



January 25, 2007

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

ABSENT: S. Batista-Provost, I. Benz, B. Dery, N. Karolinski, R. Kennedy, J. McKenna, M. Rizzo, V. Toth, E. West

GUESTS: S. Blacklaw, D. Cecero, J. Glocker, R. Rodriguez

STUDENTS: B. Pruden

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

II. Announcements: T. Tugel

- A. T. Tugel explained that the action items have been moved to after announcements after the frustration felt by many after the December meeting concluded before all the action items could be voted on.
- B. The EC has decided to hold open hearings on the state of academic honesty on both the Brighton and Damon City campuses because faculty members have expressed concerns and because it is also a goal of our strategic plan. Questions have also been raised regarding faculty's knowledge of copyright laws when using information in their classes from the internet. These open hearings will begin a discussion and help the Senate determine what to do next. These hearings will be held at Brighton Wednesday 2/28 at noon in 8-100 and at DCC Monday 2/26 12-12:55 in 4034.
- C. T. Tugel received several concerns regarding the Tribune article about seniors auditing classes. One concern was that the article implied that as long as seats were available, anyone could audit. Senate Resolution 1.2.2 states auditing also requires permission of the instructor. Another concern was that seniors are being registered at the end of the drop/add period and faculty are being asked to catch them up on the first week's material. The Senate will be working with Taine Vinci, Interim Director of Counseling and Advising to develop a solution that will encourage seniors to take classes while continuing the good practices that go along with attending classes.

III. Action Items:

- A. Academic Policies Resolutions:
 - 1. Resolution 1.1.4 Repeating Courses
 - a. Resolution currently reads: 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. The proposal is to delete this resolution.
 - b. Discussion followed:

- i. S. Fess shared a concern from the Nursing Department that students who have a lower number of quality points may lose a seat to someone with more quality points who failed a higher class.
- ii. D. Cecero indicated that this would actually not fall under this resolution because a student would have to be readmitted to the program in order to re-take a lower level class.
- iii. M. Timmons expressed concerns about the rationale listed. If the problem is that the wording is ambiguous then the wording should be changed. If the second rationale is true, then the chair should be consulted. Lastly, the third rationale isn't a reason to change the policy. This policy punishes students who have a lesser means i.e. those who have tight financial aid can't retake courses in the same way as students with money.
- iv. A question was raised as to whether the original grade stays on the transcript. The grade does stay on the transcript, but the new course replaces it in the G.P.A.
- c. The resolution passes with 29 in favor, 1 opposed

2. Resolution 1.1.6 (2a). Course Withdrawal

- a. Proposed wording: 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.
- b. Discussion followed:
 - i. A question was raised about the possibility of an e mail being sent to faculty when a student withdraws. E. Ripton says that faculty have access to their rosters all the time so they'd know when students withdraw, but there is a way to generate reports that would indicate that information. A concern was shared with the APC that faculty don't check rosters every day. A question was raised as to whether a pop up was possible that would indicate to students what the possible consequences of withdrawing are; there isn't a feature like that in Banner but text can be added to Banner self-service that students could see when they sign on to that effect.
 - ii. S. Cable stresses that if this passes, we need to get the language onto the screen so students know before they withdraw what the consequences are of the decision. E. Ripton says text can be put in with whatever language we want.
- c. Resolution passes with 33 in favor, 1 opposed

3. Resolution 1.2.5 (2) Policy governing conferral of two associate degrees

- a. Proposal is not to change the present wording of sections a-d, but to add the following 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 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.
- b. Discussion followed:
 - i. A question was raised as to who would determine what program is "high demand". Admissions would make this determination based on enrollment and seat availability.

- ii. T. Tugel indicated that any program that has available seats wouldn't be considered high demand.
 - iii. S. Murphy indicated that since demands will change we should not list specific programs in the resolutions so the resolutions don't have to be changed when demand changes.
 - c. Resolution passes unanimously
- B. Curriculum Action Items
1. A. Leopard indicated that currently there are no resolutions regarding independent studies so this resolution contains all new information.

Independent Study Resolutions

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.
2. Discussion followed:

- a. S. Elrayess asked why courses offered in the catalog could not be offered for independent study because sometimes upper division courses that students need are cancelled, as happened with the Sign Language classes. A. Leopard indicated that the reason is because faculty members aren't compensated for independent studies. Faculty can certainly volunteer to teach an independent study, but if we make it a practice of teaching courses listed in the catalog in this way, the concern is that pressure could be put on faculty to continue to teach courses without pay. We need to communicate the importance of courses and programs to deans to get courses to run. A. Leopard says there may be a different avenue for situations like this one but that independent studies were designed for course curriculum that is different than regular course offerings. D. Cecero explained that the contract allows faculty to donate the time to teach a class without compensation, which is one way to address S. Elrayess' concern.
3. Resolution passes: 33 approved, 1 against

IV. Approval of Minutes: Minutes from the December 14, 2006 meeting were approved as written

V. Standing Committee Reports

Academic Policies Committee -- E.Grissing

APC has been discussing the working compromise for students on suspension and probation regarding students' ability to participate in sports and campus activities.

E. Grissing presented changes to the testing policy from the placement and testing committee which will be voted on in February. Senators were encouraged to discuss the proposal with their constituents and forward any comments or questions to Ed.

Proposed Placement Testing Policy

1.1.10 Entering Student Placement Policy (1997)

...Who Must Test: Placement testing will be required of all entering matriculated students, both full-time and part-time. High school graduates or G.E.D. recipients may qualify for the following exceptions:

- 1) Students who have completed an MCC-equivalent ~~English composition course or an MCC-equivalent college-level~~ college mathematics course at the College Algebra level or higher with a grade of C or better will be exempt from the corresponding section(s) of the placement test. However, if these mathematics courses were completed more than three years ago, testing may be required. Even if not required, testing is strongly recommended for students without recent mathematics experience to obtain estimates of current skill levels for advisement purposes.
- 2) Students who have completed a high school mathematics course ending with the Math B Regents exam, or 3rd-year college-preparatory mathematics, or equivalent within the past three years with a grade of B or better will be exempt from the corresponding section(s) of the placement test.
- 3) Students who have completed Regents English 11, or 3rd-year college-preparatory English, or equivalent ~~within the past three years with a grade of B or better will be exempt from the~~ corresponding section(s) of the placement test. Students who have successfully completed a College-level English composition course will also be exempt.

Rationale for proposed revisions:

The Placement Testing Committee proposed revisions last June to the institutional placement testing policy. The Academic Policies Committee subsequently (November) reviewed these proposed changes and found them reasonable. Please find attached for your review the relevant section/revision of the current MCC Testing Placement Policy and the proposed changes

(italicized/underlined). The policies for English and mathematics have been separated to make the policy for each discipline easier to read.

It is proposed that a grade of B be specified for Regents English as a cutoff for exemption from taking the English portion of the placement test. This change will make the cutoff policy consistent with the Mathematics Department, which already uses the same cutoff for exemption from taking the math portion of the placement test.

The proposed policy revision includes two other changes for mathematics placements. First, testing would be required for incoming students with college mathematics credit unless that credit is at the College Algebra level or higher. This is necessary to allow the Banner prerequisite checking system to work correctly. In Banner, students who are waived from testing are assumed to be placed at Math Level 8, which would allow them to register for higher level math classes. Therefore it would be problematic to waive a student from testing based on math credit for a lower level course based on the student's major, since students often change majors; Banner would not recognize that the student wasn't ready for a higher level course.

The second change in waivers for mathematics testing is to replace the outdated references to high school Regents Course III (which has been discontinued) with a newer reference to Math B (which is roughly the same level as the former Course III). The wording is also slightly different since Math B is an exam only, not a course, whereas Course III included both a course and an exam.

A second resolution will also be voted on in February:

Present resolution: 1.1.5.3: If for any reason a faculty member finds it necessary to change a grade after the grades have been submitted to the Office of Registration and Records, the faculty member shall submit reasons in writing to the department chairperson on the academic record change form which shall be subsequently approved by the department chairperson and division dean and then forwarded to the Office of Registration and Records.

Proposal eliminate the underlined "and division dean"

Rationale: Deans generally are not personally aware of the reasons for the grade change and trust the judgment of the faculty member and department chair involved. Current Practice: The line for the dean's signature was removed from the grade change form more than ten years ago.

Curriculum – A. Leopard

Faculty Senate Resolutions regarding assessment in the Curriculum section are out of date and need to be revised. An Ad Hoc Committee on Assessment and Program Review has been named as listed below. A chair will be elected at the first meeting of the group, scheduled for February 6, 2007.

Annesi, Lori (ETS: Library)
Boester, Michael (Chemistry & Geosciences)
Fabbro, Regina (English-Philosophy)
Martin, Denee (Visual & Performing Arts)
Pearles, Raymond (Housing & Residence Life)
Silas, Melany (Health & Physical Education)
Stewart, Richard (Mathematics)

Ex Officio:

Blacklaw, Stuart (Curriculum & Program Development)
Erickson, Maureen (Curriculum & Program Development)

Recorder:

Lepore, Gale Ann (Curriculum & Program Development)

Vice President Janet Glocker indicated that she will be sending out a letter to faculty regarding student learning outcomes in February. The Middle States study recommends student learning outcomes be included in all course syllabi. The Faculty Senate will be calling for volunteers to review student learning outcomes which will then be stored in the Curriculum data base.

The Curriculum Committee has given final approval to the following:

Two New Courses:

NC11S BUS 182 Business Research Methods
NC4F MUS133 Lyric Writing

Five Course Deactivations:

CD5F BUS 105 E-Commerce and Marketing on the Internet
CD6F BUS136 Basic Supervisory Skills
CD7F BUS137 Supervisory Skills for Managing Work
CD8F BUS138 Supervisory Skills for Employee Development
CD9F SCI 201 Computer Applications in Natural Sciences
CD10F BUS 213 Corporate Finance

The Curriculum Committee posted the following until 2/01/2007 at 3:30 p.m.

One Course Deactivation:

CD11F MAR 212 Marketing Management

Two Course Revisions:

CR29F COM 106 Media Photography I
CR31F PLE 210 Public Safety Supervision

One New Course:

NC8F LDS 102 Leadership and Diversity

One Program Deactivation:

PD2F Public Administration, Certificate

One Program Revision:

PR8F Apprentice Training-Automotive Toyota T-Ten, AAS

NEG - S. Murphy

This semester NEG will be running elections for 16 senate seats, officers, and the FCCC representative. Mary Rizzo and Elizabeth West are both resigning their seats due to job changes which move them to different areas. Special elections will also be held for both of these seats.

S. Murphy presented the following resolution changes up for vote in February.

Current Resolution: Resolution 6.1.4 (3)

Written nomination forms and ballots shall be used for all departments and areas to ensure that all faculty members have the opportunity to vote for their senator(s) even when only one candidate is listed on a ballot.

Proposed Resolution: Elections for contested seats will be held utilizing an anonymous form of ballot casting. If only one candidate is nominated from a department or area, the candidate will become senator with the approval of the Executive Committee unless a constituent of that department or area may request a ballot election. A ballot election may be requested by contacting the chair of the NEG Committee within one week of the announcement of nominations to the department.

Rationale: The majority of senator elections involve one candidate. Eliminating paper ballots for an uncontested election provides for a more efficient election process

Resolution 6.1.8 (FCCC representative election)

Add the following statement:

(11) An alternate representative to the FCCC may be appointed by the Executive Committee.

Rationale: In the event that the MCC representative cannot attend an FCCC meeting, an alternate would be available.

SCAA -- S. Forsyth

Harry Merriman has left the college and Taine Vinci is currently the temporary Director of Counseling and Advising. SCAA will not be conducting a separate search but SCAA members D. Shaw and K. Huggins will sit on the administrative committee.

The committee is currently reviewing Dean of Liberal Arts applications and will be meeting with Carol Adams in early February to discuss them.

Planning – B. Connell

The Planning Committee has received the strategic planning grants proposals and is meeting soon to award the grants. Then the committee will begin working to align the resolutions with the new approved strategic plan.

Professional Development – J. Thompson

The Professional Development Committee thanked Senators for attending the January Bain presentation. Announcements for the Dr. Wesley T. Hanson Award for Teaching Excellence, the MCC Award for Excellence in Professional Service, and Leaves for Professional Advancement for the Benefit of the College will be forthcoming.

V. Student Announcements: Brian Pruden, Brighton Student Government Association

- A. MCC is hosting a blood drive for the Red Cross on February 8, 2007 from 10-4 in the Forum.
- B. On behalf of the Campus Activities Board, all are invited to welcome week starting Monday, January 29, 2007. Monday is Battle of the Sexes in Monroe A & B from 12:00-1:30. Tuesday is Funny Photos! in Main Dining from 11:00-2:00. Wednesday is Activity Day in the Atrium from 11:30-2:00. Thursday is Mock Rock Videos in Main Dining from 11:00-2:00. Friday is Freestyle Friday in Main Dining from 12:00-1:00.
- C. Jamie Smith, new CAB coordinator, was welcomed.
- D. On behalf of the Campus Center and Tom Priester, the Campus Center Collegian Corps is now accepting applications. There are two informational sessions: Friday, January 26th at 11:00 am in the Forum and Tuesday, January 30th at 11:00 am in the Forum. Applications are also available in the Campus Center or by emailing Tom Priester

VI. Old Business

None

VII. New Business

None

Meeting adjourned at 4:25 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the February 15, 2007 Faculty Senate meeting.



February 15, 2007

PRESENT: D. Baxter, I. Benz, C. Boettrich, S. Cable (Vice-President), B. Connell, R. DeFelice, K. Eirich, S. ElRayess, M. Ewanechko, S. Fess, S. Forsyth, M. Fugate, E. Grissing, R. Hamell, K. Huggins, N. Karolinski, R. Kennedy, A. Leopard, D. McConkey, J. McKennaS. Murphy, J. Nelson, S. Olaode, H. Pierre-Philippe, D. Shaw, B. Smithgall, A. Striegel, J. Thompson, M. Timmons, P. Wakem, S. Weider, C. Wendtland, S. Wexler, H. Wheeler (Secretary), W. Willard, W. Yanklowski

ABSENT: S. Batistta-Provost, P. Bishop, B. Dery, A. John, P. Keyes, D. Leach, , D. Mueller, P. Peterson, D. Smith, V. Toth, T. Tugel (President), H. Wynn-Preishe,

GUESTS: S. Blacklaw, B. Connolly, J. Hill, C. Marhatta, R. Rodriguez

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

II. Announcements: S. Cable

- A. Open hearings on academic honesty are scheduled for DCC, Monday Feb. 26 at noon in 4034 and at Brighton, Wednesday Feb. 28 at noon in 8-100. If you are unable to attend, please forward any comments/questions/concerns to Holly Wheeler at hwheeler@monroecc.edu.
- B. Ed Grissing explained that the Resolution change related to placement testing that was originally planned for a vote today has been postponed to investigate questions and concerns that have been raised since the January Senate meeting.

III. Action Items:

- A. Academic Policies Resolution:
 - 1. Resolution 1.1.5.3 Change of Grade
 - a. Current Resolution: If for any reason a faculty member finds it necessary to change a grade after the grades have been submitted to the Office of Registration and Records, the faculty member shall submit reasons in writing to the department chairperson on the academic record change form which shall be subsequently approved by the department chairperson and division dean and then forwarded to the Office of Registration and Records.
 - b. Proposed change: Delete the underlined “and division dean” from the above resolution.
 - d. The resolution passes with 27 in favor, 0 opposed, 0 abstentions
- B. NEG Resolutions:
 - 1. Resolution 6.1.4 (3) Nominations and Elections of Senators
 - a. Current Resolution: Written nomination forms and ballots shall be used for all departments and areas to ensure that all faculty members have the opportunity to vote for their senator(s) even when only one candidate is listed on a ballot.
 - b. Proposed Resolution: Elections for contested seats will be held utilizing an anonymous form of ballot casting. If only one candidate is nominated from a department or area, the candidate will become senator with the approval of the

Executive Committee unless a constituent of that department or area may request a ballot election. A ballot election may be requested by contacting the chair of the NEG Committee within one week of the announcement of nominations to the department.

- c. Discussion followed:
 - i. S. ElRayess asked about outside searches. S. Murphy indicated that outside searches relate to chair elections, not Senate seats.
 - d. The resolution passes with 29 in favor, 0 opposed, 0 abstentions
2. Resolution 6.1.8 FCCC representative election
- a. Add the following statement to existing Resolution:
(11) An alternate representative to the FCCC may be appointed by the Executive Committee.
 - c. The resolution passes with 29 in favor, 0 opposed, 0 abstentions
- C. Curriculum Action Items
- 1. PD2F Public Administration, Certificate, passed unanimously
 - 2. PR8F Apprentice Training-Auto Toyota T-Ten, AAS, passed unanimously

IV. Approval of Minutes: Minutes from the January 25, 2006 meeting were approved as written

V. Standing Committee Reports

Academic Policies Committee -- E.Grissing
No report.

Curriculum – A. Leopard

The Curriculum Committee has given final approval to the following:

One Course Deactivation:

CD11F MAR 212 Marketing Management

Two Course Revisions:

CR29F COM 106 Media Photography I

CR31F PLE 210 Public Safety Supervision

One New Course:

NC8F LDS 102 Leadership and Diversity

One Program Deactivation:

PD2F Public Administration, Certificate

One Program Revision:

PR8F Apprentice Training-Automotive Toyota T-Ten, AAS

NEG - S. Murphy

The Senate vacancies reported last month have been filled by Donna Baxter from EOP and Harry Pierre-Phillipe from Counseling.

The call for officers has gone out and some nominations have been received. The deadline is in mid-March for which another call will be sent via the Tribune.

There has been one change in committee membership: S. Batista-Provost has switched to NEG and Mary Timmons will move to SCAA.

SCAA -- S. Forsyth

SCAA has decided not to hold a separate search for the Vice President for Administrative Affairs position. S. ElRayess and S. Forsyth will serve on the administration's search committee for that position.

The committee is continuing to work on the search for a new Dean of Liberal Arts.

Planning – B. Connell

The Planning Committee made its recommendations for Strategic Grant Proposals to President Flynn who supported all of the committee's recommendations. Letters have gone out to those receiving the grants.

Resolution changes have also been made that align the resolutions with the newly approved strategic plan.

Professional Development – J. Thompson

Announcements for the Dr. Wesley T. Hanson Award for Teaching Excellence and the MCC Award for Excellence in Professional Service have gone out. The deadline for both is April 4th. March 1st is the deadline for applications for Leaves for Professional Advancement for the Benefit of the College .

V. Student Announcements:

None

VI. Old Business

None

VII. New Business

- A. Kate Marhatta asked the Senate to consider forming an ad hoc committee to examine inequities at the Damon City Campus
1. When comparing Damon to the other campuses, there seems to be an imbalance in resources which weakens DCC students' abilities to take advantage of what a smaller campus has to offer.
 2. Food service isn't subsidized. The concern is more than the lack of choice with having only one option for food; not having food service means that Damon students, faculty and staff don't have the chance for the interactions and community building that happens when people eat together.
 3. The childcare center at Brighton is wonderful and offers generous scholarships to students, but a higher concentration of DCC's student population needs childcare—17% versus 10% at Brighton—and there are no child care options for students at DCC.
 4. The question was raised that if we can raise 12 million dollars for a field house, why can't we support additions at Damon like more security, especially outside the building, food service and child care?
 5. Another concern is that students have reported that they are being told ways to avoid taking classes at Damon by people at Brighton.
 6. The possibility of a shuttle between both campuses was also raised so students, faculty, and staff would have equal access to both campuses.
 7. S. Forsyth asked if health care was available at Damon. Kate indicated that it is not.
 8. R. DeFelice indicated that a shuttle system would open up opportunities for people at both campuses. While the bus system works, without a transportation system that coincides with an academic schedule, people who might like to go between the two campuses in one day just can't do that and meet their professional obligations
 9. S. Olaode also seconded the need for food service. While Damon did once have a food court, the vendors moved out because it was too expensive. A comment was shared that the only option available now is inadequate: sometimes the food is moldy or old and the coffee machine has been broken for three weeks.
 10. S. Cable shared a concern about Damon not being represented in a favorable light to students who aren't yet invested in a particular program.

11. K. Marhatta indicated that we can't wait until we know what's happening with Renaissance Square to address these problems because they have existed for years and she fears if they don't get addressed we'll have more of an enrollment problem at DCC because students won't want to go there.
 12. B. Connolly indicated that President Flynn wants MCC to pay attention to DCC needs as we pay attention to Renaissance Square development.
 13. A. Leopard questioned whether we are addressing these current problems as we make plans for Renaissance Square. B. Connolly indicated that these issues have come up at meetings but a final decision has not yet been made. An ad hoc committee just delivered its report regarding whether child care is needed; she and the other DCC deans support it and support it moving forward.
- B. R. Hamell shared a concern about the decision to close the school Wednesday February 14th being made mid-day to end at 3:00 versus closing in the morning or just for night classes. Closing at 3:00 interrupts three hour labs.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the March 15, 2007 Faculty Senate meeting.



March 15, 2007

PRESENT: D. Baxter, S. Batista-Provost, I. Benz, C. Boettrich, S. Cable (Vice-President), B. Connell, S. ElRayess, S. Fess, S. Forsyth, M. Fugate, E. Grissing, R. Hamell, A. John, , N. Karolinski, R. Kennedy, P. Keyes, A. Leopard, D. McConkey, J. McKenna, D. Mueller, S. Murphy, J. Nelson, S. Olaode, H. Pierre-Philippe, P. Peterson, M. Rizzo, D. Shaw, D. Smith, B. Smithgall, A. Striegel, 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: P. Bishop, R. DeFelice, B. Dery, K. Eirich, M. Ewanechko, K. Huggins, D. Leach, V. Toth,

GUESTS: A. Andreu, S. Blacklaw, M. Boester, M. Britton, D. Cecero, R. Degus, B. Embrey, M. Fine, F. Rinehart, D. Robinson, J. Sturnick, T. Vinci, M. Ward,

STUDENTS: B. Pruden

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

II. Guest Speaker: Beth Laidlaw, Critical Thinking Assessment

- A. Learning Outcomes for this infused competency:
 - 1. Students will identify, analyze, and evaluate arguments as they occur in their own work or others' work.
 - 2. Students will develop well-reasoned arguments.
- B. History of critical thinking assessment:
 - 1. During the past three fall semesters a quiz and writing sample developed by MCC to measure critical thinking was implemented.
 - 2. Fall 2006 SUNY mandated that we strengthen assessment with external verification to demonstrate that the assessment was doing its job. SUNY indicated we could use a test they sanctioned or a rubric a SUNY wide committee had developed. SUNY offered funding for this assessment. A plan was proposed to the Faculty Senate last year asking its permission to consider a standardized test should it become available. The Faculty Senate approved that plan last spring.
- C. SUNY has come up with a test to assess critical thinking: 32 items, 40 minutes, 4 passages: Analysis of elements of an argument, evaluation of an argument, and extension of an argument which is very close to what SUNY is asking us to assess.
 - 1. Benefits of SUNY buying this test for us:
 - a. Tests are scored off site so faculty members don't have to spend hours scoring it
 - b. We do not have to adjust our current tool to SUNY's rubric
 - c. We would be on the front line of the SUNY system with assessment
 - d. We would also be accommodating SUNY's desires
 - 2. Disadvantages of using the SUNY test:
 - a. A Catch-22: the company manufacturing the test won't give us the test to look at until we approve a plan that would use the test. SUNY assures us that the test is in line with the SUNY rubric for critical thinking
 - 3. We are looking at using this test as a pilot, so we can compare this test to our previous assessments to see if it works.

- D. Faculty members were surveyed to determine what classes use critical thinking and they indicated students would benefit from a class in critical thinking so PHL 106: Critical Thinking is being offered in the fall.
- E. The Faculty Senate will be asked to vote on the new plan to use the SUNY endorsed test at the April meeting.
- F. Discussion followed:
 - 1. A question was asked whether this instrument has been used previously and Beth indicated that it is being written specifically for SUNY.
 - 2. It's unclear if the test will be incorporated as a grade into the course because courses are developed independently and because of the pilot nature of the test.
 - 3. A concern was shared that educators are currently examining the effects of high stakes testing and that multiple choice tests seem to test whether students can take such tests, not whether the student has grasped the concept being assessed. To do assessment right, we need to focus on writing. The concern with this particular test is that we are taking out the writing component. Beth indicated that the committee shares those concerns, and that the plan is to administer both the new test and the original tool to compare the results.
 - 4. A random list of courses in which there is a cluster of students who have taken 45 credits or more will be generated to select the pilot group. Previous assessments looked at all PHL classes and students with 45 credits, and then at upper level writing classes to expand the sample.
 - 5. A concern was expressed that we are being asked to buy into the process without seeing the test. Beth explained that SUNY is paying for the test and that SUNY has assured us it will meet our needs. S. Blacklaw explained that the test isn't being shared because it is being specifically developed for SUNY so the questions are not available yet.
 - 6. A concern was shared that looking at PHL classes and upper level writing classes excludes students in health curriculums, for example, who don't have much time for classes like this. The problem is the same for the other programs.

III. Announcements: T. Tugel

- A. Terri invited Dick Degus to tell the Senate about the upcoming Leadership Academy.
 - 1. Over the last year and a half through discussions with the Board of Trustees, Middle States and the Strategic Plan, there was concern about where we are going with leadership as the turnover of administration will continue in the near future. Through these conversations, the President was charged with the responsibility to come up with an organized approach to try to nurture potential future leaders at the College. An eight member committee was convened to try to formulate a leadership academy designed to identify individuals to take part in a pilot program beginning in the fall. This would be a two year commitment, targeting 15-18 people, working on four components over the two years including a retreat this June, eight seminars on variety of topics running 3-4 hours a month from Sept. to May. The second year would consist of a group project that would be able to be implemented in the College.
 - 2. Anyone who is interested should apply by May 1st. After receiving applications, the committee will make recommendations to the President. The target group of this initiative is faculty and staff who have been at the College for at least three years; employment in higher education for 7 years and prior leadership at the College is desirable. There is interest in making the group diverse in terms of ethnicity and experience. The application will include letters by the applicants indicating why they want to participate and how it might be beneficial to their career development and letters of support. Information regarding the program is forthcoming in the Tribune, and orientation sessions will be scheduled for those interested.
- B. Terri updated the Senate on an announcement made in January regarding a long standing policy allowing senior citizens to audit courses tuition free if they have met pre requisites and there are seats available.

1. T. Tugel and H. Wheeler met with E. Ripton, T. Vinci, K. Collins, and B. Smith to discuss the complexities and concerns of this process. This group of potential students is brought in as a group to for advising. This used to be done prior to the beginning of the semester at which time, seniors could choose their courses and pick up the permission form for faculty to sign. Increasingly our students are waiting to register for classes, so two weeks before the start of the semester, we don't have a full picture of what seats may be available. This year, Counseling and Advising brought in seniors on the last day of the official add period. This provides a more accurate picture of open courses and enables seniors to register within the official add period.
2. It was determined the future direction for senior auditors would be to
 - a. Continue to offer registration on the last official "add" day each semester.
 - b. Inform auditors in writing that:
 - course pre-requisites must still be met when auditing
 - faculty will provide auditor with a syllabus and other handouts already distributed to class
 - auditors are expected to "catch up" on their own
 - c. Email notification system will be implemented to notify faculty of senior auditors enrolled in their courses at the conclusion of registration. Faculty will be asked to provide auditors with a course syllabus and any handouts previously distributed. Faculty will be informed that pre-requisites have been verified to the best of the Advising Center's ability and that faculty are not required to review missed material with senior auditors. E. Ripton and T. Vinci will explore programming requirements and draft text for the email notification.
3. Discussion followed:
 - a. Waitlists were discussed as a possibility but there is a concern that if a seat becomes available then the senior would get put into the class in place of another student and that there is no way to track them as a senior in that class.
 - b. A question was raised about the screening process. Counseling and Advising does their best to check pre-requisites and that state law indicates that we need to provide this service to people over 65 when seats are available.
 - c. A concern was shared that seniors sometimes expect extra time with the faculty member to catch up. Taine Vinci indicated that part of the meeting with this population is to explain that the faculty member will provide a syllabus and assignments, but it is the student's responsibility to get class notes and catch up on his or her own.
 - d. This process was easier when there were only 35 senior students, but we have 130 in this semester alone which is why we have to make these changes.
- C. Dick Ryther and Donna Muller asked the Executive Committee if they would consider allowing them to come to a Senate meeting to discuss a possible pandemic flu. The EC thought that it was a topic that should be addressed to the whole college community, so presentations are being held at Damon, Monday March 26th in 4151 at noon and at Brighton, Wednesday March 28th in the Empire Room at noon. There are academic implications if the county shuts down the college for three months. D. Muller said that the better we can prepare faculty, staff, and students, the better the situation will be for everyone. Terri encouraged Senators to notify their constituents.
- D. New senators Donna Baxter and Harry Pierre- were welcomed and given their Senate

mugs.

IV. Action Items:

- A. Academic Policies Resolution: 1.1.10 Placement Testing
 1. Existing Policy: 1.1.10 Entering Student Placement Policy (1997)

...Who Must Test: Placement testing will be required of all entering matriculated students, both full-time and part-time. High school graduates or G.E.D. recipients may qualify for the following exceptions:

- (1) Students who have completed an MCC-equivalent college-level English composition course or an MCC-equivalent college-level mathematics course fulfilling the math requirement for their intended major or at the College Algebra level or higher with a grade of C or better will be exempted from the corresponding section(s) of the placement test. However, if college-level mathematics courses were completed more than three years ago, testing is strongly recommended to obtain estimates of current skill levels for advisement purposes.
- (2) Students who have completed:
 - (a) Regents English 11, or 3rd-year college-preparatory English, or equivalent.
 - (b) Regents Sequential Mathematics Course III, or 3rd-year college-preparatory mathematics, or equivalent within the past three years with a grade of B or better will be exempt from the corresponding section(s) of the placement test.

2. Proposed Policy: 1.1.10 Entering Student Placement Policy (1997)

...Who Must Test: Placement testing will be required of all entering matriculated students, both full-time and part-time. High school graduates or G.E.D. recipients may qualify for the following exceptions:

- 1) Students who have completed an MCC-equivalent college mathematics course at the College Algebra level or higher with a grade of C or better will be exempt from the corresponding section(s) of the placement test. However, if these mathematics courses were completed more than three years ago, testing may be required. Even if not required, testing is strongly recommended for students without recent mathematics experience to obtain estimates of current skill levels for advisement purposes.
- 2) Students who have completed within the past three years a high school mathematics course ending with a grade of 80 or higher on the Math B Regents exam or other third-year college-preparatory mathematics with a grade of B or better may be exempt from the mathematics sections of the placement test.
- 3) Students who have completed Regents English 11, or 3rd-year college-preparatory English or equivalent with a grade of 80 or better may be exempt from the corresponding section(s) of the placement test.

3. Discussion followed:

- a. A faculty member shared a concern about the 80 or better in the English course as part of the proposed change and with waiving testing in general for any student as it does the student a disservice. Sometimes grades from high schools are inflated or curved.
- b. A question was raised as to whether a student who has graduated and comes to MCC to change careers would have to take the test. Ed indicated that they would.

- c. Bonnie Connell indicated that because the Placement and Testing Committee includes chairs from English, TRS, and Math departments and that this proposal has been discussed for a year that she trusts their expertise.
 - d. An amendment was offered and passed to split the vote on items two and three which passed.
4. Voting results:
- a. #1 passed with 26 in favor, 0 opposed and 0 abstentions
 - b. #2 passed with 30 in favor, 2 opposed and 1 abstention
 - c. #3 passed with 20 in favor, 11 opposed and 0 abstentions

B. Curriculum Action Items

- 1. PD2S Electrical Apprentice Training, passed unanimously
- 2. PR1S Health Information Technology – Medical Records, passed unanimously
- 3. NP4F Addictions Counseling, AS, passed unanimously

V. Approval of Minutes: Minutes from the February 15, 2007 meeting were approved as amended.

VI. Standing Committee Reports

Academic Policies Committee -- E.Grissing

APC has spent some time discussing the open hearings for academic honesty and will be developing some ideas for what the Senate may do to follow up on those hearings.

Resolution 1.1.1.3 was presented to be voted on at the April Senate meeting

Proposed change to Resolution 1.1.1(3) [relating to “Conditional acceptance”]

Present language

Conditional acceptance: A student whose acceptance for admission is conditional because of a past record of poor academic achievement either at another college or at Monroe Community College.

Special standards applying to conditional acceptance (1978): A conditionally accepted student is required to attain a quality point average of 2.0 at the completion of the admitted semester regardless of the cumulative point average attained. Failure to do so will result in academic suspension.

Any student whose general academic background indicates acceptability to a specific program but lacks specific prerequisites may be approved with the condition that certain courses are successfully completed.

Proposed language

Any student whose general academic background indicates acceptability to a specific program but lacks specific prerequisites may be accepted with the condition that certain courses are to be successfully completed. Conditions of a student’s admission will be communicated in her/his acceptance notification.

A student may also be admitted on condition that official high school and/or college transcripts are submitted by a specified date.

Rationale (for deletion of the first two “paragraphs” in “Present Language”)

It is consistent with the College’s mission to provide new opportunities for students who have been previously unsuccessful in their college endeavors. There are no “conditional” acceptances to College programs; MCC admits any student (regardless of previous college work) as long as the program entrance requirements (listed on pp. 40-51 of the 2006-2007 Catalog and Student Handbook) are met.

Statement on academic probation to be incorporated in Resolution 1.1.7 on academic standing was also presented and will be voted on at Senate meeting on April 19, 2007

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 should seek academic advisement. If probation occurs after a student has been matriculated for two or more semesters at MCC, the student should 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 the level of "Satisfactory Progress" after the probationary period, he/she may be suspended.

[The proposed policy recognizes the transition to college level courses may require a longer period of time for some students. The proposal allows a student a second semester to make necessary adjustments for academic success without denying the student the opportunity to be involved with extracurricular programs.]

Curriculum – A. Leopard

The Curriculum Committee has given final approval to the following:

One New Program:

NP4F Addictions Counseling, AS

One Program Deactivation:

PD2S Electrical Apprentice Training

One Program Revision:

PR1S Health Information Technology – Medical Records

The Curriculum Committee has posted the following 3/1/07 – 3/15/07:

Five Course Revisions:

CR5S COM 164 Digital Imaging

CR6S ENG 213 Creative Writing

CR18S CPT 210 Operating Systems and Peripherals

CR19S MTH 104 Intermediate Algebra with Trigonometry

CR20S MTH 130 Modern Business Mathematics

Five New Courses:

NC1S LDS 103 Organizational Leadership

NC2S FSA 108 Principles of Healthy Cooking

NC3S ASL 201 American Deaf Culture and Community

NC4S ENG 285 Writing Horror, Science Fiction, and Fantasy

NC7F ART 108 The Sketchbook and the Creative Process

The Ad Hoc Student Learning Outcomes Review Committee is now in place:

Bonnie Petrosino, Nursing; Pat Kuby, Mathematics; Heather Williams, English and Philosophy; Ex Officio: Stuart Blacklaw, Dean of Curriculum and Program Development; Maureen Erickson, Curriculum and Program Development

NEG - S. Murphy

Officer elections nominations are due Monday March 19th. Calls for nominations for senate seats went out this week and are due by April 2nd. The FCCC representative call for nominations will be sent out next week and will be due April 2nd. Elections will be held the week of May 7th

SCAA -- S. Forsyth

Changes to Resolution 5.1.2 Voting for Department Chairs was presented to be voted on at the April Senate meeting.

Current Resolution: In addition to listing the candidates, the ballots will allow members of the department to indicate a preference for an outside search. The footnote defines outside search as being outside the College.

Proposed Change: In addition to listing the candidates, the ballots will allow members of the department to indicate a preference for "none of the above".

Rationale: Allows flexibility in appointing department chairs when a department vote does not recommend any of the individuals nominated.

In February SCAA sent out a call for tellers to open and count the ballots for chair elections, but no names have come forward yet.

Videos of the open hearings for the Dean of Liberal Arts will be available for check out from Instructional Technology.

Planning – B. Connell

No report

Professional Development – J. Thompson

Leaves for Professional Advancement for the Benefit of the College have been received and the committee is in the review process. The nominations for the Hanson Awards are due on April 4th. The Committee is supporting the ETS and the Monroe Doctrine series in March regarding copyrights in academia

VII. Student Announcements: Brian Pruden, Brighton Student Government Association

- A. Faculty Senate membership was encouraged to send students to the Student Government Office if they are interested in running for Student Government offices.
- B. MCC Idols are back.
- C. The National Kidney Foundation fundraiser has begun.

VIII. Old Business

- A. Shelley Fess asked about the progress of the discussion begun at the last Senate meeting about the Damon campus. Terri indicated that the EC is still discussing the best way to proceed. Shelley indicated that her constituents would also like the disparity in class size between Brighton and Damon to be a topic of discussion.

IX. New Business

- A. None

Meeting adjourned at 5:10 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the April 19, 2007 Faculty Senate meeting.



May 17, 2007

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

ABSENT: R. DeFelice, M. Ewanechko, A. John, D. McConkey, D. Mueller, V. Toth, H. Wynn-Preishe,

GUESTS: V. Avalone, K. Collins, B. Connolly, T. Keyes, T. Schichler, L. Silvers.

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

II. Guests

- A. Diane Cecero, General Counsel – Ad Hoc Committee Report on SCAA’s Role in Administrative Affairs
1. The committee reached the conclusion that the administration believes the role of SCAA has become more vague overtime and that it has become less clear when the administration was required to go to SCAA. The committee felt it was to make suggestions to clarify the Senate bylaws and resolutions not to re-write them. Accordingly, they recommended a flow chart/protocol as to when SCAA should be consulted regarding hiring, promotion, and the creation and re-definition of administrative offices and departments. They agreed that SCAA has a long history of involvement that the administration needs to recognize.
 2. Discussion followed:
 - a. A question was asked about keeping confidentiality in the promotion process. Diane indicated that that refers to situations such as when a person stays in the same job but has a title change from Assistant Vice President to Associate Vice President. The committee concluded that there is always room for feedback, but that no open hearing or interview is required in this situation.
 - b. Terri indicated recommendations made by the ad hoc committee have been accepted by the Executive Committee and President Flynn. Any committee recommendations that require changes in the Senate’s bylaws or resolutions would require a senate vote.
- B. Guest: Louis Silvers, FCCC representative—FCCC update from spring plenary meeting
1. Last month’s plenary meeting did not include any substantive discussion for resolutions. The January 1st change in governor means it is likely changes are forthcoming including in the SUNY Board of Trustees. Manuel Rivera is now Deputy of Education at the State Level, and the Chancellor Ryan has announced he is leaving. A new Chancellor will be named when the search is concluded. The Provost is also relatively new. Milton Johnson from FLCC has been elected to serve as the FCCC President beginning in the fall. Louis’

term has ended, and Margaret Murphy will take over as MCC's representative to the FCCC in the fall.

2. Changes in the air we might be hearing about include a new initiative from the Governor regarding the formation of a commission on higher education to study how to take public education from good to great, a system for affordable tuition, and a benchmark system to compare NYS colleges to other state (?) colleges. Rivera has expressed that he'd like faculty to sit on this commission. If SUNY (This doesn't make sense...) is on the Commission, they are interested in pursuing issues related to challenges in public education including a lack of investments, access, faculty recruitment and retention, workforce development, and the need to put finances in order.
3. The FCCC's main issue continues to be getting an FCCC representative on the SUNY Board of Trustees; there is a non-voting representative from the university senate on the Board of Trustees, but a proposal for President of the FCCC to be a non voting member has been turned down more than once. Lobbying is currently taking place, but the legislature has to approve it. Some say that because community colleges are considered county employees a FCCC rep has not been appointed to the Board. The bylaws of the FCCC indicate we are a SUNY advisory panel.

III. Announcements: T. Tugel

- A. Terri thanked Louis Silvers for his dedication and active involvement in the FCCC on behalf of MCC.
- B. The ad hoc committee asked to address DCC faculty concerns has been formed. Tony Ciazza, Julie Damerall, Mary Ann Marino, Teresa Miller, Ann Penwarden, Christine Pulmari, Scott Rudd and Janet Waasdorp have been asked to serve. The EC has asked the committee to identify specific challenges the Damon City Campus faces in meeting the College's mission and to make recommendations for addressing these. A preliminary report is expected in the fall.
- C. The EC received a tremendous response from people interesting in serving on the ad hoc committee examining academic probation/suspension/advisement. The committee will be formed soon.
- D. Terri indicated that when forming ad hoc committees, the EC looks at trying to create a balance when possible between teaching and non teaching faculty, representation from different departments and areas, experience level, Senators who wanted to get involved, and newer people not previously involved in senate activities.

IV. Approval of Minutes: Minutes from the April 19, 2007 meeting were approved as written.

V. Standing Committee Reports

Academic Policies Committee -- E.Grissing

The committee is considering issues regarding pre-requisite enforcement.

Curriculum – A. Leopard

The Curriculum Committee has given final approval to the following:

Eight Course Deactivations:

- CD23S PPE 273 Therapeutic Athletic Fitness
- CD24S PPE 265 Administration of Sports Fitness
- CD26S PEC 147 Personal Defense
- CD 27S HED 120 Emergency Assistance Certification
- CD28S MAS 101 Massage Therapy I
- CD29S MAS 103 Massage Therapy III
- CD30S MAS 104 Massage Therapy IV
- CD31S MAS 102 Massage Therapy II
- CD32S MUS 107 Orchestra

Twenty-Four Course Revisions:

- CR44S ENR 151 Engineering Computing I
- CR45S ENR 154 Engineering Computing II
- CR47S ENR 251 Statics
- CR48S ENR 252 Dynamics
- CR49S ENR 253 Circuit Analysis I
- CR50S ENR 254 Circuit Analysis II
- CR51S ENR 256 Mechanics of Materials
- CR52S ENR 258 Thermodynamics
- CR55S PHY 120 Physics for Non-Majors Laboratory
- CR56S PHY 141 Radiographic Physics
- CR57S PHY 146 College Physics II
- CR58S PHY 155 General Physics II
- CR59S PHY 100 Preparatory Physics
- CR60S PHY 131 Applied Physics I
- CR61S PHY 132 Applied Physics II
- CR62S PHY 145 College Physics I
- CR63S PHY 154 General Physics I
- CR64S PHY 161 University Physics I
- CR65S PHY 251 University Physics II
- CR66S PHY 252 Modern Physics
- CR69S OFT 258 Legal Studies II
- CR70S PSY 150 Psychology of Human Sexuality
- CR72S ART 215 Three Dimensional Design
- CR73S MUS 106 Concert Band

Two New Courses:

- NC8S LDS 202 Leadership and Decision Making
- NC9S LDS 204 Leadership in the Local and Global Community

The Curriculum Committee has posted through 5/23/2007:

One Course Deactivation:

- CD25S Psychomotor Aspects of Development

Nine Course Revisions:

- CR1S MUS 125 Guitar Class II
- CR3S MUS 132 Percussion Class
- CR8S MUS 190 Music Rehearsal and Performance
- CR9S MUS 221 Voice Class II
- CR12S MUS 121 Voice
- CR13S MUS 120 Jazz in American Society
- CR17S MUS 106 Concert Band
- CR87 S GEO 201 Invertebrate Paleontology

- CR27 S REA 101 College Literacy and Reading

The proposal is asking to change the credit given for REA 101 from 3 General Elective credits to 3 credits of Liberal Arts, Humanities in order to increase the number of students electing to take the course. The Liberal Arts Division did not support this change. Two open hearings were held, one at Damon on Monday May 14 at noon and one at Brighton on Wednesday May 16 at noon. Unless the proposal is withdrawn or the concerns of the Liberal Arts Division are resolved, the proposal will come to the full Faculty Senate for vote at the June 14 Faculty Senate meeting. Full senate vote is required by the Curriculum Resolutions for course proposals receiving comments during Curriculum Committee review or the Posting Period that cannot be resolved. The proposal and

postings can be viewed in the curriculum database. A. Leopard will forward a summary of the Curriculum Committee's review and recommendation to senators after the Curriculum Committee meets on May 24. Senators are urged to read this material, discuss it with your constituents, and come prepared to vote on this proposal at the June 14 meeting.

Terri indicated that the vote could potentially be close, so it's important to read through the posting and provided material and share that information with constituents, so Senators can vote in an educated manner.

NEG - S. Murphy

Election update: Terri Tugel was re-elected as President, Holly Wheeler was elected as Vice-President, and Sue Murphy was elected as Secretary. Margaret Murphy was elected as the FCCC representative. The only contested Senate seat is in Math. The EC will be confirming the rest of Senators at the next EC meeting.

SCAA -- S. Forsyth

A change to Resolution 5.2.5 was presented which will be voted on at the June meeting:

Current Resolution: The Committee will conduct balloting by Division members. Besides listing candidates, the ballots will allow members of the Division to indicate preference for an outside search.

Proposed Change: The Committee will conduct balloting by Division members. Besides listing candidates, the ballots will allow members of the Division to indicate a preference for "none of the above".

Rationale: This proposal is consistent with the wording for balloting for Department chairs.

After SCAA decided on the names to send forward for the Liberal Arts Dean, Sue met with Janet to provide their recommendations.

Planning – B. Connell

No report

Professional Development – J. Thompson

The Hanson Award for Teaching Excellence was awarded to Dr. Saroj Viswanathan and the MCC Award for Professional Service was awarded to Val Avalone.

A professional development workshop will be held Thursday May 31 in Monroe A and B from 1:00-2:30. Lee Struble will be presenting MCC's response system and plan for on campus emergencies.

VI. Old Business

A. None

VII. New Business

A. All faculty college meeting is in June. Terri reminded Senators to inform their constituents.

Meeting adjourned at 4:10 p.m.

Respectfully submitted,

Terri Tugel
President

Holly Wheeler
Secretary

Minutes approved at the June 14, 2007 Faculty Senate meeting.



September 20, 2007

PRESENT: S. Batistta-Provost, D. Baxter, I. Benz, P. Bishop, C. Boettrich, B. Connell, M. DiSano, J. Downer, K. Eirich, M. Ernsthausen, S. Fess, M. Fine, M Fugate, E. Grissing, S. Hagreen, A. John, N. Karolinski, R. Kennedy, D. Leach, A. Leopard, D. McConkey, J. McKenna, M. Murphy, S. Murphy (Secretary), J. Nelson, P. Ornt, P. Peterson, H. Pierre-Philippe, E. Ripton, T. Schichler, D. Shaw, D. Smith, J. Striebich, A. Striegel, J. Thompson, M. Timmons, T. Tugel (President), J. Waasdorp, P. Wakem, S. Weider, C. Wendtland, H. Wheeler (Vice-President), W. Willard

ABSENT: J. Alas, M. Ewanechko, S. Forsyth, K. Huggins, H. Wynn-Preische, W. Yanklowski

GUESTS: V.Avalone, E. Baker, S. Blacklaw, D. Cecero, K. Collins, C. Cooper, L. Dyer, T. Keys, M. Lewis, M. Palermo, L. Pivnick, F. Rinehart, R. Rodriguez, T. Shamblin, R. Shea

STUDENT REPRESENTATIVES: D. Elliott, D. Ladwig, M. Lawson, R. Quider

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

II. Guest: Betsy Ripton

- A. Betsy explained the process of attendance reporting and the impact it has on the College. A memo has already been sent to departments about the process. If attendance is late, there will be one warning notification to the faculty member. If the attendance information is still not submitted after the first warning, the chair, dean and Vice-President will be notified.
- B. Betsy discussed the steps to take to submit attendance reporting: sign onto Banner self-service, click on Faculty and Advisor menu, click on Attendance, Withdrawal & Final Grades line. Enter a 1 in the "Attend Hours" field for every student attending your course. If a student never attended the course, enter 0 in the "Attend Hours" field. If a student did attend for some portion of time but has stopped attending on or before the census date, enter the last attendance date in the "Last Attend Date" field.
- C. If attendance is submitted late or not at all it has a significant financial impact on the College. Financial aid is released to students after the attendance reporting deadline. It is difficult to recover the financial aid if it is discovered through late or missing reports that the student has not attended. This could cost the College up to \$200,000 in lost monies. Financial aid will be held until attendance is collected. If a teacher has not submitted the attendance roster, students will be given a form for teachers to sign so that financial aid can be released to the student.
- D. Variable length courses have different attendance reporting deadlines.
- E. A letter grade cannot be changed to a W. However, a W can be changed to a letter grade by using a grade change form.

III. Announcements: T. Tugel

- A. Terri introduced the new Senators and introduced the Senate parliamentarian, Dave Shaw.
- B. Terri introduced the six FS standing committee chairs. The senators confirmed the chairs.
- C. Diane Cecero, General Counsel-The new MCC photo directory was announced this week in the Tribune. There have been some minor problems and concerns. When it displays employees it shows their department rather than job title. The photo directory is password protected. If anyone would like an updated picture, arrangements are being made at the student center to take another picture at no cost. Diane noted that another concern is that some people do not want their picture in the photo directory. Ideally the College would like to have everyone's picture. If anyone feels it should be discretionary, send Diane an e-mail. The photo directory can be found by going to the MCC homepage, clicking on Employees, placing the cursor on Employee Resources, and clicking on Employee Photo ID directory.
- D. Terri announced that an orientation was held for new Senators. She also reminded the returning Senators to find ways to communicate with their constituents. Review the by-laws for the list of senator duties (Article VII Section 1).
- E. The October meeting will be the All College meeting, on October 18.

IV. Action Items:

- A. Annette Leopard asked that senators review the Curriculum database before coming to Senate meetings because the database has all the information about the curriculum proposals. The handouts given at the meetings are intended to summarize the proposals. Annette showed how to access the Curriculum database.
- B. Curriculum action items:
 - 1. NP1S Honors Studies, motion passed.
 - 2. PD1F Public Administration, AAS, motion passed.
 - 3. PD3S Call Center Customer Service, Certificate, motion passed.

V. Approval of Minutes: Minutes of June 14, 2007 Faculty Senate meeting approved as amended.

VI. Standing Committee Reports

Academic Policies Committee – W. Willard

Early in September, Registration & Records submitted a memo to faculty through departments regarding final exams. The memo stated that only comprehensive exams were to be given during final exam week. This caused some confusion and possible conflict with Senate resolutions. Wanda discussed this with Registration & Records. R&R sent out a clarification in the Tribune. The policy states that all comprehensive exams must be given during final exam week but does not prohibit giving unit exams during this week.

Curriculum – A. Leopard

The Curriculum Committee has had two meetings already and has scheduled meetings for every Thursday that full senate doesn't meet now through December 6.

A. Posted:

Two New Courses:

NC11S ART 110 Comics and Sequential Art 9/6/07 – 9/19/07

NC10S AAD 256 Motion Graphics 9/13/07 – 9/27/07

B. Three ad hoc committees are reporting to the Curriculum Committee:

1. Ad Hoc Student Learning Outcomes Review Committee

Members: Pat Kuby, Mathematics; Bonnie Petrosino, Nursing; Heather Williams, English/Philosophy
Charge: To review the Course Learning Outcomes for all existing courses as they are submitted by faculty. Eventually all courses will have learning outcomes on file in the database.

2. Ad Hoc Committee on Assessment and Program Review

Members: Lori Annesi, ETS: Library, Michael Boester, Chemistry & Geosciences, Regina Fabbro, English & Philosophy, Denee Martin, Visual & Performing Arts, Melany Silas, Health and Physical Education and Richard Stewart, Mathematics. Ex- Officio Members: Stuart Blacklaw, Dean of Curriculum and Maureen Erickson, Assessment Coordinator.

Committee charges:

- (a) Track Assessment and Program Review Action Plans
- (b) SUNY General Education Requirements (Knowledge and Skills Area List)
- (c) Review Processes, Policies, and Methodologies
- (d) Determine future status of Committee on Assessment and Program Review

3. Middle States General Education Recommendations Follow Up Committee

Committee members: Renee Rigoni (Chair), Professor, Business Administration and Economics; Stuart Blacklaw (ex officio), Dean of Curriculum; Ilene Benz, Assistant Professor, Visual and Performing Arts; Sharon Dobkin, Professor, Psychology; Alice Harrington, Assistant Professor, Library; Holly Wheeler, Assistant Professor, English and Philosophy; Bob DeFelice, Professor, English and Philosophy; Beth Laidlaw, Associate Professor, English and Philosophy.

Charge: 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.

C. The following information is being distributed through the Daily Tribune and to Department Chairs: Please refer to the Student Learning Outcomes Matrix based on Bloom's taxonomy when writing learning outcomes for curriculum proposals. There is a link to this matrix in the curriculum database in the learning outcomes area. Consider learning outcomes from the Higher Order Thinking Skills, especially for two hundred level courses. The Curriculum Office has asked the Curriculum Committee to consider an updated version of the matrix that would provide more information. If approved, the Curriculum Office will include the new matrix in the fall semester Curriculum Newsletter and update the link in the database.

Based on input from the faculty and the Curriculum Committee, the Curriculum Office is in the process of editing the database to clarify the information that needs to be included in proposals. Please fill in all requested areas. The help function material for new proposals is also being updated. More resources have been added to the Resources link as well.

The information requested in curriculum proposals is to ensure that there will be sufficient evidence for evaluating the proposal for all reviewers in the process – department chairs, division deans, the Curriculum Office, the Curriculum Committee, and the MCC faculty for course proposals; as well as the Curriculum Dean, Academic Vice President, Board of Trustees, SUNY and the State Education Department for program proposals. It is in the best interests of all of us to have a thorough and efficient review process to insure a high-quality and responsive curriculum. Don't hesitate to contact me as Faculty Senate Curriculum Committee Chairperson, if you have questions about the curriculum process.

NEG – H. Pierre-Philippe

Holly Wynn-Preishe will be on leave until January 4, 2008. NEG is currently looking for a replacement. If there are any changes in your constituents let Harry know so that she can keep the constituent list up-to-date.

SCAA -- M. Timmons

1. Over the summer SCAA was asked for a recommendation on the promotion of Cynthia Cooper (as is stipulated in the bylaws) SCAA did send a recommendation.
2. Over the summer SCAA met with the presidential search consultant and various other business leaders and SUNY people to discuss the presidential search process. The meeting went well.
3. SCAA has been busy organizing several open forums to gain insight into what the College community thinks are the priorities and challenges of the next president. There will be three open forums- watch for announcements in the Tribune. SCAA will also be promoting an online survey to gain insight into what people think will be the challenges / priorities of the next president. Coming out in October.
4. Lori VanDusen, chair of the Board of Trustees had an article in the Tribune on Sept. 11 which highlighted the presidential search process and mentioned the role of SCAA. Please read it if you haven't yet.

Planning – E. Grissing

Ed explained some of the activities the Committee will be involved in: strategic planning grants and will provide a liaison to Renaissance Square if necessary. The classroom committee is an ad hoc committee of this Committee. Please pass on any planning concerns to Ed Grissing.

Professional Development – B. Connell

The Committee will be updating the Professional Development resolutions this year. They will also be looking into the role of the Committee and how it works with other groups on campus who also provide professional development activities.

VII. Student Announcements

Dan Elliott of the Student Senate stated that they had received a student complaint against an MCC faculty member. The student has taken the grievance to R. Ryther (Student Services).

VIII. Old Business

Holly Wheeler met with Terri Tugel and Taine Vinci, Asst. Director of Counseling and Advising to discuss revision of the Senior Citizen Audit policy. Holly presented the following proposal and it will be voted on at the October meeting.

1.2.2 Senior Citizen Audit Policy

Current Resolution:

Anyone age 60 or over may audit MCC courses without tuition cost providing their presence in class does not deny enrollment to a student registered for credit. All Senior Citizens Audit Policy request must be approved by the faculty teaching the course to be audited.

Proposed Change:

Anyone age 60 or over may audit MCC courses without tuition cost providing their presence in class does not deny enrollment to a student registered for credit. Permission to audit will be granted by the Counseling and Advising Center on the last official add day of each semester based on appropriate pre-requisite(s) and available class space. Faculty members will be notified of seniors auditing their classes by the Counseling and Advising Center.

IX. New Business

Smoking policy-President Flynn contacted the Faculty Senate and requested feedback on a proposed smoking policy of the Personal Health and Safety Committee. The proposal was also sent to the Brighton student senate. Concerns about the proposed policy raised during the meeting include: enforcement of the policy, availability of educational programs to assist those who wish to quit smoking, will this policy be considered for all campuses and the exclusion of some buildings (MCC Child Care Center, residence halls, Bldg. 21).

SCAA members – The Executive Committee has the authority to appoint non-senators to committees. A motion was made by the EC to appoint Joe Marchese, Business Administration/Economics, to the SCAA committee to aid in the presidential search process. Motion passed.

Meeting adjourned at 4:58 p.m.

Respectfully submitted,

Terri Tugel
President

Susan Murphy
Secretary

Minutes approved at the October 18, 2007 Faculty Senate meeting.



October 18, 2007

PRESENT: J. Alas, S. Batistta-Provost, D. Baxter, B. Connell, M. DiSano, J. Downer, K. Eirich, M. Ernsthausen, M. Ewanechko, S. Fess, M. Fine, M Fugate, E. Grissing, S. Hagreen, K. Huggins, A. John, N. Karolinski, R. Kennedy, D. Leach, A. Leopard, D. McConkey, J. McKenna, S. Murphy (Secretary), J. Nelson, P. Ornt, H. Pierre-Philippe, T. Schichler, D. Shaw, J. Striebich, A. Striegel, J. Thompson, M. Timmons, T. Tugel (President), J. Waasdorp, P. Wakem, C. Wendtland, H. Wheeler (Vice-President), W. Willard, W. Yanklowski.

ABSENT: I. Benz, P. Bishop, C. Boettrich,, S. Forsyth, M. Murphy, P. Peterson, E. Ripton, D. Smith, S. Weider, H. Wynn-Preishe

GUESTS: J. Barone, S. Blacklaw, P. Burgess, S. Cable, D. Cecero, P. Collinge, K. Collins, R. Frye, T. Keys, A. Malone, M. Marino, K. Marhatta, M. McDonough, M. Miller, A. Morris, E. Morris, M. Ofsowitz, N. Primo, E. Putnam, M. Reyes, D. Robertson, R. Rodriguez, T. Shamblin , B. Smith, R. Stewart, J. Sturnick, S. Thompson, P. VanKirk, H. Williams

STUDENT REPRESENTATIVES: J. Bickel, R. Quider

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

II. All College Meeting: T. Tugel

- A.** Terri Tugel expressed thanks to R. Degus for providing refreshments for today's All College meeting.
- B.** The next All College meeting will be held in June 2008.
- C.** T. Tugel and Holly Wheeler met with DCC faculty on October 15, 2007 so that faculty could share issues and concerns with the Faculty Senate. T. Tugel shared these with the Senate:
 - 1. Faculty at DCC feel the lack of progress in addressing their concerns may have a negative impact on student success and faculty working conditions
 - 2. Availability of affordable child care continues to be a problem for students
 - 3. Most food services in the Sibley building are gone
 - 4. There are parking problems for students
 - 5. Faculty have suggested that a shuttle be instituted between Brighton and DCC but this option has not been addressed
 - 6. There are no on site health services
 - 7. DCC does not have an admissions counselor on site. This leads to slow resolution of problems
 - 8. Faculty at DCC perceive they are alienated from the Brighton campus and too often the College is viewed as separate institutions rather than different campuses of the same college.
 - 9. There have been anecdotal reports that Brighton faculty and staff have discouraged students from enrolling in course at DCC.

D. All College Meeting held at Brighton-Issues and Concerns from Faculty

1. DCC concerns-

- a. S. Cable encouraged the faculty at the Brighton campus to make the downtown campus and its viability a critical priority in the upcoming presidential search. The Damon community needs the support of the Brighton community. There is a sense that Damon faculty and students are isolated from the Brighton campus, and they struggle with perceptions that the Damon campus has a second-class status. It appears that some Brighton folk are unaware of or indifferent to Damon's issues, and some exhibit open hostility toward DCC. There have been reports of Brighton people actively discouraging students from enrolling at DCC. She encouraged Brighton faculty to visit DCC to get a sense of what the Damon experience is like.
 - b. Students have reported they were advised to switch majors in order to stay at Brighton.
 - c. As faculty how can we encourage support of each other? How as departments could we build collegiality with our DCC colleagues and to address concerns as a united faculty?
 - d. Attitudes are influenced by leadership. Perhaps a new president can influence a change.
 - e. How are the other College areas viewed such as the PSTF and Applied Tech Center?
- D. Cecero responded that these are "sites" and not campuses.
- f. Perhaps we need to ask the question "why do people feel this way about DCC?" We need to answer this before a solution can be found.
 - g. It appears from the concerns raised today that there are fewer services at DCC which can impact student success. Can we make changes now? Basic needs need to be met.
 - h. What about day care? Renaissance Square does not include plans for a day care center.
 - i. A larger campus should have more services but at what point do they become disproportionate? PAETEC will be constructing a new building on the Midtown site. Could we work with them on these day care issues?
 - j. Departments can help by working with their faculty on both campuses. Encourage Brighton faculty to go down and visit DCC.

2. T. Tugel was concerned about the reduction of woodlands and wildlife area around the college. The space is becoming smaller and smaller due to the construction of the ESL ice rink, residence halls and more recently, a disc golf course. Some departments use this area for classroom activities and find the available space to do so decreasing. The Biology department believes that when decisions are made, there needs to be more investigation as to how the decision will impact other areas of the College.

3. S. Murphy noted that there were changes in the services of the Brighton Room. D. Cecero suggested that comments could be sent to Annette Agness in the Campus Center (aagness@monroecc.edu) or Andy Cole, Aramark (acole@monroecc.edu).

4. H. Wheeler voiced a complaint related to classroom space. Some classrooms consistently do not have enough desks. Students have to stand and there is no room for additional desks. This is counter-intuitive to student success. Inquiry into this problem results in answers such as "some students will drop". This problem occurs every semester.

5. A concern was raised about the three-year post-tenure review materials. Submissions have been returned to faculty because they are deemed insufficient by the Vice-President. The FA contract states that a three-year review must be submitted but does not address its evaluation. Since this is an issue that falls under the contract it is best addressed by the Faculty Association, not the Faculty Senate.

6. Building 9A has floor tiles that are broken in many places and need repair. Efforts have been made to notify the appropriate areas but to date there hasn't been a response

7. W. Yankowski-The Engineering Technologies department has been identified by the administration as academically unviable. How will the Senate be involved? T. Tugel responded that SCAA has been notified regarding proposed curricular realignments.

8. T. Tugel thanked all faculty for attending the meeting and encouraged faculty to express their opinion about the presidential search by partaking in the survey and open forums.

III. **Announcements: T. Tugel**

- A. Mary Timmons, chair of SCAA, encouraged everyone to take the presidential search survey which is due October 26, 2007. There is one more presidential search open forum at DCC on October 24, 2007.
- B. Lee Struble is chairing a steering committee on civility issues. Per his request, the EC forwarded a list of teaching faculty on the Brighton campus to be part of a civility focus group. This list was generated from names recommended by department chairs and attempts to provide a broad-based representation of the focus group requested. A civility focus group for DCC will be formed at a later date.

IV. **Action Items:**

- A. Curriculum action item:
 - 1. PR 13S Computer Information Systems AAS, motion passed.
 - 2. PR1F Engineering Science-Electrical Option AS, motion passed.

B. 1.2.2 Senior citizen Audit Policy

Current Resolution:

Anyone age 60 or over may audit MCC courses without tuition cost providing their presence in class does not deny enrollment to a student registered for credit. All Senior Citizens Audit Policy requests must be approved by the faculty teaching the course to be audited.

Proposed Change:

Anyone age 60 or over may audit MCC courses without tuition cost providing their presence in class does not deny enrollment to a student registered for credit. Permission to audit will be granted by the Counseling and Advising Center on the last official add day of each semester based on appropriate pre-requisite(s) and available class space. Faculty members will be notified of seniors auditing their classes by the Counseling and Advising Center.

Motion passed.

V. **Approval of Minutes:** Minutes of September 20, 2007 Faculty Senate Meeting approved as written.

VI. **Standing Committee Reports**

Academic Policies Committee – W. Willard

- A. W Willard clarified a point related to the senior citizen audit policy. She said that the NYS education law states that senior citizens may be permitted to audit courses on a space available basis provided the audit attendance does not deny course attendance to registered, matriculated students. So part of the reason for the change to the audit policy was to balance out the needs of senior auditors while also not denying a seat in the class to a registered, matriculated student.
- B. The committee has been working on changes to the language of the student grievance policy.
- C. W. Willard presented the academic calendar options for the years 2009-2010 and 2010-2011. She pointed out a major difference for the 2009-2010 calendar. For that year, Saturday, December 19, 2009 will need to be used as a final exam day for Saturday and non-Saturday classes as well. The calendars will be voted on at the next Faculty Senate meeting.

Curriculum – A. Leopard

- A. The Curriculum Committee has given final approval to two new courses:
NC11S ART 110 Comics and Sequential
NC10S AAD 256 Motion Graphics

- B. The Curriculum Committee has posted two course revisions:
CR99S CDL100 Career Development and Life Planning
CR1F HED 207 Emotional Wellness

NEG – H. Pierre-Philippe

No report.

SCAA -- M. Timmons

No report- see announcements.

Planning – E. Grissing

The committee will be discussing renovation plans for Building 9 such as classroom size and needs. If there are any departments who have any interest/concerns/issues related to Building 9 please contact Ed Grissing.

Professional Development – B. Connell

The committee has been reviewing the Professional Development resolutions to determine if any changes need to be made. Some of the dates for the awards have been changed. The Senate web site will be updated soon with the dates.

VII. Student Announcements

Ron Quider, Vice-President , Brighton Campus Student Government Association, announced that they were working on the Rock To Vote campaign and would be contacting departments to help. Any questions could be sent to Devon Lynch (dlynch041@student.monroecc.edu)

VIII. Old Business

T. Tugel: An Ad Hoc Bookstore Committee presented a report to the EC in 2006. One of the recommendations was to follow-up with a survey of students and faculty. The student survey was five questions that were added to the SUNY Student Opinion survey. Terri shared some of the survey results:

- 66% satisfied or very satisfied with the bookstore
- 49% buy texts only from the MCC bookstore
 - 27% frequently buy elsewhere due to lower costs
- 80% are interested in ordering books online
- 66% reported books are always or usually available by the end of the first week of class
- 65% prefer used books over new ones
 - 20% had no preference

The Ad Hoc Committee recommended that the bookstore investigate an on-line ordering system. A faculty survey was also conducted in the fall of 2006. A portion of the results are as follows:

- 2/3 reported satisfied or very satisfied with textbook ordering and supply
- Book Orders
 - 71% sufficient books ordered
 - 80% orders were completed as requested
 - 35% check the bookstore prior to the semester start
- 55% said textbook price was somewhat influential in selection

The purpose of the survey was to try to gain a better understanding of how widespread any bookstore problems might be. The survey results were inconclusive and no single campus –wide problems were identified. The EC is recommending bookstore issues at this time are better addressed at the department level. A suggestion would be to have a bookstore representative meet with the department. It was noted that since the ad hoc committee made their initial report, communication from the bookstore.

IX. New Business

D. Cecero-The Diversity Council has organized an Alice Holloway Young Ed.D. Diversity series two day presentation which will feature Gary R. Howard. On November 15, 2007 at DCC there will be a workshop

and keynote presentation by Mr. Howard and a workshop at Brighton. A keynote presentation will be held at Brighton on November 16.

Meeting adjourned at 4:55 p.m.

Respectfully submitted,

Terri Tugel	Susan Murphy
President	Secretary

Minutes approved at the November 15, 2007 Faculty Senate meeting.



November 15, 2007

PRESENT: J. Alas, S. Batistta-Provost, D. Baxter, B. Connell, M. DiSano, J. Downer, K. Eirich, M. Ernsthausen, M. Ewanechko, M. Fine, M. Fugate, E. Grissing, K. Huggins, A. John, N. Karolinski, R. Kennedy, D. Leach, A. Leopard, S. Murphy (Secretary), J. Nelson, P. Ornt, P. Peterson, H. Pierre-Philippe, E. Ripton, T. Schichler, D. Shaw, D. Smith, J. Striebich, A. Striegel, J. Thompson, M. Timmons, T. Tugel (President), P. Wakem, S. Weider, C. Wendtland, H. Wheeler (Vice-President), W. Willard, W. Yanklowski.

ABSENT: I. Benz, P. Bishop, C. Boettrich, S. Fess, S. Forsyth, S. Hagreen, D. McConkey, J. McKenna, M. Murphy, J. Waasdorp, H. Wynn-Preische.

GUESTS: S. Blacklaw, K. Collins

STUDENT REPRESENTATIVE: Jennifer Bickel

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

II. Guest speaker: Dale Mallory explained the background and development of the new password policy. The current policy is very antiquated and unsecure. Everyone will need to change his or her password by November 19. This will not affect the Banner password. The helpdesk is available if people have problems.

III. Announcements: T. Tugel

A. Dr. Salvador re-opened the search for a Director of Counseling inviting SCAA to participate, either by sending a representative to serve on the administrative committee, chaired by Susan Baker, or conducting a parallel search. It is Dr. Salvador's intent that a new Director will be in place by the beginning of February. The EC believes this is a position that warrants a parallel search but understands the difficulty for SCAA to do this with its current tasks. Therefore, the EC has appointed an ad hoc committee to SCAA and charged them with conducting a parallel search for this position. The committee members are: Bob DeFelice (chair), Suzanne ElRayess, Tom Gilbert, Mark Harris, Joan Smith and Ann White.

B. In the 1970s, faculty governance (AGO) worked with the College administration to establish the Faculty Resource Committee. The objective of this committee was to work with the administration and affected academic departments to retain faculty at the College should their current position be in jeopardy due to declining enrollment (underutilization of staff) and/or program retrenchment. Article 8 of the FA contract resulted from their original work. The FRC remained a viable committee for a number of years, but at some point and for reasons not entirely known it disbanded. Under the direction of Article 8, VP Glocker has identified the Engineering Technologies Department as one that is currently "underutilized". She is proposing structural changes to the current organization of the department's programs and that information has been forwarded to SCAA for their review. While nothing is certain, there is a potential for a loss of faculty lines; thus, the possibility of the need for a FRC has resurfaced. Therefore, the EC has re-established a Faculty Resource Committee charged with carrying out the responsibilities outlined in Article 8. Members of the committee are as follows: Patricia Burgess, Richard Connett, Paul D'Alessandris, Terry Keys and Celia Reaves.

III. Action Items

Academic Policies Committee presented the following calendars for vote.

- A. Academic Calendar for 2009-2010 (see attached). Motion passed.
- B. Academic Calendar for 2010-2011 (see attached). Motion passed.

V. **Approval of Minutes:** Minutes of October 18, 2007 Faculty Senate Meeting approved as written.

VI. Standing Committee Reports

Academic Policies Committee – W. Willard

Wanda presented three resolution changes that will be voted on at the December 2007 meeting.

A. College Orientation Policy, resolution 1.1.9-
Current Policy

COS 101 (College Orientation Seminar), a one credit course, will be required for all full-time matriculating students assessed to be academically at-risk. At-risk will be defined as those students who are required to register for a Developmental Studies course after having completed the College's placement testing program. COS 101 must be taken during or before the first semester the student is a full-time matriculated student. A waiver of this policy will be the administrative responsibility of the Admissions office.

Proposed Policy (changes in bold & underlined)

COS 133 (Introduction to College Studies), a three credit course or COS 101 (College Orientation Seminar), a one credit course, will be required for all full-time matriculating students assessed to be academically at-risk. At-risk will be defined as those students who are required to register for a **Transitional** Studies course after having completed the College's placement testing program. **COS 133 is highly recommended for TS01 students. COS 133 or** COS 101 must be taken during or before the first semester the student is a full-time matriculated student. A waiver of this policy will be the administrative responsibility of the Admissions office **or assigned academic advisor in accordance with program guidelines.**

Rationale

Given that COS 133 (Introduction to College Studies) is a more in-depth and comprehensive three-credit course compared to COS 101, offering COS 133 as an alternative to COS 101 for academically at-risk students will promote greater student success for students whose academic profile suggests the need for a more in-depth course.

B. Withdrawal Policy, resolution 1.1.6

Current Policy

Withdrawal Policy (1997, updated from 1989)

(2) Student-initiated withdrawals after Schedule Adjustment

- (a) Withdrawal from an individual course. Withdrawal from individual courses must be initiated by students after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester as designated by the official Academic Calendar (or a proportional amount of time for courses less than 15 weeks in length). A student can withdraw from an individual course using Banner student self-service system. The student may not use Banner self-service to do a complete withdrawal.

- (c) Complete withdrawals from the College. If a student wishes to withdraw completely from the College, (s)he should contact the Brighton Counseling Center or the Damon Student Services Office by the last day of the semester. Students will meet with a staff member to discuss their decision to withdraw from the College. A student is not officially withdrawn until the necessary paperwork is completed, and (s)he risks receiving "F" grades for all current courses if the paperwork is not completed. Once the process is complete, instructors are notified of the withdrawal. If a matriculated student has completely withdrawn from the College and subsequently wishes to continue his/her studies, (s)he must apply for readmission to the College through the Office of Admissions.

Proposed Policy (changes in bold & underlined and as strikethroughs)
Withdrawal Policy (1997, updated from 1989)

(2) Student-initiated withdrawals after Schedule Adjustment

- (a) Withdrawal from an individual course. Withdrawal from individual courses must be initiated by students after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester as designated by the official Academic Calendar (or a proportional amount of time for courses less than 15 weeks in length). A student can withdraw from an individual course using **the** student self-service system. ~~The student may not use Banner self service to do a complete withdrawal.~~
- (c) Complete withdrawals from the College. If a student wishes to withdraw completely from the College, (s)he ~~should contact the Brighton Counseling Center or the Damon Student Services Office~~ **must initiate the complete withdrawal** by the last day of the semester. ~~Students will meet with a staff member to discuss their decision to withdraw from the College.~~ A student is not officially withdrawn until the necessary **withdrawal procedure** is completed, and (s)he risks receiving "F" grades for all current courses if **this procedure** is not completed. ~~Once the process is complete, instructors are notified of the withdrawal.~~ If a matriculated student has completely withdrawn from the College and subsequently wishes to continue his/her studies, (s)he must ~~apply for readmission~~ **be readmitted** to the College ~~through the Office of Admissions.~~

Rationale

The primary reason for the current policy was to encourage students to seek advising to understand the ramifications of a complete withdrawal. However, many students may choose to not seek that advising, and even when advised are not prevented from the complete withdrawal. Therefore, to mandate that students may not use Banner for a complete withdrawal when students are not necessarily prevented from that withdrawal appears unwarranted. In the current Banner system, students can withdraw from individual courses. Banner does not distinguish between whether or not the course from which the student is withdrawing is his or her last class. In order to adhere to the current policy within the confines of the Banner system, all course withdrawals, not just withdrawals from the last class, would therefore need to be manually processed to determine if a particular individual course withdrawal would be the final course that leads to a complete withdrawal. To revert back to manual processing of withdrawals to satisfy the last statement of the current policy in 1.1.6 (2) (a) seems unwarranted and excessive given that this statement is irrelevant. It is not the case that Banner capabilities, or lack thereof, are driving policy. Rather, Banner capabilities have encouraged conversations as to the rationale behind this current policy. The members of the Academic Policies Committee, while agreeing it is inappropriate to mandate that students seek counseling before a complete withdrawal, do agree that advising should be encouraged. To that end, should the proposed policy be approved, Registration & Records has agreed to place the following statement on the Banner student withdrawal page:

“Students are permitted to withdraw from individual classes without permission of the course instructor. However, withdrawing from a course may affect your financial aid status. Please be sure to check with a financial aid representative before making changes to your schedule. Students wishing to completely withdraw from the college are encouraged to speak with an academic advisor for its effect on your future academic endeavors.”

C. Faculty Advisor System, resolution 1.6

Current Policy

FACULTY ADVISOR SYSTEM (1991)

This process is undergoing a change and will be distributed upon completion.

The current guidelines (1968) are included below:

- (1) The Vice President for Academic Services should:
 - (a) Assume the responsibility of coordinator for the Academic Advisement Program
 - (b) Delegate to each Department Chairperson the responsibility for course planning for students in particular interest areas
- (2) The Department Chairperson should:
 - (a) Provide for departmental faculty advisement for course planning purposes
 - (b) Assign individual students to department members for continued advisement
 - (c) Approve course and program changes
- (3) The Director of Counseling should prepare individual advisee folders, including a copy of the student's interest inventory, for distribution to the respective department chairpersons

Proposed Change

Delete section 1.6 from the Senate resolutions.

Rationale

The original policy developed in 1968 no longer applies. Since the College does not have specific academic policies related to advising, this section is no longer relevant as an Academic Policies resolution. The college-wide contractual obligation for faculty advising is covered in the Faculty Association contract. In addition, the Faculty Senate resolutions do contain relevant information concerning advisement under Planning section 3.2.6 .

Curriculum – A. Leopard

A. The Curriculum Committee has given final approval to:

Four Courses Revisions:

CR99S CDL100 Career Development and Life Planning

CR5F SPT 212 Acting Workshop

CR6F SPT 113 Stage Makeup

CR14F CIS 208 Visual Basic Programming

B. The Curriculum Committee has posted:

1. One New Course: NC5F POS 281 The U.S. Congress (Special Studies)

2. Three Course Revisions:

CR13F MUS 151 Performance and Applied Music I

CR15F CIS 209 Systems Analysis and Design

CR17F CPT 115 Introduction to Networks

NEG – H. Pierre-Philippe

No report.

SCAA -- M. Timmons

A. Presidential Search Survey findings: SCAA has received the results from Institutional Research. There are copies of the Executive Summary available as handouts for this meeting and there are copies of the whole report available on reserve at the libraries. It is 25 pages. An electronic version of the Executive Summary will be sent to all senators.

B. Other actions: The Committee has met with Diane Cecero to ensure that the proper affirmative actions practices are being adhered to; they also met with Dick Degas for updates on the timeline. The Committee continues to meet on a weekly basis. The timeline available on the web is still valid and on track – the next step is evaluating the resumes. The website can be found by going to the A-Z index, under Presidential search.

C. The Committee continues to meet with both the Engineering Technologies Department and the VP of Academic Services in regards to a curricular realignment proposal. The target deadline is the middle of December.

Planning – E. Grissing

Ed has met with R. Cunningham to review the Building 9 renovations and discuss the impact on the departments affected. If any one has any questions about this project please contact E. Grissing.

Professional Development – B. Connell

- A. The deadline for the Leaves for Professional Advancement is February 27, 2008 and the deadline for the Wesley T. Hanson Award for Teaching Excellence is March 19, 2008.
- B. The Committee is planning a January 2008 workshop on helicopter parents.
- C. The Committee had been working on resolution changes and presented the following to be voted on at the December 2007 meeting.

- 1. 4.2 **Original:** Wesley T. Hanson Distinguished Professor Awards
Change: WESLEY T. HANSON AWARD FOR TEACHING EXCELLENCE/AWARD FOR EXCELLENCE IN PROFESSIONAL SERVICE.
- 2. 4.2.1 **Original:** Introduction
Change: PURPOSE
- 3. 4.2.2 PROCEDURE

4.2.2.2 **Omit** The College community shall have ten days from the day the call for nominations has been announced to submit the nominating documentation to the Committee

4.2.2.3 **Omit** The Committee shall publish a list of nominees as soon as is practical after the close of nominations. The College community shall have two weeks from the announcements of the nominees to submit support material for the candidates.

4.2.2.4 **Original:** A subcommittee of previous Hanson Award recipients shall be appointed to determine the award recipients. This committee shall be chaired by a member of the Professional Development Committee. The names of the recipients shall remain confidential until the Faculty Executive Committee, the President, and the Board of Trustees have been notified. The recipients, the nominees and the college community shall then be notified by the Committee.

Change: The names of the recipients shall remain confidential until the Faculty Senate Executive Committee and the President have been notified. The recipients and the College community shall then be notified by the Committee.

4. 4.3 CHANCELLOR'S AWARDS (SUNY)

4.3.4 RECOMMENDATIONS

Original: A subcommittee consisting of previous Chancellor's Award recipients shall be appointed to make recommendations to the President. This subcommittee shall be chaired by a member of the Professional Development Committee.

Change: A subcommittee consisting of previous Chancellor's Award recipients shall be appointed to make recommendations to the President. This subcommittee shall be co-chaired by the Chair of the Professional Development Committee and liaison from the President's Office.

5. LEAVES FOR PROFESSIONAL ADVANCEMENT FOR THE BENEFIT OF THE COLLEGE

4.4.4 PROCEDURE

4.4.4.4. **Original:** The Professional Development Committee will review the applications based upon predefined criteria established by the Committee. The Committee shall have the prerogative to request additional information or clarification of the applicants.

Change: The Professional Development Committee will review the applications based upon predefined award criteria established by the Committee. The Committee will schedule interviews with applicants and shall have the prerogative to request additional information or clarification of the applicants.

VII. Student Announcements

J. Bickel reported that the Brighton Student Government will be involved in a community service project to benefit the Baden Street Settlement. They are looking for sixty students to participate. Any questions can be directed to rquider003@student.monroecc.edu.

VIII. Old Business

None

IX. New Business

A question was raised about the fact that the employee photo directory had not been working and if anyone knew when it would be fixed.

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Terri Tugel
President

Susan Murphy
Secretary

Minutes approved at the December 13, 2007 Faculty Senate meeting.

**Monroe Community College
Office of Academic Services**

**ACADEMIC CALENDAR
2009-2010**

FALL SEMESTER 2009 (SEPTEMBER 8 – DECEMBER 23, 2009)

September 7*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, September 4)*
September 7	Monday	LABOR DAY - COLLEGE CLOSED
September 8	Tuesday	CLASSES BEGIN - Late Registration Fee Required
September 14	Monday	Last Day for 75% Refund of Tuition and Fees
September 14	Monday	Last Day to Add a Course without Instructor/ Departmental Approval (Green Slip)
September 21	Monday	Last Day for 50% Refund of Tuition and Fees
September 28	Monday	Last Day for 25% Refund of Tuition and Fees
September 28	Monday	Last Day Students May Drop Course(s)
September 29	Tuesday	Course Withdrawal Period Begins
November 25	Wednesday	Last Day for a Student to Withdraw from an Individual Course With a Grade of "W"
November 25	Wednesday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
November 25	Wednesday	Evening Classes Do Not Meet (classes beginning 5:00 p.m. or later)
November 26-29	Thurs-Sun	THANKSGIVING RECESS - COLLEGE CLOSED (No-Classes)
November 30	Monday	CLASSES RESUME
December 18	Friday	Last Day of Classes
December 18	Friday	Last Day to Apply for a Program Change
December 18	Friday	Last Day for a Student to Process a Complete Withdrawal from the College with a Grade of "W"
December 19-23	Sat-Weds	FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
December 28	Monday	Final Grades Due by 12:00 noon - ALL COURSES
December 25 -	Friday-	COLLEGE CLOSED
January 1	Friday	

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In person transactions must be completed by the preceding business day.

NOTE: All students who wish to receive a degree from Monroe Community College must file an "Intent to Graduate Application" upon registering for their last semester

NOTE: Deadlines may be different for varied length courses. Please refer to the MCC Catalog for additional details

INTERSESSION 2010 (JANUARY 4 – JANUARY 22, 2010)

January 3*	Sunday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Thursday, December 24, 2009)*
January 4	Monday	CLASSES BEGIN - Late Registration Fee Required
January 5	Tuesday	Last Day for 90% Refund of Tuition and Fees
January 6	Wednesday	No Refund of Tuition and Fees
January 7	Thursday	Last Day Students May Drop Course(s)
January 8	Friday	Course Withdrawal Period Begins
January 18	Monday	MARTIN LUTHER KING, JR. DAY - COLLEGE CLOSED
January 19	Tuesday	Last Day for a Student to Withdraw From an Individual Course With a Grade of “W”
January 19	Tuesday	Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance
January 22	Friday	Last Day of Classes
January 28	Thursday	Final Grades Due by 12:00 noon - ALL COURSES

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In person transactions must be completed by the preceding business day.

NOTE: Deadlines are different for varied length courses. Please refer to the MCC Catalog for additional details

**Monroe Community College
Office of Academic Services**

**ACADEMIC CALENDAR
2010-2011**

FALL SEMESTER 2010 (SEPTEMBER 7 – DECEMBER 23, 2010)

September 6*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, September 3)*
September 6	Monday	LABOR DAY - COLLEGE CLOSED
September 7	Tuesday	CLASSES BEGIN - Late Registration Fee Required
September 13	Monday	Last Day for 75% Refund of Tuition and Fees
September 13	Monday	Last Day to Add a Course without Instructor/ Departmental Approval (Green Slip)
September 20	Monday	Last Day for 50% Refund of Tuition and Fees
September 27	Monday	Last Day for 25% Refund of Tuition and Fees
September 27	Monday	Last Day Students May Drop Course(s)
September 28	Tuesday	Course Withdrawal Period Begins
November 24	Wednesday	Last Day for a Student to Withdraw from an Individual Course With a Grade of "W"
November 24	Wednesday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
November 24	Wednesday	Evening Classes Do Not Meet (classes beginning 5:00 p.m. or later)
November 25-28	Thurs-Sun	THANKSGIVING RECESS - COLLEGE CLOSED (No-Classes)
November 29	Monday	CLASSES RESUME
December 17	Friday	Last Day of Classes
December 17	Friday	Last Day to Apply for a Program Change
December 17	Friday	Last Day for a Student to Process a Complete Withdrawal from the College with a Grade of "W"
December 18-23	Sat-Thurs	FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
December 24 - January 2	Friday- Sunday	COLLEGE CLOSED
December 28	Tuesday	Final Grades Due by 12:00 noon - ALL COURSES

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In person transactions must be completed by the preceding business day.

NOTE: All students who wish to receive a degree from Monroe Community College must file an "Intent to Graduate Application" upon registering for their last semester

NOTE: Deadlines may be different for varied length courses. Please refer to the MCC Catalog for additional details

INTERSESSION 2011 (JANUARY 3 – JANUARY 21, 2011)

January 2*	Sunday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Thursday, December 23)*
January 3	Monday	CLASSES BEGIN - Late Registration Fee Required
January 4	Tuesday	Last Day for 90% Refund of Tuition and Fees
January 5	Wednesday	No Refund of Tuition and Fees
January 6	Thursday	Last Day Students May Drop Course(s)
January 7	Friday	Course Withdrawal Period Begins
January 18	Tuesday	Last Day for a Student to Withdraw From an Individual Course With a Grade of "W"
January 18	Tuesday	Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance
January 17	Monday	MARTIN LUTHER KING, JR. DAY - COLLEGE CLOSED
January 21	Friday	Last Day of Classes
January 27	Thursday	Final Grades Due by 12:00 noon - ALL COURSES

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In person transactions must be completed by the preceding business day.

NOTE: Deadlines are different for varied length courses. Please refer to the MCC Catalog for additional details



December 13, 2007

PRESENT: J. Alas, D. Baxter, I. Benz, P. Bishop, C. Boettrich, B. Connell, M. DiSano, M. Ernsthausen, S. Fess, M. Fine, M. Fugate, E. Grissing, S. Hageen, N. Karolinski, A. Leopard, M. Murphy, S. Murphy (Secretary), J. Nelson, P. Ornt, P. Peterson, H. Pierre-Philippe, E. Ripton, T. Schichler, D. Shaw, D. Smith, J. Striebich, J. Thompson, M. Timmons, T. Tugel (President), J. Waasdorp, P. Wakem, C. Wendtland, H. Wheeler (Vice-President), W. Willard, W. Yanklowski.

ABSENT: S. Batistta-Provost, J. Downer, K. Eirich, M. Ewanechko, S. Forsyth, K. Huggins, A. John, R. Kennedy, D. Leach, D. McConkey, J. McKenna, A. Striegel, S. Weider, S. Wexler, H. Wynn-Preische.

GUESTS: S. Blacklaw, D. Cecero K. Collins, F. Rinehart, R. Shea

STUDENT REPRESENTATIVES: Jennifer Bickel, David Ladwig

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

II. Guest speaker: Margaret Murphy, MCC representative to the FCCC, provided a summary of the FCCC fall meeting .The two parts of the FCCC meeting are information gathering from various SUNY colleges and other players in education and the committees which conduct research and makes recommendations to the Vice Provost for Community Colleges on specific community college topics. The fall meeting was guided mostly by Gov. Spitzer's mission to make SUNY the best educational institution in the nation (Governor's Commission on Higher Education)

The following topics were discussed: access, nursing programs, affordability, SUNY BOT non-voting membership, transfer, dual credit courses, workforce development, campus safety, diversity, community college mission, full time faculty, and funding.

Major speakers at the meeting were:

Dr. Pedro Caban, Vice Provost for Diversity and Educational Equality
Dr. Dennis Golladay, Vice Chancellor for Community Colleges
Provost Risa Palm, SUNY Academic Affairs
Don Boyce, SUNY Student Association President
Professor Carl Wieszalis, University Faculty Senate President
Cynthia Demarest, Executive Director of New York Community College Trustees
Barbara Viniar, Executive Director of Institute for Community College Development
George Anker, SUNY Financial Analysis

Brief meeting overview:

- New hire in Albany: Dr. Pedro Caban, Vice Provost for Diversity and Educational Equality
 - Rethinking diversity as community building
 - Supporting academic innovation
- Movement to provide more/better funding to students and campuses (TAP, state versus county funding, and per FTE in high cost areas)
- Research to dispel the myth of community college education inferiority
- Increase of full time faculty – priority on senior faculty super stars (1000 in next 3 years)
- Voucher system for community college students going on to SUNY four year
- Increased priority for local students (many cannot travel)
- Seamless transfer between SUNY campuses
 - Common curriculum across campuses
 - Common numbering across campuses
 - Statewide student audit system
 - Community colleges as prep schools to the four year (primary responsibility for remedial and intro level course) –CUNY and North Carolina system as models
 - Limit the number of program credits earned at the community college
- FCCC Committee Work: Working to be informed and have voice
 - Nursing programs and faculty – recommendation sent to Vice Provost of CC in support of proposals made by SUNY ad-hoc committee on nursing programs and sent to the Governor’s Commission on Higher Education
 - Library database collective buying power initiative - recommendation sent to Vice Provost of CC in support of proposals made by SUNY ad-hoc library committee
 - Transferability
 - Assessment of student learning
 - Textbook cost
 - Best practices and assessment of dual credit
 - Vice Provost of Community College request
 - Follow the APPCC study of dual credit
 - Student life: mental wellness issues

III. Announcements: None.

IV. Action Items

A. The Academic Policies Committee presented the following resolution changes for vote.

1. College Orientation Policy, resolution 1.1.9-

Current Policy: COS 101 (College Orientation Seminar), a one credit course, will be required for all full-time matriculating students assessed to be academically at-risk. At-risk will be defined as those students who are required to register for a Developmental Studies course after having completed the College's placement testing program. COS 101 must be taken during or before the first semester the student is a full-time matriculated student. A waiver of this policy will be the administrative responsibility of the Admissions office.

Proposed Policy (changes in bold & underlined): **COS 133 (Introduction to College Studies), a three credit course or** COS 101 (College Orientation Seminar), a one credit course, will be required for all full-time matriculating students assessed to be academically at-risk. At-risk will be defined as those students who are required to register for a **Transitional** Studies course after having completed the College's placement testing program. **COS 133 is highly recommended for TS01 students. COS 133 or** COS 101 must be taken during or before the first semester the student is a full-time matriculated student. A waiver of this policy will be the administrative responsibility of the Admissions office **or assigned academic advisor in accordance with program guidelines.**

Rationale-Given that COS 133 (Introduction to College Studies) is a more in-depth and comprehensive three-credit course compared to COS 101, offering COS 133 as an alternative to COS 101 for academically at-risk students will promote greater student success for students whose academic profile suggests the need for a more in-depth course.

Motion passed.

2. Faculty Advisor System, resolution 1.6

Current Policy: Faculty Advisor System (1991)

This process is undergoing a change and will be distributed upon completion.

The current guidelines (1968) are included below:

- (1) The Vice President for Academic Services should:
 - (a) Assume the responsibility of coordinator for the Academic Advisement Program
 - (b) Delegate to each Department Chairperson the responsibility for course planning for students in particular interest areas
- (2) The Department Chairperson should:
 - (a) Provide for departmental faculty advisement for course planning purposes
 - (b) Assign individual students to department members for continued advisement
 - (c) Approve course and program changes
- (3) The Director of Counseling should prepare individual advisee folders, including a copy of the student's interest inventory, for distribution to the respective department chairpersons

Proposed Change: Delete section 1.6 from the Senate resolutions.

Rationale-The original policy developed in 1968 no longer applies. Since the College does not have specific academic policies related to advising, this section is no longer relevant as an Academic Policies resolution. The college-wide contractual obligation for faculty advising is covered in the Faculty Association contract. In addition, the Faculty Senate resolutions do contain relevant information concerning advisement under Planning section 3.2.6.

Motion passed.

3. Withdrawal Policy, resolution 1.1.6

Current Policy- Withdrawal Policy (1997, updated from 1989)

- (2) Student-initiated withdrawals after Schedule Adjustment
 - (a) Withdrawal from an individual course. Withdrawal from individual courses must be initiated by students after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester as designated by the official Academic Calendar (or a proportional amount of time for courses less than 15 weeks in length). A student can withdraw from an individual course using Banner student self-service system. The student may not use Banner self-service to do a complete withdrawal.
 - (c) Complete withdrawals from the College. If a student wishes to withdraw completely from the College, (s)he should contact the Brighton Counseling Center or the Damon Student Services Office by the last day of the semester. Students will meet with a staff member to discuss their decision to withdraw from the College. A student is not officially withdrawn until the necessary paperwork is completed, and (s)he risks receiving "F" grades for all current courses if the paperwork is not completed. Once the process is complete, instructors are notified of the withdrawal. If a matriculated student has completely withdrawn from the College and subsequently wishes to continue his/her studies, (s)he must apply for readmission to the College through the Office of Admissions.

Proposed Policy (changes in bold & underlined and as strikethroughs)

Withdrawal Policy (1997, updated from 1989)

- (2) Student-initiated withdrawals after Schedule Adjustment
 - (a) Withdrawal from an individual course. Withdrawal from individual courses must be initiated by students after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester as designated by the official Academic Calendar (or a proportional amount of time for courses less than 15 weeks in length). A student can withdraw from an individual course using the student self-service system. ~~The student may not use Banner self service to do a complete withdrawal.~~
 - (c) Complete withdrawals from the College. If a student wishes to withdraw completely from the College, (s)he ~~should contact the Brighton Counseling Center or the Damon Student Services Office~~ **must initiate the complete withdrawal** by the last day of the semester. ~~Students will meet with a staff member to discuss their decision to withdraw from the College.~~ A student is not officially withdrawn until the necessary **withdrawal procedure** is completed, and (s)he risks receiving "F" grades for all current courses if **this procedure** is not completed. ~~Once the process is complete, instructors are notified of the withdrawal.~~ If a matriculated student has completely withdrawn from the College and subsequently wishes to continue his/her studies, (s)he must ~~apply for readmission~~ **be readmitted** to the College ~~through the Office of Admissions.~~

Rationale-The primary reason for the current policy was to encourage students to seek advising to understand the ramifications of a complete withdrawal. However, many students may choose to not seek that advising, and even when advised are not prevented from the complete withdrawal. Therefore, to mandate that students may not use Banner for a complete withdrawal when students are not necessarily prevented from that withdrawal appears unwarranted. In the current Banner system, students can withdraw from individual courses. Banner does not distinguish between whether or not the course from which the student is withdrawing is his or her last class. In order to adhere to the current policy within the confines of the Banner system, all course withdrawals, not just withdrawals from the last class, would therefore need to be manually processed to determine if a particular individual course withdrawal would be the final course that leads to a complete withdrawal. To revert back to manual processing of withdrawals to satisfy the last statement of the current policy in 1.1.6 (2) (a) seems unwarranted and excessive given that this statement is irrelevant. It is not the case that Banner capabilities, or lack thereof, are driving policy. Rather, Banner capabilities have encouraged conversations as to the rationale behind this current policy. The members of the Academic Policies Committee, while agreeing it is inappropriate to mandate that students seek counseling before a complete withdrawal, do agree that advising should be encouraged. To that end, should the proposed policy be approved, Registration & Records has agreed to place the following statement on the Banner student withdrawal page:

“Students are permitted to withdraw from individual classes without permission of the course instructor. However, withdrawing from a course may affect your financial aid status. Please be sure to check with a financial aid representative before making changes to your schedule. Students wishing to completely withdraw from the college are encouraged to speak with an academic advisor for its effect on your future academic endeavors.”

Motion proceedings: Amendment #1 to this proposal 1.1.6 (2) (c) last sentence amend to: If a matriculated student has completely withdrawn from the College and subsequently wishes to continue his/her studies, (s)he must request readmission to the College through the Office of Admissions. **Amendment motion passed.** Amendment #2 to this proposal-include the following sentence: A student withdrawing from an individual course or the College will be advised that such actions may have a negative impact on their educational program and/or financial aid eligibility. **Amendment motion passed.**
Proposal motion passed as amended.

- B.** The Professional Development Committee presented the following resolution changes for vote.
1. Resolution 4.2.2 (Wesley T. Hanson Award) **Omit** the following sentence from 4.2.2.2: The College community shall have ten days from the day the call for nominations has been announced to submit the nominating documentation to the Committee. **Omit** the following from 4.2.2.3: The Committee shall publish a list of nominees as soon as is practical after the close of nominations. The College community shall have two weeks from the announcements of the nominees to submit support material for the candidates. Rationale: The nomination and supporting documentation must all be turned in at the same time. Therefore, the above 4.2.2.2 and 4.2.2.3 are no longer needed. **Motion passed.**

2. Resolution 4.2.2.4 (Wesley T. Hanson Award) **Original:** A subcommittee of previous Hanson Award recipients shall be appointed to determine the award recipients. This committee shall be chaired by a member of the Professional Development Committee. The names of the recipients shall remain confidential until the Faculty Executive Committee, the President, and the Board of Trustees have been notified. The recipients, the nominees and the college community shall then be notified by the Committee.
Change: The names of the recipients shall remain confidential until the Faculty Senate Executive Committee and the President have been notified. The recipients and the College community shall then be notified by the Committee. **Rationale:** The Professional Development Committee has been the selection committee for some time now. The Board of Trustees does not need to be notified in regards to the Hanson Award.
Motion passed.

3. Resolution 4.3.4 (Chancellor's Awards) **Original:** A subcommittee consisting of previous Chancellor's Award recipients shall be appointed to make recommendations to the President. This subcommittee shall be chaired by a member of the Professional Development Committee.
Change: A subcommittee consisting of previous Chancellor's Award recipients shall be appointed to make recommendations to the President. This subcommittee shall be co-chaired by the Chair of the Professional Development Committee and liaison from the President's Office.
Rationale: The depth of the paperwork and coordination needs to be done by a representative of the Presidents Office, due to the nature of the award, however the Professional Development Committee should continue to be involved through co-chairing that committee. **Motion passed.**

4. Resolution 4.4.4.4 (Leaves for Professional Advancement) **Original:** The Professional Development Committee will review the applications based upon predefined criteria established by the Committee. The Committee shall have the prerogative to request additional information or clarification of the applicants.
Change: The Professional Development Committee will review the applications based upon predefined award criteria established by the Committee. The Committee will schedule interviews with applicants and shall have the prerogative to request additional information or clarification of the applicants. **Rationale:** The committee felt that it should interview each of the candidates to be better able to make an educated decision. **Motion passed.**

V. **Approval of Minutes:** Minutes of November 15, 2007 Faculty Senate Meeting approved as written.

VI. Standing Committee Reports

Academic Policies Committee – W. Willard

- A. There is a date change to the fall 2008 calendar which was approved by the Senate prior to this academic year. The fall 2008 calendar lists a withdrawal date of Wednesday, November 19, 2008 which is the week before Thanksgiving. However, administration has recommended that the student-initiated and faulty withdrawal deadline be changed to Saturday, November 22, 2008. The in-person withdrawal deadline would be Friday, November 21, 2008 and web withdrawals would have a deadline of Saturday, November 22, 2008. This change is being requested due to a difference in interpretation of how the withdrawal date is set with regards to whether Saturdays should or should not be counted as a class day. In the Faculty Senate Academic Policies resolutions, it states that the withdrawal date must be no later than 15 class days before the end of the semester, but does not specify whether Saturday should be counted as a class day. Since the Fall semester ends on December 12, 2008, and if Saturdays are counted as a class day, on which APC, Academic Services and Registration & Records do agree to, and not counting the days of Thanksgiving break, then the withdrawal date should be November 22, 2008. If using the guideline that the withdrawal date should occur when 80% of the course has been completed eighty-percent of a 15-week class is the end of the 12th week, which would still be November 22. Administrative changes can be made to an academic calendar even after it has been approved by the Senate. This change was recommended by Academic Services and Registration & Records after consultation with both the APC and the Faculty Senate Executive Committee. Members of both committees support the change as acceptable to meet calendar guidelines as put forth in the Senate resolutions.
- B. The committee is working with the Office of Experiential and Adult Learning on credit for prior experiential learning through portfolio assessment for adult learners with significant life experience.
- C. The committee is discussing the ramifications of developing a policy that would permit an instructor to replace a student-initiated “W” with a grade of “F” in cases of documented academic dishonesty. Please contact APC members Bob Kennedy or Jay Nelson to voice concern, offer support or share opinions.

Curriculum – A. Leopard

- A. The Curriculum Committee has given final approval to:

One New Course:

NC5F POS 281 The U.S. Congress (Special Studies)

Three Course Revisions:

CR13F MUS 151 Performance and Applied Music I

CR15F CIS 209 Systems Analysis and Design

CR17F CPT 115 Introduction to Networks

- B. The Curriculum Committee has posted:

One Program Revision:

PR2F Performing Arts: Music, AS

Six New Courses:

NC1F MUS 159 Aural Skills I

NC2F MUS 160 Aural Skills II

NC3F MUS 259 Aural Skills III

NC4F MUS 260 Aural Skills IV

NC6F HIS 253 Traditional East Asian History

NC7F HIS 254 Modern East Asian History

C. Update on Charge to Clarify MCC's Local General Education Definitions:

The committee is conducting their own research as well as preparing a survey for academic departments regarding their understanding of the definitions of and criteria for course inclusion in MCC's Local General Education Areas – Humanities, Social Science, Natural Science, Mathematics and Health/PE.

NEG – H. Pierre-Philippe

No report.

SCAA -- M. Timmons

- A. There will be interviews in January for the position of Director of Counseling.
- B. Chair elections will be held in the spring semester for Law and Criminal Justice, Business Administration/Economics and English. The first posting will be February 29, 2008 at noon.
- C. The committee has met with the presidential search consultant and will begin reviewing candidate's packets.

Planning – E. Grissing

No report.

Professional Development – B. Connell

- A. The Committee has made recommendations for the NISOD award and Vice President Dr. J. Glocker has approved the Committee's recommendations for this year's NISOD award recipients.
- B. There will be a Professional Development workshop on January 16, 2008 on the topic of "Helicopter Parents" in Monroe B from 11:00am-2:00pm. There is a limit of 90 participants. Please RSVP to Sandy Wynne (swynne@monroecc.edu).

VII. Student Announcements

A. J. Bickel reported that the Brighton Student Government will be involved in a community service project to benefit the Baden Street Settlement on December 15, 2007. If you are interested in helping out, meet at MCC at 8:30am.

B. D. Ladwig, student trustee, reminded the Senate the MCC board of Trustees' meetings are public meetings and encouraged the College community to attend to ensure the transparency of board decisions. The minutes of the Board of Trustees meeting are available for review in the Faculty Senate secretary's office (contact Sandy Wynne).

VIII. Old Business

None

IX. New Business

A concern was raised about the availability of College support services when classes and exams are offered beyond the normal work day hours. The EC will be reviewing this concern.

Meeting adjourned at 4:20 p.m.

Respectfully submitted,

Terri Tugel
President

Susan Murphy
Secretary

Minutes approved at the January 31, 2008 Faculty Senate meeting.