



Faculty Senate

Monroe Community College

November 9, 2017
Faculty Senate Meeting

PRESENT: B. Babcock, E. Basnayake, M. Bates, E. Baxter, L. Blew, M. Boester, K. Borbee, A. Burns, B. Burritt, M. Cameron, M. Connolly, A. Colosimo, T. Custodio, M. Dorsey, B. Ellis, P. Emerick, R. Fisher, J. Flack, A. Flatley, D. Gasbarre, M. Griffin, 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, W. Rotenberg, J. Santos, J. Scanlon, T. Schichler, C. Shanahan, C. Silvio, R. Straubhaar, G. Thompson, K. Tierney, M. Timmons, M. Vest, T. Vinci, J. Volland, J. Waasdorp, J. Wadach, H. Wynn-Preishe

ABSENT: E. Putnam, J. Carson, K. Farrell, A. Freeman, R. Pearl, J.C. Senden, W. Wagoner, L. Zion-Stratton

STUDENT REPRESENTATIVES: A. Hoffmeier, A. Sillanto

GUESTS: J. Barone, M. Fine, K. Ghidin, B. Gizzi, T. Keys, A. Kristan, A. Leopard, C. Mapes, N. Pares-Kane, E. Wirley

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

1. **Action Items:**

a) **Minutes from the October 26, 2017 Faculty Senate Meeting.** Motion to approve. Motion seconded. No discussion. ***Motion passes.***

b) **Curriculum Proposals:** M. Vest presented the following Program Revisions related to meeting Program Revisions:

2016-PR61-Spring

AAS, Biotechnology

1. Requires 3 course that fulfills both MCC-HW and MCC-VE
2. Removes one MCC-SSD elective
3. Removes CRC 101 as program elective option
4. Replacement of MCC-SSD elective with SUNY-OWC or SUNY-WC to meet new MCC-GER

2016-PR80-Spring

AS, Psychology

1. Revision of program elective list to include mostly PSY courses not required in the program, and removal of program electives from disciplines outside of PSY
2. Removes 2 HED/PE credits, since MCC-HW is incorporated into the degree
3. Opens SUNY-GER electives from just being restricted to SUNY-SS
4. Credit hours reduced to 60 from 62

2016-PR68-Spring

AS, Geology

1. Requires SUNY-H elective also fulfill MCC-VE
2. Replaces open elective with GEG 130 or MCC-TL elective
3. Restructures required HED/PE hours into MCC-HW, 2-3 credit option
4. Adds language requiring program students to take a 4 credit hour option for GEO 295

2016-PR26-Spring

Certificate, Early Care

1. Aligns certificate courses with AAS Child Care Practitioner Degree
2. Removes HED 118, HUM 101, HUM 111 as program requirements
3. Adds EDU 100, ECE 150, ECE 151, ECE 130, ECE 250 as program requirements

2016-PR44-Spring

AS, Human Services

1. Changes open elective to SUNY-H elective (ONLY ENG Literature courses)
2. Removes Math/Natural Science Elective; replaced with SPC 141, 142, 143, 144 elective.
3. Removes MCC-AH elective; replaced with SUNY-AH or SUNY-WC or SUNY-OWC elective.
4. Replaces open elective with SUNY-FL or SUNY-A elective.
5. Changes two MCC-SSD (Social Science) electives to SUNY-SS electives
6. Reduces credit hours to 62-64 from 64.

M. Vest asked for a vote to approve the above listed revisions. **Approved.**

Curriculum Future Action Items to be voted on at the November 30, 2017 Faculty Senate Meeting:

Program Revision:

2016-PR43-Spring AS, Mathematics

1. Adds MTH 220 as a program requirement
2. Revises program elective list due to requirement for MTH 220 in program
3. PHY 154 and PHY 155 are being removed from list of NS courses, since they are being delisted from SUNY-NS offerings
4. (GEG 1010 and GEG 100) and (GEG 111 and GEG 110) are being added as SUNY-NS choices
5. Changes to elective courses to meet MCC-GER requirements
6. Credit hours reduced to 60-61 from 62-63

Program Deactivation: 2016-PD6-Spring Certificate, Golf Management

3. Future Action Item

a) Policy Review:

Tobacco-Free Policy

A. Colosimo reviewed the feedback she received from constituents and presented a proposed version of the Policy with the suggested edits incorporated. There was discussion regarding the following:

- Visitors to campus
- No signage when coming on to campus – A. Colosimo will follow up with B. Grindle regarding this suggestion
- Need to verify language if any language in Employee Code of Conduct

A. Colosimo explained the Faculty Senate version will be sent out to Senators to share with their constituents. There will be a vote to support the changes at the November 30, 2017 Faculty Senate meeting. After the vote, a memo outlining the feedback along with the Faculty Senate approved edited version is what will be forwarded to Administration.

Shared Governance Policy

A. Colosimo reviewed the feedback received so far from Senators, constituents and SLCC. M. Heel stated NEG is currently reviewing the Policy and will provide feedback. There will be discussion on any additional feedback at the November 30, 2017 Faculty Senate meeting.

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

R. Fisher reviewed the proposed changes along with the Blackboard module which will house the additional items for the Course Information Sheet as indicated. He reviewed the content of the module and the process for students to acknowledge they have reviewed the information.

There was discussion clarifying the process and how student acknowledgment will be enforced. H. Murphy will send the proposed revisions to share with constituents. There will be a vote to approve the changes at the November 30, 2107 Faculty Senate meeting.

c) APC: Suspension of Faculty Senate Resolution 1.11(4) – Student Opinion Survey

R. Fisher presented a proposal to suspend Faculty Senate Resolution 1.11(4) for the spring 2018 semester in order to allow the Student Opinion Survey Ad Hoc Committee to continue to investigate how to administer the survey online (via Blackboard). Below is the FS Resolution as written:

(4) Student feedback using the electronic Student Opinions of Course and Faculty survey shall be collected in May and December of even-numbered years to ensure that courses taught in only one semester in a given academic year are covered. Flex paced and varied length courses will a written as follows:

There was discussion and questions clarifying the work of the ad hoc committee as well as how the survey will potentially be administered in fall.

Motion to suspend Faculty Senate 1.11(4) for the spring 2018 semester. Motion seconded. No further discussion. **Motion passes.**

4. Reports

a) Faculty Senate President

Faculty Senate/ Faculty Association Office at the Downtown Campus

We need a stronger Senate presence downtown. A. Colosimo is working with B. Cunningham and T. Custodio on office space for FS Officers to use to increase Faculty Senate availability at the Downtown Campus.

Faculty Initiated Withdrawal Committee - Surveys to come!

E. Putnam is chairing the Ad Hoc Committee, who have met and are working on a survey. More information to follow.

There was a question regarding whether the financial implications of withdrawing or not withdrawing students will be consider. A. Colosimo explained J. St. Croix and B. Ripton are members of the committee, which allow financial aid and implementation issues to be addressed as they are discussed.

African American Affinity Group Letter

A. Colosimo has reached out to M. Silas, author of the African American Affinity Group letter, and began discussing ways the Faculty Senate can support the group's initiatives. The first step was connecting M. Silas with the chairs of SCAA and Professional Development.

Senate and Board of Trustee Leadership Meeting

A. Colosimo gave an update on the meeting between her, R. Fisher and T. Schichler with Board of Trustees Barbara Lovenheim and John Bartalotta. A. Colosimo pointed out as a result of the discussions during the meeting, Trustee Lovenheim offered to attend SLCC meetings. There was discussion regarding the members of SLCC and the role of the group.

Shared Leadership Coordinating Council

A. Colosimo explained the Faculty Senate had approved an SLCC document with the premise that the Bylaws for the Council would be worked on in the upcoming year. She also reviewed the SGA/SEGA minutes for the past years, which did not mention approval of the SLCC bylaws. She explained the Faculty Senate should review the SLCC bylaws and they will be sent out to Senators in the upcoming weeks. She explained the important role SLCC has as a communication group, but should not be considered an additional layer of shared governance.

Academic Calendars

2018-2019

- The Provost is not asking the Faculty Senate to review and propose a revised 2018-2019 academic calendar at this time.

2019-2020

- The Provost has asked the Faculty Senate to put forward a 2019-2020 academic calendar by November 14. If she does not receive a recommendation she will put forward an option to the Board of Trustees.

- A. Colosimo reviewed the Faculty Senate Resolutions below which outlines the process and timeline for the academic calendar to be put forward:

1.5 ACADEMIC CALENDAR (2002)

The Academic Policies Committee will receive and review a proposed two-year academic calendar from the Vice President of Academic Services by September 30th, two years prior to the year to which the academic calendar refers.

All recommendations from the APC shall be presented to the Faculty Senate, and upon approval, forwarded to the President's office during the fall semester two years prior to the year to which the academic calendar refers.

1.5.1 Calendar Guidelines (2004):

- Provide at least 15 calendar weeks of instruction exclusive of final exam days.
- Strive toward 75 days of instruction exclusive of final exam days and holidays.
- Have at least one break in instruction during the fall semester.
- Begin the fall semester after Labor Day when possible.
- Complete the fall semester before December 24.
- Begin the spring semester after Martin Luther King Jr. holiday.
- Have two one-week breaks during the spring semester, preferably coordinated with area public schools.
- Complete the spring semester prior to Memorial Day.

- Administration did not submit a proposed calendar as outlined in the Resolution, however, Dr. Wade will be forwarding it shortly. The Faculty Senate still has time to be in compliance with the above Resolution by providing a recommendation by the end of the fall semester. APC has discussed the options and will provide a proposed 2019-2020 academic calendar for review at the November 30 Faculty Senate meeting, which will then be voted on at the December 14, 2017 meeting.

- There was discussion and input provided to APC on how to address the calendar.

b) Student Government Representatives

Student Governance Association (SGA):

A. Hoffmeier reported the following:

- Introduction of SGA members attending the meeting
- Selling bracelets to benefit Puerto Rico hurricane victims
- Gave an update on the events scheduled for Multicultural Day on 11/15 - 12:00 – 1:30
- Updated on the success of the October 23 Coming Out

Student Events and Governance Association (SEGA):

- SEGA submitted the following report:
- Thanksgiving Dinner event on 11/20 – 12-1
 - Talent Show 11/27 – 12-1
 - Winter Ball – 12/8 at 7:00 p.m.
 - SEGA read Dr. Medina’s report to clear up issues

5. Old Business

a) Faculty Senate Resolution 2.1.1(2)

M. Vest reviewed the changes to Faculty Senate Resolution 2.1.1 (2) as approved by the Faculty Senate in spring 2017 which were subsequently, forwarded to Administration for approval.

She reviewed the response from Administration (below in italics) in a memo dated July 18, 2017 which rejects the following language (in bold below):

“The Vice Presidents are concerned with the use of the word “approval” in the added (red) language because that implies the proposal could be stopped from moving forward. We suggest a change in language to “departmental discussion and feedback” or “department discussion and comment”. That way, the proposal could still move forward for comment by the full faculty.

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).

The Curriculum is making the following recommendation moving forward since the proposed wording reflects current practice:

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.

There was discussion and questions on the issue. M. Vest asked Senators to discuss this with their constituents and be prepared for a discussion and vote to support the Curriculum Committee’s recommendation at the November 30, 2017 Faculty Senate meeting.

6. New Business

a) SUNY Chief Diversity Officer Report

A. Colosimo asked for input and there was discussion on the recommendations outlined in the report. Based on the points discussed, the EC would continue the discussion.

b) Global Education and International Services (GEIS) Office

A. Colosimo presented the letter from the GEIS Leadership and Advisory Team which addressed the racist tweet and the resulting Action Plan. M. Pentz and K. Leite offered additional information on

issues related to the GEIS office. A. Colosimo agreed the EC will continue the discussion on how the Faculty Senate can provide support for the GEIS Office.

c) Feedback on Cybersecurity Training

The following feedback was given on the recent Cybersecurity Training:

- Good information
- Suggestion to allow participants to skip the videos and just take the test

d) Curriculum Office Consultant

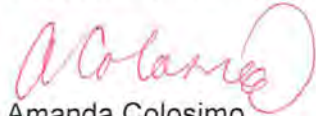
There was a question on when the report from the Curriculum Office consultant is due. A. Colosimo stated she will follow up with Dr. Wade at their next meeting.

e) General Counsel

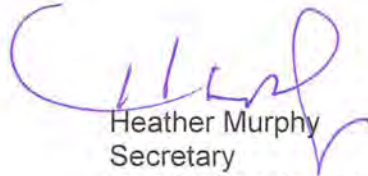
A. Flatley reminded Senators to obtain feedback from their constituents on the information sent out on the sun setting of the General Counsel position.

Meeting adjourned at 5:24 p.m.

Respectfully submitted,



Amanda Colosimo
President
Faculty Senate



Heather Murphy
Secretary
Faculty Senate Executive Committee

Minutes approved at the November 30, 2017 Faculty Senate Meeting.

The Curriculum Committee has given approval to the following program revisions, and has submitted them to the Faculty Senate for Vote:

Program Revisions:

<u>2016-PR86-Spring</u>	AS Sport Management
<u>2016-PR35-Spring</u>	AS Criminal Justice
<u>2016-PR34-Spring</u>	AAS Criminal Justice: Institutional Corrections
<u>2016-PR33-Spring</u>	AAS Criminal Justice: Police
<u>2016-PR87-Spring</u>	Liberal Arts and Sciences: General Studies

The Curriculum Committee has given approval to:

The following courses are verifying GER status:

<u>Matthew Williams-10/31/2016-GE-1</u>	MTH 200: Applied Calculus
<u>Charles Wuertzer-03/21/2017-GE-1</u>	BIO 114: Natural History of Greater Rochester – WR
<u>Randy Pearl-11/01/2016-GE-1</u>	ATP 101: Introduction to Automotive Technology
<u>Janet Zinck-11/29/2016-GE-5</u>	CE 260: Cooperative Education-Hospitality Management
<u>Heather Chang-10/31/2016-GE-3</u>	THE 111: Introduction to Technical Theatre
<u>Randolph Pearl-04/19/2017-GE-1</u>	TOY 191: Introduction to Automotive Service

The following courses are seeking Class Size and/or Lab Size Changes:

<u>2016-CR125-Spring</u>	CIT 101: Surveying
<u>2016-CR126-Spring</u>	CIT 122: Construction I: Elements of Building Construction
<u>2016-CR127-Spring</u>	CIT 204: Strength of Materials
<u>2016-CR128-Spring</u>	CIT 206: Soil and Concrete Testing
<u>2016-CR129-Spring</u>	CIT 217: Construction Management
<u>2016-CR130-Spring</u>	CIT 221: Cost Estimating
<u>2016-CR131-Spring</u>	CIT 232: Construction Contracts and Specifications
<u>2016-CR132-Spring</u>	ELT 111: Introduction to Digital Electronics
<u>2016-CR133-Spring</u>	ELT 112: Linear Circuits
<u>2016-CR134-Spring</u>	ELT 121: AC/DC Circuit Analysis
<u>2016-CR135-Spring</u>	ELT 130: System Electricity
<u>2016-CR136-Spring</u>	ELT 201: Linear Systems
<u>2016-CR137-Spring</u>	ELT 202: Pulse and Digital Circuits
<u>2016-CR138-Spring</u>	ELT 204: Industrial Electronics and Control
<u>2016-CR139-Spring</u>	ELT 205: Communication Systems
<u>2016-CR140-Spring</u>	ELT 206: Digital Systems and Microprocessors

The Curriculum Committee has approved to post for faculty review until 10/24/2017:

Program Revisions:

2016-PR26-Spring Cert, Early Care
2016-PR44-Spring AS Human Services

Course Deactivations:

2016-CD126-Spring HBR 101: Elementary Modern Hebrew I
2016-CD128-Spring HBR 102: Elementary Modern Hebrew II

Course Revision:

2016-CR141-Spring GEG 239: Capstone in Geospatial Technology