January 28, 2010


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

I. Meeting called to order: 3:35 PM

R. Stewart and L. Struble, Making Civility Common

- The purpose of the program is to encourage civility throughout the college, to make it evident that a higher level of behavior is expected. Several presentations have been done both at Brighton and DCC to create awareness and give faculty and staff the skills needed to intervene and achieve voluntary compliance when uncivil, inappropriate behaviors are spotted. The training will provide visible signs to designate those that have been trained and authorized to intervene. It will also provide tips on how to approach others who are uncivil.

- Public Safety has done some programming to incorporate that information in the Freshman Orientation Program. They have also tailored the presentation for COS classes; they are working with the Athletics Department and the Counseling Center, on a two-part program dealing with civility and sportsmanship; they are planning a fall conference dealing with civility and will be presenting the civility program at the League for Innovation Conference in the fall.

- They are encouraging faculty and staff to check out the civility web site. It contains a list of the committee members, the program’s history, the results of the pilot survey and power point which initiated the program. The web site also has a variety of resources, link to civility project at Johns Hopkins University, a list of classroom management
ideas, the ‘good deed’ form and the civility power point presentation used by Public Safety.
They want the web site to have educational information available for our use. If anyone has any ideas on how best to present this information, please contact any one on the committee.

Margaret Murphy, FCCC update

- Text book open access – Both federal and State legislations will be mandating that any institutions receiving federal/state funds must take into account textbooks’ costs and make that information available upfront- such as listing it on the master schedule.
- Remediation - Setting common standard across SUNY campuses for an acceptable level of placement in a particular subject area. They would then, notify the high schools that their students are not meeting those standards. This may affect open access.
- Student mobility – Formerly called Transfer and Articulation. Passed the following new resolutions:
  ✷ Two year SUNY graduates (AA or AS degrees) when accepted in parallel programs at the baccalaureate campuses of the University, shall be accorded full junior status and be given the opportunity to complete requirements for a BS degree within 4 additional semesters of full time work.
  ✷ Two year SUNY graduates (AA or AS degrees) when accepted with junior status within parallel programs, shall be granted full credits for general education courses taken and not be required to repeat courses with similar curricular content.
Several systems, with support from SUNY and The Board of Trustees, have been put in place to implement these resolutions; a Transfer Review Committee looks at the transfer process; a clear student appeal process that respond to question on transfer credits, faculty for SUNY campuses discuss course content in Conferences in the Disciplines
- General Education requirements – At the two year level, students will still get 21 credits in the Gen. Ed. area. The changes give the student an opportunity to have depth in a particular subject area.
- Assessment Task Force – The following recommendations have been accepted and supported by the SUNY Provost:
  ✷ The SUNY system should play a facilitative rather than a regulatory role.
  ✷ Ownership of assessment by faculty and campus leadership is critical
  ✷ Assessment must be meaningful to the disciplines and programs, relevant to teaching and learning and contribute to educational excellence
  ✷ Assessment should be more readily apparent and resources should be committed to the recommendations that emerge from assessment results
  ✷ The creation of SUNY General Education requirements marked a significant advance in defining the general education across the SUNY system, but the implementation and assessment of the attainment of the desired learning outcomes have proved challenging. It may be time to streamline the general education requirements.
  ✷ Requirements of external accreditation have changed considerably and have become more substantive. SUNY’s process now duplicates these requirements and can now take a back seat.
  ✷ Effective assessment process should reflect the campuses’ diversity, which means that campuses can create their own rubrics and instruments.
II Announcements (C. Abbott)

- Update on diversity and hiring procedures. Some ideas generated by the group:
  - Redesigning the web site so that MCC is projected in a positive way.
  - Finding ways to give a potential employee an opportunity to have a more relaxed atmosphere outside of the formal search committee structure - tour of the campus; share coffee with a member of that department/area.
  - Forming a Recruitment Committee may ease the burden that recruitment can place on some departments/areas.
  - Centralizing hiring processes and procedures

  The committee would like your department/areas' input in that process. We will reserve some time at the February Senate meeting to discuss those ideas.

- At the February Senate meeting, we will get an update from D. Burke regarding the Student Opinion Survey and how the reports from those surveys will be generated.

- B. Connell gave a brief update on the work of the Budget Review Committee. The 4 vice presidents and the 5 teams discussed the budget priorities for the college. They came up with 5 targeted ways to focus on the budget and will present them to the President at the next meeting.

III Approval of Minutes:

Minutes of December 17, 2009 Faculty Senate meeting approved as written.

IV Action Items:

Curriculum - M. Ernsthauen

The curriculum Committee has given final approval to the following:

One New Program
NP2F Mathematics, AS - Motion passed

Two Program Revisions
PR5F Mathematics, Certificate - Motion passed
PR11F Dental Hygiene, AAS - Motion passed

V Standing Committee Reports:

Academic Policies - E. Grissing
No report

Curriculum – M. Ernsthauen
The curriculum Committee has given final approval to the following:

One New Program
NP2F Mathematics, AS

Two Program Revisions
PR5F Mathematics, Certificate
PR11F Dental Hygiene, AAS
Three Course Revisions
CR29F EMS 239 Paramedic Clinical and Field Experience I
CR30F EMS 240 Paramedic Clinical and Field Experience II
CR31F CHE 110 Contemporary Consumer Chemistry

Two New Courses
NC8F ATP 180 Alternative Fuels
NC12F HVA 181 Transition to HVAC/R Technology

The curriculum committee has posted the following items until 2/9/10:
CR33F SVL 106 Topics in Service Learning

NEG – A. Morris
- Presented the Faculty Senate constituent areas (Bylaws). They are being revised to reflect the college’s current organizational structure. It will be voted on at the February Senate meeting.

SCAA – M. Fine
- Athletic Director Search - Jim McKenna and Jeremy Case, SCAA committee members will join the Administrative Search Committee.

Planning – D. Shaw
- Deadline for the Strategic Planning grants has been extended to February 12, 2010.

Professional Development – C. Powers
- Bullying - Workshop is scheduled for Thursday, June 10, 2010. The facilitator will be Dr. Robert DelPrino, Associate Professor of Psychology at SUNY - Buffalo State.
- Professional Leave for the Benefit of the College - Ad Hoc Committee is working on clarifying and providing guidance on the meaning of ‘benefit to the college’. They have finished their work and are writing their recommendations.
- Applications deadline dates for Professional Leave for the Benefit of the College will be moved up – dates to be announced.
- NISOD - Sub-committee has completed its work on the awards.
- Chancellor’s award – Process for this year is complete. The committee will be working on a process to try and generate more nominations
- Hanson – The committee is working on refining the criteria and renewing the emphasis on teaching and student success

VII Student Announcements:
None
Vlll  Old Business:  
None

IX  New Business:  
Textbook prices

Meeting adjourned at 4:35p.m.

Respectfully submitted,

Christine Abbott  
President

H. Pierre-Philippe  
Secretary

Minutes approved at the February 25, 2010 Faculty Senate meeting.
February 25, 2010


ABSENT:  L. Bartholome, M. Bower, S. Crews, G. Fazekas, P. Peterson, H. Pierre-Philippe (Secretary), M. Popovici, S. Batista-Provost, C. Sardone, D. Smith, R. Stevens, J. Waasdorp, H. Williams


I. Meeting called to order:  3:35PM

R. Shea and B. Cunningham – Update on Facilities
  • Update on a number of projects which are driven by the 2008-2013 Master Plan. Because the site selection process for the downtown campus is scheduled to begin this month, there will be a short amendment to the Master Plan to accommodate an earlier start for these projects. The Master Plan gets translated into the Capital Improvement Program (CIP) which needs approval from the MCC - Board of Trustees, the County Legislature and SUNY.
  • Building 9 Renovations Phase II - The renovations to building 9 began 3 years ago. Phase 1 included the Wolk Building and some basic renovations to the building. Phase 2 will start in June 2010 and continue in several phases over the next 15 months. The building will not be completely closed during the renovation, so there will be constant monitoring to ensure that classes are not totally disrupted. Once completed, the building will have 12 new smart classrooms, smart boards, projectors, students’ study area, a skylight and a grand staircase.
  • Downtown Campus Project – The Steering committee wanted input from the entire college community regarding a possible site for the campus. They collected information through focus groups, postcards and electronically, in order to they could develop a site criteria. The committee elected to hire a national consultant firm, with urban campus experience, to explore and identify possible sites. The firm’s goal is to identify 6 sites,
present them to the Steering committee who will work with its various partners (the college community, the City, County, Rochester Downtown Development Committee) to put forward one site to the MCC Board of Trustees at the April 26th meeting. If approved, it will then be sent to the SUNY Board by September 2010, and a design consultant will be hired by end of the year.

- Property Preservation Projects Phase 1 - Summer 2010-2011 - Phase 1 will update electrical systems, roof, HVAC systems in 12 different buildings on the campus.
- North Academic Building construction has been postponed by the County until 2016. To provide additional classroom space, 8 new temporary classrooms units will be constructed, either on the east side of Building 11 or South side of building 10. Scheduled to start in early April.
- Empire State College will not be building on the MCC campus.
- Expansion of Building 21 - Purchasing and Receiving Area – 2012 - Will provide them with additional renovated or new space for facilities. That structure will also house the Public Safety Department to consolidate their various offices into one location.
- Public Safety will temporarily be relocated to Building 9 until the expansion of Building 21 is completed.

II Announcements (C. Abbott)
- Welcomed S. Carlson who will represent the Nursing Department for the remainder of the semester. J. Volland, the current senator, is on leave.
- B. Connell wished C. Abbott a happy birthday

III Approval of Minutes:
Minutes of January 25th, 2010 Faculty Senate meeting approved as written.

IV Action Items
Curriculum – M. Ernsthausen
PR1S Computer Systems Technology, AAS Motion passed
PR2S Entrepreneurial and Applied Business Studies Motion passed
NEG – A. Morris
New distribution of constituent areas to realign them with the current organizational structure. Motion passed

V Standing Committee Reports:
Academic Policies - E. Grissing
The committee is working with the Research Office to finalize the questionnaire regarding the fall calendar. It will be used to survey the faculty to see if there has been a change in attitudes from the last survey which was done 8 years ago. The questionnaire may be available by the end of the academic year.

Curriculum – M. Ernsthausen
The curriculum committee has given final approval to the following:

Two Program Revisions:
PR1S Computer Systems Technology, AAS
Seven Course Revisions:
CR1S  MAR 101 Principles in Marketing
CR7S  POS 230 Civil Liberties – U.S.
CR11S CSC 214 Signal and Image Processing
CR12S ATP 105 Brakes
CR33F SVL 106 Topics in Service Learning
CR43F PSY 222 Social Psychology of the Holocaust

Four Course Deactivations:
CD1S  HIS 250 History of China and Japan
CD2S  CHE 121 Chemistry for Technology and Health Sciences
CD3S  CHE 122 Chemistry for Health Sciences II
CD4S  CHE 170 Survey of Organic Chemistry

Two New Courses:
NC11S CIS 221 Applied Database Concepts with an Oracle Database
NC13F TEK 106 Special Topics in Engineering Technology

The curriculum committee has posted the following for review until 3/9/2010:
CR6S  BUS 208 Organizational Behavior
CR23S BUS 250 International Marketing and Management
BUS 275 Business Cooperative Education

NEG – A. Morris
No report

SCAA – M. Fine
Summarized the reorganizational changes proposed by Dr. Kress. There are several parts to the proposal and SCAA has set up some preliminary meetings with the affected departments to discuss the changes. There will also be an open hearing for additional discussion regarding the proposed reorganization.

Planning – D. Shaw
The committee has developed a process for evaluating the Strategic Planning grants. They have received 13 applications.

Professional Development – C. Powers
Announcement regarding the Hanson Professional Service Award will be posted this week in the Tribune. We are updating FS web site to include all the awards materials.
VI  Student Announcements:  
None 

VII  Old Business:  
None 

VIII  New Business:  
None 

Meeting adjourned at 4:35p.m.

Respectfully submitted,

Christine Abbott             H. Pierre-Philippe  
President             Secretary  

Minutes approved at the March 25, 2010 Faculty Senate Meeting.
March 25, 2010


ABSENT:  J. Alas, L. Bartholome, S. Carlson, J. Case, G. Fazekas, N. Karolinski, E. Lanzafame, J. McKenna, P. Ornt, M. Popovici, S. Batistta-Prevost, B. Ripton, C. Sardone,


I. Meeting called to order:  3:35pm

D. Burke – Update on Student Opinion of Course and Faculty Survey

Gave an update on the actual format of the redesigned report of the Student Opinion of Course and Faculty Survey. A final version of the report should be available for the Spring 2010 administration. The report will include a summary of individual instructor’s results for a single section taught by that instructor, summative results for all the sections of that course taught by that single instructor, and summative results for all sections of a course for the current semester and the previous two surveys of that course (provided at least three professors have taught the course in the past). Once completed, the report will accompany this semester’s survey results.

She has worked closely with G. Egan and D. Watson to maintain the original intent of the Ad Hoc committee’s recommendation.

T. Keys and B. Wagoner – Update on New Technology Services

Discussed 4 different technology initiatives:

- Outlook Calendar Updates -
  Will provide an easier and much faster way for faculty and staff to schedule appointments and meetings. ETS is able to use data currently available in Banner to populate calendars with recurring events (e.g. scheduled classes). This would give Outlook a more accurate view, increase accuracy and make appointments/meetings easier to schedule.
Version I, a one shot update, is planned for Summer 2010. They are asking faculty for their input to adapt the system to their needs. Version II has multiple updates and is scheduled for a later time.

- **Student E-mail Policy**
  MCC can use the student e-mail system as a primary form of communication. The Student E-mail Team wrote a proposal, sent it to the President and the Vice Presidents, and they all endorsed it. A college wide implementation team was then formed and charged with the following: Review the proposed Student E-mail Policy, implement an awareness campaign, identify potential cost savings and identify a student support model to meet student technology need. This system, which is being used in some offices /departments, will allow the College to be more paperless, save resources and provide timely information.

- **Student Printing Policy**
  The library is currently the only campus office that charges our students for printing services. The old system, which used to charge them for each printing job, has been replaced by ‘PaperCut’. The students receive a $10 credit to be used for all printing services. The proposed policy will be similar to the pay-for-print model from the library. The students will be provided with a $15 credit at the beginning of each semester (including summer) to cover their printing costs. Additional monies can be added to the account if needed, but account balances will not be refunded. This change will affect all student printers. The system will be reasonable and easy to implement. It will also provide better control of paper, reduce the amount of unnecessary printing, save paper and toner and encourage a ‘green’ approach.

- **Copy Center Leases**
  The copy centers are available in Buildings 5, 8, DCC and main print shop. These copiers are 5 years old and their lease expires this spring. Over that time, 30 million copies have gone through these copiers and therefore they are experiencing significant service issues. The following objectives will be looked at in upgrading the copiers for new leases: Higher capacity multi-function devices (printing, copying, scanning, fax) which will sustain high volume. Want to look at shorter lease period that reduces maintenance service problems and stay on top of new technology. Also looking at release stations where you can print from office/ home then release job when you get on campus. More secure form of identifying the user, better control of the system. If you have any additional questions, concerns and comments, please forward them to T. Keys.

**II. Announcements** (C. Abbott)

- Congratulated the following senators on their promotion to Associate Professor
  L. Judd - Mathematics
  M. Ofsowitz - Psychology
  R. Stevens - Biology
  A. Wilson - Library Services
  M. J. Witz - Biology

- The Faculty Council on Community Colleges (FCCC) recently asked the Executive Committee to endorse a resolution to be sent to Governor and Legislature asking that funding for community colleges be restored to the 2009-2010 level and that Tuition
III. Approval of Minutes:
Minutes of February 25th, 2010 Faculty Senate meeting approved as corrected.

IV. Action Items
Curriculum – M. Ernsthausen
PR5S Accounting General, AAS – Motion passed
PR20S Computer Information Systems, AAS - Motion passed
PR21S Computer Information Systems, AS - Motion passed
NP1S Addictions Counseling, Certificate - Motion passed
NP3F Applied Engineering Technology, AAS - Motion passed
PR4S Emergency Medical Technician – Paramedic, AAS - Motion passed
PR9S Paramedic, Certificate - Motion passed

V. Standing Committee Reports:
Academic Policies - E. Grissing
No report

Curriculum – M. Ernsthausen
The curriculum committee has given final approval to the following:

**Five Program Revisions:**
PR20S Computer Information Systems, AAS
PR5S Accounting General, AAS
PR21S Computer Information Systems, AS
PR4S Emergency Medical Technician – Paramedic, AAS
PR9S Paramedic, Certificate

**Two New Programs**
NP1S Addictions Counseling, Certificate
NP3F Applied Engineering Technology, AAS

**Twenty Two Course Revisions:**
CR6S BUS 208 Organizational Behavior
CR23S BUS 250 International Management and Marketing
BUS 275 Business Cooperative Education
CR13S ANT 202 Human Religious Experience
CR14S ANT 130 Bones, Bodies and Detection
CR17S SOC 209 Environmental Sociology
CR18S SOC 208 Sociology of Latin America
CR19S SOC 205 African-American Family
CR20S SOC 202 Urban Sociology
CR21S SOC 204 Families in Society
CR29S SOC 200 Social Problems
CR30S SOC 201 Race and Ethnicity in the United States
CR31S SOC 206 Sex and Gender in Society
CR33S POS 207 The Urban Political Process in the U.S.
CR36S MAR 204 Advertising
CR37F COM 104 Introduction to Graphic Production
CR37S MAR 203 Sports and Entertainment Marketing
CR38S HIM 204 Health Records in Alternative Care
CR39S CHE 124 General Organic and Biochemistry
CR40S MAR 201 Dynamics of Selling
CR41S HIM 205 Professional Practice Experience I
CR42F COM 107 A Century of Design

Nine Course Deactivations:
CD13S CIS 205 COBOL Programming Language
CD55S ANT 120 Anthropology of Science Fiction
CD6S PAD 101 Introduction to Public Administration
CD7S Public Administration Courses
CD8S PAD 202 Public Sector Finance
CD9S PAD 230 Legal Issues: Public and Not-for-Profit Sectors
CD10S PAD 121 Public Administration Education Internship I
CD11S PAD 102 Public Sector Management
CD12S PAD 103 Public Sector Human Resources

Four New Courses:
NC3S CHE 185 Organic Chemistry Topics for Nutrition Majors
NC4S EDU 260 International Education
NC5S HUM 210 Disability Across the Lifespan-Strategies for the Human Services Worker
NC6S PPE 210 Selective Certification in Youth Sports

The curriculum committee has posted the following for faculty review until 3/30/2010
CD44S EMS 113 Hazardous Materials and the EMT
CR34F COM 165 Digital Prepress
CR50S MET 206 Engineering Materials
NEG – A. Morris
Reminder that a call for nominations was sent out to affected departments - Deadline is Monday, March 29th, 2010
A call for nominations for the FCCC representative was sent out in the Tribune -Deadline is April 5th, 2010.
Proposed Amendments to Faculty Senate Bylaws:

Article IV, Section 1: Extend voting membership to technical assistants.

Article IX, Section 2 (E)(2): Remove “conducting evaluations of Department Chairpersons” from SCAA duties.
Article IX, Section 2 (F)(2): Remove constituent areas of representation.
Article X, Section 1 (C): Amend to read: “A quorum for each regular or special meeting of the faculty shall consist of two-fifths of the voting faculty.”
Please note, the proposal does not seek to change the number of faculty needed for a quorum, as originally presented. Rather, language is proposed to clarify the type of meeting referred to in the bylaw.
Article X, Section 5: Amend references to voting method from mail ballots to email ballots.
An open hearing is scheduled for Monday, April 12th, at College Hour (12:00pm) in the Empire Room.

SCAA – M. Fine
The Committee will be submitting its recommendation to the President regarding the proposed reorganization.
Members of SCAA will run a parallel search for the Vice President of Economic Development and Innovative Workforce Services. A search consultant will be hired to help with the search process. No changes will be made until the new VP is hired – September 1st.

Planning – D. Shaw
The Committee has completed their work on the Strategic Planning awards and their recommendation has been forwarded to the President.

Professional Development – C. Powers
The Leave for Professional Advancement process is ongoing and the Committee will be shortly submitting their recommendation to the Academic Vice President and the President. The ad hoc committee on leaves is writing up a final report which includes guidelines and a better definition of ‘benefit to the college’.
Reminder that March 26th is the deadline for nominations for the Hanson award and MCC Excellence in Professional Service. We have received several applications in each category. This summer, M. Bower and M. Ofsowitz will be setting up the Professional Development section of the Faculty Senate web site. They will be updating all of the awards’ criteria information prior to the start of the fall semester.

VI. Student Announcements:
None
VII. Old Business:
   None

VIII. New Business:
   None

Meeting adjourned at 4:50 pm

Respectfully submitted,

Christine Abbott                   H. Pierre-Philippe
President                          Secretary

Minutes approved at the April 15, 2010 Faculty Senate Meeting.
April 15, 2010


GUESTS: R. Rodriguez

I. Meeting called to order: 3:35pm

Margaret Murphy, Faculty Council of Community Colleges (FCCC) update
Shared highlights of SUNY Chancellor, Nancy Zimpher presentation:
- Strategic Plan
  - Develop a statement of SUNY vision
  - Reach out to community to instill the “public” in public education
  - Themes: Ensuring Revitalization and Quality of Life for NY, Arts and Culture, Diversity in the World, Education Pipeline, Energy and Sustainability, Globalization, Health Affairs, Quality of Place
- Community colleges accountability – Chancellor Zimpher intends to improve communication with counties and System.
- SUNY/CUNY Empowerment & Innovation Act
  - Equitable, fair distribution of tuition
  - Land use & partnerships
- Four year/two year SUNY colleges
  - Initially unaware of the separation
  - No need for Community College positions at Systems when there are unequal positions for State Ops (integration of system)
**Transfer and Articulation**
- Conferences in the discipline process:
  Courses needed so students are prepared to take junior level courses. The Provost’s office is identifying “types” of courses required in most of the major programs. These courses will be guaranteed to transfer by all institutions while other courses can still transfer via articulation agreements.
- The following steps are being considered:
  Identify those core courses that students would typically take in the first two years of a major program. These courses can be identified by looking at patterns in the articulation agreements. Fifty majors have already been identified. Core courses are difficult to identify in some programs. Any discrepancies within those course descriptions will be handled by that discipline; Once courses fit those descriptors, they will be put on the website.

**Remediation**
- Task force to study SUNY placement testing

**Governance**
- Continued review of a National organization of Community College governance leaders
- SUNY Working Group on Shared Governance being formed by the Chancellor’s office

**Open Access**
- Open Courseware Consortium
- Open Learning
- Merlot: Peer reviewed open access research database
- Connexions (cnx.org - Rice Univ. free learning modules)
- Community College Consortium for Educational Resources (MCC a member)
- SUNY digital depository (for storage use by all campuses)
- Schenectady CC open-ed website, CODE

**Assessment**
- Math: Change in NY Regents that impacts SUNY Gen Ed outcomes
- Assessment of the Major (Program) –UFS proposed revision almost completed
- Survey of community colleges regarding problems in Assessment of the Major
- “Periodic Review Reports (PRR) for Middle States –Middle States Review
- SUNY Assessment Streamlining
  - SUNY Resolution passed by the SUNY BOT
  - FCCC resolution to support

**American Graduation Initiative Survey**
- Response to Obama American Graduation Initiative

**SUNY General Education Courses**
- FCCC resolution for task force review of silo categories, two infused competencies, and outcomes associated with them

**Education Pipeline**
- NY student: 57 of 100 graduate from high school in 4 years
- Smart Scholars Program
- Launch of Early College High School Partnership Programs
  - At risk students
  - Access for low income, underrepresented population
  - Gates Foundation funding
  - 8 of 11 are SUNY partnerships
Work Force Development

- One Year FCCC ad-hoc committee to review relationships among students, professors, college career and academic advisors, and business leaders.
- Survey of professional programs who work with an outside advisory committee of business leaders and how non-professional programs might participate in these conversations.

SUNY General Overview Information and Initiatives

- Increase in enrollment
- Budget cuts
  - State ops lost one half of a billion over the last 3 years and will lose 150 million more this year
  - If state ops shrink, capacity becomes even more of an issue for transfer
  - Some campuses are discussing layoffs

FLCC Resolutions to SUNY Chancellor

- Support for the Assessment Streamlining Resolution passed by SUNY BOT
- Call for review of SUNY Gen Ed, its makeup and outcomes
- Support for Chancellor’s Working Group on Shared Governance

II. Announcements (C. Abbott)

The President will appoint an interim candidate to replace Janet Glocker, Vice President of Academic Services. Dr. Kress has made it clear that the interim candidate will not be a candidate for the position; she will also ask the interim candidate for at least a one year commitment; she will not fill any direct report openings within Academic Services on a permanent basis; these searches need to be led by the new VP.

III. Approval of Minutes:

Minutes of March 25th, 2010 Faculty Senate meeting approved as amended.

IV. Action Items

Curriculum – M. Ernsthausen

PR12S – Fine Art AS Motion passed
PR10S – Cinema and Screen Studies AS Motion passed

V. Standing Committee Reports:

Academic Policies - E. Grissing

The Committee submitted a questionnaire to selected departments regarding faculty attitudes toward possible modifications to the fall semester calendar. Based on that feedback, the Committee will decide whether to poll all other departments as well.

Curriculum – M. Ernsthausen

The Curriculum Committee has given final approval to the following:

Two Program Revisions:
PR12S Fine Arts, AS
PR10S Cinema and Screen Studies, AS
**Five Course Revisions:**
CR34F COM 165 Digital Prepress
CR34S CRJ 101 Introduction to Criminal Justice
CR35S CRJ 103 Constitutional Law and Rights of People
CR50S MET 206 Engineering Materials
CR52S IDE 260 CAD for Interiors II

**One Course Deactivation:**
CD44S EMS 113 Hazardous Materials and the EMT

**One New Course:**
NC8S BIO 113 Introduction to Agriculture

The Curriculum Committee has posted the following until 4/27/2010
CR55S MTH 230 Linear Algebra
NC7S HUM 220 Working with Clients Post-Incarceration
PR16S Business Administration, AS

Two Open Hearings are scheduled on the Local General Education Definitions and Criteria for the following dates:
- Damon: Tuesday, April 27 12:30 – 1:30 pm Room 4151
- Brighton: Wednesday, April 28 12 – 1 pm Room 8-300

**NEG – A. Morris**
The following are the proposed Amendments to Faculty Senate Bylaws:

**Proposal #1:** In Article IV, Section 1 & 2, extend voting membership to technical assistants by including technical assistants in Section 1 (“Voting Members”) and removing technical assistants from Section 2 (“Non-Voting Members”).

**Proposal #2:** In Article IX, Section 2 (E)(2) replace “conducting evaluations of Department Chairpersons” with “conducting elections of Department Chairperson”.

**Proposal #3:** In Article IX, Section 2 (F)(2) remove constituent areas of representation and replace with the following sentence: “Constituent areas of representation are outlined in the Faculty Senate Resolutions.”

**Proposal #4:** In Article X, Section 1 (C) clarify that the article addresses meetings of the faculty, not Faculty Senate meetings, by amending to read: “A quorum for each regular or special meeting of the faculty shall consist of two-fifths of the voting faculty.”

**Proposal #5:** In article X, Section 5 add electronic balloting to the existing mail balloting method, allowing either voting method to be utilized.

A clarification was made regarding Proposal 1. Under this proposal, Technical Assistants would gain voting membership in the Senate but would not gain voting membership in chair elections. The Faculty Senate SCAA resolutions state, “A full time tenured or tenure-track faculty member is eligible to vote in the department chair election in his/her department.”
SCAA – S. Fess
Shelley Fess reported for the committee in Marlene’s absence. The following recommendations were submitted to President Kress:

1. **Vice President, Economic Development and Innovative Workforce Services:**
   Agreement that this is necessary, and support the reporting structure for that division. Further recommend:
   a. Office Tech, Information Tech and Computer Tech come under Technical Education and this division.
   b. Computer Science move to and be included in Engineering Science/Physics Dept.
   d. Computer Related Curriculum courses would be distributed among all 3 units with sensitivity to factors such as student majors and faculty location.

2. **Assistant Vice President, Institutional Planning, Effectiveness and Accountability:**
   a. Full support of this realignment
   b. Expectation that any new administrative positions created in future follow search process.

3. **Assistant to President, Human Resources and Organizational Development:**
   a. Concerns expressed over adding responsibilities to a department that is already taxed.
   Pleased that a line will be added for Recruitment/Retention Specialist.
   b. Expectation that any new administrative positions created in the future follow the search process.

4. **General Counsel**
   Additional Responsibilities - No concerns

5. **Executive Dean, Damon**
   Additional Responsibilities - No concerns

**Planning – D. Shaw**
The 2010 winners of the Strategic Planning grants have been sent to the President and they should be announced shortly. The committee will be meeting with T. Keys on May 7th, to discuss technology concerns. Please forward your ideas to any committee member.

**Professional Development – C. Powers**
The committee has concluded its work on the Leaves for the Benefit of the College Process as well as the Hanson Excellence in Teaching and the MCC Excellence in Professional Service Award for this academic year.
The Ad Hoc Committee on Leaves chaired by P. Collinge and D. Cox has completed their report. Pending appropriate review of the report, a workshop on Leaves will be planned for Fall 2010. A call will go out prior to the end of this semester for Faculty to serve on an Ad Hoc committee to assist with the 2010 -2011 award nomination process. That committee may also plan a workshop on awards.

Senators were asked to remind their constituents to consider attending the senate sponsored workshop “Bullying Grows Up: When Colleagues Cross the Line” on June 10, 2010.

**VI. Student Announcements:**
None
VII. Old Business: None

VIII. New Business: None

Meeting adjourned at 4:30 pm

Respectfully submitted,

Christine Abbott H. Pierre-Philippe
President Secretary

Minutes approved at the May 20, 2010 Faculty Senate Meeting.
May 20, 2010


ABSENT:  A. Benjamin, K. Graves, H. Pierre-Philippe (Secretary), M. Popovici, B. Ripton, C. Sardone, D. Smith, J. Volland, H. Williams, A. Wilson and M. Witz


I.  Meeting called to order:  3:30 pm

II.  Announcements (C. Abbott)

No announcements.

III.  Student Announcements

No Student Announcements.

IV.  Approval of Minutes:

Minutes of April 15, 2010 Faculty Senate meeting approved as amended.

V.  Guest – Dr. Anne Kress – C. Abbott thanked Dr. Kress for coming to share her response to the SCAA recommendations related to the organizational changes. Dr. Kress began by thanking SCAA for their thoughtful response to the proposed reorganization and expressed her appreciation of SCAA’s support for the following changes proposed (position/person):

- Vice President for Economic Development and Innovative Workforce Services (new/new search)
- Assistant Vice President for Institutional Planning Effectiveness and Accountability (new/existing)
- Assistant to the President, Human Resources and Organizational Development (redefinition/existing)
- Additional responsibilities for General Counsel and Executive Dean DCC

Dr. Kress shared her understanding and appreciation for two concerns raised by SCAA regarding the above changes:

1. **The need to pursue open searches for new positions.** As discussed, the Asst VP position posed a unique challenge best addressed with an internal candidate. However, Dr. Kress’ commitment to search for new positions is evident in the process now underway for both the new VP and the upcoming vacancy in Academic Services caused by Dr. Glocker’s retirement.

2. **The need to provide adequate staffing in Human Resources to support the addition of Organizational Development.** As discussed, based on other college discussions concerning diversity and the Budget Resource Committee recommendations on strategic professional development, the President’s office has committed a new line to HR to support a new position for Recruitment and Retention. A search for this position will be conducted.

Dr. Kress said that after reflection and review of SCAA’s recommendation and detailed comments received from the Business Administration/Economics and Office and Computer Programs departments, she has made changes to her initial proposal regarding OCP.

As SCAA can attest, this element of the reorganization led to the greatest level of comment and discussion within the college community. While no resolution is guaranteed to please all constituents, Dr. Kress’ primary focus has been on how to serve MCC’s students in the manner that will best position them for future success upon transfer or career entry. And, a key driver has also been the desire to position both departments most favorably for future growth. The President’s office will assess the impact of these changes and stands ready to provide the necessary professional development to assure a successful outcome for both the faculty and the students they serve.

Dr. Kress stated that, in recognition that the proposal of organizational changes and notice of her response to SCAA comes late in the academic year, the “55/18” retirement window will be reopened until June 30, 2010 for all college faculty whose original deadline fell between September 1, 2009 and May 20, 2010. While not many faculty will be impacted by this opportunity, it is important to recognize that several may have made other decisions had they known of the coming changes.

Dr. Kress introduced a second proposed change; the title for Vice President for Academic Services to be changed to Provost and Vice President for Academic Services.

Dr. Kress then took questions from the floor.
Dr. Kress closed by expressing her thanks again for SCAA’s dedication to the review process and her appreciation of the significant time and energies devoted to this effort, stating that SCAA’s recommendations were well considered and thoughtful.

VI. Action Items:

Curriculum – M. Ernsthausen
PR16S – Business Administration, AS  Motion passed
PR18S – Information Technology, AS  Motion passed
PR17S – Small Business, Certificate  Motion passed
PR19S – Human Services, Certificate  Motion passed
PR20S – Human Services, AAS  Motion passed
PR15S – Human Services, AS  Motion passed

V. Standing Committee Reports:

Academic Policies - E. Grissing
E. Grissing reported that the APC polled various departments regarding a pre-Labor Day start to the fall semester. The Committee does not feel there is a strong incentive to continue discussion at this time; however, if results (available in July) from the SUNY Student Opinion Survey indicate a strong preference among students for a pre-Labor Day start, the topic will be revisited and revised questionnaire with clearer wording and attached alternative calendars (indicating possible mid-semester break days) may be developed. APC has discussed concerns that have been expressed regarding the liberal arts curricula, especially, LA04, and feels there is sufficient need for extensive discussion among as many interested parties as possible. The Committee suggests that an ad hoc committee, under the auspices of the Curriculum Committee, be formed early in the fall to consider all aspects of these concerns. The Executive Committee will develop a charge for this ad hoc committee during the summer, and will call, in September, for volunteers to serve.

Curriculum – M. Ernsthausen
The Curriculum Committee has given final approval to the following:

Six Program Revisions:
PR15S Human Services, AS
PR16S Business Administration, AS
PR17S Small Business, Certificate
PR18S Information Technology, AS
PR19S Human Services, Certificate
PR20S Human Services, AAS

Four Course Revisions:
CR3S COM 167 Design for Online Publishing
CR41F COM 220 Business Practices for visual Media Artists and Producers
CR55S MTH 230 Linear Algebra
CR56S HUM 202/212 Human Service Systems and Field Work in Human Services IV
One Course Deactivation:
CD37S FPT 117 Rescue Strategy and Tactics

One New Courses:
NC7S HUM 220 Working with Clients Post-Incarceration

The Curriculum Committee has posted the following until 5/25/2010:
NC9S GLF 140 Introduction to Golf Science
NC10S GEO 116 Special Topics in Geosciences

M. Ernsthausen asked S. Wynne to forward an electronic copy of the Draft Definitions and Criteria for MCC Local General Education Areas to all senators, which included the following:

Humanities Definition:
The humanities are academic studies of the bigger picture of the human condition and its cultural expressions. They may favor qualitative methods of analysis, criticism, speculation and creativity over the empirical approach of natural and social sciences. The primary focus is on developing intellectual traits through questioning and interpreting the concepts and constructs present in human works rather than skill building, though skill building may also be included. They emphasize knowledge, thinking, communication, aesthetics, and personal integration to examine and make sense of the human experience in general, and individual experience in particular. They explore such subjects as history, language, linguistics, culture, philosophy, literature, religion, music, speech, communication, theater, and the arts.

Outcomes
Students who successfully complete a general education Humanities course at MCC will be able to
1. Demonstrate the application of analysis, criticism, or creativity to study the human condition or its cultural expressions.
2. Analyze human works such as literature, art, music, philosophy, religion, language, history, or communication.
3. Describe metacognitive processes involved in creating or assessing works of art, literature, etc.

Social Science Definition:
The social sciences are academic studies of human beings across time and space that explore how individuals and civilizations function and progress. They examine human society including social and cultural organizations, institutions, and systems, and individual relationships within and to society. They explore such topics as ethical concerns, diverse perspectives, contemporary social issues, cultural and ethnic contributions and traditions, and individual/group behavior. They address issues, concepts and models using methods that are systematic, empirical and/or interpretive and include both quantitative and qualitative approaches. They differ from the humanities in that they emphasize the scientific method. They differ from the Human Services in their emphasis on theory rather than practical applications. Social Science disciplines include...
anthropology, psychology, sociology, economics, history including art and music history, geography, law, and political science.

**Outcomes**
Students who successfully complete a general education Social Science course at MCC will be able to

1. Discuss elements of the theoretical foundations of the discipline(s), and an understanding of empirically based methodologies.
2. Address issues, concepts, and models related to social and cultural institutions and systems or individual behavior.
3. Demonstrate an understanding of such topics as opposing points of view, ethical concerns, cultural/ethnic contributions, diverse perspectives, contemporary social issues, ethnic traditions, individual/group behavior, and the relationships of cultural groups to their environments and to one another.

**Natural Science Definition:**
The Natural Sciences are studies dealing with the objects, phenomena, or laws of the universe and the physical and natural world. They utilize a rational approach applying the scientific method, cause and effect analysis, theoretical and empirical knowledge. Courses in the Natural Sciences may require laboratory experience and specific mathematical skills. Natural Science disciplines include Biology, Chemistry, Geosciences and Physics.

**Outcomes**
Students who successfully complete a general education Natural Science course at MCC will be able to

1. Demonstrate an understanding of the concepts, theories, models, methods and issues of one of the disciplines in the natural sciences.
2. Demonstrate knowledge of the scientific method as it applies to that discipline.

**Mathematics Definition:**
Mathematics is the study of measurement, relationships, structure, and properties of quantities, sets, space, and change. Mathematics disciplines employ methods including quantitative analysis, abstract reasoning, logic and pattern recognition to draw necessary conclusions and to interpret and solve problems across a broad range of disciplines and everyday situations. Mathematics disciplines include arithmetic, algebra, geometry, trigonometry, calculus, probability, statistics, and combinatorics.

**Outcomes**
Students who successfully complete a general education Mathematics course at MCC will be able to

1. Use one or more of the mathematical areas beyond arithmetic and basic algebra, such as intermediate algebra, geometry, trigonometry, calculus, probability, statistics, and/or combinatorics.
2. Use mathematical reasoning and/or quantitative analysis to interpret and solve a range of problems. For transfer degrees, the problems in the course should not be limited to one discipline or a narrow range of disciplines.
Physical Education/Health Definition:
PE courses focus on the theory, skills, and practice of physical fitness and/or explore cognitive, affective, and psychomotor domains in movement exploration settings. HED courses address issues and concepts of physical, mental, and/or emotional health. PE/HED courses may apply philosophies of Physical Education and Athletics to develop teamwork, leadership, and self-discipline. They promote healthy habits, a balanced lifestyle, lifetime wellness, and quality of life.

Outcomes
Students who successfully complete the MCC requirement in Physical Education/Health will be able to
1. Engage in a significant level of physical activity and/or significantly address at least one aspect of fitness or health and wellness – physical, mental, and/or emotional.
2. Contribute to the development of their lifetime wellness.

NEG – A. Morris
A. Morris reported that all of the Bylaw amendments were passed and Margaret Murphy was elected as MCC’s representative to the FCCC.
A. Morris reminded faculty that committee preferences are due by May 28th.

SCAA – M. Fine
M. Fine reported that RPA Consulting from Williamsport, Pennsylvania has been selected to be the consulting firm for both Vice President searches. They hope to meet with the search committees in early June as well as with various other individuals across campus. The present plan is to advertise and recruit for both VP positions this summer. The actual search for the Workforce/Economic VP will be done this summer and the search committees will begin their process as soon as possible in June. The work of the search committees for the Academic VP will start in early September but it is hoped that the resumes for the Academic VP will be received over the summer.
M. Fine stated that a number of people have responded for the SCAA Ad Hoc Committee for the Academic VP, but no decisions will be made as to who will be serving on that committee until the SCAA committee is chosen for next year.
President Kress has sent out invites for both searches. She chose individuals from across the college.
C. Abbott will be chairing the administrative search committee for the Academic Vice President.
B. Connell and M. Fine will co-chair the SCAA ad hoc committee for Academic Vice President.

Planning – D. Shaw
D. Shaw reported that the Planning Committee met with T. Keys regarding technology issues. No concerns were submitted but there was discussion on limiting printing and student Facebook.
Professional Development – C. Powers
C. Powers congratulated Anthony Leuzzi for receiving the Wesley T. Hanson Award and Fred McCullough for receiving the Professional Service Award.
A charge has been written to form an ad hoc committee for awards. A request for volunteers will be announced shortly; encouraging previous award winners to volunteer.
The PDC congratulated Terri Tugel and Holly Wheeler, the recipients of Professional Leaves for the Benefit of the College during the 2010/2011 academic year.
T. Tugel will be digitally archiving all Faculty Senate information and Holly Wheeler will be completing her doctoral dissertation. Her topic is returning Veterans in the academic setting.
C. Powers thanked Dr. Kress and the Academic President’s Office for their support of the Leaves process.
The PDC is also reviewing the information from the Ad Hoc Committee on Leaves that will be implemented next year.
C. Powers’ announced that over 70 faculty have registered for the June 10th PDC Workshop on Bullying so far.

VII. Old Business:
None

VIII. New Business:
None

Meeting adjourned at 4:35 pm

Respectfully submitted,

Christine Abbott Sandy Wynne
President Executive Committee Secretary

Minutes approved at the June 10, 2010 Faculty Senate Meeting.
June 10, 2010


ABSENT: D. Augustine, P. Bishop, S. Crews, G. Fazekas, K. Foley, E. Lanzafame, P. Peterson, H. Pierre-Philippe (Secretary), M. Popovici, S. Batistta-Provost, B. Ripton and A. Wilson


Meeting called to order: 3:40 pm

I. All College Meeting – C. Abbott opened the All College Meeting by inviting anyone to share any topics of concern/interest for the Faculty Senate to address and encouraged faculty to also share their thoughts on the index cards which had been provided. T. Tugel asked the Senate to consider a possible policy regarding a student attendance requirement at the beginning of a semester, viz. if, in a class with an active wait list, a student on the class list does not show up for class on the first day of the semester, she/he can be dropped and a person from the wait list can take his/her place. The information will be compiled from the index cards for review by the Executive Committee for next year.

II. Announcements (C. Abbott)

III. Student Announcements
Christopher Hollander was introduced as the new Vice President of Student Government. Chris invited the Faculty Senate to participate in Rochester’s Gay Pride Parade to be held on Saturday, July 17th. More information will be announced at the SGA Senate Public Meeting on June 22nd at
2:15 pm in the SGA Office. The official communication will be on a face book group, “MCC Students for Gay Pride”.

IV. Approval of Minutes:
Minutes of May 20, 2010 Faculty Senate meeting approved as amended.

V. Guest – Lee Struble – Presidential Forum on Campus Civility - L. Struble spoke to the Faculty Senate on MakingCourtesyCommon at MCC. The original Civility Committee was formed in November 2006 in order to review research and assess the civility issues on campus. The CC reviewed the results of the surveys and analyzed them in May of 2007. Then, in the fall of 2007 the committee conducted several focus groups to share the survey data and to gather additional suggestions for improvement. After ranking the order of the recommendations the CC gave their final report to the administration in January 2008.

General Recommendations:
- Improvement in the classroom
- Education/Awareness (standards/sanctions)
- Rules & Regulations
- Environmental/Physical (CPTED)

Specific Recommendations:
- Create an on-going “College Civility Committee”
- Create a peer “Civility Ambassadors” program
- Provide orientation and on-going training to faculty
- Develop positive message and other social norming strategies.
- Create a community service opportunity for MCC students to visit area high schools to discuss college expectations and civility
- Create designated “Quiet” or “Study” areas
- Hire additional Public Safety Officers and invest in additional security technology

In April 2009 the official “College Civility Committee” was formed and their Mission Statement created: “It is the mission of the College Civility Committee to help create and maintain respectful learning communities across all campuses that value integrity, courtesy, compassion and responsibility.” The “tagline” developed was: Making Courtesy Common.

Lee shared with the Faculty Senate the College Civility Committee’s major accomplishments:
- College Civility Committee webpage
- Physical enhancements (Game room, etc.)
- All faculty/staff provided Making Courtesy Common lanyards and encouraged to wear their IDs at all times.
- Enhanced enforcement of College ID policy
- Creating a series of civility posters (positive messages)

The College Civility Committee’s current and future initiatives are:
- Continued marketing and branding of Making Courtesy Common
- Developing a “Civility/Sportsmanship” program for all MCC athletes
- Creating a peer mentor program (Men of Excellence)
- On-going training for all MCC faculty and staff
- Enough Is Enough (NASPA) campaign (May 11th)
- Fall semester Civility Week (October 11th)
Lee reviewed a comprehensive plan to address civility in our learning communities that was shared with President Kress in February 2010. The special recommendations were:

- Create a required COS course for all full-time students. C. Abbott stated that COS will be addressed by the Faculty Senate next year.
- Create alternative locations for students to relax and eat
- Continued support of College Civility Committee initiatives
- Increased uniform presence of Public Safety staff
- Full arming of Peace Officers
- Increase educational efforts on standards of civility and consequences for violations
- Upgrade of camera system
- Increased Public Safety staff (Administrative Loop, Crime Prevention Officer, etc.)

**Action Items:**

**Curriculum – M. Ernsthausen**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR14S Visual Communication Technology: Graphic Arts/Printing, AAS</td>
<td>Motion passed</td>
</tr>
<tr>
<td>PR21S Public Relations, AS</td>
<td>Motion passed</td>
</tr>
<tr>
<td>NP2S Interdisciplinary Humanities, AA</td>
<td>Motion passed</td>
</tr>
<tr>
<td>NP3S Clinical Laboratory Technician/Medical Laboratory Technician</td>
<td>Motion passed</td>
</tr>
</tbody>
</table>

M. Ernsthausen had asked the senators to share the information on Gen Ed Definitions and Outcomes with their constituents and he received a great deal of feedback. That feedback was then condensed in order to present the recommendations here. Discussion followed.

Vote on the Gen Ed Definitions and Outcomes as proposed by the Curriculum Committee – Passed

**VII. Standing Committee Reports:**

**Academic Policies - E. Grissing**

No report.

**Curriculum – M. Ernsthausen**

The Curriculum Committee has given final approval to the following:

**Two Program Revisions:**

- PR14S Visual Communication Technology: Graphic Arts/Printing, AAS
- PR 21S Public Relations, AS

**Two New Programs:**

- NP2S Humanities, AA
- NP3S Clinical Laboratory Technician/Medical Laboratory Technician, AAS

**One Course Revision:**

- CR58S MTH 175 Precalculus Mathematics with Analytic Geometry
**One Course Deactivation:**
CD37S FPT 117 Rescue Strategy and Tactics

**Eighteen New Courses:**
NC9S GLF 140 Introduction to Golf Science
NC10S GEO 116 Special Topics in Geosciences
NC PSY 130 Foundations of Animal Assisted Therapy
NC12S CLT 100 Introduction to Medical Laboratory Technology
NC13S CLT 110 Specimen Procurement and Processing
NC14S CLT 130 Body Fluids and Urinalysis
NC15S CLT 140 Immunology
NC16S CLT 145 Serological Techniques
NC17S CLT 150 Histology Techniques
NC18S CLT 203 Diagnostic Microbiology
NC19S CLT 210 Clinical Chemistry
NC20S CLT 220 Immunohematology
NC21S CLT 230 Hematology and Coagulation
NC22S CLT 251 Clinical Affiliate Clinical Rotation I – Body Fluids/Urinoiology and Immunology/Serology
NC23S CLT 253 Clinical Affiliate Clinical Rotation II – Microbiology and Blood Bank
NC24S CLT 255 Clinical Affiliate Clinical Rotation III – Clinical Chemistry and Clinical Hematology
NC25S CLT 260 Medical Laboratory Technology Seminar
NC26S BIO 148 Fundamentals of Biology and Inheritance

The Curriculum Committee has posted the following until 6/15/2010
CD29S MET 230 Energy Efficient Home Design
CD30S MET 111 CAD Graphics
NP4S Sustainability Studies, AS

**NEG – A. Morris**

No report.

**SCAA – M. Fine**

M. Fine reported that SCAA met, and was very pleased with, the search consultant for the VP for Economic Development and Workforce Services.
SCAA received President Kress’ proposal for a Provost and Academic Vice President and. M. Fine stated that SCAA agrees with the President’s proposal to change the title of Vice President for Academic Services to Provost and Vice President for Academic Services. SCAA did make a few minor changes to the proposal.
SCAA will not determine who will be on the Ad Hoc Committee for the Provost/Academic Vice President until they know who will be serving on SCAA next year. Once that decision is made they will add to their committee from those who have said they would like to participate in the search. A conscience effort will be made to have representation from the various departments reporting to the new Provost/Vice President.
Planning – D. Shaw
No report.

Professional Development – C. Powers
C. Powers thanked the Professional Development Committee members who worked on today’s PDC workshop on bullying. The event was well attended. C. Powers encouraged people to forward any other issues of concern.

VIII. Old Business:
   None

IX. New Business:
   None

Meeting adjourned at 5:10 pm

Respectfully submitted,

Christine Abbott            Sandy Wynne
President                   Executive Committee Secretary

Minutes approved at the September 23, 2010 Faculty Senate Meeting.
Meeting called to order: 3:35pm

Skip Bailey – Athletic Director, came to discuss the Code of Conduct for athletes. He described himself as an MCC student athlete, who graduated on time (4 semesters) and was on the Honor Roll. He went on to the University of Colorado, on a full baseball scholarship. He would like to see faculty and coaches work toward the same outcome, to put out incredibly productive young people. The athletic program is founded on the following principles:
1) Commitment to academic excellence, 2) Commitment to personal development, 3) Commitment to service, 4) Commitment to career development, 5) Commitment to athletic training.

Academic advisors for athletes are M. Kelly and S. Galvano. They should be contacted if there are any issues with any athletes. For example, if athletes have 2 unexcused absences, they could be jeopardizing their participation in athletic competitions. D. Rhodes can also be contacted for any concerns. The students are to submit to their faculty members a completed Code of Conduct form and a list of possible absences due to athletic events.

The department already has a progress report for student athletes to be used to gauge their academic progress during the semester. They are working on having this report submitted through Banner.

He wants our support to ensure that our students are successful as students and athletes.
II. **Announcements** (C. Abbott)
Welcomed everyone back for the Fall semester.
The annual FS update meeting with Dr. Kress is scheduled for October 11th. Please forward any concerns/issues you would like to be included as part of the agenda.
A call for volunteers was sent out to be part of a committee on Assessment. Based on the work begun by last year’s Ad Hoc Assessment committee, it was determined that a continuing committee would be needed to carry on with the process. Initially, the terms will be staggered to maintain consistency, and members will eventually serve a 3 year term. More information will be available when the committee is in place.
Welcomed new senators and presented them all with a small gift from the Senate. D, Augustine, A. Conte, B. Edelbach, S. Farrington, K. Frantz, D. Olaode, M. Oliver, P. Sarantis, C. Silvio and J. Smith.

III. **Approval of Minutes:**
Minutes of June 10, 2010 Faculty Senate meeting approved.

IV. **Standing Committee Reports**

**Academic Policies – E. Grissing**
No report

**Curriculum – M. Ernsthausen**
4 course deactivation and revision
CD1F PLA 210 Injection Molding
CD2F PLA 211 Plastic Product Design
CD3F PLA 110 Introduction to Plastics
CD4F PLA 212 Introduction to Polymeric Materials
2 New Courses
NC1F GEO 195 Field Studies in the Geosciences
NC27SPSY 180 Fundamentals of APA Style
They will be working on definition of values, ethics and perspectives. They will also be reviewing the general education definitions, as well as the courses and their classification.

**NEG – A. Wilson**
No report

**SCAA – M. Fine**
C. Abbott reported that the committee has begun the interviewing process for the VP for Economic Development and Innovative Workforce Services and will finish on Monday, October 4th. They expect that the finalists will be on campus during the week of October 10th for open hearings. The SCAA ad hoc committee for the Provost/Academic V.P. search has been chosen and they have begun the process. The interviews are scheduled for November 13th and 14th. The Administrative committee, chaired by C. Abbott, has also been chosen and is following a similar process. They will be meeting soon to discuss the list of candidates and decide on possible candidates to interview.

**Planning – D. Shaw**
No report
Professional Development – C. Powers

After two years, the committee has completed the work of streamlining and clarifying the awards’ process. This year, the focus will be on improving the communication process between the applicants and the committee. The intent is to provide frequent and timely information so that individuals and departments know exactly what is required of any award nominee. Thank you to M. Ofsowitz for working on the PDC web site, which will allow for a smoother flow of information.

NISOD information is currently available and the application packets are due at the end of October. Hanson and Leave information are also available. The committee is still working on updating the Chancellor’s award. If anyone is interested in nominating someone for one of the Chancellor’s Awards, they would benefit by starting their preparations now. Chancellor’s application packets are due in early winter and SUNY determines the due date. P. Ornt has agreed to chair the sub-committee on campus – wide workshops. A. Lee, new HR liaison to the committee will also be involved. H. Williams will be chairing the sub-committee on awards

V. Student Announcements

Jack Hill – Student Representative
October 11th – National Coming out Day events will be held in the Atrium. Encouraging the faculty to come and support the events.
SGA voter registration drive – please encourage your students to take advantage of this opportunity.
Media committee will be working to streamline the many and varied communication medium on campus. This will provide a forum to all media related area, to share ideas and provide better access of information to students.

VI. Old Business
None

X. New Business
None

Meeting adjourned at 4:10 p.m.

Respectfully submitted,

Chris Abbott,  Harry Pierre-Philippe,
President        Secretary

Minutes approved at the October 21, 2010 All College Faculty Senate Meeting.
October 21st, 2010


ABSENT: D. Augustine, L. Bartholome, B. Bower, A. Conte, G. Fazekas, J. McKenna, D. Olaode, P. Ornt, , P. Peterson, S Battista-Provost, C. Sardone, H. Williams,

GUESTS: D. Burke, D. Cecero, C. Cooper, C. Downing, M. Reyes, R. Rigoni, R. Shea, B. Smith

I. Meeting called to order: 3:40pm

All College Meeting:

C. Abbott asked if anyone had for any ideas for the Faculty Senate to review this year.

R Rigoni talked about the process which began last June, to discuss and define the general education courses. She is concerned that this may be taking a different direction, that we may be setting up a system with Liberal Arts courses approved by the State Education Department are different from the MCC general education courses. That would complicate the advisement process as well transfer credit evaluation for incoming students.

C. Abbott gave an update on the following items from the June meeting:
It was suggested that the plagiarism policy be reviewed and the Academic Policies Committee is working on that.
There should be better monitoring of the various wait lists to provide students with better access to classes.
Green Saver Student Parking issues were brought to L. Struble, Director of Public Safety. The department will continue to monitor this policy, to determine its effectiveness.

S. Salvador, Vice President, and R. Ryther, Assistant Vice President – Student Services discussed the possible changes to the 2011 Commencement ceremonies. The committee is recommending that the graduation be moved from the traditional Thursday evening to Saturday morning. The decision is based on several factors including feedback from the college community: Thursday night may be difficult for
working family; parking may be an issue; difficult for graduate and family to celebrate. These things may set up some uncivil behaviors. The advantages to a Saturday morning program: no parking issues; graduation celebration would not be an issue; travel time for family members living outside of the Rochester area; increase faculty participation; faculty with evening classes can attend graduation. The committee is also thinking of the following: asking faculty to sit with their students to encourage them to remain for the entire ceremony; they could also sit behind the students rather than in the stand; working to put the focus back on the students; will be enhancing communication to students about graduation protocol; working on streamlining the ceremony; and changing the on stage photography process.

The following were suggestions from faculty: invite some students to Convocation; parts of Convocation could be shown at graduation. A final decision will be made shortly, as both Thursday night and Saturday morning have been reserved.

II. Announcements (C. Abbott)
Met with Dr Kress and updated her on the areas that the Senate will be working this year. They also talked briefly about the search process for the Provost/ Vice President, Academic Services. The interviews will be held on November 13th and 14th and the committee will then recommend those candidates that will be part of the college-wide interview/open forum process.

III. Approval of minutes
Minutes of September 23rd Faculty Senate meeting approved.

IV. Action Items
PR22S - Addictions Counseling (AS)  Motion passed

V. Standing Committee Reports

Academic Policies – E. Grissing
It has been suggested that the wording of FS Resolution 1.10, which deals with Course Information Sheets, could be made more precise. The Committee discussed this at our last meeting and recommends changing the sentence “The CIS will be distributed during the first week of class…” to “The CIS will be made available in hard copy or electronic form during the first week of class….”

[Rationale: This allows more flexibility in the way course information sheets are distributed but maintains the requirement that they be made available to students at the beginning of a course; it also brings policy into concurrence with current practice.]

APC also reexamined Resolution 1.2.1(4), dealing with incoming transfer credits. It suggests adding the clause “but subject to departmental prerequisites” to the first sentence. The amended sentence would read “Students whose cumulative average at a previous college was 2.0 or higher (on a 4.0 scale) may have all their courses considered for transfer credit, provided the course(s) are applicable to the degree program desired at Monroe Community College, but subject to departmental prerequisites.”

[Rationale: This addresses the concerns of some departments that have a prerequisite that a minimum grade (such as ‘C’) be achieved in a lower-numbered course before a higher-numbered course can be taken.]

Both of these recommended Resolution rewordings will be voted on as action items at the November Senate meeting.
In addition, the Committee will discuss in the near future the perennial academic calendar issues and the self-consistency of statements regarding academic honesty and plagiarism wherever they appear, e.g. the College Catalog and the FS Resolutions.

**Curriculum – M. Ernsthhausen**
The curriculum committee has given final approval for the following:

**One program revision:**
PR22S Addictions Counseling (AS)

**4 course deactivations**
CD1F PLA 210 Injection Molding
CD2F PLA 211 Plastic Product Design
CD3F PLA 110 Introduction to Plastics
CD4F PLA 212 Introduction to Polymeric Materials

**1 course revision**
CR65S ACD MAS 240 Shiatsu

**2 New Courses**
NC1F GEO 195 Field Studies in the Geosciences
NC27S PSY 180 Fundamentals of APA Style

The curriculum committee has posted the following for faculty review:

**2 course revisions**
CR1F Statistics II
CR40F Graphic Arts

As stated in the Characteristics of Excellence, “and accredited institution is characterized by: a program of general education that incorporates study of values, ethics, and diverse perspectives … information literacy, which includes critical analysis and reasoning” is a fundamental element of Standard 12. MCC should develop an accountability system to make sure that information literacy; critical analysis and reasoning; and the study of values, ethics, and diverse perspectives are incorporated into each student’s general education program.

**NEG – A. Wilson**
No report

**SCAA – M. Fine**
M. Fine is encouraging everyone to attend the open forum for the VP for Economic Development and Innovative Workforce Services. She would appreciate your feedback. The search process for the Provost/VP, Academic Services is going well. They have narrowed down their choices, the candidates are being contacted by the consultant for additional information, and the interviews are on November 13th and 14th. The final list of candidates will be invited to campus for open hearings in early December.

**Planning – D. Shaw**
Will be meeting with B. Cunningham to discuss the various renovations projects across campus.
Professional Development – C. Powers
The deadline for the NISOD award nomination was October 29th. Feel free to contact C. Powers if you have any questions. PDC is planning a ‘brown bag’ to discuss all the awards.

VI. Student Announcements
   None

VII. Business
    None

VIII. New Business
    None

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Chris Abbott,            Harry Pierre-Philippe,
President               Secretary

Minutes approved at the November 18, 2010 Faculty Senate meeting.
November 18th, 2010


**GUESTS:** D. Cecero, C. Downing,

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

M. McDonough, Dean, Liberal Arts and V. Avalone, Director, Planning gave an update on the Middle State Periodic Review. It is a 5 year interim report which looks at the standards, our recommendations (both ours and those of Middle States), the changes, challenges and opportunities faced by the College.

This review will still contain information gathered from the whole college community. The following are the goals for the report: an opportunity for the college to celebrate and acknowledge our progress; to be accountable to various stakeholders that are outside our institution; to address the specific responses/recommendations sets made to the previous evaluation. Additionally, this process will help us to look at two very specific objectives: how to demonstrate institutional effectiveness and the assessment of student learning outcome. That important, global aspect of the process will help determine whether we are fulfilling our mission and that the students possess the stated competencies of the courses.

Middle States has made some changes on how their evaluation of the periodic review. They now require more than just an update, but require follow-up on specific recommendations and proof-based outcomes. The project begun in January 2010 and is scheduled to be completed by the June 1st, 2011 deadline.

M. Murphy, English/Philosophy and C. Fogal, Mathematics gave an update on the SUNY - Faculty Council of Community College

Dr. Nancy Zimpher, SUNY Chancellor

- Strategic Plan
  - Link between SUNY and NYS economic success
  - Core Values: Student-Centeredness, Community Engagement, Diversity, Integrity, Collaboration
Big Six Ideas: Entrepreneurial Century, Seamless Education Pipeline, Healthier NY, Energy-Smart NY, Vibrant Community, the World
- Each campus will select from the big six as their campus focus and will be held accountable for reaching goals (SUNY Report Card)
- Data collection and transparency
  - Commitment to Shared Governance: Paying for members of the new SUNY task force on shared governance to attend a national conference on shared governance in Washington DC
  - Commitment to community colleges: re-instatement of the Vice Chancellor of Community Colleges position (Johanna Duncan-Poitier)

Dr. David Lavalle, Provost and Senior Vice Chancellor for Academic Affairs
- Strategic plan for enrollment management – promotion by SUNY to keep student enrollment level. The average transfer student has 45 credits. If rather a student transfers at graduation, capacity increases 20%. Transfer students with a degree (AA/AS) have proven to be more successful. Too many students are taking longer to graduate and with more credits than necessary – again taking up space. Limit on new freshman – but make it up with transfer students. This target for level enrollment would be reflected in funding. If a campus exceeds its target, funding is not received for overage. Campus presidents have received notice of this.
- Transfer Website: two approaches to be tested by end of the year
  - Standard listings
  - Video that walks a student through the process

Update on SUNY Board of Trustees Non-voting Seat for Community College Representative
- Reminder -- the four-year campuses have a representative (President of University Faculty Senate)
- Reminder – the SUNY Student Assembly has a voting representative (President of Student Assembly)
- An amendment to the SUNY BoT was in State Legislature for a vote when the New York Community Colleges Trustees sent a memorandum of opposition to a vote of approval based on the Faculty Council being a bargaining unit
- FCCC responded with a respectful and informative response that FCCC is not a bargaining unit
- However the vote was postponed and will need to work its way back through committees

Data Collection and Data Sharing
- John Porter, Associate Provost for Institutional Research presentation showed the kinds of information being collected and the possible ways in which it could be used.
  Understanding the positive uses of such information in continued student success, but given the possibility of misuse of information, the FCCC sent a resolution to the SUNY Chancellor asking for the formation of an advisory committee to the Senior Vice Chancellor and Provost and the Senior Vice Chancellor and Chief Operating Officer to develop and recommend system-wide policies and practices for gathering data from campuses throughout the system and its appropriate use, and be it further that the committee should have broad representation, including representatives from the Faculty Council of Community Colleges, the University Faculty Senate, the New York Community Colleges Association of Presidents, the SUNY Chief Academic Officers, and the Student Assembly.
- Approved Unanimously

SUNY Awards
- Request for additional funds for Conversations in the Disciplines
- Request for reinstatement of the Faculty Exchange Scholar Program
- Discussion now underway for an Adjunct Faculty and Clinical Faculty Chancellor’s Awards

C. Fogal mentioned that her sub-committee may be drafting a letter to be sent to faculty asking them to contact their legislator in support of the SUNY Board of Trustees Non-voting Seat for Community College Representative.
There are two pieces of Legislation, currently on Committee (not expected to pass), dealing with textbook prices. They are asking the various campuses to be proactive and consider different ways of decreasing the costs of textbooks.

II. Announcements (C. Abbott)
Non-smoking signage related issues. She has contacted L. Struble about the possibility of putting additional non-smoking signs at all entrances. He will speak with Facilities and Public Safety to discuss the signage issues.
Green Saver Program - Also discussed with L. Struble whether the Green Saver Program will be reviewed for the spring semester. There is an obvious underutilization of those reserved parking spaces. The program will be reviewed, there may not be a reduction in the number of slots, and Parking Lot A may not have any reserved spots.
As part of their Community Service event, many student athletes went to School #15 to read to elementary students. It was a great experience for our all involved. Please check the following link to see our students in action.- M:\Offices\Shared\PhotoTrans\Giant Read 2010. The 6th graders will visit our campus this spring.
T. Keys attended the November 11th Executive Committee meeting to discuss some the computer issues this past fall. ETS is aware of them and is working diligently to resolving them. They are asking for our patience.
Thanked both the SCAA and the Administrative Search Committee for the Provost/V.P., Academic Services. They have finished their interviews and have made their recommendations. Possible target dates for campus wide open hearings are the weeks of December 6th and 13th.

III. Approval of minutes
Minutes of October 21st Faculty Senate meeting approved.

IV. Action Items
Curriculum – M. Ernsthausen
Program Deactivation
PD1F Massage Therapy (AAS) Motion passed

Academic Policies – E. Grissing
Resolution 1:10 Course Information Sheet
“The CIS will be distributed during the first week of class…” to “The CIS will be made available in hard copy or electronic form during the first week of class….” Motion passed

Resolution 1.2.1(4) Incoming Transfer Credits
“Students whose cumulative average at a previous college was 2.0 or higher (on a 4.0 scale) may have all their courses considered for transfer credit, provided the courses are applicable to the degree program desired at Monroe Community College, but subject to departmental prerequisites.” Motion passed

V. Standing Committee Reports

Academic Policies – E. Grissing
Reports that the Placement Testing Committee has voted to change the Accuplacer cut scores for Math level 4 and 5 placements to make them more rigorous. The Committee is also recommending that the college acquire another component to the Accuplacer suite, a testing tool called the College level Math Test - which would allow more accurate placement decision for two new levels – Math level 9 and 10.
APC is currently looking at the wording in the catalog and in Resolution 1.8.1 which deal with academic honesty - cheating and plagiarism. They want to make sure that the language is consistent.
The proposed 2013-2014 Academic Calendar will be distributed electronically before the next Faculty Senate meeting and will appear as an action item on the December meeting’s agenda.

**Curriculum – M. Ernsthausen**

The curriculum committee has given final approval for the following:

- One program deactivation:
  - PD1F Massage Therapy (AAS)
- 1 course revisions
  - CR1F Statistics II
  - CR40F Graphic Arts

The curriculum committee has posted the following for faculty review until 11/23/2010:

- 2 Course Revisions:
  - CR6F CIS 101 Programming for Information Systems
  - CR7F CIS 201 Introduction to Web Site Design
- 1 New Course:
  - NC4F BUS 220 Applied Business Applications
- 1 New Program:
  - NP4S Sustainability, AS

This past fall, the Ad hoc committee working on our infused competencies, administered the CLA exam to a group of students. They are using the exam to measure whether the infused competencies have any influence on student learning. This spring, the committee will again administer the exam to a new group of students, and will report its finding to the Curriculum Committee.

**NEG – A. Wilson**

Preparing for spring senator elections. They will be looking if the addition of technical assistant as voting member may impact area/department representation.

**SCAA – M. Fine**

Have completed the Interviews for Provost/V.P., Academic Services. It was suggested that these candidates be invited to MCC for more than one day, and for open hearings to be held at both Brighton and Damon campuses.

**Planning – D. Shaw**

The Committee met with B. Cunningham who gave them an update on various building projects across the campus. They also talked about the process for reviewing the Strategic Planning Grants which should be submitted by December 10th. They will also be meeting with the Classroom Committee. If you have any ideas or concerns, please forward them to the PC.

**Professional Development – C. Powers**

The NISOD award process has been completed and the recommendations have been forwarded to the Vice Presidents. They hope that the winners will be notified by mid December.
The Chancellor’s Award nomination packets are due to A. Lee, Director, Human Resources, by December 8th.
If interested, you can begin to work on the Hanson Award for Teaching and Professional Service which are due in March. If you need help to complete the packet, please keep in mind that there is a group of past recipients, headed by S. Murphy, Business/ Economics Department, who are willing to help with the application process. The committee is working on the professional development program for June. It will follow up on the bullying theme.

IV. Student Announcements
   None

VI. Business
   None

VII. New Business
   None

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Chris Abbott, Harry Pierre-Philippe,
President Secretary

Minutes approved at December 16, 2010 Faculty Senate meeting.
December 16th, 2010


GUESTS: D. Burke, D. Cecero, C. Cooper, C. Downing,

I. Meeting called to order: 3:30pm

II. Announcements (C. Abbott)
T Keys, Assistant V.P. Instructional Technologies – Technology Update, Past, Present and Future. ETS update on classroom technology. VC60, a new virtual imaging system for Smart Classrooms was rolled out to replace VC50. The old system was designed to manage technology throughout the campus (180 Smart Classrooms, 3000 - 4000 computers, and 20 labs with personal computers). The new system will provide more efficiency.

PaperCut – Print management system was implemented to control and reduce wasteful printing. The goals were to reduce waste, analyze printing trends and find ways to be more efficient. They will continue to adjust the system, but have already noticed a tremendous reduction in waste.

Copiers are being replaced over the last 2 weeks of classes. More information on training opportunity will be available once the copiers are in place.

Some modifications were also made behind the scene to improve the M-drive - for example, faculty teaching schedule now shows up automatically on Outlook.

ETS will be working on ‘cascading’ computers to various areas on campus. They will continue to provide ETS schedule updates on the Tribune - for timely and accurate information. Also every department with a computer lab has a liaison to ETS and they would like to redefine and strengthen that relationship. They are working on several ways, including e-mail, information packets, to provide early notification to faculty members of computer problems in the classrooms.

They are also working on increasing wireless capabilities to provide connection for more users. T. Keys encouraged everyone to contact them for any questions or computer issues. Thanked everyone for their patience.
III. Announcements (C. Abbott)
Due to scheduling conflicts, the on-campus interviews for the Provost/Academic Vice President have been postponed. The interviews are being rescheduled for the first 2 weeks of the January semester. M. Fine, Chair of SCAA, is out on medical leave until the end of January. We would like to take this opportunity to wish her a speedy recovery. A temporary chair can be discussed at a later date, should it become necessary. B. Connell will work with the committee in her absence and will meet with the committee immediately following this meeting.

IV. Approval of minutes
Minutes of November 18th Faculty Senate meeting approved.

V. Action Items

Curriculum – M. Ernsthausen
- NP4S Sustainability, AS Motion passed
- PR1F Computer Information Systems, AS Motion passed
- PR3S Emergency Medical Services, Certificate Motion passed

Academic Policies – E. Grissing
- 2013-2014 Academic Calendar Motion passed

VI. Standing Committee Reports

Academic Policies – E. Grissing
No report

Curriculum – M. Ernsthausen
The curriculum committee has given final approval for the following:

2 Course Revisions:
- CR6F CIS 101 Programming for Information Systems
- CR7F CIS 201 Introduction to Web Site Design

1 New Course
- NC4F BUS 220 Applied Business Applications

1 New Program:
- NP4S Sustainability, AS

2 Program Revision
- PR1F Computer Information Systems, AS
- PR3S Emergency Medical Services, Certificate

The curriculum committee has posted the following for faculty review until 12/21/2010:

4 Program Revisions
- PR3F Business Administration, AS
- PR4F Business: International Business, AS
PR5S Entrepreneurial and Applied Business Studies, AAS
PR6S Accounting: General, AAS

2 Course Revisions
CR22S BUS 275 Business Cooperative Education
CR23F SCR 212 Computer Security II

The College Assessment and Program Evaluation (CAPE) committee has been working hard this semester. The committee is being chaired by Elizabeth Laidlaw from the English/Philosophy department. They have been updating the Foundations for Student Success: Learning and Assessment,” document. They are on pace to complete it early in the spring 2011 semester. The committee has also begun laying out the issues surrounding MCC’s prior determination that an evaluation of the LA04 program sufficiently satisfies current MSCHE standards regarding the assessment of general education

NEG – A. Wilson
This spring, NEG will be working on elections for departmental/area senators, Faculty Senate officers and MCC Association Representative.

SCAA – M. Fine
No report

Planning – D. Shaw
The Committee met with E. Martin, Classroom Committee, for an update. He also answered questions brought by various constituents. The Planning Committee has finalized the process for ranking the Strategic Planning Grants and will begin reading them over break.

Professional Development – C. Powers
The committee is working on a new program to honor our retirees. They would nominate and choose a faculty member who would share their wisdom, knowledge with the college community. It has been renamed the Legacy Lecture Series and the committee is currently working on a process. The program will be piloted this year and hope to institutionalize it by next year. Information will be available on the website.

VII. Student Announcements
Rimsha Khan – SGA- expressed some concern about the distribution and collection of the faculty surveys. C Abbott reminded everyone that faculty members should not be involved in the administration of the surveys. The instruments should be distributed, facilitated, collected and dropped off by students.

VIII. Old Business
None

XI. New Business
The EC will be bringing for discussion some topics which may be of interest to the college community. Topics will be announced in advance, so you can get input from your constituents. The following topics have been submitted for discussion: text books costs and pre-requisites.
Topic for February meeting will be: text book costs.
S. Farrington expressed some concerns about the timing of final exams – some were being given during the last week of classes. C. Abbott reminded everyone to make their constituents aware of the college’s
academic policy regarding final exam during the last week of classes: unit exams are allowed, but not final exams.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Chris Abbott,                  Harry Pierre-Philippe,
President                    Secretary

Minutes approved at the January 27, 2011 Faculty Senate meeting.