



Faculty Senate

Monroe Community College

November 30, 2017
Faculty Senate Meeting

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

ABSENT: J. Carson, A. Freeman, D. Gasbarre, H. Holevinski, R. Pearl, C. Silvio, J. Volland

STUDENT GOVERNANCE REPRESENTATIVE: A. Waight Morabito

GUESTS: J. Barone, C. Fogal, K. Ghidiu, A. Kress, A. Leopard, C. Mapes, N. Pares-Kane, A. Wade, H. Wheeler

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

1. Guest: President Kress

A. Kress gave the following updates:

- She encourages support of our students by attending the Peace Walk held at both campuses on December 6, 2017.
- SCAA is reviewing the job description for the Chief Diversity Officer position. She has also received the feedback on the sun-setting of the General Counsel position with additional information/feedback forthcoming.
- She explained there will be the following proposals moving forward through the shared governance process as a result of issues on campus:
 - Consensual Relationship Policy
 - Nepotism Policy
 - Animals on Campus Policy (with an exception for service and therapy dogs)

Questions:

- A Senator, asked on behalf of a constituent, why does the College continue to put money into Civitas and Noel Levitz, when enrollment is supposed to increase but has decreased three years in a row? A. Kress explained there will be an enrollment workshop before the December 4 Board of Trustees meeting and everyone is welcome to attend to learn more. She also pointed out Civitas is not so much about increasing enrollment but looking at ways to increase retention. She encourages the Faculty Senate to reach out to K. Collins for more information.
- A Senator asked, on behalf of a constituent, the reason for increased FA mediations, which rarely occurred with past administrations. A. Kress explained there is a three-part grievance process in which they engage each step and do not take anything to arbitration unless it cannot be resolved. She stated it was important to note, the FA is bringing the grievances to administration and they are attempting to resolve them.
- A Senators asked, on behalf of a constituent, why the College is using the Gallop Poll instead of IR resources. In addition, why is the difference between direct supervisor, chair and administrator not clarified in the survey? A. Kress explained they were looking for external validity so the College could

be compared to outside groups. The total cost was approximately \$16,000. She outlined the feedback received so far, which is concerning when staff do not know who they report to on a day-to-day basis, she offered examples of this issue. She explained there may need to be some education on this issue. There was discussion and additional feedback on the issue of the survey not defining supervisor.

- It was asked why IR was not used for this survey, since they can provide more intricate surveys related to the College. A. Kress explained there is cost associated with using internal resources as well as workload needs to be considered. She pointed out only IR has data from two studies on employee satisfaction and campus climate but the information does not line up. They only have the reports from the results and they were run far apart and only once, so part of the decision to use Gallop is to go with someone that has relevant subject matter.

- A Senator asked, on behalf of a constituent, how President Kress would define shared governance. A. Kress explained there is a shared governance policy which is how the College defines shared governance. She pointed out this Policy was put into place under her Administration, which outlines the matters of shared governance. She explained the concept by which individuals are consulted to the degree which they can provide input that can influence the decision. She pointed out the College's shared governance model includes support staff and students, which is not typical.

- A Senator asked, on behalf of constituent, the reason for the hold up on contract negotiations around the new Academic Calendar. A. Kress explained they have been at the table for quite some time and we have not been able to reach resolution. Administration will be providing a document to the BOT members and with their permission, it can be shared with the College community. She explained there have been approximately 6-7 meetings to discuss a resolution. She pointed out there were also gaps in the review process due to summer, for example.

- A Senator pointed out due to the supervisor issue, it's pretty clear there will be different interpretations of the survey questions, and how will this information from the results be interpreted. A. Kress explained there will be focus groups as follow up, explaining the results will not stand on their own as in any survey process. She stated they will also follow up with Gallop to see if this has been an issue across the system. She pointed out Administration and the Board of Trustees reviewed the questions and did not see any issues with the supervisor term. It suggests there is an issue, maybe not as much with teaching faculty, but with staff in offices with more than one director it may not be clear to who they report. A Senator pointed out the questions were not specific and to have questions regarding a supervisor where there are multiple layers (i.e. directors, chairs, etc.), not sure there will be any value to the results. President Kress explained there is a methodology to the questions and she would be happy to provide this information. She provided additional examples of how supervisor may have been interpreted.

- A Senator asked, on behalf of constituent, how Dr. Kress feels wage theft in the form of unilaterally changing the way salary equity is done will improve student success. Dr. Kress responded stating administration is respectful of the process and will not negotiate away from the table. She further pointed out there is an ongoing grievance and discussions on salary equity and believes it is not appropriate to discuss this issue in this forum but thanked the constituent for the question.

- A Senator asked, on behalf of a constituent, if the College would consider the policy having access to offices when the College is closed could be reconsidered. President Kress stated H. Simmons would better be able to address the questions, but she pointed out there are costs, public safety personnel and general safety issues that need to be considered.

- A Senator asked why information is being sent out when the College is closed referencing the Tribune was sent out on Thanksgiving which contained information about an Academic Services Reorganization open forum the Tuesday after the break. The Senator pointed out the issues with scheduling on such short notices. President Kress responded that she discussed with C. Mapes the Trib and it was explained it is an automated email which should not have been sent the College when it is closed, however, the issue is being corrected. A. Flatley addressed the timeframe for scheduling of the Academic Services reorganization which included SCAA's timeframe for a response as well as room availability. The open forums was video taped with captioning available.

- A Senator asked if lease agreement has been signed with the Rochester City School District for the use of the Downtown Campus for the High School. President Kress explained there is not a lease but a

there is a Memorandum of Agreement/Understanding. She can follow up with H. Simmons and provide more information.

- A. Colosimo asked if there are supervisor evaluations completed for supervisors in other areas, pointing out the detailed evaluation completed for department chairs, which also allowed room for comment which was not the case on the Gallop Poll. President Kress explained evaluations have been decentralized. The new Director of Community Engagement will be looking into more consistency. She also pointed out there is not clarity and consistency around the tenure process across departments which will also be reviewed.

- A Senator explained the Gallop Poll email looked like junk mail and she did not initially respond until she received a second notice, for this reason she asked what the response rate was. President Kress explained the response rate is close to 40% so far, which she feels is unheard of as far as surveys. The survey will run until December 17.

- A faculty member asked President Kress's perspective on the Withdrawal Policy and if there will be any data provided on the effects the change had on the classroom this semester. President Kress pointed out if students do not show up for class there can be an academic consequence. She offered examples of discussion with faculty. A Senator followed-up explaining how a student missing class can also be detrimental and has an overall effect of the classroom environment. Dr. Wade added the challenge discovered were that students were being treated very differently in different classes and some student of color were bearing the burden of this inconsistency. She explained there needs to be consistency so students know what to expect, as well as the faculty knowing the consequences of withdrawals and how they will affect students.

- There will be a survey sent out to faculty and students from the Faculty Initiated Withdrawals Ad Hoc Committee. It was pointed out there may be value in sending out the survey to more than just teaching faculty.

- There was discussion on the data regarding FIWs.

2. Action Items:

a) **Minutes from the November 9, 2017 Faculty Senate Meeting.** Motion to approve. Motion seconded. No discussion. ***Motion passes.***

b) Policy Review:

Tobacco-Free Policy

Motion to support the Tobacco-Free Policy with suggest edits (attached as Exhibit A). Motion seconded.

Discussion and additional feedback:

- Update and improve signage around Downtown Campus to align with policy
- Discussion on enforcement of the Policy – it was suggested training should be offered
- Discussion regarding the areas where smoker should be permitted to stand at the Downtown Campus

Motion passes.

c) **APC: Proposed Revision to Faculty Senate Resolutions 1.10 – Course Information Sheet**

There was discussion clarifying the proposed revisions and edits.

- A Senator addressed a concern from a constituent regarding information being removed from students (hardcopy) rather than centralized, suggesting that it should enforces at the students must review it.

Motion to approve the proposed revision to Faculty Senate Resolution 1.10 (attached as Exhibit B).

Motion passes.

d) Curriculum Proposals: M. Vest presented the following Program Revisions related to meeting
Program Revision: 2016-PR43-Spring AS Mathematics

1. Changes to program requirements (MTH 220 added as a requirement, PHY 154/155 being removed as SUNY-NS, GEG 101/100 or GEG 111/110 added as SUNY-NS options).
2. Clarification of choices to meet MCC General Education program.
3. Credit hour change from 62-63 to 60-61 total credits.

Program Deactivation: 2016-PD6-Spring Certificate Golf Management

Motion to approve the above proposals. **Motion passes.**

- Reminder - Curriculum Proposal Action Items for December 14, 2107:
Currently Posted for Review, Future Action Items for Faculty Senate Meeting of December 14, 2017

Program Revisions:

2016-PR45-Spring	AAS	Human Services
2016-PR42-Spring	AS	Wellness Coaching and Health Management
2016-PR72-Spring	Certificate	Homeland Security
2016-PR53-Spring	AS	Geography
2016-PR54-Spring	AAS	Mechanical Technology

e) Curriculum: Faculty Senate Resolution 2.1.1(2)

M. Vest reviewed the action item explaining it is the Curriculum Committee's recommendation that Faculty Senate Resolution 2.1.1(2)(a) be resubmitted to administration with the rationale as follows:

- 2) The proposals for curriculum changes may be submitted to the Curriculum Committee by Department Chairpersons, individual faculty members, administrative personnel, and the Student Senate. Electronic forms are available on the MCC Curriculum Proposals Database. This database can be accessed through the MCC web site at:
<http://www.monroecc.edu/go/curriculum>.
 - a) Faculty must submit proposals for departmental discussion and approval. **Curriculum changes proposed by administrative personnel or the Student Senate are also subject to departmental discussion and approval in instances where proposals clearly have an impact on one (or more) academic department(s).**
 - b) New program, program revision, program deactivation, and course deactivation proposals shall be forwarded to the College's Transfer Office for review and comment for a maximum of ten (10) working days after approved by an academic department.
 - c) The Division Dean shall then review proposals, resolve any conflict or confusion within the division, and forward them with pertinent comments to the Dean of Curriculum and Program Development.

Rationale: Current practice requires that all curriculum proposals gain the approval of the department in which the course or program would be housed, as well as departments which would be affected by the curriculum change (as

in a pre-requisite outside the home department). Approval, at the department level, is signified by the submission of the proposal by the Department Chair to the School Dean. This practice is already codified, in effect, by the approval chain within the Curriculum Database, which was approved by both Faculty Senate and Administration. On rare occasions, when a program or course lies outside the expertise of a home department (i.e., Liberal Arts and Sciences, General Studies) the Faculty Senate Curriculum Committee consults with relevant content experts in lieu of a department when reviewing the proposal. The Faculty Senate Curriculum Committee sees no valid reason as to why this practice should not be clarified by the proposed revision of Resolution 2.1.1 (2)(b) as previously submitted.

M. Vest made a motion to support the above proposal.

Discussion:

- Dr. Wade explained her rational regarding her concern about this particular wording, she believes there has been some confusion on how her concerns were interpreted. She explained her concerns are in really about not dismissing the authority of the collective faculty to make decisions about curriculum and through the Faculty Senate committee. She stated that a typical curriculum proposal come up through the process, it comes out of a department and other departments can comment on it and state their concerns. However, it is her understanding a department cannot stop a proposal, it still comes to the Curriculum Committee, as representative of the collective faculty, who then make decisions about curriculum. She stated when this came up and a proposal is coming from a different place, and you look at rules of order, which allow for the minority to have a voice and the majority to rule. She stated that she really wants to make sure those things were not taken out, making sure when a proposal comes through, a department can comment and address concerns but they don't take the power from the collective faculty by stopping something from being addressed by faculty. She stated this was about her concern that faculty were giving away their voice. She pointed out this could be addressed with a minor change in the wording. She believes the language inadvertently gives away the faculty's authority to make decision on curriculum that are not made at the department level.

A. Colosimo pointed out the focus on this language was on the administrative personnel or the student senate not the faculty. Dr. Wade pointed out her focus was on the use of the word "approval" but thinks that further discussion and clarification on the language could address the concerns. There was discussion clarifying the language as it currently read as well as the change being requested. Dr. Wade stated her intent is to make sure the collective faculty will make decisions on the Curriculum.

There were additional questions and discussion clarifying the motion. It was agreed that either an approved motion or failed motion would both require discussion between the Curriculum Committee and/or Chair and Dr. Wade. M. Vest clarified the language under discussion aligns with current practice; it only clarified that administrative personnel and student senate generated proposals would still require department approval. She stated that under current practice, using the process built into the Curriculum Database, regardless of who generates the proposal, the affected department can review and stop it from going forward.

M. Vest called the vote and clarified the motion is to resubmit the language as previously submitted. However, a vote against would be to have Curriculum Committee work to reword the language.

Motion passes.

3. Future Action Item

a) APC: 2019-2021 Academic Calendars

R. Fisher explained APC is reviewing and discussing the proposed 2019-2021 Academic Calendar. However, due to several issues they will need additional time. It will remain as a future action item with a vote discussion and vote to be determined.

- There was discussion regarding the contractual issues with the 2018-2018 Academic Calendar.

b) Policy Review:

Shared Governance Policy

M. Heel reported NEG is currently reviewing the proposed policy and will provide its recommended revisions at the December 14, 2017 Faculty Senate meeting. He encouraged Senators to review and provide feedback.

Conflict of Interest Policy

A. Colosimo presented the Policy for review. She explained the policy only applies to 30-35 non-contractual employees, which are defined as Deans, VP, AVP and the President.

- A Senator asked if this also applies to the Board of Trustee members. A. Colosimo will find out and send this information when the proposed policy is sent out to the Senators.

c) Faculty Council of Community Colleges Resolutions

Resolution in Support of Accommodations for Military Absences ASA2: 2017 – 2018

C. Fogal presented and reviewed the Resolution passed by the FCCC asking for support from all its campus. There will be vote to support the December 14, 2017 Faculty Senate meeting.

She reviewed the following Resolution passed at the last plenary meeting.

d) Shared Leadership Coordinating Council Bylaws

A. Colosimo tabled discussion however, encouraged Senators and constituents to forward any suggested edit to her.

4. Reports

a) Faculty Senate President

A. Colosimo gave the following report:

1. FS/FA/CSEA Office at the Downtown Campus: 561 E

She will be there on the following days/times:

12/6 from 1:30- 3:30 PM

12/12 from 2:30- 4 PM

2. Blackboard site is live for all college

3. Board of Trustees December 4

- 2:30 PM Enrollment Workshop

- 4:00 PM Board Meeting

- To speak in open forum for up to 5 minutes: contact Linda Hall at least 24 hours prior to the meeting

Comments: T. Vinci pointed out the change in the format to the meeting is a positive step which shows the BOT is willing to help improve communication.

b) Student Government Representatives

Student Governance Association (SGA):

A. Waight Morabito made the following announcements:

- Peace Walk on 12/6 from 11:30 – 1:00 at both campus

- Open invitation for any to attend meeting every Tuesday at 2:15

c) Standing Committee Reports

Academic Policies (R. Fisher)

Generally discussed the Academic Calendar, and proposals for the 19-20 Academic Calendar.

Curriculum Committee (M. Vest)

See attached report.

NEG (M. Heel)

M. Heel reported the Committee is working on the following:

- A response to the President's Action Plan regarding a Free Speech Policy
- Reviewing the Shared Governance Policy. He encourages Senators to ask their constituents for feedback
- Significant revisions to Faculty Senate Bylaws Article 4

Planning (P. Emerick)

P. Emerick reported the following:

- The intent to apply for a Strategic Planning Grant is due December 15.

Professional Development (J. Scanlon)

J. Scanlon reported the following:

- PD Week application will be in the Trib and on Blackboard next week.
- The winners for the following have been announced:
 - Recipient of the 2017 Monroe Community College Emerging Excellence Award: Dale Pearce, Program Coordinator, Applied Technologies Center
 - Recipient of the 2017 John & Suanne Roueche Excellence Award: Angelique Johnston, Assistant Professor, Department of English & Philosophy

SCAA (A. Flatley)

- Addressing job description of Chief Diversity Officer.
- Addressing Academic Services Reorganization in open forums
- Working with Eileen Wirley regarding possible reorganization within her department
- Search for Director of Libraries will begin
- SCAA is looking for volunteers for the spring searches – please contact her

5. Old Business

a) President's 18-Point Action Plan Response

P. Emerick reviewed the charge to the Planning Committee by the Faculty Senate. In response the Committee prepared a memo. He reviewed the memo and suggested it come from the Faculty Senate rather than just the Planning Committee.

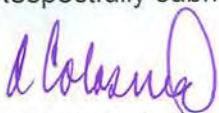
Motion to have a response come from the full Faculty Senate. Motion seconded. No discussion. Motion passes.

6. New Business

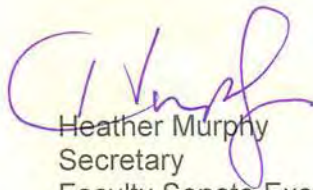
No new business.

Meeting adjourned at p.m.

Respectfully submitted,



Amanda Colosimo
President
Faculty Senate



Heather Murphy
Secretary
Faculty Senate Executive Committee

Minutes approved at the December 14, 2017 Faculty Senate Meeting.

2.6 TOBACCO-FREE POLICY

Category: Administration
Responsible Office: Administrative Services
Responsible Executive: CFO/Vice President, Administrative Services

Date Established: September 1, 2014
Date Last Revised:

Summary

Monroe Community College is committed to providing and maintaining a tobacco-free learning and working environment that is healthy, respectful, and safe for its students, faculty, staff and visitors.

Policy

POLICY STATEMENT

Monroe Community College (MCC) supports a healthy, sustainable environment for the college community and is committed to preparing our students for increasingly tobacco-free workplaces. Therefore, tobacco use is prohibited on all college owned and leased property, both indoors and outdoors. This includes but is not limited to:

- All buildings on the Brighton and ~~Downtown~~ ~~Damon~~ campuses, Applied Technologies Center and Public Safety Training Center
- Off-site and leased locations such as the ~~MCC Foundation Economic Development & Innovative Workforce Services~~ facility.
- Outside property owned and leased by the college including open land areas, woods, fields, patios, parking lots, sidewalks, roads, loading docks and building entrances
- One hundred feet of the entrances, exits and outdoor area of the Downtown Campus in accordance with NYS Public Health Law Article 13-E.
- All vehicles owned and leased by Monroe Community College or its affiliated organizations
- College-sponsored events at all locations

All tobacco products in use must be properly disposed of prior to entering any college property or exiting a personal vehicle. The College requires college community members to respect private property bordering all College locations by refraining from trespassing for purposes of tobacco product consumption.

The sale, free distribution, related advertising or sponsorship of tobacco products is also prohibited on college property.

BACKGROUND

Numerous studies show tobacco use is a serious public health issue. Smoking also contributes significantly to the risk of fires and cost of maintaining a clean campus. The State University of New York recognized the importance of providing a tobacco-free environment when its Board of

Commented [FJ(O1)]: Per the NYS Health Law, this is added because we have secondary students at the Downtown Campus

Trustees on June 12, 2012 passed a resolution requiring 100% tobacco-free campus environments for all SUNY campuses by January 2014.

APPLICABILITY

This policy applies to all members of the college community including but not limited to affiliated organizations, faculty, staff, students, volunteers, vendors, guests and -visitors.

DEFINITIONS

Affiliated Organizations - College affiliated organizations include the MCC Foundation, MCC Association, student clubs and any group that represents MCC and its affiliated organizations.

College Property - Property and facilities owned, leased or controlled by the College or its affiliated organizations.

Tobacco - For the purpose of this policy, "tobacco" is defined to include any lighted cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette, vaporizers, and any other smoking product, and smokeless or spit tobacco.

RESPONSIBILITY

Successful implementation of this policy requires the courtesy, respect, and cooperation of all members of the Monroe Community College community.

All members of the college community

- Comply with this policy in a courteous, respectful, and cooperative manner and contribute to the effort of educating others about this policy.

Supervisors (college, affiliated organizations, campus events, contractors & athletics)

- Communicate this policy to employees and ensure employees are in compliance.

Event Organizers

- Communicate this policy to event attendees and if needed require organizers to take corrective action to ensure compliance.

The MCC ~~Administrative Services Office~~ ~~Personal Health and Safety Committee~~ will oversee this policy and provide any recommendations for policy revisions.

PROCEDURE

Effective Date

Monroe Community College will ease into this policy starting September 1, 2014. The fall 2014 semester is a transitional period of gradual compliance, education and understanding. Full compliance is effective January 1, 2015.

Distribution

This policy will be:

- Included with orientation information given to students
- Communicated to all prospective hires, students, vendors, and contractors

- Communicated to newly hired employees during employee orientation
- Announced in various college publications and sites
- Posted on the Employee & Student Services website
- Distributed to all event sponsors

Support and Education

Monroe Community College understands the addictive nature of tobacco use and the reality that breaking the habit is extremely difficult for some people. The college will make every effort to assist and encourage those who wish to stop tobacco use. Employees should contact Human Resources and students should contact Health Services for assistance with smoking cessation.

Educational programming, cessation support mechanisms, and other resources are available to the college community through Health Services, Human Resources and various other college departments.

Compliance

Individuals who repeatedly violate this policy should be reported to the appropriate department

- Employees: Human Resources
- Students: Student Services
- General Public: Public Safety

Student repeated violations will be treated as violations of Student Conduct Regulations. Employee repeated violations will be treated as disciplinary matters in accordance with [employment-contracts state law](#). Visitor repeated violations will be treated in accordance with Campus Events procedures.

Contact Information

Office of Administrative Services

Related Information

Related Links:

NYS Public Health Law, article 13-E: Regulation of Smoking in Certain Public Areas:
http://www.health.ny.gov/regulations/public_health_law_section_1399_1399.pdf

Smoking cessation classes and resources are accessible through the New York State Smoker's Quitline: New York State Smoker's Quitline

1-866-NY-QUIT

<http://www.nyasmokefree.com>

Other Sources of Information and/or assistance for those seeking to quit smoking include:

American Cancer Society

1120 South Goodman Street

Rochester, NY 14620

<http://www.cancer.org>

Smoking & Health Action Coalition of Monroe County

Commented [F2(02)]: Link to NYS Public Health Law, article 13

Commented [A1]: Violation of this policy is not specifically mentioned in the FA or CSEA contract, nor is it mentioned in the Employee Code of Conduct

Tobacco-Free Policy
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1595 Elmwood Avenue
Rochester, NY 14620
585-666-1395
<http://www.SmokeFreeMonroe.com>

American Lung Association Finger Lakes Region
1939 Elmwood Avenue
Rochester, NY 14620
585-442-4260
<http://www.smokefreefingerlakes.org>

Excellus Out for Life Tobacco Cessation Program (MCC employees)
[1-866-348-9768](tel:866-348-9768) [1-800-447-8904](tel:1-800-447-8904)

Proposed Revisions:

1.10 COURSE INFORMATION SHEET POLICY (2010) (2016) (2017)

It is required that all faculty utilize a Course Information Sheet (CIS). A copy of the CIS should be sent to the department office by the end of the first week of class. Each CIS must be uploaded to Blackboard by the department secretary, or other staff member as designated by the department chair, to a college-wide repository following provided instructions. Faculty teaching on-line courses will submit a collection of the segments that provide the same information as the CIS provided for traditional classes. The CIS will be made available in hard copy or electronic form during the first week of class and will include the following items ~~include items~~: numbered 1 - 11 below. ~~Items 14—23 may also be included.~~

- (1) Course Title: Course abbreviation and title.
- (2) Instructor Information: Name, Room Number, Departmental Extension Number and Office Hours.
- (3) Required Course Materials: Textbooks, materials, instruments, special fees and expenses.
- (4) Email address. May include indication as to whether you will accept messages from non-monroecc.edu accounts and/or assignments via email.
- (5) Course Description and Learning Outcomes: Instructor's description of course, learning outcomes to be obtained by students, course prerequisites.
- (6) Attendance and Withdrawal Policies.
- ~~(7) Academic Honesty: At minimum refer student to page in the current college catalog that describes the Academic Honesty Policy.~~
- (7) ~~(8)~~ Course Requirements: Classroom participation, projects, class work, readings, and outside assignments.
- (8) ~~(9)~~ Examinations: Comprehensive or not, number and type of tests.
- (9) ~~(10)~~ Make-up Policy: Exams, assignments, classes.
- (10) ~~(11)~~ Grading: Percentage or emphasis placed on exams, quizzes, etc.
- (11) This statement must be inserted on all Course Information Sheets: Students are required to read and acknowledge college-wide policies each term. They are found in "College Wide Policies" on Blackboard under Student/My Courses.
- ~~(12) Learning Center Referral (see your department chair for specific information).~~
- ~~(13) Information regarding emergency closings (see your department chair for specific information).~~
- ~~(14) Notice of Non-Discrimination (see your department chair for specific information).~~

**Curriculum Committee Report
Faculty Senate Meeting of November 30, 2017**

Curriculum Committee has approved and submitted to Faculty Senate for Vote at November 30, 2017 meeting:

<u>2016-PR43-Spring</u>	AS	Mathematics
<u>2016-PD6-Spring</u>	Certificate	Golf Management

Curriculum Committee has approved:

<u>2016-CR149-Spring</u>	CIT 123	Construction II: Heavy, Highway and Site Construction
<u>2016-CR143-Spring</u>	MET 103	Manufacturing Processes I
<u>2016-CR144-Spring</u>	MET 206	Engineering Materials
<u>2016-CR150-Spring</u>	OPT 110	Introduction to Optical Technology
<u>2016-CR145-Spring</u>	OPT 151	Optical Instruments and Testing
<u>2016-CR146-Spring</u>	OPT 201	Photo Science
<u>2016-CR147-Spring</u>	OPT 213	Optical Processes
<u>2016-CR148-Spring</u>	OPT 231	Lasers: Technology and Application
<u>2016-CR113-Spring</u>	SOC 202	Urban Sociology
<u>2016-CR116-Spring</u>	SOC 205	African-American Family - WR
<u>2016-CR114-Spring</u>	SOC 210	Global Interdependence - WR (formerly SOC 150)
<u>Janet Waasdorp-12/02/2016-GE-1</u>	EDU 200	Foundations of Education
<u>2016-CR152-Spring</u>	GEG 203	Extreme Climate Laboratory
<u>2016-CO238-Spring</u>	HIS 275	History and Cultural Analysis of the Holocaust, Genocide, and Human Rights

The Curriculum Committee has approved to post for faculty review until 11/30/2017:

Program Revisions:

<u>2016-PR45-Spring</u>	AAS	Human Services
<u>2016-PR42-Spring</u>	AS	Wellness Coaching and Health Management
<u>2016-PR72-Spring</u>	Certificate	Homeland Security

Course Deactivations:

<u>2016-CD129-Spring</u>	HIM 105	Medical Transcription
<u>2016-CD130-Spring</u>	TEK 206	Special Topics in Engineering Technology

Course Revision:

<u>2016-CR157-Spring</u>	CPT 125	Physical Security
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General Education Courses:

<u>Diane Cheasty-10/22/2016-GE-5</u>	HSP102	Hospitality Service
<u>Richard Stevens-12/20/2016-GE-2</u>	SCI 132	Integrated Science for Future Teachers II
<u>Glenn Greibus-06/07/2017-GE-1</u>	HSM 108	Introduction to Intelligence Processes
<u>Dale Pearce-10/15/2016-GE-1</u>	HVA 106	HVAC Workplace Training
<u>Roland Fisher-12/08/2016-GE-13</u>	MUS 253	Music Business
<u>Janet Zinck-01/19/2017-GE-1</u>	TVL 275	Current Issues and Trends in Hospitality
<u>Paul Brennan-12/12/2016-GE-1</u>	TAM 121	Mathematics for Machinists I
<u>Glenn Greibus-11/08/2016-GE-5</u>	HSM 107	Social Media: Issues and Impacts

The Curriculum Committee has approved to post for faculty review until 12/07/2017:

Course Revisions:

2016-CR153-Spring	GEG 204	Extreme Climate
2016-CR142-Spring	HIS 275	History and Cultural Analysis of the Holocaust, Genocide, and Human Rights
2016-CR155-Spring	PPE 175	Philosophy and Principles of Physical Education and Athletics-WR
2016-CR154-Spring	PPE 208	Sport, Exercise and Wellness Psychology-WR
2016-CR156-Spring	PPE 271	Issues and Perspectives in Sport Science
2016-CR159-Spring	CSC 215	Introduction to Linux

General Education Courses:

Nicole Amendolare-11/07/2016-GE-1	EMS 110	Emergency Medical Technician
Nicole Amendolare-11/14/2016-GE-6	EMS 270	Introduction to Paramedicine
Nicole Amendolare-11/14/2016-GE-7	EMS 271	Medical Care in Paramedicine
Jason Szymanski-11/23/2016-GE-3	GEO 106	Introduction to Oceanography
Jason Szymanski-11/23/2016-GE-4	GEO 203	Geomorphology
Stacey Lautenslager-10/10/2016-GE-5	OFT 170	Spreadsheet Applications Excel
Alexis Vogt-11/16/2016-GE-1	OPT 110	Introduction to Optical Technology
Kevin French-10/06/2016-GE-1	HVA 101	Basic Refrigeration Theory