

November 16, 2006

PRESENT: S. Batista-Provost, I. Benz, C. Boettrich, S. Cable (Vice-President), B. Connell, B. Dery, K. Eirich, S. ElRayess, M. Ewanechko, S. Fess, S. Forsyth, M. Fugate, E. Grissing, R. Hamell, K. Huggins, A. John, N. Karolinski, R. Kennedy, P. Keyes, A. Leopard, D. McConkey, J. McKenna, S. Murphy, J. Nelson, S. Olaode, P. Peterson, M. Rizzo, D. Shaw, B. Smithgall, A. Striegel, J. Thompson, M. Timmons, T. Tugel (President), P. Wakem, S. Weider, C. Wendtland, E. West, S. Wexler, H. Wheeler (Secretary), H. Wynn-Preische, W. Yanklowski

ABSENT: P. Bishop, R. DeFelice, D. Leach, D. Mueller, D. Smith, V. Toth, W. Willard,

GUESTS, S. Blacklaw, D. Cecero, A. Felicetti, M. Murphy, F. Rinehart, E. Ripton, S. Tshibangu

STUDENTS: D. Elliott, B. Pruden, Y. Yockel

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

II. Guest Speakers: Margaret Murphy & Louis Silvers – Faculty Council of Community Colleges (FCCC) Update

- A. L. Silvers introduced himself and explained that changes in the SUNY system are expected. We have a new Provost, and we will have a new Vice Chancellor with expected Board of Trustee changes due to the change in the governor and legislature.
- B. The FCCC met in October and passed two resolutions to which the SUNY Chancellor is obligated to respond.
- C. Suffolk County Community College passed a resolution to suspend the Strengthened Campus Based Assessment (SCBA) initiative until the Chancellor explains how SUNY is going to fund SCBA on each campus.
  - 1. The FCCC passed the following similar resolution: The Faculty Council of Community Colleges recommends that faculty work collaboratively with campus Presidents to identify the costs associated with the requirements and implementation of strengthened campus-based assessment; the Faculty Council of Community Colleges requests that Chancellor Ryan clarify and demonstrate how System Administration's allocated funding for strengthened campus-based assessment satisfies the requirements of the SUNY Board of Trustees amended Resolution 2003-65 in June 2004.
- D. Legislation passed in Albany adding the University Faculty Senate President as an ex-officio member to the SUNY Board of Trustees. Legislation adding the FCCC President was not passed because the legislature feels that FCCC members are county employees and the SUNY Board of Trustees is a state level organization.
  - 1. The FCCC passed the following resolution: Therefore, be it Resolved that the President of the Faculty Council of Community Colleges be included as a non-voting member of the SUNY Board of Trustees. And be it further Resolved that the President of the FCCC forward this Resolution to the Chancellor of the State University of New York, to the SUNY Vice-Chancellor for Community Colleges, to the SUNY Board of Trustees, and to the Chairs of the Legislative Committees on Higher education.
- E. L. Silvers discussed both of these resolutions with President Flynn and T. Tugel.

- F. Although as an ex-officio member, the FCCC President would not be able to vote, he or she would be able to attend meetings and participate in the discussion. Currently Board of Trustee meetings are closed to the FCCC and questions can only be asked after a decision has been made.
- G. The faculty was urged to discuss the second resolution with their constituents in preparation for a vote on it at the December full Senate meeting.

III. Announcements: T. Tugel

A. T. Tugel has received several questions regarding the Student Opinion Surveys because in September she announced that the EC had voted to "suspend" the Resolution 1.11 Student Opinions of Courses and Faculty for this fall semester because of concerns with implementing the surveys using Banner. This information was conveyed to the Faculty in her update at the beginning of the fall semester. The requirement to administer surveys is done in accordance with a Senate resolution, not a requirement of the administration. Academic Services simply facilitates the resolution by administering and collecting the surveys.

Computing determined administration of the survey was possible with two stipulations: students must bubble in the CRN number and only lead teachers assigned to the course would receive surveys. Based on feedback K. Collins received from dept. chairs, chairs said this was not a problem, thus Academic Services determined the survey could be administered and took the necessary steps to do that.

The EC has not reversed its original decision to suspend the Resolution requiring the survey to be administered. If individual faculty and/or departments wish to participate, they may do so voluntarily.

The Senate is standing by its decision made last June, that the resolution requiring the survey be suspended. If a faculty member wishes to participate, or departments decide to require it, they may do so voluntarily.

An Ad Hoc committee, chaired by Mike Ruff, has been asked to look at a variety of issues relating to the survey including implementation and how the information is used.

B. T. Tugel met with D. Cecero regarding the committee charged with clarifying SCAA's role. This committee is not charged with changing the bylaw, but with how to consistently apply the bylaw. The committee members are: P. Collinge, T. Keys, C. Belle-Isle, B. Connolly, K. Morris, R. Degus, and D. Cecero. The committee has been asked to report to the EC at the end of March or the first week of April and the full Senate in April.

C. The Senate had asked for volunteers to serve on an ad hoc committee to look at academic honesty and an honor code. The EC has since found out that there is still a committee out of Student Services and Academic Services working on these issues, so the EC suspended the ad hoc committee to avoid having multiple committees working on the same issues. Since faculty are very interested in these topics, the Senate will hold an open hearing or a full Senate meeting in the spring semester devoted to hearing concerns and gathering information from faculty.

IV. Student Announcements: Brian Pruden and Dan Elliott, Brighton Student Government Association

A. After talking to students, Student Government has learned that students get most of their information from their professors instead of the flyers on campus or online, so SG asked the faculty to stress anything that might pertain to students in their classes.

B. SG is sponsoring a blood drive on December 14th in the Forum. MCC is the number one college donating blood by students with RIT as 2nd and Nazareth as 3rd. SG wants MCC to continue to stay #1.

C. The SG will keep the FS informed about their activities by sending us their agenda and minutes. They also ask that faculty announce their meetings in classes: every Tuesday at 2:15 in the Forum.

D. SG is working on increasing its visibility on campus.

E. The campus environment coordinator is stressing a new campus recycling program. He is doing bin audits by examining recycling bins in classrooms.

V. Approval of Minutes: Minutes from the October 19, 2006 meeting were approved as amended.

VI. Standing Committee Reports

Academic Policies Committee -- E. Grissing

E. Grissing presented the proposed changes to Academic Policies Resolutions which will be voted on at the December 14th Senate meeting. Ed encouraged Senators to discuss these changes with their constituents so they represent their constituents' positions.

Present Wording of Resolution

Proposed Change

Rationale for Change

(1.2.7; Green Slips) Students may request permission to be admitted into courses which are closed to enrollment on the master schedule. If permission of the instructor teaching the class is granted, a "Green Slip" will be signed and given to the student by the instructor. Green slips for all courses must also be signed by the Department Chairperson. Since policy on green slips differs among departments, students should contact the faculty member or the department chair during the registration process.

Departments shall establish a policy on registration overrides and communicate it to their faculty. The individual faculty member assigned to teach a course may perform a registration override for his or her section(s) in accordance with department policy.

To allow faculty to perform registration overrides for their own sections electronically (using Banner) while maintaining departmental oversight of the process

(1.1.4; Repeating Courses)

The first level course may not be repeated after the student has passed the second or higher level course, except with permission of the department chairperson.

Deletion of this resolution

1. Ambiguity of wording ("first level course," "second or higher level course"); 2. There may be sound academic reasons for repeating a foundations course; 3. Lack of

consistency in enforcing this policy

(1.1.6 (2a); Course withdrawals)

A student must complete this three-step process: 1) Complete a course withdrawal form (available at ...);

2) Obtain the signature of the course instructor or department chair after discussion of the possible withdrawal (the student may withdraw from the course even though the faculty member has advised against it);

3) Return the signed form (to...)

A student can withdraw from an individual course using the Banner student self-service system. The student may not use Banner self-service to do a complete withdrawal.

A poll of faculty (through Senators and department chairs) conducted in fall, 2005 showed a large majority favored this change. Note: Faculty can view the change in student status via the Banner class roster. An instructor may contact the student directly if he or she feels the student needs further advice about withdrawing.

(1.2.5(2); Policy governing conferral of two associate degrees) No change in present wording of sections a-d.

Addition of three more statements:

(e) Students pursuing a second degree will follow the degree requirements as listed in the Catalog/Student Handbook at the time of matriculation into the program;

(f) Students may not be matriculated into two high demand health programs

simultaneously;

(g) Students seeking a second degree in their last semester of study should contact the Graduation Certification Office for the procedure to follow.

Recommendation of Graduation Certification Office to clarify present practice governing students pursuing a second associate degree

Curriculum – A. Leopard

The Curriculum Committee has given final approval to the following:

One Course Deactivation:

CD2F NAC 102 Nursing Assistant Training

Seven Course Revisions:

CR11F FSA 203 Culinary Arts II: Advanced Food Preparation

CR12F TAM 205 CNC Machine Project Laboratory

CR16F PSY 206 Abnormal Psychology

CR13F IDE 203 Interior Design IV

CR14F IDE 201 Interior Design III

CR15F FSA 107 Menu Planning

CR5F TAM 139 CNC Vertical Machine Tool Programming I

Two Program Revisions:

PR2F Hotel Management, Certificate

PR3F Travel and Tourism, Certificate

Two New Achievement Awards:

NP2F Infant Toddler Care and Education Credentialing Award

NP3F Child Development Associate Award

Two New Programs:

NP5S Teaching Assistant/Paraprofessional Certificate/Educational Technology Assistant

Teaching

NP2F Precision Machining-Optical Fabrication

The Curriculum Committee has posted the following (11/9 – 11/23)

Two Course Deactivations:

CD3F NUR 215 Nursing Role Transformation: Student to Graduate

CD4F ACC 211 Intermediate Accounting II

One Course Revisions:

CR18F ART 231 Art Seminar-Portfolio Development

Two Program Revisions:

PR4F Business Administration, AS

PR5F Graphic Arts and Printing (phase 1)

One New Course:

NC1F BIO 150 Introduction to Biological Evolution

An ad hoc committee of the Curriculum Committee, chaired by R. Rigoni, will be investigating how to implement the following Middle States recommendation: "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." This committee will begin work in the spring semester and will report to the Curriculum Committee by mid May.

A. Leopard presented the proposed changes to Academic Policies Resolutions which will be voted on at the December 14th Senate meeting.

A. Leopard indicated that in response to the open hearings, some of the language in numbers one and three below has been changed. There are currently no resolutions regarding independent studies so these resolutions are new.

#### Guidelines for Independent Study

1. Definition: Independent Study at MCC is a credit bearing study done by an individual student under the sponsorship of a faculty member who provides initial guidance, criticism, review and final evaluation of student performance. Existing courses in the MCC Catalog cannot be offered as Independent Studies.
2. Independent Study may be taken (in accordance with Student Program resolution Section 1.1.3) as a
  - A. Program requirement
  - B. Program elective
  - C. General elective
3. Credit

No more than 15 Independent Study credits may be granted toward a degree. Credit for a project will be determined jointly by the student, faculty sponsor and department chairperson to accurately reflect the time and work involved. A recommended guide for credit allocation is one credit hour for the equivalent of every forty-five sessions of student academic activities of 50 minutes duration each (37.5 clock hours).

4. Grade

The grade for Independent Study projects will be in accordance with the College's credit hours and quality points.

5. Approval

The student will obtain an application form from the Office of Experiential and Adult Learning and then should meet with the sponsoring faculty member who will initiate the approval process by completing in the Curriculum Database a proposal for the Independent Study including a short descriptive title, a prefix indicating the sponsoring department, a statement indicating that the course is not an existing course in the MCC catalog, the name and student number of the student, the reason for the Independent Study, the number of credit hours for the course, the academic activities required for completion of the course and the number of hours to be spent completing them in order to justify the number of credit hours to be awarded for the course, and how the grade is to be determined, including whether a final project or report is required and, if so, whether it will be archived in the library. The proposal must then gain the approval of the department chairperson, the Director of Experiential and Adult Learning, and the Dean of Curriculum, in that order. The Curriculum Office will keep Division Deans informed of any Independent Studies proposals in their divisions along with any actions taken on them.

## 6. Records

A paper copy of the application will be kept in the Office of Experiential and Adult Learning. The approved proposal will be kept in the Curriculum Database. The official College record (student transcript) will show the course prefix and the number 290 and a course title which will include the letters IS, for Independent Study, and a brief descriptive title, the sponsoring instructor, the credit hours and the final grade.

Discussion followed:

A. Felicetti indicated that a Middle States recommendation was to reexamine the college catalog for courses that haven't been offered in years. He questioned whether this proposal would apply to those courses. A. Leopard says yes.

NEG - S. Murphy

No report.

SCAA -- S. Forsyth

S. Forsyth met with J. Glocker regarding the Liberal Arts Dean search. SCAA will be doing a parallel search with the administration. also met with Dean Adams who is chairing the administration's search to discuss dates for meetings and hearings, which hopefully will be underway for April.

Planning – B. Connell

The Planning Committee developed a grid to evaluate the grants based on the tenets of the strategic plan; evaluation will focus on grants that will benefit multiple people instead of more equipment based proposals.

Professional Development – J. Thompson

The Professional Development Committee is teaming up with TCC to present "Bonding over Bain," a series of book discussions culminating in a Jan 12th discussion with Bain himself.

The SUNY Chancellor's Award for Excellence announcement is on the FS website; the due date for nominations is 4 pm Friday December 8th.

VII. Curriculum Action Items:

2005 NP2F Precision Machining – Optical Fabrication Certificate, passed unanimously

2006 NP5S Teaching Assistant Certificate, passed unanimously after discussion

2006 PR2F Hotel Management, Certificate, passed unanimously

2006 PR 3F Travel and Tourism, Certificate, passed unanimously

VIII. New Business

None

IX. Old Business

T. Tugel reminded Senators that the next meeting will include the All Faculty Senate meeting with the business portion of the meeting following the all faculty portion of the meeting.

Holly Wynne-Preische will be one of the guest speakers at the December meeting. Two guests from Cornell will also be attending to give the Senate an overview of the Pathway to Success program.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Terri Tugel

Holly Wheeler

President

Secretary

Minutes approved at the December 14, 2006 All College Faculty Senate meeting.