reminded Senators of the following deadlines: applications for leave for professional advancement--March 31, Hanson Award Nominations—April 6, and nominations for the MCC Award for Professional Service—April 6.

VII. Curriculum Action Item:

Program revision: Precision Machining AAS MT06 approved unanimously

VIII. Old Business

none

IX. New Business

none

Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the March 16, 2006 Faculty Senate meeting.



April 13, 2006

PRESENT: E. Baxter, I. Benz, P. Bishop, C. Boettrich, F. Burger, S. Cable (Vice-President), B. Connell, R. DeFelice, K. Doyle, K. Eirich, S. ElRayess, M. Ewanechko, S. Fess, S. Forsyth, M. Fugate, C.T. Gilbert, E. Grissing, A. Hughes, P. Keyes, D. Leach, A. Leopard, M. Marino, J. McKenna, D. Mueller, S. Murphy, M. Rizzo, S. Ruckert, D. Shaw, D. Smith, B. Smithgall, E. Stewart, J. Thompson, M. Timmons, T. Tugel (President), P. Wakem, H. Wheeler (Secretary), W. Willard, W. Yanklowski

ABSENT: J. Ekis, R. Hamell, K. Huggins, N. Karolinski, R. Kennedy, J. Nelson, M. Pastorella, P. Peterson, V. Toth, H. Wynn-Preishe,

GUESTS: V. Avalone, K. Collins, J. Dorsey, J. Hinkelman, N. Primo, J. Rao, D. Rivers, R. Rodriguez, Ta. Vinci, J. Waasdorp,

STUDENTS: H. Leach; K. Van der Mont; A. Junod

I. Meeting called to order: 3:35 p.m.

II. Guest Speaker: Valarie Avalone, Middle States Evaluation Team Report

- A. The evaluation team was satisfied that MCC is in compliance with the Eligibility Requirements of the Middle States Commission on Higher Education in all fourteen standards.
- B. For the following standards, Middle States endorsed our recommendations and did not add any of their own:
 - 1. Standard 1: Mission, Goals, and Objectives
 - 2. Standard 2: Planning, Resource Allocation, and Institutional Renewal
 - 3. Standard 3: Institutional Resources
 - 4. Standard 5: Administration
 - 5. Standard 6: Integrity
 - 6. Standard 7: Institutional Assessment
 - 7. Standard 8: Student Admissions
 - 8. Standard 9: Student Support Services
 - 9. Standard 11: Educational Offerings
 - 10. Standard 13: Related Educational Activities
- C. For the following standards, Middle States endorsed our recommendations and added their own:
 - 1. Standard 4: Leadership and Governance recommendation from Middle States: Design formal procedure for self-assessment/evaluation of Board
 - 2. Standard 10: Faculty and Professional Staff recommendation from Middle States: Continue to enhance minority recruitment
 - 3. Standard 12: General Education recommendation from Middle States: Ensure that all programs (ex. Allied Health and Technology) are in compliance with General Education Requirements.
 - 4. Standard 14: Assessment of Student Learning recommendation from Middle States: Design a plan for measuring outcomes of online learning.
- D. Highlights from Middle States Commission's report:

1. "The governance structure is well organized with strong leadership at every level and is working effectively under the guidance of a knowledgeable and supportive Board and a superb strategic plan."
 2. "The team applauds the Faculty Senate for revising its membership to better reflect faculty demographics and improve its efficiency and effectiveness."
 3. "MCC is fortunate to have a talented, qualified and highly effective faculty that is totally committed to student success."
- E. The complete report will be available on the Planning website.
- F. Responsibility for ensuring implementation will be assigned to senior leadership.
- G. The Strategic Planning Committee is reviewing the report as they write goals and objectives.

III. **Announcements: T. Tugel**

- A. President Flynn asked that Terri convey his appreciation to faculty for encouraging state legislators to put financial support for community colleges back into the budget.
- B. The Classroom Committee has been charged by the Executive Committee to study classroom clickers/student response systems; they are holding an open hearing April 26th at noon in 8-100 for faculty and staff to learn more about these systems and to express any comments or concerns

IV. **Student Announcements:**

A. **Adam Junod—Brighton Student Government**

1. Idols at MCC was a success with more than 150 people attending.
2. Upcoming events include elections (May 9 and 10), spring fling, heart walk, ms walk, and an end of the year blood drive (May 5), which is a competition between MCC and other area colleges.

B. **Aimee Sevigny—Damon SEGA**

1. SeGA is continuing its work on civility and wellness
2. Mayor Duffy was at Damon as follow up from last semester.
2. Upcoming events include elections, Caribbean spring fling (May 9), and a fall welcome back to downtown day.

IV. **Approval of Minutes:** Minutes from the March 16, 2006 meeting were approved as written.

V. **Standing Committee Reports**

Academic Policies Committee -- E.Grissing

APC is continuing to look at Faculty Senate Resolutions to determine if current practice is matched by the wording of Resolutions.

NEG - S. Murphy

Senator Elections: Office and Computer Programs and Teacher Education will have a ballot election; the following areas haven't yet responded regarding their open Senate seats: ETS, PSTCPS, VaPA, and R&R/Workforce Dev/etc. More information regarding ballots and due dates is forthcoming.

MCC Association Board Election: David Boni and Drew Lawrence are both running in the May 8 election.

Additionally, Sue has not yet heard about a temporary replacement for Senator Holly Wynn-Preische who is currently out on maternity leave.

Curriculum – A. Leopard

The Curriculum Committee has posted the following 4/6/2006 – 4/27/2006:

Three New Courses

NC12S DAS 117 Biomedical Foundations for Dental Assisting Practice
NC14S JPN 102 Elementary Japanese II
NC15S JPN 101 Elementary Japanese I

One Course Deactivation

CD1S DEN 100 Dental Studies College Orientation Seminar

Two Course Revisions

CR56S MTH 098 Elementary Algebra with Geometry

CR61S BUS 204 Management Theory and Practice

One Program Deactivation

PD1S Teacher Preparation Advisement Sequence

The Curriculum Committee has given final approval to the following:

Seven New Courses:

NC4S CRC 122 Computer Animation Using Alice

NC5S CE 270 Cooperative Education-Heating, Ventilating, and Air Conditioning

NC7S FSA 186 Principles of Baking-Bread Products and Cookie Doughs

NC8S FSA 187 Principles of Baking-Pastries and Confections Products

NC9S FSA 185 Principles of Healthy Cooking

NC6S BUS 200 Legal Environment of Business

NC13S CSC 181 An Introduction to Python Programming (Special Studies)

Thirty - One Course Revisions:

CR6S CRC 119 Introduction to Dreamweaver MX

CR7S CRC 121 Introduction to Flash MX

CR11S PPE 275 Exercise Physiology

CR12S ENG 230 Mythology

CR15S MTH 104 Intermediate Algebra with Trigonometry

CR16S MTH 130 Modern Business Mathematics

CR17S MTH 135 Introduction to Technical Mathematics

CR18S MTH 140 Technical Mathematics I

CR19S MTH 150 Survey of Mathematics I

CR20S MTH 151 Survey of Mathematics II

CR21S MTH 155 Mathematics for Elementary Teachers I

CR22S MTH 160 Statistics I

CR23S MTH 164 Introduction to Trigonometry

CR24S MTH 165 College Algebra

CR27S ATP 105/155 Brakes and Welding

CR28S ATP 102 Automotive Electrical Systems

CR31S ATP 107/157 Transmission and Drive Systems

CR33S ATP 109/159 Heating and Air Conditioning Theory

CR34S ATP 112/162 Emission Controls, Computer and Fuel Systems II

CR35S ATP 101/151 Integrated Automotive Systems

CR36S ATP 103/153 Schematic Reading

CR38S ATP 106/156 Steering and Suspension

CR39S ATP 108/158 Power Plant Overhaul

CR1S BIO 134 Human Anatomy and Physiology I

CR25S ESL 100 ESOL-Intermediate II: Reading Focus

CR26S ESL 120 ESOL-Intermediate II: Integrated Studies

CR43S PLS 268 Personal Injury Law

CR44S PLS 275 Law Practice Management

CR48S DAS 110 Preclinical Dental Assisting

CR51S BIO 155 General Biology I

CR52S BIO 156 General Biology II

Four Program Revisions:

- PR1S** Physical Education Studies A.S.
- PR4S** Business Administration AAS
- PR5S** General Accounting AAS
- PR6S** Small Business Management Certificate

The Curriculum Committee has submitted its review of the section of the Faculty Senate Resolutions pertaining to curriculum. It has commissioned an ad hoc committee to review guidelines for Independent Studies.

SCAA -- T. Gilbert

SCAA has two searches going on right now: Controller and Dean of Liberal Arts. An administrative committee is doing a parallel search with SCAA. The candidate pool was not very deep, so Dr. Glocker will be providing some guidance as to what the next steps should be. The search committee for the Controller position is keeping the search open in hopes of receiving more resumes.

Tom reminded Senators in affected departments to vote in their elections for Chair on April 26th.

Planning – B. Connell

Planning is continuing to look at Faculty Senate Resolutions to determine if current practice is matched by the wording of Resolutions.

Professional Development – J. Thompson

Jeff reminded Senators of the upcoming June workshops and indicated that announcements are forthcoming in the Tribune. Seating is limited, so those planning on attending should register soon.

The Professional Development committee is finalizing their review of the Faculty Senate Resolution and is reviewing applications for the 2006 Wesley T. Hanson Award for Teaching Excellence Award and the MCC Award for Excellence in Professional Service.

VI. Action Items:

- A. Dean's List Policy Changes
 - 1. A motion to accept the changes proposed by Academic Policies was made and discussion followed.
 - 2. A motion to amend the proposal to include a signature from Academic Services on Dean's List letters was proposed, discussed, and approved unanimously.
 - 3. Adam Junod shared concerns about the proposed changes from the Student Government Association.
 - a. Changing a policy because of the Banner system is setting a negative precedent
 - b. While it is important for MCC to keep up with other colleges, MCC is unique and should not necessarily do exactly what other colleges do.
 - c. The Dean's List was designed to recognize the B+ student
 - d. Therefore, the SGA stands in opposition of an increase to 3.5, but would rather see incremental changes to a maximum of 3.4.
 - 4. Discussion followed:
 - a. E. Grissing clarified that the only proposed change motivated by Banner is the credit hours for part time students, not the proposed change to 3.5.
 - b. Student Services expressed a concern that if the G.P.A. level is too high that students who are working hard will not be encouraged to do so.
 - c. Wanda Willard spoke in support of the changes by indicating that students with a 3.5 graduate with distinction, so the proposed changes are in line with that. Bob DeFelice agreed by indicating that it is important to draw the line between average students and high academic achievement. A 3.5 would do that.

- d. Ed explained that currently 35% of our students qualify for the Dean's List, but if the new policy is approved the number of eligible students would decrease to 24 or 25%.
 - e. A student suggested having both a Dean's List and a President's List.
 - f. Taine Vinci conducted research and indicated that of the League Colleges with a Dean's List, 3.5 is the lowest GPA.
 - g. A vote to call the question passed.
5. The Dean's List policy as amended passed with one opposed.
- B. PR1S Physical Education Studies A.S. unanimously approved
 - C. PR4S Business Administration A. A. S. unanimously approved
 - D. PR5S General Accounting A.A.S unanimously approved
 - E. PR6S Small Business Management Certificate unanimously approved

VII. Old Business

Shelley Fess informed Senators that although the informational sheet for the SUNY Student Opinion Survey indicates that it takes only 15-20 minutes, it actually takes more than twice that.

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the May 18, 2006 Faculty Senate meeting.



May 18, 2006

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

ABSENT: J. Ekis, M. Ewanechko, S. Fess, D. Leach, M. Pastorella, P. Peterson, E. Stewart, V. Toth, H. Wynn-Preische

GUESTS: D. Baxter, D. Cecero, P. Collinge, K. Collins, B. Dery, C. Guess-Bardques, M. DiSano, C. Fisher, J. Hinkelman, E. Laidlaw, A. Lee, E. Marino, S. Tshibangu, T. Wagahoff,

I. Meeting called to order: 3:35 p.m.

II. Guest Speakers

A. Elizabeth Laidlaw—Ad Hoc Committee on Faculty Searches Update

1. Committee Members: Gloria Anderson, Peter Collinge, Kim Collins, Louise Rozwell, and Beth Laidlaw (chair).
2. Committee's charge: identify the current hiring practice at MCC, compare this practice to the practice at similar institutions, identify the impact current practice has on the recruitment and hiring of qualified diverse faculty and staff, identify the impact of this practice on education programs, and recommend improvements to the practice.
3. Impact of current practice
 - a. Often some of the best qualified candidates accept early offers (offers extended as early as Dec.)
 - b. In most cases, MCC extends offers in the late spring or summer
 - c. Some qualified candidates (diverse candidates included) have accepted offers at other institutions by the time MCC extends offers
4. Impact this practice has on education programs
 - a. Not including some of the best qualified candidates in our hiring pool
 - b. Reliance on temporary/adjunct staffing (and resulting loyalty to such staff)
 - c. The timing of advertising is unpredictable resulting in frustrating interactions between individual departments and the Human Resources department.
5. Recommendations:
 - a. Adjustments to the Search/Hiring Process
 - i. Hold a joint hiring workshop with all members of Human Resources and Academic Services who are connected to the hiring process
 - ii. Publicize commitment to honor initial advertising request
 - iii. Ensure that all positions are posted in diverse publications and media
 - iv. Recruit at all professional meetings attended by MCC faculty members. Identify such conferences early in the hiring process.
 - v. Send candidates a comprehensive package of information about MCC and Rochester, NY via online password protected site
 - vi. Create a single M-drive folder that has all current information and forms for hiring salaried faculty

- vii. Include in all announcements for postings covered by the Faculty Association contract a notice (akin to the “equal opportunity” notice) that the advertised position has union representation.
 - b. Adjustments to Timing of Notification of New Lines (usually authorized on March 1st)
 - i. The President offers to extend a commitment by December 1st to new lines based on budgetary projections and enrollment trends.
 - c. Adjustments to Timing of Notice of Retirements
 - i. Provide retirement announcement incentives for those who announce early.
- 6. Alberta Lee indicated that Human Resources will be expanding the training possibilities for those involved in the hiring process. An administrative product has also been purchased that will help the process.

B. Lorraine D’Ortona—Ad Hoc Textbook Committee Update

- 1. Committee Members: Dominick DeMichele, Mary DiSano, Dale Doty, Carol Fisher, Gene Marino, Patricia Sarantis, Tony Wagahoff, Karen Wagner, and Lorraine D’Ortona (chair)
- 2. Charge: examine the availability of text books prior to start of classes, faculty members’ flexibility to bundle books with special ISBN numbers, determination of final book cost to students, and the scheduling of book buy back periods.
- 3. Availability of Books prior to the start of class
 - a. Concerns:
 - i. Not enough books are on shelves the first week of classes, requiring books to be ordered at the last minute. The student is then without the book for a period of time.
 - ii. The lines to buy books in the first week of school are very long.
 - b. Findings:
 - i. The bookstore’s goal is for books to be on the shelf two weeks prior to the start of classes, and the policy is that all books are on the shelf the first day.
 - ii. Bookstore statistics show that 16 out of 1,299 books were unavailable for purchase for some portion of the first week of class in the spring 2006 semester. Approximately 50 additional titles were not available until later in the first or second week due to late adoptions and section changes.
 - iii. Options exist for students when books are not available.
 - c. Recommendations:
 - i. Investigate the feasibility of student on-line book ordering
 - ii. Conduct meetings with faculty and bookstore staff to improve the ordering process
- 4. Faculty Flexibility to bundle books with special ISBN number
 - a. Concerns:
 - i. When a faculty member specifies bundles are needed, then only bundles should be available
 - b. Findings:
 - i. Bundling negatively affects price of books for students since 1) not all parts of the bundle can be bought back, resulting in 2) fewer used copies for sale.
 - ii. Faculty see all items in the bundle as academically beneficial for students.
 - iii. But students resist bundles because they think that all items are not going to be used and the cost is greater.
 - c. Recommendations:
 - i. Conduct meetings with faculty and bookstore staff to further explore bundling including cost implications

- ii. The bookstore should modify existing adopting forms to provide more specific information about bundles
- 5. Final Book Cost
 - a. Concern is that text books are too expensive.
 - b. Findings:
 - i. The bookstore is not-for-profit, and its profit margin is in keeping with industry standards.
 - ii. Close to 90 percent of any excess revenue is returned to the college to fund projects that enhance student life. The funds are administered by the MCC Association Board of Directors.
 - c. Recommendation:
 - i. A brown bag should be held to explain the bookstore's not-for-profit and how the profits are distributed.
- 6. Book Buybacks
 - a. Concerns:
 - i. Students sell books back prior to the final exam
 - ii. Long lines of buyback cause students to miss class
 - b. Findings:
 - i. A student survey conducted during the December 2005 buyback showed that students in line to sell back their books on the first – and busiest – day of the buyback; average wait time was 9 minutes. Wait time the other days averaged 2 to 8 minutes.
 - ii. Competition from Rochester Book Exchange and Internet outlets is now a factor.
 - iii. It is the student's responsibility to determine when to sell their books back and whether to miss class when participating in the buyback.
 - iv. The bookstore is exploring the possibility of continuous daily buybacks.
 - c. Recommendation:
 - i. The bookstore should continue to evaluate the procedure and make modifications.
- 7. Conclusions:
 - a. Lack of communication among the bookstore, faculty, and students is evident.
 - i. Recommendations: Distribute to faculty the report's section on bookstore practices.
 - ii. Joint effort between faculty and bookstore staff to address faculty concerns and improve the process.
 - b. Scope of the problems needs to be identified.
 - i. SUNY conducted a Student Opinion Survey that included 5 questions that addressed concerns about the MCC Bookstore. The results will be available sometime in September.
 - ii. The committee conducted an informal survey of faculty concerning our charges, and although the survey reached a reasonable cross-section of faculty, there needs to be a deeper understanding of the scope of the problems. Therefore the Faculty Senate will conduct a survey early in the fall 2006 semester, during the second week of classes.
- 8. What will happen next:
 - a. The Faculty Senate will conduct a survey of the faculty in fall 2006 during the second week of classes
 - b. Results of the SUNY Student Opinion Survey with questions about the MCC Bookstore will be available by September.
- 9. Discussion followed:
 - a. The bookstore's refusal to buy more books than students enrolled in a class is a big problem. For example, when a class has 33 students in it if 2 students drop but don't return their books, if 2 students then add the course they have no books. Another problem is that if enrollment is pushed up to

- 35 students, those additional students won't have books.
- b. Tony Wagahoff explained that the bookstore understands our concerns and that when enrollment changes, the bookstore is notified and tries to order books ahead of time. Additionally, the bookstore can overnight books without charge to student or make copies of what students need while books are coming in.
 - c. A question was raised about slippage—when students are added, additional books aren't always available.
 - d. A concern was shared that it is irresponsible of us to allow students to sell books back before finals week.
 - e. A question was raised why students are able to buy books for classes they aren't registered for which causes a shortage of books for those actually enrolled in those classes.
 - f. T. Wagahoff indicated that it would take too long to monitor what each student is purchasing. When the bookstore knows this happens with particular books it tries to anticipate this and purchase more books.
 - g. The question was raised about how students were to be informed that copies of texts not in the bookstore are available.
 - h. If the bookstore knows a book won't be in time from the publisher, the faculty member is contacted. On a case by case basis the bookstore will make copies of whatever the faculty member needs until the book comes in.
 - i. It was suggested that extra texts can be placed on reserve in the library or in a learning center.
 - j. C. Fisher indicated that the perception that the bookstore doesn't buy enough books isn't accurate. It actually sent back 50% of what it purchased in new books.
 - k. A faculty member questioned wait times for buy back at Damon.
 - l. T. Wagahoff indicated that the bookstore did hear that students complained of having to wait two hours at Damon to sell back books. The bookstore added a second buyer.
 - m. T. Tugel indicated that a more thorough survey of faculty will be forthcoming from the Faculty Senate and encouraged senators to give feedback if asked to do so.

III. **Announcements: T. Tugel**

- A. The All College Faculty Senate meeting will be held on June 8th. Valarie Avalone and Bonnie Connell will present on the Strategic Plan before the business meeting. Senators were reminded to ask their constituents to come to the meeting and share any concerns they have. T. Tugel reminded senators that the business part of the meeting will contain action items that will need to be voted on.

IV. **Approval of Minutes:** Minutes from the April 13, 2006 meeting were approved as written.

V. **Standing Committee Reports**

Academic Policies Committee -- E.Grissing
No report.

Curriculum – A. Leopard

The Curriculum Committee has posted the following: 5/11/2006 – 5/ 25/ 2006:

Four Course Deactivations:

- CD2S** C-E 245 Cooperative Education-Accounting
- CD3S** C-E 235 Cooperative Education-Marketing
- CD4S** PSY 120 Interpersonal Effectiveness in the Work Context
- CD5S** PSY 210 Human Behavior and the Organization

Three Course Revisions:

- CR68S PSY 204 Industrial Psychology
- CR70S COM 109 Introduction to Public Relations
- CR71S EMS 118 EMT - Basic Core Review

Two New Courses:

- NC30S BIO 182 Marine Biology – Bahamas (Special Studies)
- NC31S BIO 244 Neuropathology

Two Program Revisions:

- PR8S Massage Therapy
- PR9S General Accounting AAS

The Curriculum Committee has given final approval to the following:

Seventeen New Courses

- NC12S DAS 117 Biomedical Foundations for Dental Assisting Practice
- NC14S JPN 102 Elementary Japanese II
- NC15S JPN 101 Elementary Japanese I
- NC16S HVA/ATP/TAM 285 Modern Welding Techniques
- NC17S NAC 102 Nursing Assistant Training
- NC18S EMG 206 Emergency Exercise Program Management
- NC19S EMG 204 Multi-Hazard Emergency Response Planning for Schools
- NC20S DAS 121 Dental Assisting Clinical Experience (clinical hours removed)
- NC 21S MAS 250 Massage Therapy Seminar
- NC 22S MAS 120 Introduction to Massage Therapy
- NC23S MAS 130 Massage Therapy Professionalism
- NC24S MAS 140 Swedish Massage
- NC25S MAS 150 Western Medical Massage
- NC26S MAS 210 CAM- Alternative Therapies
- NC27S MAS 220 Special Populations
- NC28S MAS 230 Introduction to Orthopedic/Sports Massage
- NC29S MAS 240 Shiatsu

One Course Deactivation

- CD1S DEN 100 Dental Studies College Orientation Seminar

Nine Course Revisions

- CR56S MTH 098 Elementary Algebra with Geometry
- CR61S BUS 204 Management Theory and Practice
- CR21S BIO 142 Human Anatomy
- CR59S SCR 212 Computer Security II
- CR60S SCR 215 Computer Crime Investigations
- CR63S BUS 275 Business Cooperative Education
- CR64S COM 160 Computer Graphics: Design and Layout
- CR66S PSY 110 Understanding Psychological Disorder
- CR67S MAS 105 Massage Therapy Clinical

One Program Deactivation

- PD1S Teacher Preparation Advisement Sequence

Three Program Revisions

- PR2S Health Information Technology AAS
- PR3S Apprentice Training – Automotive General Motors ASEP
- PR7S IT 01 Information Technology AS

One New Program:

NP1S Public Relations AS

One New Achievement Award

NP2S D.A.R.T. (Dental Assisting Rapid Track)

NEG - S. Murphy

David Boni was elected as the MCC Association Representative in the May 8th election. Contested senator elections have also been completed. There are three areas without Senate representation: ETS, VaPA, and R&R/Workforce Dev/etc.

In June senators will be asked what committee they want to work on for the next academic year.

SCAA -- T. Gilbert

The search for the Liberal Arts Dean has been closed because the candidate pool was narrow. SCAA met with Dr. Glocker to discuss an alternative plan which SCAA finds reasonable. Dr. Glocker will work to find an existing Liberal Arts faculty to serve as interim dean for the 2006-2007 academic year. The search will commence in the fall.

Planning – B. Connell

The Planning Committee has no report. The Strategic Planning Committee continues to meet weekly.

Professional Development – J. Thompson

The June 14th professional development workshop at DCC that the Senate was co-sponsoring has been postponed for the fall. The professional development at the Brighton Campus will be held June 16th.

VI. Curriculum Action Items:

PD1S Teacher Preparation Advisement Sequence, unanimously approved

PR3S Apprentice Training – Automotive General Motors ASEP advisement sequence, unanimously approved

PR7S IT01 Information Technology AS, unanimously approved

NP1S Public Relations AS, approved with one abstention

PR2S Health Information Technology AAS, unanimously approved

VII. Student Announcements:

A. New officers have been confirmed by the Student Government Organization.

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the June 8, 2006 Faculty Senate meeting.



June 8, 2006

PRESENT: E. Baxter, I. Benz, P. Bishop, C. Boettrich, 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, R. Kennedy, A. Leopard, M. Marino, J. McKenna, D. Mueller, S. Murphy, J. Nelson, M. Rizzo, D. Shaw, D. Smith, M. Timmons, T. Tugel (President), P. Wakem, H. Wheeler (Secretary), W. Willard, H. Wynn-Preishe, W. Yanklowski

ABSENT: S. ElRayess, A. Hughes, N. Karolinski, P. Keyes, D. Leach, M. Pastorella, P. Peterson, S. Ruckert, B. Smithgall, E. Stewart, J. Thompson, , V. Toth

GUESTS: K. Affleck, V. Avalone, E. Baker, E. Basnayake, K. Baxter, S. Blacklaw, P. Burgess, P. Collinge, K. Collins, B. Connelly, C.Cooper, D. Cox, J. Cronmiller, B. Dery, E. Dilai, A. John, T. Keys, J. Hinkelman, C. Mahoney, B. Martineau, J. Rao, D. Rhode, R. Rodriguez, C. Shwartzott, A. Stainton, A. Streigel, P. Tracy, S. Tshibangu, A. Topping, P. VanKirk, M. Weingart, C. Wendtland

I. Meeting called to order: 3:35 p.m.

II. Guest Speakers—Valarie Avalone and Bonnie Connell—Strategic Plan Update

B. Strategic Planning Process (process is on going so sections may change as the committee continues its work.)

1. Stage I: Strategic Thinking includes the following steps: Step I: Analysis of MCC Culture, Step II: Internal and External Environment & Trends, Step III: Institutional Strengths & Weaknesses, Step IV: Planning Assumptions, Step V: Mission & Tenets
 - a. Activities during this Steps I-III of this Stage included:
 - i. Committee presentations by senior leadership
 - ii. Interviews with faculty leaders, community leaders, and senior leadership
 - iv. Literature review
 - v. College research
 - vi. Middle States Report and recommendations
 - vii. Review of SUNY Mission Review document
 - viii. Strengths, Weaknesses, Opportunities and Threats Analysis (SWOT)
 - Strengths: fiscal stability, breadth and depth of academic offerings, technology infrastructure, access, quality programs, partnerships, senior executive leadership, exceptional value for cost, community visibility, comprehensiveness, graduate success, positive reputation, affordability, diversity of students.
 - Weaknesses: anticipated turnover of senior management, population decline and decreases in enrollment growth, diverse faculty representative of population served, relatively inexperienced faculty and staff, space constraints--classrooms, capacity to fund technology, Lack of a GED program, delay in DCC construction project.
 - Opportunities: distance learning (SLN) growth, energetic and creative new faculty and staff, maximizing alumni networks,

leadership transition, engaged and knowledgeable trustees, community partnerships, RCSD programs, student housing, non traditional course offerings, attracting more “students with choice,” partnerships, internships, community service, leverage grant initiatives, enhanced relationships with county and city, quality facilities.

- Threats: community demands, fewer transfer spots at 4 year schools, University of Phoenix and other private competition, decline and/or flat state and county funding, “brain drain” in community, dwindling economic resources in region, declining high school population, federal and state mandates—fiscal implications, changing political climate, leadership transition, crime rate and incivility, increased competition for money in private fund raising, construction delays in downtown campus, preparatory level of RCSD students, scrutiny on capital projects, rising health care/benefits costs.

b. Step IV: Assumption Development

- i. Developed a series of assumptions to serve as the basis for the strategic directions and goals:
 - To improve the quality of life for Monroe County residents by being the primary provider of education and training for this community.

c. Step V: Mission Review

- i. Current Mission: the mission is to provide a high quality learning environment to a diverse community. In offering education and training opportunities, student success is the College’s highest priority; the College is committed to access, teaching excellence, comprehensiveness, life long learning, partnership building, and economic development.
- ii. Proposed mission: the mission is to provide a diverse community with access to high quality education and training opportunities. Student success is the College’s highest priority. The College is committed to excellence in teaching, comprehensiveness, life long learning and citizenship. In fulfilling its mission, the College embraces its role in economic development and places high value on partnerships, innovation and educational leadership.
- iii. Core values: a common and vision and mission; student success is primary; life-long learning is our focus; excellence in teaching is our standard; curriculum is our foundation; diversity is valued access is crucial civility and citizenship are embraced decision-making is based on research, analysis and planning excellence is achieved through teamwork, partnerships, and effective communication; assessment is integral to institutional effectiveness; quality improvement and innovation are ongoing.

2. Stage II: Strategic Directions and Goals-- During this stage the team establishes a set of goals and strategies for the College for the duration of the plan. Action steps for implementation are not a part of the plan, but are determined by individual College divisions and departments during Stage III. The team gains acceptance and adoption of the plan by the Faculty Senate and then submits its recommendations to the President and finally the Board of Trustees for endorsement.

a. Identified the following Strategic directions

- i. Respond to community and workforce needs by strengthening enrollment initiatives and strategic partnerships.

- ii. Promote excellence in teaching and learning, and broaden (enrich) the student experience
 - iii. Attract, nurture, and retain human resource talent why promoting visionary and responsive leadership
 - iv. Enriching and broadening the student experience
 - v. Promoting responsible planning and usage in the functionality and design of our physical environment
 - vi. Responding to fiscal challenges
 - vii. Ensure that technology supports and enhances learning environment
 - b. Identifying goals
 - c. Formulating objectives
 - d. Prioritizing strategies
 - e. Identifying key performance indicators
- C. Next steps
 - 1. Feedback: Board of Trustees, senior leadership, college community
 - 2. Survey
 - 3. Complete Stage II:
 - a. Formulating objectives--summer
 - b. Prioritizing strategies--fall
 - c. Identifying key performance indicators—fall

III. Announcements—Terri Tugel

- A. T. Tugel asked senators to share the strategic plan information with their constituents and to encourage them to provide feedback on the strategic plan survey.
- B. Recap of Senate work over the 2005-2006 academic year:
 - 1. Ad Hoc Committees reports forwarded to President Flynn. The work of the Committee studying Student Response Systems is ongoing.
 - a. Integrating New Faculty/Staff
 - b. Textbook Committee
 - c. Search Process for Teaching Faculty
 - d. Student Response Systems (clickers)
 - 2. Review of Senate Resolutions
 - 3. Impact of Banner on Senate Resolutions
 - 4. Action Items to be reported on in standing reports
 - a. Academic Policies
 - b. Curriculum Proposals
- C. 2006-2007 Senate Issues
 - 1. Recommended revisions to Senate Resolutions
 - a. SUNY distinguished Faculty awards
 - b. Independent study
 - c. Others as determined through review
 - 2. Academic Honesty
 - 3. Ongoing implementation of Banner
 - 4. Follow up on Ad Hoc Committee recommendations
- D. T. Tugel thanked the following outgoing senators for their service: Fred Burger , Kim Doyle, Janet Ekis, Mark Pastorella, Tom Gilbert, Mary Ann Marino, Sherry Ruckert, and Betty Stewart.

IV. All College Meeting--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 regarding the increasing use of technology (cell phones among other types of technology) that is being used inappropriately in classrooms. We pride ourselves on using technology but we also need to look at times when its use is not appropriate. A question was raised as to what we can do to address this issue. Some schools don't allow certain types of technology into classrooms.

- C. P. Collinge expressed a concern regarding the number of tenure track faculty needing to work on college-wide activities as they work towards promotion and tenure but he thinks there aren't enough opportunities for the tenure-track faculty to get involved. Many academic departments with programs have outside advisory committees, but there are a number of departments on campus which don't have outside constituencies. He suggested that the Senate could look at the possibility of forming advisory committees for these departments.
- D. A question was raised of whether the College was looking at keeping technology on faculty desktops current. S. Fess indicated that, for example, her desktop doesn't have a dvd player or a cd burner so she can't watch the dvds that come with textbooks or save files to anything other than a floppy disc.
- E. A suggestion was offered that since we can identify college-wide issues with the strategic plan that maybe junior faculty members can work on them.
- F. D. Cox applauded the Senate on its work and encouraged the Senate to be watchful during Banner implementation to make sure that policies aren't changed to accommodate the computer system.
- G. President Flynn indicated that the College does have concerns about Banner and he's been meeting with multiple people in leadership positions to meet the challenges from implementation. For example, the admissions process used to take 2-3 days but now its taking 3 weeks, which is not acceptable. He thanked the Senate and its leadership for all of its work over the last year on important initiatives and in meeting all challenges from the administration. He indicated he'll speak to the vice presidents regarding opportunities for junior faculty.
- H. M. Weingart expressed a concern regarding registration overrides both by the faculty and advisors as it seems that in ASL classes, for example, students who don't meet the course pre-requisites are being put in courses.
1. K. Collins explained that chairs were asked to make a decision about whether or not faculty should be allowed to override their own courses or not. The chairs decided that faculty should be able to do this and encouraged departments to set up their own guidelines. Chairs will receive periodic reports regarding the number of overrides in their departments.
 2. T. Tugel indicated that course overrides are in the Senate Resolutions and are being impacted by Banner implementation but the Senate is working on it.
- I. A concern was raised about the number of students who have not yet registered for the fall semester and that class cancellations seem to be coming fast. Questions were raised as to whether there is a specific date for class cancellations and if there is some incentive to encourage students to register.
1. T. Gilbert indicated that students may be concerned that if they register early, they will have to pay their bills early as well. He indicated that several committees are looking into this issue to find viable solutions. He also expressed a concern regarding students having problems with their pin numbers. Deans and department chairs determine when to cancel classes.
 2. S. Fess explained that students registering early will receive a bill early because once a student registers a bill is generated, but the bill's due date has not changed.
 3. There was a question about when students are dropped for non-payment because a senator thought that students were dropped once in July and once in August for non-payment. That may be preventing students from registering. It was suggested that we should have only one date and that we need better communication to explain to students that their bills are not due early if they register early.
 4. President Flynn explained that he has spoken with other presidents and the enrollment delays are happening in other places as well. He encouraged the Senate to ask Tony Felicetti to address these concerns.
- J. Index cards provided for additional comments yielded the following questions:
1. Given the over-use of technological gadgets by students unrelated to classes, can the faculty take a unified position regarding technology in the classroom?
 2. What can be done to get faculty more involved in graduation? Currently faculty can't even congratulate their students because of how far away they sit. Additionally, the speakers in the last few years have all been business related with messages about staying in Rochester—messages graduates often aren't ready to hear or don't want to hear on

their graduation day. Why don't we have speakers students want to hear talking about issues they are concerned with? Maybe we could ask a retired faculty member.

3. When is the college going to address office space concerns? With all the hiring the College has been doing, nothing has been done regarding additional office space for faculty. With the construction projects planned at the College, is office space going to be addressed? Will faculty members be involved in the planning of this new construction?
4. Who is allowed to change curriculum for programs? Can the curriculum be changed against the will of a department based on low numbers and other concerns?
5. What purpose do the academic progress forms serve that are sent from EOP and the athletic department? It seems that given faculty work load if faculty are going to tell students to come and see them anyway, why fill out the form? If these are going to be useful for students and faculty are required to fill them out several things should happen: faculty should not be sent forms for students who have withdrawn and specific steps should be outlined with regards to what the EOP counselors or coaches are going to do regarding the information provided by the faculty member. Follow up should be specific to what was suggested in the initial report.

V. Student Announcements
none

VI. Approval of Minutes: Minutes from the May 18, 2006 meeting were approved as written.

VII. Standing Committee Reports

Academic Policies Committee -- E.Grissing

This academic year the APC examined its resolutions and the withdrawal policy; presented revised criteria for the Dean's List and the GPAs for Suspension/Probation levels, both of which have been approved by the senate with the Suspension/Probation levels to be voted on at the June Board of Trustees meeting; and they have been keeping their eyes open for any changes brought about by Banner.

Curriculum – A. Leopard

The Curriculum Committee has given final approval to the following:

Four Course Deactivations:

- CD2S** C-E 245 Cooperative Education-Accounting
- CD3S** C-E 235 Cooperative Education-Marketing
- CD4S** PSY 120 Interpersonal Effectiveness in the Work Context
- CD5S** PSY 210 Human Behavior and the Organization

Three Course Revisions:

- CR68S** PSY 204 Industrial Psychology
- CR70S** COM 109 Introduction to Public Relations
- CR71S** EMS 118 EMT - Basic Core Review

Two New Courses:

- NC30S** BIO 182 Marine Biology – Bahamas (Special Studies)
- NC31S** BIO 244 Neuropathology

Four Program Revisions:

- PR8S** Massage Therapy
- PR9S** General Accounting AAS
- PR10S** Apprentice Training – Automotive AAS
- PR11S** Information Technology AS

On June 15 the Curriculum Committee will vote for final approval on the following postings:

Four Course Revisions:

- CR72S** CRC 122 Computer Animation Using Alice
- CR73S** ACD 141 Alcoholism/Chemical Dependency Treatment Modalities
- CR74S** ACD 142 Alcoholism/Chemical Dependency and the Family System
- CR75S** ACD 143 Alcoholism/Chemical Dependency Counseling Skills

Three New Courses:

- NC10S** MUS 119 Music in World Cultures
- NC32S** OFT 186 Electronic Mail Applications (Special Studies)
- NC33S** ACD 146 Alcoholism/Chemical Dependency Internship Seminar

For the academic year, the Curriculum Committee has reviewed 200 proposals and suggested a few resolution changes including new resolutions regarding independent studies.

NEG - S. Murphy

S. Murphy thanks senators who have already returned their committee preferences for next year. She reminded the rest of the senators to make sure to respond by June 12th. There are still three Senate seat vacancies: VaPA, ETS, and Note 2 Administrative Area.

This year, NEG ran a special election for Counseling, an election for an MCC Association seat, and senator elections (19 Senate terms were up, one contested election was run), and completed a review of the Resolutions.

SCAA -- T. Gilbert

SCAA was involved in five searches this year (3 at the Director level and 2 at the Dean level) and completed a review of the Resolutions.

Planning – B. Connell

For the 2005-2006 academic year, the Planning Committee completed grant approvals, met with Bob Cunningham regarding Renaissance Square updates, and met with Ed Martin and the Classroom Committee which resulted in Ed's visit to the full Senate. The Strategic Planning Committee continues to meet weekly.

Professional Development – I. Benz

The Professional Development Committee worked on Resolutions, revised and updated the web site to keep it current with regards to Professional Development awards, and helped support and coordinate professional development workshops.

June 16th the Department of Health and Physical Education and the Division of Science, Health and Business are co-sponsoring "Coping with Stress and Change at the Worksite: a Wellness Perspective" at the Brighton campus. Anyone interested should contact Karen Cardillo.

VI. Curriculum Action Items:

PR8S Massage Therapy, unanimously approved after discussion regarding how ethics are measured, how and where ethics are taught, and how professional boundaries are measured in clinical.

PR9S General Accounting AAS, unanimously approved

PR10S Apprentice Training – Automotive AAS, unanimously approved

PR11S Information Technology AS, unanimously approved

VII. Old Business

None

VIII. New Business

None

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the September 21, 2006 Faculty Senate meeting.



September 21, 2006

PRESENT: S. Batistta-Provost, E. Baxter, I. Benz, P. Bishop, C. Boettrich, S. Cable (Vice-President), B. Connell, R. DeFelice, B. Dery, K. Eirich, S. ElRayess, M. Ewanechko, S. Fess, S. Forsyth, M. Fugate, E. Grissing, R. Hamell, K. Huggins, A. John, N. Karolinski, R. Kennedy, P. Keyes, D. Leach, A. Leopard, D. McConkey, J. McKenna, D. Mueller, S. Murphy, J. Nelson, S. Olaode, P. Peterson, M. Rizzo, D. Shaw, D. Smith, B. SmithgallA. Striegel, J. Thompson, M. Timmons, T. Tugel (President), P. Wakem, S. Weider, C. Wendtland, S. Wexler, H. Wheeler (Secretary), W. Willard, H. Wynn-Preishe, W. Yanklowski

ABSENT: V. Toth

GUESTS: V. Avalone, E. Basnayake, C. Cooper, R. Degus, M. Fine, T. Keys, B. Martineau, S. Tshibangu

STUDENTS: D. Elliot, K. Madden, B. Pruden

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

II. Announcements: T. Tugel

- A. T. Tugel introduced and welcomed the new Senators
- B. Senators were reminded of the duties of their position
- C. Student government representatives introduced themselves and were welcomed
- D. Standing committee chairs were introduced and confirmed by the Senate
- E. Senators were reminded of T. Tugel's informational letter sent via the Tribune
- F. Questions were raised by the administration late last spring regarding the new academic standings for probation and suspension approved by the Senate regarding student athletes, the NCJAA requirements, and the MCC policy. The Executive Committee and Administration agreed to a temporary resolution which is not printed in the current catalog: "A student is placed on Academic Probation for a period of one semester. If probation is based upon the student's first-term of matriculation at MCC, the student must seek academic advisement. If probation occurs after a student has been matriculated for two or more semesters at MCC, the student must seek academic advisement and may not hold a class or student office, participate in intercollegiate functions or be a public representative of the College during the probation term. If such student fails to raise his/her cumulative GPA to "Satisfactory Progress" after the probationary period, he/she may be suspended." The APC committee will continue to work on this issue this year.
- G. The EC spent considerable time looking at the recommendations from standing committees. Editorial changes were approved in accordance with the by laws. The Senate will be voting on several substantive changes this year--some of which will be presented at open hearings prior to the Senate vote. Hearings will be announced in the Tribune.
- H. The questions raised at the June All-College Faculty meeting were sent to the appropriate administrators. The questions and answers will be published in the Sept. 22 Tribune.
- I. The EC continues to follow up with last year's ad hoc committees. The bookstore ad hoc committee helped the EC and Institutional Research develop a text book survey; Senators were asked to remind their teaching faculty constituents to complete the survey. As a follow up to the work of the ad hoc committee who looked at the timing of faculty searches for new positions Human Resources held a feedback session to discuss recent hiring and search processes. The EC will be selecting members to represent the Senate on an ad hoc HR committee to help improve that process.

III. Approval of Minutes: Minutes from the June 8, 2006 meeting were approved as amended. A clarification was made regarding the reference in the minutes to the College not having a GED program as the College does have such a program.

IV. Standing Committee Reports

Academic Policies Committee -- E.Grissing

This year APC will be working on changes recommended during the review of the resolutions. Two topics that will be discussed at upcoming open hearings deal with repeating lower level courses after a higher level course is taken and student withdrawals. Currently, the resolutions indicate that the first level of a course may not be repeated after a higher course has been taken. APC's recommendation is to change that to allow students to repeat a lower level course to improve the grade. Secondly, The Banner self-serve system seemed to allow students to withdraw without a faculty signature. A questionnaire sent to chairs indicated that this was acceptable, so the committee will be following up on that at an open hearing to generate more input. The committee will also be looking at recommendations from the Placement and Testing Committee regarding who must take placement tests and the Academic Standing compromise; both may be presented at open hearings later in the school year.

Curriculum – A. Leopard

A. Leopard outlined the process of the Curriculum Committee and indicated that the meeting dates and a timeline for getting proposals through the process are available on the Curriculum website.

The Faculty Senate Curriculum Committee met for the first time this semester on Thursday September 7. New committee members were oriented to the committee with instruction on using the curriculum database and a discussion of things to consider when reviewing each section of a proposal.

The Curriculum Committee posted the following 9/7/2006 – 9/20/2006:

One Course Revision:

CR1F CSC 101 Introduction to Computer Science

The committee will vote for final approval of this course revision at its meeting on September 28.

One New Program:

NP1F D.A.R.T. (Dental Assisting Rapid Track), Certificate

This new certificate program replaces the Achievement Award of the same name which was approved last spring. This proposal gained final approval of the committee by electronic vote on September 21. It will be an action item for Senate approval today.

The Curriculum Committee will be presenting recommendations for the res re ind studies

NEG - S. Murphy

This year, NEG will be running three elections: Faculty Senate officers, fifteen senator elections, and the FCCC representative. The June minutes indicated that three Senate seats were open; Steve Weider volunteered to serve for the ETS area, but the seats in VaPA and Note Two Administrative Area are still vacant.

SCAA - S. Forsyth

SCAA will be working on a search for the Dean of Liberal Arts position this year. Additionally, they will continue to work on issues relating to the Assistant Director of Human Resources position. T. Tugel met with Pres. Flynn and S. Forsyth with R. Degus regarding this issue.

Planning – B. Connell

The Planning Committee will hold their first meeting today. The Strategic Planning Committee meets regularly and will be making their recommendations at the next Senate meeting and shortly thereafter to the President and the Board of Trustees.

Professional Development – J. Thompson

The committee plans to work on awards, resolutions, and planning workshops. J. Thompson indicated that some ideas have already been presented to the committee, and the committee welcomes any additional ideas.

V. Curriculum Action Items:

NP1F D.A.R.T. (Dental Assisting Rapid Track), Certificate, unanimously approved

VI. Old Business

None

VII. New Business

None

Meeting adjourned at 4:10 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the _____ Faculty Senate meeting.



October 19, 2006

PRESENT: S. Batistta-Provost, I. Benz, P. Bishop, S. Cable (Vice-President), B. Connell, R. DeFelice, K. Eirich, S. ElRayess, S. Fess, M. Fugate, E. Grissing, R. Hamell, K. Huggins, N. Karolinski, R. Kennedy, P. Keyes, D. Leach, A. Leopard, D. McConkey, J. McKenna, D. Mueller, S. Murphy, J. Nelson, S. Olaode, P. Peterson, D. Shaw, B. Smithgall, A. Striegel, J. Thompson, M. Timmons, T. Tugel (President), P. Wakem, S. Weider, C. Wendtland, H. Wheeler (Secretary), W. Willard, H. Wynn-Preische, W. Yanklowski

ABSENT: C. Boettrich, B. Dery, M. Ewanechko, S. Forsyth, A. John, M. Rizzo, D. Smith, V. Toth, E. West, S. Wexler,

GUESTS: T. Archie, V. Avalone, E. Basnaynke, K. Baxter, S. Blacklaw, C. Casalnuovo-Adams, D. Cecero P. Collinge, K. Collins, C. Cooper, R. Degus, D. DeMichete, C. Downing, G. Dutter, M. Eames, R. Fabbro, C. Finch, J. Glocker, T. Keys, J. Kiggins, B. Martineau, R. Moore, M. Ofsowitz, J. Oriel, M. Palermo, D. Quatro F. Rinehart, R. Shea, A. Stainton, R. Straubhaar, J. Sturnick, S. Tshibangu,

STUDENTS: B. Pruden, D. Elliott, M. Houston

I. Meeting called to order: 3:36 p.m.

II. Guests: Valarie Avalone and Bonnie Connell, Co-Chairs 2007-2011 Strategic Plan Presentation

- A. Process
 - 1. 15 months
 - 2. Gathered information from a variety of sources
 - a. literature review
 - b. college research
 - c. Middle States report
 - d. SUNY Mission Review
 - e. Student Government presentations and feedback
 - 3. Reviewed by senior leadership and the Board of Trustees
 - 4. Feedback gathered from presentation at June Faculty Senate All College Meeting
- B. The committee members were recognized and thanked: Stuart Blacklaw, Christine Casalnuovo-Adams, Cynthia Cooper, Terrance Keys, Annette Leopard, Ramona Moore, Martha Palermo, Dawn Quatro, Richard Ryther, Kate Schiefen, Raymond Shea, Ann Topping, Ex-officio: Angel Andreu and Richard Degus.
- C. As suggested in the Middle States Report, the committee has incorporated leadership and innovation into the mission while retaining student success as the College's highest priority. The changes also incorporate feedback from the College's Board of Trustees.
 - 1. Mission Statement: The mission of Monroe Community College is to provide access to high quality education and training programs to a diverse community. Student success is the College's highest priority. In fulfilling its mission, the College is committed to excellence in teaching, comprehensiveness, lifelong learning and citizenship. The College embraces its role as a stimulus for economic development and values partnerships, innovation and educational leadership.
- D. Overview
 - 1. Seven Strategic Directions
 - 2. Thirty-six Goals
 - 3. One hundred eleven Objectives
- E. Direction 1: Promoting excellence in teaching and learning

1. The priorities of teaching and learning will continue to be paramount
 2. Design and delivery: Courses, programs and services will need to adapt to meet changing educational and training needs
 3. Academic honesty and integrity: We should foster an atmosphere of respect and responsibility throughout the College community while promoting citizenship, civility, and civic engagement
- F. Direction 2: Enriching and broadening the student experience
1. Create and promote environments that encourage learning outside the classroom
 2. Prepare students to engage in a global economy and culturally diverse world
- G. Direction 3: Responding to community, workforce needs and enrollment
1. Enhance College's image by implementing strategies which enhance the College's visibility and image within the community
 2. Workforce: Pursue and expand partnership opportunities with business and community organizations
 3. Enrollment & Retention: Identify new student markets and implement retention strategies while maintaining academic excellence
- E. Direction 4: Building upon human capital
1. Strengthen efforts to recruit and retain a diverse faculty and staff
 2. Implement processes for ensuring an appropriate alignment of workload and job responsibilities
 3. Encourage and support professional and personal growth through development activities and training
- F. Direction 5: Enhancing our physical environment
1. Design, enhance and maintain high-quality, multi-functional facilities
 2. Promote and implement energy conservation and viable sustainability initiatives
- G. Direction 6: Responding to fiscal challenges
1. Increase county, state and federal support along with support from individual, corporate and private foundations
 2. Identify cost saving strategies and maximize the use of the College's resources
- H. Direction 7: Enhancing the learning environment through technology
1. Maintaining and upgrading the technology infrastructure in support of student learning, teaching, and support services
 2. To provide support for expanded distance learning initiatives
- I. Next Steps
1. Submit plan to President and Senior Administration
 2. Send it to the Board of Trustees for their acceptance at December 18 meeting
- J. A question was asked regarding what will happen with the Strategic Plan if enrollment drops. V. Avalone explained that the College is looking at new markets and the physical challenges that may occur with a drop in enrollment. Enrollment initiatives have become a priority that the College has already started working on by looking for students from outside the county, attracting students with choice, and examining retention.

III. Announcements: T. Tugel

- A. T. Tugel met with E. Ripton and A. Felicetti who explained that the deadline to submit final grades has been moved from noon 12/27 to noon 12/26 because of Banner. The current version of Banner Native will not be supported as of January 1, 2007, so the college has to switch to a new version. Because this requires a four day shut down of the College's network, the deadline for final grades had to be adjusted.
- B. In late August, a faculty member expressed concern to the Senate about the process by which an administrative position was filled without following the process as required by the Senate Bylaws. The faculty member saw an advertisement for the Assistant Director of Human Resources, instead of the Director position, the one which the retiring person held. S. Forsyth met with R. Degus in September; he explained that the administration made the decision to promote current Assistant Director to Director so the open position was for Assistant Director. On September 11, SCAA received a formal request from R. Degus requesting their feedback on this decision within the five week timeline outlined by the bylaws. The Executive Committee's concerns didn't lie with the

outcome of the decision but the sequence of events leading up to that decision. The EC believes the bylaws call for collaboration between FS and the administration at the beginning of the decision-making process, not after a decision has already been made. This concern was shared by faculty members, the chairs network, and administrators who forwarded concerns to the EC.

The FS missed the opportunity to discuss this issue at the September meeting after which several questions were received, so T. Tugel asked S. Forsyth to send an e mail to Senators clarifying the situation. In retrospect, this was not the best way to disseminate information, but the alternative of waiting until the October meeting would mean Senators would be informed of the concerns after the deadline for the submission of SCAA's recommendation.

Unfortunately, the intent of the e mail was misinterpreted for which T. Tugel apologized. Additionally, this is not the first time SCAA has expressed concerns with the administration's process.

SCAA has made their recommendations and submitted them to R. Degus.

President Flynn acknowledged a mistake in the process—that SCAA should have been notified in time to offer their feedback before the decision was made; furthermore, President Flynn has stated he will use this opportunity to remind senior administration to involve SCAA as indicated by the bylaws.

Diane Cecero met with the EC last week for a frank and open discussion where the EC expressed its concerns regarding the process used by the administration over the last several years.

The Middle States report indicated that the process in the FS Bylaws hasn't always been followed and needs to be followed consistently. The problem is that the interpretation by the FS of the Bylaws differs from that of the administration. Clearly it is time that we find a way to collaboratively work towards finding a consistent and mutually agreeable way to follow the bylaws.

IV. Student announcements; Dan Elliott and Brian Pruden

- A. The Brighton Campus Student Government Association has been working on the Rock the Vote campaign with the SUNY system and has registered many students to vote. Phase two is to encourage students to actually get out and vote by holding a Nov 6-7 event in the atrium providing information about local political races and where candidates stand on issues related to students including the job market in the area and higher education.
- B. Students have complained to SGA about the nuisance cell phones cause in class and asked them to work with faculty to develop a unified statement regarding policies for cell phones in class.
- C. Plans are in the works for a committee to address students smoking out of designated areas. Senate representation on that committee is encouraged.
- D. Marsay Huston from Damon's SEGA was introduced

V. Approval of Minutes: Minutes from the September 21, 2006 meeting were approved as written

VI. Standing Committee Reports

Academic Policies Committee -- E.Grissing

APC has revisited the changes they recommended after reviewing the Resolutions last school year. Four issues will be presented at a November open hearing.

Curriculum -- A. Leopard

The Curriculum Committee has given final approval to the following:

Eight Course Revisions:

CR1F CSC 101 Introduction to Computer Science
CR3F TAM 141 Machine Shop Laboratory
CR4F TAM 105 Machine Project Laboratory
CR6F TAM 142 CNC Mill Set-up
CR7F TAM 143 CNC Lathe Set-up
CR8F EMG 106 Emergency Response Planning
CR9F EMG 103 Developing Volunteer Resources
CR10F EMG 104 Resource and Donation Management

Two New Programs:

NP3S Emergency Management, AAS
NP4S Emergency Management, Certificate

One Course Deactivation:

CD1F NAC 100 Nursing Assistant Training

The Curriculum Committee has posted the following 10/12/06 – 10/25/06:

One Course Deactivation:

CD2F NAC 102 Nursing Assistant Training

Four Course Revisions:

CR13F IDE 203 Interior Design IV
CR14F IDE 201 Interior Design III
CR15F FSA 107 Menu Planning
CR5F TAM 139 CNC Vertical Machine Tool Programming I

NEG - S. Murphy

Betsy Ripton will temporarily replace Ginger Toth as a Senator on APC while Ginger is on leave.

SCAA – R. DeFelice for S. Forsyth

SCAA has a meeting set up with Alberta Lee, Director of Human Resources, to discuss her vision of HR. Senators are encouraged to send any specific questions they have to Susan Forsyth by October 27th.

The job description for the Dean of Liberal Arts position is being published in various media areas including the MCC webpage. SCAA will conduct its own search parallel to the Administrative search.

Planning – B. Connell

The Planning Committee is meeting next Tuesday to develop a grid to evaluate strategic planning grants in alignment with the Strategic Plan.

The Strategic Planning Committee has one more scheduled meeting.

Professional Development – J. Thompson

November 1st is the due date for NISOD nominations.

VII. Curriculum Action Items:

Emergency Management, AAS unanimously approved after discussion regarding job opportunities for those in the program.
Emergency Management, Certificate, unanimously approved

VIII. Old Business

None

IV. New Business

With help from the standing committees, the Executive Committee spent last school year reviewing the Faculty Senate Resolutions. Several recommendations will be presented to the Senate at the November meeting in preparation for a full Senate vote at the December meeting. However, several revisions deal with academic policies and curriculum so open hearings will be held at Damon November 6th during the Academic Faculty meeting and at Brighton November 8th during College Hour so faculty can provide input on these changes before they are presented to the Senate. Senators should encourage their constituents to look at the proposed revisions on the FS website before the open hearings.

Issues that will be discussed:

1. Greenslips: A revision of the greenslip policy because with Banner faculty can override their own courses. APC would like to draft a process eliminating the paper forms that would allow faculty to override their own courses with department oversight.
2. Sequential Courses: Currently the Resolutions indicate that students can't repeat an earlier course in a sequence; APC recommends deleting this restriction.
3. Student Initiated Course withdrawals: APC recommends changing the policy to allow students to withdraw without faculty member signatures.
4. The Graduation Certification Office recommends a few short additions to the Resolutions regarding the granting of two associate degrees.
5. Independent Studies: After a concern was brought to the Senate about the lack of policies regarding independent studies, an ad hoc committee of the FS Curriculum Committee developed guidelines for proposed inclusion in the Resolutions.

The FS website will have wording of the current Resolutions, proposed changes, and the rationale for the proposals.

Meeting adjourned at 4: 25. p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the November 16, 2006 Faculty Senate meeting.



November 16, 2006

PRESENT: S. Batista-Provost, I. Benz, C. Boettrich, S. Cable (Vice-President), B. Connell, B. Dery, K. Eirich, S. ElRayess, M. Ewanechko, S. Fess, S. Forsyth, M. Fugate, E. Grissing, R. Hamell, K. Huggins, A. John, , N. Karolinski, R. Kennedy, P. Keyes, A. Leopard, D. McConkey, J. McKenna, S. Murphy, J. Nelson, S. Olaode, P. Peterson, M. Rizzo, D. Shaw, B. Smithgall, A. Striegel, J. Thompson, M. Timmons, T. Tugel (President), P. Wakem, S. Weider, C. Wendtland, E. West, S. Wexler, H. Wheeler (Secretary), H. Wynn-Preische, W. Yanklowski

ABSENT: P. Bishop, R. DeFelice, D. Leach, D. Mueller, D. Smith, V. Toth, W. Willard,

GUESTS, S. Blacklaw, D. Cecero, A. Felicetti, M. Murphy, F. Rinehart, E. Ripton, S. Tshibangu

STUDENTS: D. Elliott, B. Pruden, Y. Yockel

I. Meeting called to order: 3:35 p.m

II. Guest Speakers: Margaret Murphy & Louis Silvers – Faculty Council of Community Colleges (FCCC) Update

- A. L. Silvers introduced himself and explained that changes in the SUNY system are expected. We have a new Provost, and we will have a new Vice Chancellor with expected Board of Trustee changes due to the change in the governor and legislature.
- B. The FCCC met in October and passed two resolutions to which the SUNY Chancellor is obligated to respond.
- C. Suffolk County Community College passed a resolution to suspend the Strengthened Campus Based Assessment (SCBA) initiative until the Chancellor explains how SUNY is going to fund SCBA on each campus.
 1. The FCCC passed the following similar resolution: The Faculty Council of Community Colleges recommends that faculty work collaboratively with campus Presidents to identify the costs associated with the requirements and implementation of strengthened campus-based assessment; the Faculty Council of Community Colleges requests that Chancellor Ryan clarify and demonstrate how System Administration's allocated funding for strengthened campus-based assessment satisfies the requirements of the SUNY Board of Trustees amended Resolution 2003-65 in June 2004.
- D. Legislation passed in Albany adding the University Faculty Senate President as an ex-officio member to the SUNY Board of Trustees. Legislation adding the FCCC President was not passed because the legislature feels that FCCC members are county employees and the SUNY Board of Trustees is a state level organization.
 1. The FCCC passed the following resolution: *Therefore, be it Resolved* that the President of the Faculty Council of Community Colleges be included as a non-voting member of the SUNY Board of Trustees. *And be it further Resolved* that the President of the FCCC forward this Resolution to the Chancellor of the State University of New York, to the SUNY Vice-Chancellor for Community Colleges, to the SUNY Board of Trustees, and to the Chairs of the Legislative Committees on Higher education.
- E. L. Silvers discussed both of these resolutions with President Flynn and T. Tugel.

- F. Although as an ex-officio member, the FCCC President would not be able to vote, he or she would be able to attend meetings and participate in the discussion. Currently Board of Trustee meetings are closed to the FCCC and questions can only be asked after a decision has been made.
- G. The faculty was urged to discuss the second resolution with their constituents in preparation for a vote on it at the December full Senate meeting.

III. Announcements: T. Tugel

- A. T. Tugel has received several questions regarding the Student Opinion Surveys because in September she announced that the EC had voted to "suspend" the Resolution 1.11 Student Opinions of Courses and Faculty for this fall semester because of concerns with implementing the surveys using Banner. This information was conveyed to the Faculty in her update at the beginning of the fall semester. The requirement to administer surveys is done in accordance with a Senate resolution, not a requirement of the administration. Academic Services simply facilitates the resolution by administering and collecting the surveys.

Computing determined administration of the survey was possible with two stipulations: students must bubble in the CRN number and only lead teachers assigned to the course would receive surveys. Based on feedback K. Collins received from dept. chairs, chairs said this was not a problem, thus Academic Services determined the survey could be administered and took the steps necessary to do that.

The EC has not reversed its original decision to suspend the Resolution requiring the survey to be administered. If individual faculty and/or departments wish to participate, they may do so voluntarily.

The Senate is standing by its decision made last June, that the resolution requiring the survey be suspended. IF a faculty member wishes to participate, or departments decide to require it, they may do so voluntarily.

An Ad Hoc committee, chaired by Mike Ruff, has been asked to look at a variety of issues relating to the survey including implementation and how the information is used.

- B. T. Tugel met with D. Cecero regarding the committee charged with clarifying SCAA's role. This committee is not charged with changing the bylaw, but with how to consistently apply the bylaw. The committee members are: P. Collinge, T. Keys, C. Belle-Isle, B. Connolly, K. Morris, R. Degus, and D. Cecero. The committee has been asked to report to the EC at the end of March or the first week of April and the full Senate in April.
- C. The Senate had asked for volunteers to serve on an ad hoc committee to look at academic honesty and an honor code. The EC has since found out that there is still a committee out of Student Services and Academic Services working on these issues, so the EC suspended the ad hoc committee to avoid having multiple committees working on the same issues. Since faculty are very interested in these topics, the Senate will hold an open hearing or a full Senate meeting in the spring semester devoted to hearing concerns and gathering information from faculty.

IV. Student Announcements: Brian Pruden and Dan Elliott, Brighton Student Government Association

- A. After talking to students, Student Government has learned that students get most of their information from their professors instead of the flyers on campus or online, so SG asked the faculty to stress anything that might pertain to students in their classes.
- B. SG is sponsoring a blood drive on December 14th in the Forum. MCC is the number one college donating blood by students with RIT as 2nd and Nazareth as 3rd. SG wants MCC to continue to stay #1.
- C. The SG will keep the FS informed about their activities by sending us their agenda and minutes. They also ask that faculty announce their meetings in classes: every Tuesday at 2:15 in the Forum.
- D. SG is working on increasing its visibility on campus.

E. The campus environment coordinator is stressing a new campus recycling program. He is doing bin audits by examining recycling bins in classrooms.

V. **Approval of Minutes:** Minutes from the October 19, 2006 meeting were approved as amended.

VI. **Standing Committee Reports**

Academic Policies Committee -- E.Grissing

E. Grissing presented the proposed changes to Academic Policies Resolutions which will be voted on at the December 14th Senate meeting. Ed encouraged Senators to discuss these changes with their constituents so they represent their constituents' positions.

Present Wording of Resolution	Proposed Change	Rationale for Change
(1.2.7; Green Slips) Students may request permission to be admitted into courses which are closed to enrollment on the master schedule. If permission of the instructor teaching the class is granted, a "Green Slip" will be signed and given to the student by the instructor. Green slips for all courses must also be signed by the Department Chairperson. Since policy on green slips differs among departments, students should contact the faculty member or the department chair during the registration process.	Departments shall establish a policy on registration overrides and communicate it to their faculty. The individual faculty member assigned to teach a course may perform a registration override for his or her section(s) in accordance with department policy.	To allow faculty to perform registration overrides for their own sections electronically (using Banner) while maintaining departmental oversight of the process
(1.1.4; Repeating Courses) The first level course may not be repeated after the student has passed the second or higher level course, except with permission of the department chairperson.	Deletion of this resolution	1. Ambiguity of wording ("first level course," "second or higher level course"); 2. There may be sound academic reasons for repeating a foundations course; 3. Lack of consistency in enforcing this policy
(1.1.6 (2a); Course withdrawals) A student must complete this three-step process: 1) Complete a course withdrawal form (available at ...); 2) Obtain the signature of the course instructor or department chair after discussion of the possible withdrawal (the student may withdraw from the course even though the faculty member has advised against it); 3) Return the signed form (to...)	A student can withdraw from an individual course using the Banner student self-service system. The student may not use Banner self-service to do a complete withdrawal.	A poll of faculty (through Senators and department chairs) conducted in fall, 2005 showed a large majority favored this change. Note: Faculty can view the change in student status via the Banner class roster. An instructor may contact the student directly if he or she feels the student needs further advice about withdrawing.
(1.2.5(2); Policy governing conferral of two associate degrees) No change in present wording of sections a-d.	Addition of three more statements: (e) Students pursuing a second degree will follow the degree requirements as listed in the Catalog/Student Handbook at the time of matriculation into the program; (f) Students may not be	Recommendation of Graduation Certification Office to clarify present practice governing students pursuing a second associate degree

	<p>matriculated into two high demand health programs simultaneously; (g) Students seeking a second degree in their last semester of study should contact the Graduation Certification Office for the procedure to follow.</p>	
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Curriculum – A. Leopard

The Curriculum Committee has given final approval to the following:

One Course Deactivation:

CD2F NAC 102 Nursing Assistant Training

Seven Course Revisions:

CR11F FSA 203 Culinary Arts II: Advanced Food Preparation
CR12F TAM 205 CNC Machine Project Laboratory
CR16F PSY 206 Abnormal Psychology
CR13F IDE 203 Interior Design IV
CR14F IDE 201 Interior Design III
CR15F FSA 107 Menu Planning
CR5F TAM 139 CNC Vertical Machine Tool Programming I

Two Program Revisions:

PR2F Hotel Management, Certificate
PR3F Travel and Tourism, Certificate

Two New Achievement Awards:

NP2F Infant Toddler Care and Education Credentialing Award
NP3F Child Development Associate Award

Two New Programs:

NP5S Teaching Assistant/Paraprofessional Certificate/Educational Technology
Teaching Assistant
NP2F Precision Machining-Optical Fabrication

The Curriculum Committee has posted the following (11/9 – 11/23)

Two Course Deactivations:

CD3F NUR 215 Nursing Role Transformation: Student to Graduate
CD4F ACC 211 Intermediate Accounting II

One Course Revisions:

CR18F ART 231 Art Seminar-Portfolio Development

Two Program Revisions:

PR4F Business Administration, AS
PR5F Graphic Arts and Printing (phase 1)

One New Course:

NC1F BIO 150 Introduction to Biological Evolution

An ad hoc committee of the Curriculum Committee, chaired by R. Rigoni, will be investigating how to implement the following Middle States recommendation: “MCC should develop an accountability system

to make sure that information literacy; critical analysis and reasoning; and the study of values, ethics, and diverse perspectives are incorporated into each student's general education program." This committee will begin work in the spring semester and will report to the Curriculum Committee by mid May.

A. Leopard presented the proposed changes to Academic Policies Resolutions which will be voted on at the December 14th Senate meeting.

A. Leopard indicated that in response to the open hearings, some of the language in numbers one and three below has been changed. There are currently no resolutions regarding independent studies so these resolutions are new.

Guidelines for Independent Study

1. Definition: Independent Study at MCC is a credit bearing study done by an individual student under the sponsorship of a faculty member who provides initial guidance, criticism, review and final evaluation of student performance. Existing courses in the MCC Catalog cannot be offered as Independent Studies.
2. Independent Study may be taken (in accordance with Student Program resolution Section 1.1.3) as a
 - A. Program requirement
 - B. Program elective
 - C. General elective
3. Credit
No more than 15 Independent Study credits may be granted toward a degree.
Credit for a project will be determined jointly by the student, faculty sponsor and department chairperson to accurately reflect the time and work involved. A recommended guide for credit allocation is one credit hour for the equivalent of every forty-five sessions of student academic activities of 50 minutes duration each (37.5 clock hours).
4. Grade
The grade for Independent Study projects will be in accordance with the College's credit hours and quality points.
5. Approval
The student will obtain an application form from the Office of Experiential and Adult Learning and then should meet with the sponsoring faculty member who will initiate the approval process by completing in the Curriculum Database a proposal for the Independent Study including a short descriptive title, a prefix indicating the sponsoring department, a statement indicating that the course is not an existing course in the MCC catalog, the name and student number of the student, the reason for the Independent Study, the number of credit hours for the course, the academic activities required for completion of the course and the number of hours to be spent completing them in order to justify the number of credit hours to be awarded for the course, and how the grade is to be determined, including whether a final project or report is required and, if so, whether it will be archived in the library. The proposal must then gain the approval of the department chairperson, the Director of Experiential and Adult Learning, and the Dean of Curriculum, in that order. The Curriculum Office will keep Division Deans informed of any Independent Studies proposals in their divisions along with any actions taken on them.
6. Records
A paper copy of the application will be kept in the Office of Experiential and Adult Learning. The approved proposal will be kept in the Curriculum Database. The official College record (student transcript) will show the course prefix and the number 290 and a course title which will include the letters IS, for Independent Study, and a brief descriptive title, the sponsoring instructor, the credit hours and the final grade.

Discussion followed:

A. Felicetti indicated that a Middle States recommendation was to reexamine the college catalog for courses that haven't been offered in years. He questioned whether this proposal would apply to those courses. A. Leopard says yes.

NEG - S. Murphy

No report.

SCAA -- S. Forsyth

S. Forsyth met with J. Glocker regarding the Liberal Arts Dean search. SCAA will be doing a parallel search with the administration. also met with Dean Adams who is chairing the administration's search to discuss dates for meetings and hearings, which hopefully will be underway for April.

Planning – B. Connell

The Planning Committee developed a grid to evaluate the grants based on the tenets of the strategic plan; evaluation will focus on grants that will benefit multiple people instead of more equipment based proposals.

Professional Development – J. Thompson

The Professional Development Committee is teaming up with TCC to present “ Bonding over Bain,” a series of book discussions culminating in a Jan 12th discussion with Bain himself.

The SUNY Chancellor's Award for Excellence announcement is on the FS website; the due date for nominations is 4 pm Friday December 8th.

VII. Curriculum Action Items:

2005 NP2F Precision Machining – Optical Fabrication Certificate, passed unanimously
2006 NP5S Teaching Assistant Certificate, passed unanimously after discussion
2006 PR2F Hotel Management, Certificate, passed unanimously
2006 PR 3F Travel and Tourism, Certificate, passed unanimously

VIII. New Business

None

IX. Old Business

T. Tugel reminded Senators that the next meeting will include the All Faculty Senate meeting with the business portion of the meeting following the all faculty portion of the meeting.

Holly Wynne-Preisiche will be one of the guest speakers at the December meeting. Two guests from Cornell will also be attending to give the Senate an overview of the Pathway to Success program.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the December 14, 2006 All College Faculty Senate meeting.



December 14, 2006

PRESENT: S. Batistta-Provost, I. Benz, P. Bishop, C. Boettrich, S. Cable (Vice-President), B. Connell, R. DeFelice, B. Dery, K. Eirich, S. ElRayess, S. Forsyth, M. Fugate, E. Grissing, R. Hamell, A. John, N. Karolinski, R. Kennedy, P. Keyes, D. Leach, A. Leopard, D. McConkey, D. Mueller, S. Murphy, J. Nelson, S. Olaode, P. Peterson, D. Shaw, D. Smith, B. Smithgall, J. Thompson, M. Timmons, T. Tugel (President), P. Wakem, S. Weider, C. Wendtland, E. West, S. Wexler, H. Wheeler (Secretary), W. Willard, H. Wynn-Preishe, W. Yanklowski

ABSENT: M. Ewanechko, S. Fess, K. Huggins, , J. McKenna, M. Rizzo, A. Striegel, V. Toth,

GUESTS: E. Baker, S. Blacklaw, P. Burgess, D. Cecero, P. Collinge, K. Collins, M. DiSano, K. Doyle, B. Edelbach, A. Harrington, T. Keys, C. Marhatta, M. Marino, E. Martin, J. Murphy, N. Primo, F. Rinehart, D. Sellos, L. Silvers D. Stewart, P. Tracy, S. Tshibangu, T. Vinci.

STUDENTS: B. Prudent, D. Elliott

I. Meeting called to order: 3:35 p.m

II. Guest Speakers: Cathleen Sheils and Alan Mathios – Cornell University Jack Kent Cooke Partnership Program with MCC.

- A. The Pathways to Success Program will provide prospective students and faculty advisors with information, support, and guidance as they explore the transfer admission and financial aid processes.
- B. Goals of the program:
 - 1. Increase the number of applications and the success rates of those applications
 - 2. Encourage low to moderate income students to pursue a bachelor's degree from Cornell
 - 3. Use this model as a basis for further collaborative relationships with community colleges
- C. Why Cornell was chosen by the Jack Kent Cooke Foundation
 - 1. Foundation focused on selective institutions including Tier 1 research universities
 - 2. Phase I included a site visit to Cornell and the Foundation was able to see the commitment of Cornell to transfer students
 - 3. Needs-blind admission process makes Cornell and Ivy League Institution with diverse SES student body
 - 4. A history of a large number of transfer students (more than several other IVY league institutions combined)
 - 5. Land grant mission and commitment to NYS students
 - 6. Strong community colleges with clarity in the strength of the partnership between MCC and Cornell
- D. Why MCC was chosen for this partnership
 - 1. The partnership with MCC was attractive because of the existing relationship between the two institutions
 - 2. MCC was one of the top institutions in applications from community colleges

3. The diverse socioeconomic background of MCC students fits well with the goals of the Pathways program
- E. Accomplishments to date
1. Student kickoff event with Cornell representatives
 2. Open house at Cornell with faculty, students and development professionals
 3. Students are welcome to attend transfer day
 4. Advisor in Residence—representatives of Cornell at MCC discussing options and how to prepare for applying to Cornell
 5. Summer workshop program is in development
- F. Key development issues/challenges
1. Cornell is a complex organization and understanding what area students are interested in and what college within Cornell to apply to can be daunting. The goal of program is to help advise students on these issues.
 2. Cornell has seven undergraduate colleges and many if not all areas of study can be found in several different colleges, so advising students is key.
- G. How to make this program work
1. Work collaboratively to help guide students
 - a. Work with student development staff at MCC
 - b. Inform faculty about various colleges at Cornell and the Pathways to Success program
 - c. Work directly with students
 - d. Assistant director of financial aid from Cornell will be doing one-on-one sessions at MCC to provide students with more information on the financial aid application process
 2. Critical role of the faculty
 - a. Develop an understanding of the Pathways to Success program
 - b. Identify students to be a part of or at least consider participating in the program
 - c. Promote program events to students
 - d. Increase their knowledge of Cornell and the opportunities it offers
 - e. Refer students to career center for admission advising
 3. Working with students
 - a. Some of Cornell's colleges have specific transfer articulation agreements with MCC which provide course specific suggestions to prepare students for study in a particular college
 - b. All colleges provide input to help students prepare
 4. Admission standards
 - a. Cornell is not changing its admission standards
 - b. Better communicate with students to prepare them for study at Cornell
 - c. Understand that performance at MCC in the coursework suggested by Cornell is a very important part of the application process.
 - d. More emphasis on performance at MCC than previous academic issues (such as SATs, high school grades, etc)
 5. Programming for admitted students
 - a. Summer workshop is under development
 - b. Cornell already provides specific programming for transfer students
 - c. University orientation program
 - d. College orientation program
 - e. Department specific orientation program
 - f. Some colleges already have about 1/3 of their graduates as transfer students
 - g. Study by Cornell found minimal differences in GPA in Cornell courses for transfers from community colleges and freshman matriculants
 6. Housing for students
 - a. Transfer students are guaranteed housing
 - b. Residential programming—while Cornell will no longer have a transfer center residence hall, the university has invested significantly in a House system

(modeled similar to Yale) and transfer students will be clustered together in that system

- H. Additional information from the question and answer period
 - 1. The goal of the program is for students to graduate within two years coming in with 60 credits.
 - 2. The Career Center has brochures available for students. Holly Wynn-Preische will forward a web link to Sandy Wynne.
 - 3. The acceptance rate for first year students is 20-30% and for transfers about 40%, depending on college. Students with better than a 3.0 GPA, life story, the fit with a major, and courses students took to prepare them for their program at Cornell are all factors in acceptance. From MCC, acceptance across the colleges is 50-70%.
 - 4. Cornell doesn't use a point system with admission. While there is a check box for minority students, applications are reviewed in the context of academic performance.
 - 5. Cornell doesn't have quotas for admission. Any qualified transfer student will be admitted.
- I. A. Mathios indicated that he values greatly the impact that transfer students have on the culture of the college and as a representative of the Cornell Pathways to Success program he is excited to work with MCC on the common goal of seeing students reach their ultimate potential

III. All College Faculty Meeting

- A. T. Tugel thanked R. Degus for providing the refreshments and invited comments and questions from the floor.
- B. P. Tracy and J. Murphy reported on the classroom response systems on behalf of the Classroom Committee. The committee focused on two systems, Turning Point and InterWrite. They provided demonstrations on campus for faculty feedback and are currently requesting final faculty input. A comparison chart will be available in the Tribune for review. The committee will be sending their recommendation forward to the Executive Committee. If the system is required by faculty, it may be possible for students to use financial aid.
- C. C. Wendtland indicated that he was asked by his constituents to look at creating or allocating a space for students enrolled in hybrid classes to take exams.
- D. P. Wakem asked the Senate to reconsider improving the final exam scheduling process. He indicated that there were several problems with students and faculty being scheduled for multiple exams at the same time and that the lateness of the schedule caused problems for students who scheduled work around class times, assuming their exams would be scheduled similarly to their classes. P. Collinge added that it was his understanding that a new system was used this fall: a different person was working on the schedule in the Registration and Records office, Banner changed the process, and the outside vendor that was used in the past to minimize conflicts is no longer in the business so the process was done in house. T. Tugel indicated that E. Ripton has heard some of these concerns and is willing to revisit the issue.
- E. A question was raised as to when the Senate would schedule meetings at other locations. T. Tugel indicated that the topic deserves attention and we have held Senate meetings in the past at Damon each semester, but doing so was problematic at times. The last time a meeting was held at another campus was several years ago so the issue can be looked into and considered.
- F. S. Weider thanked Housekeeping for keeping the market place area so clean
- G. R. DeFelice indicated that he was impressed with the student response to the Cornell initiative; it will provide a great opportunity for students who might not have considered Cornell as an option.

IV. Announcements: T. Tugel

- A. A concern about videotaping and recording in classes and then putting them on the web was forwarded to the Executive Committee. The EC is suggesting that faculty may want to include a statement prohibiting video taping without written permission on course information sheets.

V. Student Announcements: Brian Pruden and Dan Elliott, Brighton Student Government Association

- A. The student representatives thanked T. Tugel and the EC for the opportunity to address the Senate
- B. SG Pres. K Madden would have liked to attend the Senate meeting, but he had a conflicting meeting with the MCC association.
- C. Tomorrow night is the 15 year tradition, Breakfast with Santa, with a twist this year: Spaghetti with Santa, 6-9 p.m. in Monroe A and B, faculty members were encouraged to announce this in their classes.
- D. Student Senate minutes and agenda will be posted in the Tribune; Senators were asked to read them and inform their classes.
- E. SEGA president at Damon resigned; the new president wants to join Brighton SG at future Senate meetings.
- F. The student assembly is developing its own resolution stating that the FCCC president should be on the SUNY Board of Trustees.

VI. Approval of Minutes: Minutes from the November 16, 2006 meeting were approved as written.

VII. Standing Committee Reports

Academic Policies Committee -- E.Grissing

The APC has recently looked at a recommendation by the Placement and Testing Committee on changes to Math and English placements. The committee will present it to the EC in Jan and will bring it to the Senate in spring for a vote.

APC is continuing to work on the College's working policy on probation that allows first year, first semester probation students to continue in club and athletic activities. Send any comments to Ed. The policy should come forth in the spring for a Senate vote.

They are also organizing open hearings for February to get feedback on academic honesty issues.

Curriculum – A. Leopard

The Curriculum Committee has given final approval to the following:

Two Course Deactivations:

- CD3F NUR 215 Nursing Role Transformation: Student to Graduate
- CD4F ACC 211 Intermediate Accounting II

Seven Course Revisions:

- CR18F ART 231 Art Seminar-Portfolio Development
- CR20F COM113 Media Photography II
- CR21F COM115 Computer Generated Images
- CR22F COM135 Digital Photography
- CR23F COM203 Animation and Special Effects
- CR24F COM213 Color Photography
- CR25F COM223 Photographic Documentation

One New Course:

- NC1F BIO 150 Introduction to Biological Evolution

Four Program Revisions (Action Items for today):

- PR4F Business Administration, AS
- PR5F Graphic Arts and Printing (phase 1)
- PR6F Early Childhood, Certificate
- PR7F Visual Communication – Television/Photography, AAS

The Curriculum Committee posted the following 11/30 – 12/13 and will vote for final approval on January 18, 2007:

Two New Courses:

NC11S BUS 182 Business Research Methods
NC4F MUS133 Lyric Writing

NEG - S. Murphy

S. Murphy reminded Senators about vacancies in VaPA and Administrative area 2.

SCAA -- S. Forsyth

March, April and May dates have been set aside to interview candidates for the Dean of Liberal Arts position.

Planning – B. Connell

No report, but the committee will be busy in January working on grant proposals.

Professional Development – J. Thompson

The PD committee congratulates NISOD winners David Shaw, Margaret Murphy and J. Striebich

Hanson Award nominations are due in March.

Bonding with Bain discussion is January 12th. RSVP to Sandy Wynne.

VIII. Action Items:

A. Academic Policies Resolutions

1. 1.2.7 Green Slips

a. Proposed language: Departments shall establish a policy on registration overrides and communicate it to faculty. If that policy allows, the individual faculty member assigned to teach a course may perform a registration override for his or her section(s) in Banner self-service.

b. Discussion followed:

i. N. Karolinski doesn't support individual instructors' ability to do this because abuse of the system is possible. It also sends a message that class sizes can be bigger. F. Rhinehart indicated that seat size is contractual. T. Tugel indicated that the proposal would give departments oversight.

ii. Amendment: to change title of resolution to "registration overrides," passes

iii. Amendment: keep "greenslips" in the title, passes

iv. Amendment to wording of resolution: If it is in accordance with department policy, the individual faculty member assigned to teach a course may perform a registration override for his or her section(s).

B. Connell says this proposal isn't changing policy, but the instrument by which we override

The Amendment passes

v. Amendment to delete the second sentence

Discussion: that sentence is a mechanism by which we do it and provides individual access not granted by Banner.

Amendment is withdrawn

- vi. J. Nelson indicates that we can switch this option off and keep the policy as it is with using green slips.
- vii. W. Willard indicates that the proposal saves everyone time
- viii. K. Collins “If it” in proposed amendment doesn’t clarify the process because some departments will have more complicated processes

- c. Vote on the policy with changed wording and title:
1.2.7 Course Overrides (Green Slips)

Departments shall establish a policy on registration overrides and communicate it to faculty. If it is in accordance with department policy, the individual faculty member assigned to teach a course may perform a registration override for his or her section(s).

25 for, 4 against, resolution passes

- B. A vote to table the rest of the resolutions until the January meeting to give time for Curriculum Action items passes with 1 against and 2 abstentions
- C. Curriculum Action Items
 - a. PR4F Business Administration, AS, passed unanimously
 - b. PR5F Graphic Arts and Printing (phase 1), passed unanimously
 - c. PR6F Early Childhood, Certificate, passed unanimously
 - d. PR7F Visual Communication – Television/Photography, AAS, passed unanimously
- D. Resolution for FCCC, passes with one abstention

Be it resolved: the Faculty Senate of Monroe Community College supports the FCCC’s resolution (FCCC G2-2006) of October 21, 2006 requesting that the president of the Faculty Council for Community Colleges be included as a non-voting member of the SUNY Board of Trustees.

VIII. Old Business

None

IX. New Business

T. Tugel thanked the Senators still in attendance for recognizing that faculty governance is important and staying through the long meeting.

Meeting adjourned at 5:20 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the January 25, 2007 Faculty Senate meeting.