



# Faculty Senate

Monroe Community College

June 7, 2018  
Faculty Senate Meeting

**PRESENT:** B. Babcock, E. Baxter, M. Boester, K. Borbee, A. Burns, B. Burritt, M. Connolly, A. Colosimo, T. Custodio, B. Ellis, K. Farrell, R. Fisher, A. Flatley, B. Grindle, M. Harris, M. Heel, H. Holevinski, R. Horwitz, S. Lautenslager, D. Lawrence, K. Leite, H. Murphy, J. Nelson, M. Pentz, E. Putnam, W. Rotenberg, J. Santos, J. Scanlon, T. Schichler, J.C. Senden, C. Shanahan, C. Silvio, G. Thompson, K. Tierney, M. Timmons, J. Volland, J. Waasdorp, J. Wadach, H. Wynn-Preisiche

**STUDENT REPRESENTATIVE:** A. Waight-Morabito

**ABSENT:** E. Basnayake, L. Blew, M. Cameron, J. Carson, M. Dorsey, P. Emerick, J. Flack, A. Freeman, M. Griffin, J. Hill, A. Mallory, J. Morelli, R. Pearl, R. Straubhaar, M. Vest, T. Vinci, W. Wagoner, L. Zion-Stratton

**GUESTS:** J. Barone, H. Wheeler, T. Graney, D. Smith, K. Mason, C. Abbott, M. Kaminsky, S. Fess, J. Lopez, K. Doyle, J. Avery, A. Leopard, N. Pares-Kane, A. Kress, C. Mapes, J. Frisch, M. Mizelle, L. Dugan, D. Thomas, S. Noonan, R. Messenger, K. Lowe

**All College Meeting called to order at 3:33 p.m.**

A. Colosimo called the meeting to order. She explained the format of the meeting and invited everyone to stay for the Faculty Senate meeting following the All College Meeting.

## 1. Guest Speakers:

### a) President Kress – College Update

She gave an update on the following:

- Thank you to everyone for their contributions to the successful student celebrations and graduation over the past week.
- The BOT has approved the hiring of Dr. Calvin Gantt as Chief Diversity Officer.
- Beginning in the fall 2018, there will be a universal bus pass for students which will include the ability to use any bus, 22 hours a day throughout the RTS system. There will also be a change to the bus schedule in the fall, one stop at Brighton and one stop at the Downtown campus. The direct route will only take about 20 minutes and eliminate the stop at the transfer station.
- Thank you to those who organized and attended field days.
- J. Delate is planning All College Days which will focus on the challenges students face. She gave an example of the work with the Foundation through School 26 which offers students MCC scholarships after graduation.

Questions:

- A question was asked regarding the universal transfer fee. President Kress explained the timeline did not allow for the fee to be added for students so the BOT will pick up the costs for this year. Beginning next year students will be charged a single fee for parking, bus passes, and a bike share program.
- A Senator asked if employees would be able to take the bus for free. J. Frisch explained employees would need to pay the bus trip fee.

## **b) J. Frisch – Policy Portal**

J. Frisch introduced the Policy Portal explaining when a new or revised policy is ready for review. The author first submits the policy for feedback to the President's Cabinet then Shared Leadership Coordinating Council (SLCC). She explained the process will not take away from the current process for individual constituencies.

She reviewed the timeline and process for new or significantly revised MCC policies will be available for the College community to review and comment for a 30 day review period

- The College community will be notified via the Tribune and the Student Tribune when a policy is available for review
- The announcement will include a link to the policy
- Employees and Students will log-in with their MCC e-mail and network password to view and comment on the policy

J. Frisch showed an example of the form explaining how employees and students can submit feedback. Currently, there will not be a word limit and only one comment can be submitted per person for each Policy. The comments will be sorted into constituency areas based the following BANNER designations and executive summary will be provided to the BOT and SLCC:

- |                      |                               |
|----------------------|-------------------------------|
| • Adjunct            | • Grant Administrator         |
| • Administrators     | • Grant Support               |
| • Executive Officers | • Hourly                      |
| • Faculty            | • Non Contract Administrators |
| • Civil Service      | • Students                    |

J. Frisch explained the Faculty Credential Policy will be the first policy to be posted on June 7. She recognized the limited timeframe with the 10-month employees and she will be doing additional outreach to ensure they are aware of the Policy. She reviewed the timeline:

- The policy review and comment period will automatically close after 30 days
- At the conclusion of the review period, the policy author will review and consider all feedback provided, revise the draft policy if appropriate, and create an executive summary of the comments received
- The executive summary will be shared with the Shared Leadership Coordinating Council and the Board of Trustees

There were questions and discussion:

- Policies are reviewed every three (3) years and if there are not major changes it will be automatically posted. J. Frisch explained and gave an example of how each Policy will have a review history section at the end of the document.
- How would an individual request changes to existing Policies? J. Frisch explained any suggested changes need to go to the author of the Policy for consideration. She gave examples of how policies are owned by different areas/authors.
- A question was asked if there have been policies that have been reviewed on a 3-year cycle that did not go to shared governance for review? J. Frisch believes there were and will follow up with this.
- Discussion on the classification of teaching faculty and professional staff designation. J. Frisch explained this was a suggestion from SLCC and that people were coded based on their designation in BANNER.
- Discussion on SLCC's role in the policy review process and shared governance. There was further discussion on the issue. J. Frisch will look into the issue further.

## 2. Reports

### a) President Report

A. Colosimo reported the following:

- College-Wide Discussion on Enrollment on June 15, Monroe B, 9 AM- 4 PM  
RSVP to hmurphy005@monroecc.edu by 6/11

The goal of the event is to gain an understanding of what the College is doing so individuals can identify areas where they may play a role. There will be discussion and breakout groups within the schedule.

- FA Professional Development Week on June 11-14; 18-20  
RSVP to agutnik@monroecc.edu ASAP

### b) Student Representatives

#### Student Government Association (SGA)

A. Waight-Morabito asked for help from the Faculty Senate on recruiting virtual student Senators.

### c) Student Events and Governance Association (SEGA)

No report.

## 3. New Business

### a) Faculty Initiated Withdrawal Models

E. Putnam presented the committee's recommendations and three proposed models from the Faculty Senate Ad hoc Committee on Faculty Initiated Withdrawals. The models are available on the Faculty Senate Blackboard for review and feedback. The Faculty Senate will vote at its next meeting to put forward the models to Provost Wade.

There were discussions, questions and feedback.

- Clarification on 20% of schedule classes
- There was a request for research and data. E. Putnam will post some data from fall 2017 vs fall 2016 on the FS Blackboard
- Were Financial Aid implications considered? J. St. Croix was a member of the committee.
- Clarification that Model 3 is the current practice
- The need for more student outreach with students understanding the repercussions of course withdrawal
- Data from student interviewed to obtain more information on the withdrawal
- Discussion on why survey was not done

***All College Meeting adjourned at 4:36 p.m.***

**Faculty Senate Meeting called to order at 4:38 p.m.**

**1. Action Items:**

**a) Minutes from the May 17, 2018 Faculty Senate Meeting.** Motion to approve. Motion seconded.  
Discussion: No discussion. **Motion passes.**

**b) Curriculum Proposals:**

H. Wynn-Preische presented and summarized the following curriculum proposals for vote:

| Action Items, 6/7/2018  |      |                                    |
|---|------|------------------------------------|
| <b>Program Deactivation</b>   |      |                                    |
| <a href="#">2016-PD7-Spring</a>   | Cert | Cybersecurity                      |
| <ul style="list-style-type: none"> <li>Reason for Proposal: Most IT Cyber-security employers do not consider a 1 year certificate, like our CY02 program, as sufficient education and background for employment.</li> </ul>   |      |                                    |
| <a href="#">2016-PR114-Spring</a>   | Cert | Paramedic                          |
| <ul style="list-style-type: none"> <li>Program moves from 15 month to 12 month format.</li> <li>Program moves to traditional academic calendar.</li> <li>Course structure reorganized to quarter system to add more progress bench-marks</li> <li>Program moves from evening to daytime classroom delivery.</li> <li>Title change</li> <li>Credits: reduced from 42 to 41.</li> <li>Description.</li> <li>Admissions Requirements.</li> </ul>   |      |                                    |
| <a href="#">2014-PR5-Fall</a>   | Cert | Computer Aided Design and Drafting |
| <ul style="list-style-type: none"> <li>Title</li> <li>Replace ENR 153 requirement with MET 121</li> <li>Add MET 103 as a requirement</li> <li>Replace MET 202 or Technical Elective requirement with MET 206</li> <li>Include "higher" level MTH courses.</li> <li>Total credits from 25 to 25-26.</li> </ul>   |      |                                    |
| <a href="#">2016-PR112-Spring</a>   | AS   | Gender and Sexuality Studies       |
| <ul style="list-style-type: none"> <li>Remove SOC 211 as an option; SOC 203 becomes a stand-alone requirement.</li> <li>Add MCC-VE to GSS/SOC 100</li> <li>Replace MCC-VE Elective with GSS/SOC 100.</li> <li>GSS/SOC 100 proposed to be MCC-VE course.</li> </ul>  |      |                                    |
| <a href="#">2016-PR59-Spring</a>  | AAS  | Radiologic Technology              |
| <ul style="list-style-type: none"> <li>Add Chemistry as an admissions requirement. See Tab D: "Chemistry with a grade of C or better" added to other requirements.</li> <li>Require BIO 144 and BIO 145; remove BIO 142 and PHY 141.</li> <li>Remove MCC-SSD elective.</li> <li>Remove MTH 160 and MTH 161 as options; add advising notes to MTH 165 OR higher</li> <li>SPC 141 replaces MCC-AH elective.</li> <li>HEG 215 replaces PSY 101.</li> <li>Remove XRT 111, 122, 211, and 222; replace with XRT 105, 106, 107, 114, 115, 108, 109, 124, 125, 216, 214, 224, 226, 227, and 228.</li> </ul> |      |                                    |



|  |     |   |
|--|-----|---|
| <ul style="list-style-type: none"> <li>• Credit hours reduced from 76 to 74.</li> </ul>  |     |   |
| <a href="#">2016-PR110-Spring</a>  | AAS | Human Services                                |
| <ul style="list-style-type: none"> <li>• Program Requirements: For this new track, various program, general, and MCC general education electives have been replaced with specific disability studies courses that meet the same requirements. HUM 130, HUM 210, HUM 135, HUM 230, HUM 235, HUM 236, SOC 101, SUNY-H elective, and SUNY H OR SPC 141 OR SPC 142 OR SPC 143 OR SPC 144 OR SUNY-FL elective are replacing one open elective, two program electives, one MCC-SCI elective, one MCC-AH elective, and four MCC-SSD electives.</li> <li>• Description: The existing program description has been expanded to include a statement to students about the focus and preparation area of this particular track.</li> <li>• Replaced MTH 104 or higher with MTH 130, MTH 150, or MTH 160.</li> <li>• Titles: Disability Studies Career Track and General Career Track</li> </ul> |     |   |
| <a href="#">2016-PR111-Spring</a>  | AAS | Health Information Technology/Medical Records |
| <ul style="list-style-type: none"> <li>• Substitute SOC 101 for "MCC-SSD Elective".</li> <li>• Change MCC-Arts and Humanities Elective to choice of SPC 141 or PHL 105.</li> <li>• Added a 1-credit Health/PE course to the curriculum.</li> <li>• Require both CRC 113 and CRC 116; remove CRC 120.</li> <li>• Added MTH 160 as a specific option to the list of math courses.</li> </ul>   |     |   |
| <a href="#">2016-PR113-Spring</a>  | AAS | Entrepreneurial and Applied Business Studies  |
| <ul style="list-style-type: none"> <li>• Change "SPC 141 OR SPC 142" to "SPC 141" only.</li> <li>• Remove "MCC-VE elective" and replace with "Open Elective."</li> <li>• New Open Elective from 3 to 2-3 credits.</li> <li>• Credit Hours reduced from 61 to 60-61.</li> </ul>   |     |   |

**Approved.**

**Future Action Items for June 21, 2018 Faculty Senate Meeting**

- 2016-PR22-Spring Cert Dental Assisting
- 2016-PR116-Spring AAS Paramedic
- 2016-PR98-Spring AAS Precision Machining
- 2016-PR23-Spring AAS Optical Systems Technology
- 2016-PR63-Spring AS Biology
- 2016-PR64-Spring AAS Clinical Laboratory Technician
- Christopher Langswager-12/12/2017-NP-1 AAS Multi-Manufacturer Automotive Program

**c) APC: Amendment to Faculty Senate Resolution 1.10 - Course Information Sheet Statement**

R. Fisher explained he has received feedback from across the College on the proposed revisions. He presented the following versions and asked for feedback on the proposed suggestions.

- *APC*: Any student who faces challenges securing their food and/or housing and believes this may affect their performance in the course is urged to contact the Counseling Center on the Brighton Campus (3-103) and/or the Single Stop Program, Downtown Campus, (310E) for support.
- *Lloyd Holmes*: Any student who faces challenges securing their food and/or housing and believes this may affect their performance in the course is urged to contact any Student Services office for assistance. Furthermore, please notify your professor if you are comfortable in doing so.
- *Student focus group*: John Delate co chair Resource Committee
- Any student who faces challenges securing their food and/or housing and believes this may affect their performance in the course is urged to contact any Student Services office for assistance.
- *Some faculty & Staff feedback*: Include "Please notify your professor if you are comfortable in doing so."

There was discussion and additional feedback. R. Fisher tabled the issue so APC could consider the feedback and continue its discussing on a version to put forward for a vote.

## 2. **Future Action Items:**

### **a) Shared Leadership Coordinating Council Bylaws (SLCC)**

A. Colosimo tabled for an upcoming Faculty Senate meeting. The EC will be finalizing the wording for the survey at its next meeting.

### **b) Curriculum: Credit/Contact Hour Policy**

Discussion and vote will be held at the June 21, 2018 Faculty Senate meeting.

### **c) Curriculum: SUNY-AH Recommendation**

Discussion and vote will be held at the June 21, 2018 Faculty Senate meeting.

### **d) Proposed Teaching Credential Policy**

A. Colosimo presented the proposed Teaching Credential Policy. She explained Dr. Wade prepared the Policy as a result of a Middle States expectation that the College have a Policy on the minimum standard on what it means to be faculty at MCC.

Questions and feedback:

- How will this Policy affect Alice Young Interns, Adjuncts, Dual Enrollment faculty?
- "related field" should be further defined by Academic Department
- Why does this Policy not codify past practice? This policy appears to limit tenure and take away the primary but not sole responsibility from academic departments
- There needs to be a list of acceptable alternate credentials

Senators should share the proposed Policy with their constituents and forward any feedback to A. Colosimo. A Senator asked if the feedback should be sent through the Policy Portal. A. Colosimo stated constituents should send their feedback in the way they feel most comfortable. She pointed out feedback sent through the Senate will be debated and discussed.

## 3. **Standing Committee Reports**

### **Academic Policies (R. Fisher)**

No report.

### **Curriculum Committee (M. Vest)**

- See attached report.

### **NEG (M. Heel)**

M. Heel made the following announcements:

- Lisa Ekiert has been elected to serve the first of two possible three-year terms on the MCC Association Board of Directors.

- He reviewed the Spring 2018 Faculty Senate elections results:

- Biology: Tracey Graney
- Business Administration/Economics: Kathleen Borbee (re-elected)
- Chemistry/Geosciences: Jason Anderson (appointed to complete term of departing senator)
- Engineering Technologies: Holly Holevinski (re-elected)
- English/Philosophy: J. Chris Senden (returning senator elected to first term)

- ESOL/TRS: Diane Clements
- Health/Physical Education: Rocky Delfino
- Hospitality: Drew Lawrence (re-elected)
- Mathematics: Mary Cameron (returning senator elected to first term)
- Nursing: Judith Wilson
- Visual and Performing Arts: Tamara Hillabush-Walker
- President's Office: Antonia Custodio (re-elected)
- Advisement and Transfer Services: Elizabeth Baxter (re-elected)
- Communication and Network Services: Kyle Mason
- Facilities: Blaine Grindle (re-elected)
- Academic Services Divisional Area: JoAnn Santos (re-elected)
- Student Services Divisional Area: Taine Vinci (re-elected); Amy Greer

As per Faculty Senate guidelines, the elections for Spring 2017 are now officially closed. Any constituencies with vacant seats will be able to present nominees for Faculty Senate service next April.

- Incoming Senators will be sent an email asking for their standing committee preferences.

**Planning (P. Emerick)**

No report.

**Professional Development (J. Scanlon)**

No report.

**SCAA (A. Flatley)**

Open forums have been scheduled for the proposed reorganization submitted by L. Holmes and J. Frater:

- Downtown Campus, High Falls A/B, June 11, 12-1pm
- Brighton Campus, Forum, June 20, 12-1pm

The proposed reorganization can be found on the Faculty Senate Blackboard. Feedback can be submitted to any SCAA member.

**4. Old Business**

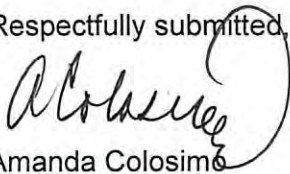
There was no old business discussed.

**5. New Business**

There was no new business discussed.

***Meeting adjourned at 5:27 p.m.***

Respectfully submitted,



Amanda Colosimo  
President  
Faculty Senate



Heather Murphy  
Secretary  
Faculty Senate Executive Committee

**Minutes approved at the June 21, 2018 Faculty Senate Meeting.**





**Curriculum Committee Report  
Faculty Senate Meeting  
June 7, 2018**

**The Curriculum Committee has given approval to:**

**Course Deactivations**

|                                   |         |                      |
|-----------------------------------|---------|----------------------|
| <a href="#">2016-CD147-Spring</a> | BUS 202 | Business Law II      |
| <a href="#">2016-CD149-Spring</a> | IDE 290 | Independent Study    |
| <a href="#">2016-CD148-Spring</a> | SCR 212 | Computer Security II |

**New Courses**

|                                  |         |   |
|----------------------------------|---------|---|
| <a href="#">2016-NC38-Spring</a> | EMS 204 | Paramedicine IV                             |
| <a href="#">2016-NC41-Spring</a> | EMS 253 | Paramedic Clinical and Field Experience III |
| <a href="#">2016-NC40-Spring</a> | EMS 254 | Paramedic Clinical and Field Experience IV  |

**Course Revisions**

|                                   |         |  |
|-----------------------------------|---------|--|
| <a href="#">2016-CR218-Spring</a> | XRT 215 | Sectional Anatomy                          |
| <a href="#">2016-CR209-Spring</a> | CRJ 121 | Criminal Justice Education Internship I    |
| <a href="#">2016-CR214-Spring</a> | HIM 205 | Professional Practice Experience I - WR    |
| <a href="#">2016-CR235-Spring</a> | FSA 108 | Principles of Healthy Cooking              |
| <a href="#">2016-CR238-Spring</a> | THE 160 | Touring Theatre Troupe                     |
| <a href="#">2016-CR239-Spring</a> | TAM 155 | Tool and Fixture Design                    |
| <a href="#">2016-CR241-Spring</a> | TAM 245 | Computer Aided Manufacturing               |
| <a href="#">2016-CR240-Spring</a> | TAM 255 | Computer Aided Manufacturing Laboratory    |
| <a href="#">2016-CR220-Spring</a> | XRT 109 | Skull Imaging                              |
| <a href="#">2016-CR221-Spring</a> | XRT 124 | Imaging Procedures 2                       |
| <a href="#">2016-CR222-Spring</a> | XRT 125 | Image Production 2                         |
| <a href="#">2016-CR223-Spring</a> | XRT 152 | Clinical Education II                      |
| <a href="#">2016-CR224-Spring</a> | XRT 224 | Quality Assurance                          |
| <a href="#">2016-CR225-Spring</a> | XRT 226 | Management and Leadership in Radiology     |
| <a href="#">2016-CR226-Spring</a> | XRT 227 | Computed Tomography Principles             |
| <a href="#">2016-CR227-Spring</a> | XRT 228 | Advanced Imaging                           |
| <a href="#">2016-CR228-Spring</a> | XRT 252 | Clinical Education V                       |
| <a href="#">2016-CR230-Spring</a> | XRT 108 | Contrast Media                             |
| <a href="#">2016-CR229-Spring</a> | XRT 153 | Clinical Education III                     |
| <a href="#">2016-CR212-Spring</a> | EMS 270 | Introduction to Paramedicine               |
| <a href="#">2016-CR210-Spring</a> | EMS 271 | Medical Care in Paramedicine               |
| <a href="#">2016-CR211-Spring</a> | EMS 272 | Advanced Trauma Issues In Paramedicine     |
| <a href="#">2016-CR216-Spring</a> | EMS 239 | Paramedic Clinical and Field Experience I  |
| <a href="#">2016-CR217-Spring</a> | EMS 240 | Paramedic Clinical and Field Experience II |

**General Education Courses**

|   |         |                      |
|---|---------|----------------------|
| <a href="#">Elizabeth Kelly-03/13/2018-GE-3</a> | PEC 250 | Fitness and Wellness |
|---|---------|----------------------|



|  |         |   |
|--|---------|---|
| <a href="#">Melany Silas-03/13/2018-GE-1</a>   | HEG 211 | Black Women's Mental Health and Wellness          |
| <a href="#">Janet Waasdorp-01/12/2017-GE-2</a> | EDU 150 | Performance and Presentation Skills for Educators |

### The Curriculum Committee has given approval to:

#### Course Learning Outcomes

|                                   |         |  |
|-----------------------------------|---------|--|
| <a href="#">2016-CO262-Spring</a> | MUS 226 | Applied Piano Minor III                    |
| <a href="#">2016-CO261-Spring</a> | MUS 227 | Applied Piano Minor IV                     |
| <a href="#">2016-CO266-Spring</a> | MUS 127 | Applied Piano Minor II                     |
| <a href="#">2016-CO263-Spring</a> | CSC 225 | Advanced JAVA Programming                  |
| <a href="#">2016-CO249-Spring</a> | EMS 270 | Introduction to Paramedicine               |
| <a href="#">2016-CO248-Spring</a> | EMS 271 | Medical Care in Paramedicine               |
| <a href="#">2016-CO250-Spring</a> | EMS 272 | Advanced Trauma Issues in Paramedicine     |
| <a href="#">2016-CO259-Spring</a> | EMS 239 | Paramedic Clinical and Field Experience I  |
| <a href="#">2016-CO260-Spring</a> | EMS 240 | Paramedic Clinical and Field Experience II |

#### Program Revisions

|                                   |      |   |
|-----------------------------------|------|---|
| <a href="#">2016-PR112-Spring</a> | AS   | Gender And Sexuality Studies                  |
| <a href="#">2016-PR110-Spring</a> | AAS  | Human Services                                |
| <a href="#">2016-PR111-Spring</a> | AAS  | Health Information Technology/Medical Records |
| <a href="#">2016-PR113-Spring</a> | AAS  | Entrepreneurial And Applied Business Studies  |
| <a href="#">2016-PR59-Spring</a>  | AAS  | Radiologic Technology                         |
| <a href="#">2016-PR114-Spring</a> | Cert | Paramedic                                     |

#### Program Deactivation

|                                 |      |                           |
|---------------------------------|------|---------------------------|
| <a href="#">2016-PD7-Spring</a> | Cert | Cybersecurity Certificate |
|---------------------------------|------|---------------------------|

#### Program Learning Outcomes

|                                  |     |                            |
|----------------------------------|-----|----------------------------|
| <a href="#">2016-PO19-Spring</a> | AS  | Fire Protection Technology |
| <a href="#">2016-PO20-Spring</a> | AAS | Fire Protection Technology |

### The Curriculum Committee approved to post for Faculty Review until June 12, 2018:

#### Program Revision

|                                  |      |                  |
|----------------------------------|------|------------------|
| <a href="#">2016-PR22-Spring</a> | Cert | Dental Assisting |
|----------------------------------|------|------------------|

#### Course Revisions

|                                   |         |                        |
|-----------------------------------|---------|------------------------|
| <a href="#">2016-CR242-Spring</a> | CLT 145 | Serological Techniques |
| <a href="#">2016-CR243-Spring</a> | CLT 220 | Immunohematology       |

#### Course Deactivations

|                                   |         |   |
|-----------------------------------|---------|---|
| <a href="#">2016-CD146-Spring</a> | ACC 110 | Fundamentals of Accounting I                                |
| <a href="#">2016-CD145-Spring</a> | ACC 111 | Fundamentals of Accounting II                               |
| <a href="#">2016-CD150-Spring</a> | CE 155  | Cooperative Education -- Orientation to the World of Disney |
| <a href="#">2016-CD151-Spring</a> | GEG 135 | Business GIS  |