Faculty Senate

Monroe Community College

June 22, 2017
Faculty Senate Meeting

PRESENT: E. Basnayake, M. Bates, E. Baxter, A. Burns, B. Burritt, H. Chang, A. Colosimo, T. Custodio, M. Dorsey, P. Emerick, K. Farrell, R. Fisher, A. Flatley, B. Grindle, M. Heel, J. Hill, H. Holevinski, R. Horwitz, G. Lynch, J. Mahar, J. McPhee, H. Murphy, M. Pentz, E. Putnam, M. Redlo, D. Rivers, R. Rodriguez, M. Sample, J. Santos, J. Scanlon, T. Schichler, J.C. Senden, C. Shanahan, C. Silvio, R. Straubhaar, G. Thompson, M. Vest, T. Vinci, J. Volland, J. Waasdorp, J. Wadach, W. Wagoner, L. Zion-Stratton
ABSENT: R. Babcock, L. Blew, K. Borbee, S. Broberg, M. Connolly, B. Ellis, D. Gasbarre, S. Lautenslager, D. Lawrence, D. Mueller, R. Pearl, K. Rodriguez, K. Tierney, M. Timmons, A. Zamiara
GUESTS: M. Fingar, H. Wheeler

Meeting called to order at 1:05 p.m.

1.   **Announcements**
      a) M. Redlo thanked the following for their service to the Faculty Senate:
         Outgoing Officers: Mitch Redlo, MaryJo Vest, Teresa Schichler
         Outgoing Senators: Scott Broberg, Heather Chang, Amanda Colosimo, Gale Lynch, Jason Mahar, Jill McPhee, Krista Rodriguez, Ramon Rodriguez, Mark Sample, Rochelle Watson, Heather Williams and Aubrey Zamiara.
      b) Update on Faculty Initiated Withdrawals
         A. Colosimo met with Provost Wade, and then with Betsy Ripton and Jerome St. Croix about faculty initiated withdrawals. The Provost proposed that instead of suspending faculty initiated withdrawals completely for the fall, a group be assembled to create a temporary, stop-gap solution for the process that would apply for the fall 2017 only while an ad hoc committee examined the issue in more detail.
      c) M. Heel announced the results of the Faculty Senate Officer elections:
         There were 560 ballots sent, with a total of 279 votes.
         The Vice President of Teaching Faculty is Emily Putnam
         The Vice President of Professional Staff is Teresa Schichler
         The President is Amanda Colosimo

2.   **Minutes**
      Minutes from the June 8, 2017 All College Faculty Senate Meeting
      Approved.

3.   **Action Items (vote at the June 22 Faculty Senate Meeting):**
      a) **Curriculum Proposals:**
         E. Putnam presented the following:
         2 Program Deactivations:
         AA   Liberal Arts And Sciences: Humanities And Social Science 2016-PD3-Spring
         AS   ED01, EDE1 Liberal Arts and Science-General Studies-Teacher Education Advisement Sequence
         5 Program Revisions:

AS	Business: International Business	2016-PR31-Spring
AS	Computer Information Systems	2016-PR37-Spring
AS	Computer Science	2016-PR39-Spring
AS	Mathematics	2016-PR43-Spring
AAS	Dental Hygiene	2016-PR73-Spring

Approved.

b) Curriculum: Academic Process for Initiation of Curriculum Change - Faculty Senate Resolution 2.1.1

E. Putnam presented the proposed amendment. No discussion. ***Approved as attached (Exhibit "A").***

c) APC: Student Program – Faculty Senate Resolution 1.1.3

A. Colosimo presented the proposed amendment.

Discussion:

- J. Hill asked if there would be a Dean for programs that run from the Applied Technology Center. A. Colosimo stated those students would fall under the Liberal Arts- STEM degree, which is currently under the purview of Dan Robertson. The resolution may need to be revisited as the structure of the Schools changed in the future.

Approved as attached (Exhibit "B").

d) APC: Grades – Faculty Senate Resolution 1.1.5

A. Colosimo presented the proposed amendment. No discussion. ***Approved as attached (Exhibit "C").***

e) APC: Scheduling Adjustment and Withdrawal Procedures - Faculty Senate Resolution 1.1.6

A. Colosimo presented the proposed amendment reviewing the editorial changes made after it was sent out to Senators.

Discussion: J. Hill and E. West asked if mental health was included in this amendment. J. Carson stated it is included.

Approved as attached (Exhibit "D").

f) NEG: MCC Association Board Elections

M. Heel explained the issue with the election for the MCC Association Board. M. Heel proposed suspending Faculty Senate Resolution 6.1.6 to allow the current elected representative, M. Ruff, to continue serving until election could be held. Motion to approve suspension of Resolution. No discussion. ***Motion passes.***

M. Heel also announced all voting for Senator seats has been completed. There are still four (4) Professional Staff seat vacancies and 1 Academic Department seat vacant.

g) Proposed Cyber Security Awareness and Education Policy

M. Redlo presented the proposed Cyber Security Awareness and Education Policy as written and forwarded by E. Wirley.

Discussion:

- A. Flatley asked if you do not complete the required training, can you do your job?
- R. Watson asked what is training? What does regular mean? A. Colosimo explained that E. Wirley shared with the EC that it would be delivered in online modules.
- H. Williams suggested adding a sentence to the FS response "...as written, we can not support this.... Because it is not in line with SUNY..."
- G. Thompson stated the FA should respond separately from the FS.
- B. Gizzi gave some contextual background.

Motion to support the proposed policy as written by E. Wirley. Motion seconded. No further discussion. ***Motion failed.***

Motion to support the proposed Policy with the following edits suggested by the EC:
Under Policy:
"will be provided regular training" rather than "will be required to complete regular training"

Under the Enforcement section:
Users **who do not take the required training,** or who fail to demonstrate a good faith effort to comply with cyber security standards, may be required to change their password at more frequent intervals than normal.
Motion seconded. No further discussion. ***Motion passes.***

It was agreed to include a statement in the memo to the E. Wirley that the policy as written is conflict with the SUNY Policy 6900, which states the college will "Provide regular training to all individuals who access State University information assets and systems." It does not state that every employee is required to take training annually or suffer repercussions for not taking training. Further, it was requested that in the future, all policies which require training must be first negotiated with collective bargaining units.

h) Academic Freedom Policy
A. Colosimo reviewed the proposed changes from Provost Wade that suggested removing the following wording for the proposed Policy: "to encourage intellectual integrity, to sustain pedagogical approaches consistent with the discipline taught, and to evaluate student work, as appropriate"
Motion to support the change as presented. Motion seconded.
Discussion:
- H. Williams asked if the FA was in support of the change. B. Gizzi confirmed the FA supports this change.
Motion passes.

M. Redlo passed the gavel to A. Colosimo as Faculty Senate President elect.

Meeting adjourned at 1:52 p.m.

Respectfully submitted,

Amanda Colosimo
President
Faculty Senate

Heather Murphy
Secretary
Faculty Senate
Executive Committee

Minutes approved at the September 14, 2017 Faculty Senate meeting.

Exhibit "A"
Amendment to Faculty Senate Resolution Section 2.1.1

(2) The proposals for curriculum changes may be submitted to the Curriculum
Committee by Department Chairpersons, individual faculty members, administrative personnel, or 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 representative from the Advisement and
        Transfer Services office for review and comment for a maximum of ten (10) working days
        after academic department approval.

    (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.

Exhibit "B"
Amendment to Faculty Senate Resolution Section 1.1.3

1.1.3   Student Program (1967)

A matriculated student must follow an approved program as it is set forth in the College Catalog/Student Handbook. Problems arising from periodic revision of the Catalog will be resolved by the Provost and Vice President of Academic Services or designee without penalty to the student. Any substitutions for stated specific course requirements (other than those made by the Admissions Office for transfer students) or deviations from the approved program must be approved in writing by the appropriate department chairpersons or, if applying to a liberal arts program, the appropriate academic dean.

(1)   Change of Program (1967)
In order to change a program, a matriculated student must make a request in Banner, either with the student's academic advisor or independently.

Such a change, however, does not free a student from any requirements or restrictions applicable to the newly elected program. It is encouraged that all requests for changes of program should be initiated either with the academic advisor, or with a counselor. However, this is not required. Program change applications are accepted until the third week of classes for the effective term. Program changes are processed in the Advisement and Transfer Services Office.

1.1.5   Grades (1991)

(1)   Grades are issued to students at the end of the semester. The grading system for credit courses** is as follows:

Grade	Interpretation	Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below Average	1.0
D-	Minimum Passing Grade	0.7
F	Failure	0.0
I	Incomplete	*
AU	Audit	*
W	Withdrawal	*

*Semester hour credit and quality points shall not be granted.
** Developmental courses are graded on the same scale but offer only imputed credit; the hours are included for billing purposes but not in the cumulative grade point average.

The grading system for noncredit courses continuing education units (CEUs) is as follows:

Grade	Interpretation
S	Satisfactory
U	Unsatisfactory

(2)   Incomplete Grades Policy (1999)
The grade of "I" may be assigned by faculty in special circumstances in which the course requirements have not been completed by the students. Grades of "I" are given at the discretion of the faculty member. Student eligibility will depend on academic standing in the course and the percentage of work completed, as determined by the instructor. A written statement of requirements for completing the course must be signed by the faculty member, student, and appropriate department chair and filed with the department chairperson by the faculty member prior to the due date for submission of final grades. A

copy of this contract should also be sent to the Office of Registration and Records. When final grades are submitted, the faculty member must also indicate the alternate letter grade that the student receiving the "I" shall receive in the future if these requirements are not completed. Credit hours and quality points are not assigned for an "I" grade, until it is converted to another grade.

When the requirements have been completed, but no later than one year from the date of issuance, the faculty member (or department chairperson, if the faculty member is not available) will submit a grade change from "I" to another letter grade. If no grade change is submitted within one year, then the "I' grade will be converted to the alternate grade indicated previously by the faculty member.

(3)   Change of Grade (2007)
If for any reason a faculty member finds it necessary to change a grade after the grades have been submitted to the Office of Registration and Records, the faculty member shall submit reasons in writing to the Department Chairperson on the academic record change form which shall be subsequently approved by the Department Chairperson and then forwarded to the Office of Registration and Records.

A student who wishes to contest a grade should follow the Academic Grievance Policy, which is outlined in the Catalog/Student handbook under "Rights and Freedoms of Students".

Exhibit "D"
Amendment to Faculty Senate Resolution Section 1.1.6

1.1.6 Schedule Adjustment and Withdrawal Policy (2007)

    (1)   Schedule Adjustment

For full term courses, the schedule adjustment period is as follows: the Add period lasts through the first week and the Drop period lasts through the first three weeks of the fall and spring semester. The schedule adjustment period for summer sessions, intersessions, and variable length courses will be computed on a proportionate basis. This will be considered sufficient time for students to make course changes. In order to add a course after the schedule adjustment period, the student must follow the admission to closed courses (green slip) procedure. Courses dropped during the first 20% of the course (the first three weeks of fall or spring semester) are not recorded on a student's academic record.

    (2)   Student-Initiated Withdrawals after Schedule Adjustment

A grade of "W" for withdrawal may be assigned for courses under a number of circumstances outlined below. Since withdrawal from courses may affect financial aid, graduation, scholarships, veterans benefits, etc. it is recommended that the student consult with an academic advisor and/or financial aid counselor before deciding to withdraw.

        (a)   Withdrawal from an individual course. Withdrawal from individual courses must be initiated by students after the schedule adjustment (drop/add) period, but before 80% of the course has been completed as designated by the official Academic Calendar (or a proportional amount of time for courses less than 15 weeks in length). A student can withdraw from an individual course using the student self-service system.

        (b)   Complete withdrawals from the College. If a student wishes to withdraw completely from the College, the student must initiate the complete withdrawal by the last day of the semester. A student is not officially withdrawn until the necessary withdrawal procedure is completed, and the student risks receiving "F" grades for all current courses if this procedure is not completed. If a matriculated student has completely withdrawn from the College and subsequently wishes to continue course work, the student must apply for readmission to the College through the Office of Admissions.

    (3)   In cases of catastrophic illness, injury, or medical event requiring hospitalization, students may request a withdrawal from the College through the Office of Health Services. Students must submit medical documentation, which includes the date of the illness, injury or event, the type and severity of disability, and the medical treatment received. The student will have a maximum of 20 working* days beyond the completion of the semester to submit the documentation to the Office of Health Services. If approved, a grade of "W" will be assigned. No request for "W" for health reasons will be accepted after 20 working days unless there are extraordinary circumstances

        *"Working day" is defined as any day (Monday-Friday) that the College is officially open.