



Faculty Senate

Monroe Community College

September 28, 2017
Faculty Senate Meeting

PRESENT: B. Babcock, E. Basnayake, M. Bates, E. Baxter, L. Blew, M. Boester, K. Borbee, A. Burns, B. Burritt, A. Colosimo, T. Custodio, M. Dorsey, P. Emerick, R. Fisher, J. Flack, A. Flatley, A. Freeman, B. Grindle, M. Harris, M. Heel, J. Hill, H. Holevinski, R. Horwitz, S. Lautenslager, D. Lawrence, K. Leite, A. Mallory, J. Morelli, H. Murphy, J. Nelson, M. Pentz, E. Putnam, J. Santos, J. Scanlon, T. Schichler, J.C. Senden, C. Shanahan, C. Silvio, R. Straubhaar, K. Tierney, M. Timmons, M. Vest, T. Vinci, J. Volland, J. Waasdorp, J. Wadach, H. Wynn-Preishe, L. Zion-Stratton

ABSENT: J. Carson, M. Connolly, B. Ellis, K. Farrell, D. Gasbarre, M. Griffin, R. Pearl, W. Rotenberg, G. Thompson, W. Wagoner

GUESTS: C. Casalnuova-Adams, K. Coffey, B. Gizzi, A. Hoffmeier, T. Keys, A. Leopard, M. Kaminsky, R. Messenger, L. Moses, H. Wheeler

Meeting called to order at 3:34 p.m.

1. **Action Items:**

a) **Minutes from the June 22, 2017 Faculty Senate Meeting.** Motion to approve. Motion seconded.
No discussion. **Motion passes.**

b) **Curriculum Proposals:**

M. Vest presented the following curriculum proposals for Faculty Senate approval:

Program Deactivation:

2016-PD5-Spring AS CMA1 Accelerated Communication Program **Passed.**

- program was never offered

Program Revisions:

2016-PR70-Spring AA Creative Writing **Passed**

- Adds choice of PHL 101, 103, or 105
- Requires SUNY-FL course to also be an MCC-GLO
- Requires ENG 101 or open elective, since ENG 200 is a program requirement
- Added courses to meet MCC-TL – choice of AAD 103, COM 115, PHO 101, or MCC-TL Elective
- Changed a program elective to be less restrictive
- Credits changed from 62 to 60-61

2016-PR64-Spring AAS Clinical Laboratory Technician **Passed.**

- Adds choice of PHL 250 or PHL 103, rather than just requiring PHL 103
- Changes MCC-SSD requirement to SUNY-OWC or SUNY-WC to fulfill both MCC-SSD and MCC-GLO

2016-PR40-Spring AS Chemistry **Passed** (with 1 abstention).

- Changed MCC-HW requirement from 2-3 credits to 2 credits
- Added MCC-VE elective and removed MCC-SSD elective
- Changed choice of SUNY-WC, SUNY-OWC, SUNY-AH to choice of SUNY-AH, SUNY-FL, SUNY-A

- Changed MCC-SSD elective to open elective
- Credit hours changed from 63-64 to 64

2016-PR41-Spring AS Physical Education and Exercise Science **Passed**

- Removed SUNY-AH from choice of SUNY-AH, SUNY-WC, SUNY-OWC
- Changed from choice of SUNY-AH, SUNY-WC, SUNY-OWC to any SUNY-GER fulfilling LA NYSED requirement

2016-PR48-Spring AS Physics **Passed**

- Remove SUNY-AH from choice of of SUNY-WC, SUNY-OWC, SUNY-AH
- Remove ENR 261 from choice of ENR 261 or CSC 101
- Add MCC-VE as a requirement for the SUNY-H course selection

3. Future Action Item

a) Curriculum: MCC GenEd SPC 144

M. Vest explained when SPC 144 GenEd proposal was posted for faculty review there were several comments calling into question the SUNY Humanities (SUNY-H) designation. A packet will be sent out to Senators summarizing the issues and comments from the Curriculum Database. She asked Senators to share the information with their constituents and be prepared for a vote at the October 12, 2017 Faculty Senate meeting.

There were several questions clarifying the issue. M. Vest stated SPC 144 did receive SUNY-H designation which means SUNY reviewed the proposal and approve it as a humanities designation very recently(within past three years). She suggested Senators and their constituents may consider the question of whether the issues being raised are in relation to this course or the definition of SUNY humanities.

b) Policy Review: Tobacco-Free Policy and Shared Governance Policy

A. Colosimo stated Board of Trustees Policies are reviewed on a 3-year cycle. As part of the shared governance process, the Faculty Senate has the responsibility to provide feedback to Administration on the policies under review. A. Colosimo stated the EC is changing the way it handles proposed policies as well as policy review, explaining typically the EC would work with the proposer providing feedback and suggested edits, before bringing it to the Faculty Senate. However, in an effort to improve efficiency and turnaround time, the following policies up for review will be sent out to Senators to review and provide feedback from their constituents. There will be a discussion at the October 12, 2017 Faculty Senate meeting.

Questions:

- It was asked if the suggested changes outlined in the policies were proposed by administration. A. Colosimo explained it is her understanding the policies have not gone to the BOT but have been reviewed by administration. The Faculty Senate, as a partner in shared governance, are allowed to give feedback on the policies.

2. Reports

a) Faculty Senate President

A Colosimo reported the following:

- *Starfish Reporting:*

- 1st survey: +80% participation rate!
- +1100 flags raised
- 2nd survey: due 9/30 by 1 AM

There were questions and discussion regarding the following:

- 2nd survey for special populations larger than intended due to system error
- How follow up phone calls are handled
- T. Keys explained there will be additional earlier alert surveys (3 and 4). He thanked everyone for their participation.

- A Senator asked if the people contacting students are able to see the faculty comments. T. Keys confirmed faculty comments are viewable and the calls are crafted around the comments. He suggested stating the issue was resolved with the student. The goal is to reach student who are in distress. He explained how the calls are handled including how a percentage of students received a voice message to have them check their email for an important message.
- *Request for Participation: Social Impact Council:*
Dr. Kress announced that MCC will be establishing a cross-college "social impact" council that could advise her office on how we can elevate, support, and coordinate the College's proactive efforts on inclusion and respond to hate speech, harassment, and violence in the broader world that impact our college community. This would be aligned with the work of our Diversity Council but have a goal of bringing together all existing MCC groups, orgs, committees, projects, etc., that have a role to play.
 - Anyone interested in representing the Senate were asked to email acolosimo@monroecc.edu
- *Housekeeping*
 - Board of Trustees Meeting: Monday, October 2, 4 PM Downtown, High Falls A/B
She encouraged faculty to attend. She explained as part of her message at the meeting she will be asking for more regular and sustained communication with the BOT. The FA will also be reading a letter with a similar message. She explained although the FA and FS constituency overlap, the FS has a different role at the College, as partners in shared governances with the BOT, the Faculty Senate has a different voice. She will be supporting everything in the FA's letter and adding to it with a message on why it's important as partners in shared governance (as outlined in the Shared Governance Policy) to have more sustainable and meaningful dialogue with the BOT.
 - Where can you provide feedback
 - RTS Bus issues to Julianna Frisch
Discussion: E. Baxter asked faculty to be understanding with students who are using the bus for transport between campuses.
 - New MyMCC to virtualcampu@monroecc.edu
Discussion: There was discussion regarding how the site is being tested.

b) Student Government Representative

- A. Hoffmeier reported the following upcoming events:
- Hoops for Hurricane relief
 - Coming Out Day
 - Culture Day

c) Standing Committee Reports

A. Colosimo explained standing committee reports will be sent out to Senators prior to the meeting for review. Any questions will be addressed at the meetings.

Academic Policies (R. Fisher)

R. Fisher reported the following:

- Discussed new delivery of materials via Blackboard.
- Brainstormed recommendations for delivery of proposed online housing of common portions of every Course Information Sheet.
- Discussed complications with suspension of FIW with attendance and drop/add period.
- Confirmed our continued review of Student Opinion Surveys

Curriculum Committee (M. Vest)

See attached report.

NEG (M. Heel)

M. Heel reported the following:

- M. Pence has taken a temporary assignment outside of Admissions but it was agreed by NEG and the EC she would remain representing Admissions until a decision has been made regarding her positions.
- He welcomed the following new Senators: Mary Cameron (Mathematics) and Jaqueline Carson (Student Services Division).
- The EC is discussing forming an Ad Hoc Committee under Article 8 of the Faculty Senate Bylaws. Details to follow.
- He explained for the Senators information what should be taken back to constituents for discussion versus what can be decided at Faculty Senate. Matters pertaining to policy, procedures, products of procedures, proposals from Faculty Senate asking for something of someone from the community, material related to the service to the committee would all need to be presented at a Faculty Senate meeting then voted on at another meeting giving the Senator time to receive feedback from constituent's determining how to vote. Matters pertaining to the governance of Faculty Senate need not be shared with your constituency since they are related to the internal operation of this group. He pointed out there will be time for questions and discussion when there is a proposal presented under this circumstance, but that a call for a vote or an expression of support for an action could come in the same meeting as when a proposal is presented.
- Shared Governance Policy: He explained shared governance as it relates to the partnership with Administration. The Faculty Senate has been given an opportunity to discuss as well as suggest any additions to the Shared Governance Policy. He encourages Senators to discuss the policy with their departments forwarding any feedback to him.
- Faculty Senate voting membership has been finalized for the year.

Planning (P. Emerick)

P. Emerick reported the following:

Strategic Planning Grants / Initiatives

- Currently in process of revising new forms and process for 2017-2018.

SP&MC (SPACE) Committee

- Gretchen Wood has replaced Diane Shogar as MCC Foundation Representative.
- 2 major construction projects are nearing the end of the design phase and will be going out for bid this Fall.
 - Bldg 7 3rd Floor Lab redesign (taking over space occupied by Students Rights and Responsibilities Office, and Eileen Wirley / Planning Office)
 - 4th floor of library conversion into a swing space area, additional study area for students, etc.
- Due to construction projects a number of offices will be relocated to already existing space
 - Students Rights and Responsibilities Office will be moving to the Association Suite, BLDG. 3
 - Ginny Geer-Mentry will be moving from Association Space to new offices in 4th floor of library after remodeling complete
 - Working on relocating Eileen Wirley and her support to 1st Floor Bldg IT spaces.
- SPMC has reviewed 2 project Submissions. One approved and one revised for resubmit
- Approved project is Center for Outreach and Volunteer Engagement will take over the space formally known as Starry Nights. The MCC Food Bank will also be occupying this space.

Professional Development (J. Scanlon)

J. Scanlon reported the following:

- The Professional Development Committee is working on reviewing the criteria for both the MEEA and Roueche awards.
- The Committee is also working on ways to better publicize awards. MEEA and Roueche award packets are due on 11/3.
- Packets for the Chancellor's Award for Excellence in Adjunct Teaching are on 10/13, and all other Chancellor's packets are due on 12/15.

Questions: A Senator asked how best to share this information with their department to encourage participation. J. Scanlon stated the information is shared in the Trib and on the Faculty Senate website. It will soon be accessed on Blackboard as well. He encouraged the Senator to share the information with his department.

SCAA (A. Flatley)

She reported the following:

- Associate Vice President to Student Services search is ongoing.
- Committee is waiting on a list of pending searches.
- Consultant for Curriculum Process draft report should be received in October. A. Colosimo stated according to Dr. Wade the draft report will go out to the College community to allow for the opportunity for additional feedback which will then be shared to the consultant. The timeframe for feedback is mid-November.

3. Old Business

No old business

4. New Business

a) Custodial Situation (B. Grindle)

B. Grindle provided information on what needs to be cleaned each night and the schedule for completing each task on the various routes throughout the College. He explained the amount of cleaning that needs to be done each night cannot be completed by the limited staff. He provided data and reasons for the staffing shortage including the plan for promoting and hiring additional staff. They are having to modify their schedule as well as skip tasks/floors each night. He asked Senators to share with constituents this information as well as the following ways they can help during this time:

- Please put your trash and recycling receptacles beside your desk at the end of the day.
- Please don't put liquids in the trash.
- Use shared departmental recycling bins whenever possible.
- Use shared departmental trash bins when you need to dispose of food.

b) Article on We Are MCC (B. Grindle)

B. Grindle addressed his issues with an article posted on the We Are MCC website titled \$78M Campus Has No Signage. He stated the article insinuates in several different ways either facilities did not know what they were doing or they forgot the signage. He stated the information in the article is not true. He presented information pointing out the inaccuracies in the article regarding the signage for the building. He addressed limitations, budget and decisions by the architect which affect when the signage would be installed. There was limited debate regarding the meaning and purpose of the article. Several FS members expressed their concern regarding the lack of professional courtesy among colleagues and the need for the college community to address any issues with a person first out of respect and common courtesy.

c) Personnel matter (J. Nelson)

J. Nelson requested an executive session to discuss a personnel matter. There was discussion regarding the procedure and uses for executive session. It was also pointed out he could call a joint caucus meeting which would only include voting members for the Teaching Faculty and Professional Staff caucuses. H. Wheeler volunteered that the non-voting guests currently attending the meeting would be willing to leave if simply asked, and that a call for Executive Session wouldn't be necessary. Due to the time, J. Nelson tabled his request for a future Faculty Senate meeting.

d) Letter to Board of Trustees

Guest B. Gizzi addressed the letter to the Board of Trustees mentioned during A. Colosimo's announcements which she had hoped would be signed by the FA Executive, Faculty Senate

Executive Committee (FSEC) and CSEA. She stated she understands and respects the FSEC position and reason for not signing the letter; however, she asked the Faculty Senate and/or FSEC to consider whether their intention will be what is and will be perceived by the Board of Trustees and Administration. She explained the importance of showing the groups to be unified. The letter was read aloud. A. Colosimo explained her role as Faculty Senate President and in the shared governance process is the voice in the process, not a decision maker. She further explained the FSEC position and reason for not signing the letter which included the Faculty Senate's role in shared governance and the unique relationship with the Board of Trustees which is different than the unions. She reiterated what she mentioned in her report, that she would be making a statement fully supporting the content of the letter at the Board of Trustees meeting; however, the FSEC may reconsider if this is not what is supported by the Faculty Senate. There was discussion and clarification regarding the content of the letter. There was also clarification on who is included in shared governance according to the BOT policy. Various members of the Senate, including members of the FSEC, expressed points of view in support of and opposing a jointly signed letter for Board consideration. During the extensive discussion, Senators offered their input, feedback and concerns and how to move forward.


Motion to support the following 1) FSEC decision to not sign the letter 2) A. Colosimo to make a statement supporting the FA/CSEA letter at the Board of Trustees meeting 3) the FSEC to follow up with its own letter with a similar message. Motion seconded.

Discussion: There was additional discussion and clarification.

Motion passes.

Meeting adjourned at 5:19 p.m.

Respectfully submitted,



Amanda Colosimo
President
Faculty Senate



Heather Murphy
Secretary
Faculty Senate Executive Committee

Minutes approved at the October 12, 2017 Faculty Senate meeting.

**Curriculum Committee Report
Faculty Senate Meeting
September 28, 2017**

The Curriculum Committee has approved (formerly referred to as 'Final Approval'):

Course Deactivation:

[2016-CD124-Spring](#) CE 270 Cooperative Education – Office Technology

- no longer used, as OFT 270, Office Technology Seminar and Work Practicum is now used

Course Revisions:

[2016-CR108-Spring](#) FRE 104 Intermediate French II

- Course number 104 to 204
- Description
- Pre-requisite

[2016-CR110-Spring](#) FRE 113 Intermediate French Conversation I

- Course number 113 to 213
- Description
- Pre-requisite

[2016-CR117-Spring](#) FRE 114 Intermediate French Conversation II

- Course number 114 to 214
- Description
- Pre-requisite

[2016-CR111-Spring](#) SPA 113 Intermediate Spanish Conversation I

- Course number 113 to 213
- Description
- Pre-requisite

[2016-CR118-Spring](#) SPA 114 Intermediate Spanish Conversation II

- Course number 114 to 214
- Description
- Pre-requisite

[2016-CR113-Spring](#) SOC 202 Urban Sociology

- Prefix change to URS
- Title change to: Introduction to Urban Studies
- Number change from 202 to 101
- Remove pre-requisite of SOC 101

[2016-CR114-Spring](#) SOC 210 Global Interdependence

- Prefix change to GLS
- Title change to: Introduction to Global Studies
- Number change from 202 to 101

- Remove pre-requisite of SOC 101 **General Education Courses:**

Jasna Bogdanovska-12/06/2016-GE-3 PHO 223 Photojournalism and Documentation

- Adds MCC-AH, and MCC-VE

Melany Silas-10/12/2016-GE-1 HED 115 Death and Dying

- Confirms SUNY-WC status
- Adds MCC-SSD, MCC-GLO, MCC-CT by default
- Adds MCC-VE as an additional MCC-GER category

Laura Penman-11/21/2016-GE-1 AGS 110 Introduction to Greenhouse Management

- Confirms SUNY-NS status
- Adds MCC-SCI and MCC-CT by default
- Adds MCC-TL as an additional MCC-GER category

John Nyerges-10/14/2016-GE-1 MUS 120 Jazz in American Society

- Confirms SUNY-H status
- Adds MCC-AH by default

John Nyerges-10/24/2016-GE-1 MUS 129 MIDI Recording Techniques

- Adds MCC-TL

Joseph Scanlon-11/17/2016-GE-2 POS 205 Comparative Political Systems – WR

- Confirms SUNY-OWC status
- Adds MCC-SSD and MCC-GLO by default

Joseph Scanlon-11/17/2016-GE-4 POS 210 Introduction to Political Thought – WR

- Adds SUNY-WC designation
- Adds MCC-SSD, MCC-GLO, and MCC-CT by default

The Curriculum Committee has approved to post for faculty review until 10/3/2017:

Program Revision:

2016-PR29-Spring Cert Private Security Studies

- Replaces HED 114: Health and Safety in the Workplace with HED 118: Introduction to Safety and Emergency Care
- Increase in credit hours by 1, from 29 to 30, due to this change of required courses