



December 13, 2007

PRESENT: J. Alas, D. Baxter, I. Benz, P. Bishop, C. Boettrich, B. Connell, M. DiSano, M. Ernsthausen, S. Fess, M. Fine, M. Fugate, E. Grissing, S. Hagreen, N. Karolinski, A. Leopard, M. Murphy, S. Murphy (Secretary), J. Nelson, P. Ornt, P. Peterson, H. Pierre-Philippe, E. Ripton, T. Schichler, D. Shaw, D. Smith, J. Striebich, J. Thompson, M. Timmons, T. Tugel (President), J. Waasdorp, P. Wakem, C. Wendtland, H. Wheeler (Vice-President), W. Willard, W. Yanklowski.

ABSENT: S. Batistta-Provost, J. Downer, K. Eirich, M. Ewanechko, S. Forsyth, K. Huggins, A. John, R. Kennedy, D. Leach, D. McConkey, J. McKenna, A. Striegel, S. Weider, S. Wexler, H. Wynn-Preische.

GUESTS: S. Blacklaw, D. Cecero K. Collins, F. Rinehart, R. Shea

STUDENT REPRESENTATIVES: Jennifer Bickel, David Ladwig

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

II. Guest speaker: Margaret Murphy, MCC representative to the FCCC, provided a summary of the FCCC fall meeting .The two parts of the FCCC meeting are information gathering from various SUNY colleges and other players in education and the committees which conduct research and makes recommendations to the Vice Provost for Community Colleges on specific community college topics. The fall meeting was guided mostly by Gov. Spitzer's mission to make SUNY the best educational institution in the nation (Governor's Commission on Higher Education)

The following topics were discussed: access, nursing programs, affordability, SUNY BOT non-voting membership, transfer, dual credit courses, workforce development, campus safety, diversity, community college mission, full time faculty, and funding.

Major speakers at the meeting were:

- Dr. Pedro Caban, Vice Provost for Diversity and Educational Equality
- Dr. Dennis Golladay, Vice Chancellor for Community Colleges
- Provost Risa Palm, SUNY Academic Affairs
- Don Boyce, SUNY Student Association President
- Professor Carl Wieszalis, University Faculty Senate President
- Cynthia Demarest, Executive Director of New York Community College Trustees
- Barbara Viniar, Executive Director of Institute for Community College Development
- George Anker, SUNY Financial Analysis

Brief meeting overview:

- New hire in Albany: Dr. Pedro Caban, Vice Provost for Diversity and Educational Equality
 - Rethinking diversity as community building
 - Supporting academic innovation
- Movement to provide more/better funding to students and campuses (TAP, state versus county funding, and per FTE in high cost areas)
- Research to dispel the myth of community college education inferiority
- Increase of full time faculty – priority on senior faculty super stars (1000 in next 3 years)
- Voucher system for community college students going on to SUNY four year
- Increased priority for local students (many cannot travel)
- Seamless transfer between SUNY campuses
 - Common curriculum across campuses
 - Common numbering across campuses
 - Statewide student audit system
 - Community colleges as prep schools to the four year (primary responsibility for remedial and intro level course) –CUNY and North Carolina system as models
 - Limit the number of program credits earned at the community college
- FCCC Committee Work: Working to be informed and have voice
 - Nursing programs and faculty – recommendation sent to Vice Provost of CC in support of proposals made by SUNY ad-hoc committee on nursing programs and sent to the Governor's Commission on Higher Education
 - Library database collective buying power initiative - recommendation sent to Vice Provost of CC in support of proposals made by SUNY ad-hoc library committee
 - Transferability
 - Assessment of student learning
 - Textbook cost
 - Best practices and assessment of dual credit
 - Vice Provost of Community College request
 - Follow the APPCC study of dual credit
 - Student life: mental wellness issues

III. Announcements: None.

IV. Action Items

A. The Academic Policies Committee presented the following resolution changes for vote.

1. College Orientation Policy, resolution 1.1.9-

Current Policy: COS 101 (College Orientation Seminar), a one credit course, will be required for all full-time matriculating students assessed to be academically at-risk. At-risk will be defined as those students who are required to register for a Developmental Studies course after having completed the College's placement testing program. COS 101 must be taken during or before the first semester the student is a full-time matriculated student. A waiver of this policy will be the administrative responsibility of the Admissions office.

Proposed Policy (changes in bold & underlined): **COS 133 (Introduction to College Studies), a three credit course or** COS 101 (College Orientation Seminar), a one credit course, will be required for all full-time matriculating students assessed to be academically at-risk. At-risk will be defined as those students who are required to register for a **Transitional** Studies course after having completed the College's placement testing program. **COS 133 is highly recommended for TS01 students. COS 133 or** COS 101 must be taken during or before the first semester the student is a full-time matriculated student. A waiver of this policy will be the administrative responsibility of the Admissions office **or assigned academic advisor in accordance with program guidelines.**

Rationale-Given that COS 133 (Introduction to College Studies) is a more in-depth and comprehensive three-credit course compared to COS 101, offering COS 133 as an alternative to COS 101 for academically at-risk students will promote greater student success for students whose academic profile suggests the need for a more in-depth course.

Motion passed.

2. Faculty Advisor System, resolution 1.6

Current Policy: Faculty Advisor System (1991)

This process is undergoing a change and will be distributed upon completion.

The current guidelines (1968) are included below:

- (1) The Vice President for Academic Services should:
 - (a) Assume the responsibility of coordinator for the Academic Advisement Program
 - (b) Delegate to each Department Chairperson the responsibility for course planning for students in particular interest areas
- (2) The Department Chairperson should:
 - (a) Provide for departmental faculty advisement for course planning purposes
 - (b) Assign individual students to department members for continued advisement
 - (c) Approve course and program changes
- (3) The Director of Counseling should prepare individual advisee folders, including a copy of the student's interest inventory, for distribution to the respective department chairpersons

Proposed Change: Delete section 1.6 from the Senate resolutions.

Rationale-The original policy developed in 1968 no longer applies. Since the College does not have specific academic policies related to advising, this section is no longer relevant as an Academic Policies resolution. The college-wide contractual obligation for faculty advising is covered in the Faculty Association contract. In addition, the Faculty Senate resolutions do contain relevant information concerning advisement under Planning section 3.2.6.

Motion passed.

3. Withdrawal Policy, resolution 1.1.6

Current Policy- Withdrawal Policy (1997, updated from 1989)

- (2) Student-initiated withdrawals after Schedule Adjustment
 - (a) Withdrawal from an individual course. Withdrawal from individual courses must be initiated by students after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester 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 Banner student self-service system. The student may not use Banner self-service to do a complete withdrawal.
 - (c) Complete withdrawals from the College. If a student wishes to withdraw completely from the College, (s)he should contact the Brighton Counseling Center or the Damon Student Services Office by the last day of the semester. Students will meet with a staff member to discuss their decision to withdraw from the College. A student is not officially withdrawn until the necessary paperwork is completed, and (s)he risks receiving "F" grades for all current courses if the paperwork is not completed. Once the process is complete, instructors are notified of the withdrawal. If a matriculated student has completely withdrawn from the College and subsequently wishes to continue his/her studies, (s)he must apply for readmission to the College through the Office of Admissions.

Proposed Policy (changes in bold & underlined and as strikethroughs)
Withdrawal Policy (1997, updated from 1989)

- (2) Student-initiated withdrawals after Schedule Adjustment
 - (a) Withdrawal from an individual course. Withdrawal from individual courses must be initiated by students after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester 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. ~~The student may not use Banner self service to do a complete withdrawal.~~
 - (c) Complete withdrawals from the College. If a student wishes to withdraw completely from the College, (s)he ~~should contact the Brighton Counseling Center or the Damon Student Services Office~~ **must initiate the complete withdrawal** by the last day of the semester. ~~Students will meet with a staff member to discuss their decision to withdraw from the College.~~ A student is not officially withdrawn until the necessary **withdrawal procedure** is completed, and (s)he risks receiving "F" grades for all current courses if **this procedure** is not completed. ~~Once the process is complete, instructors are notified of the withdrawal.~~ If a matriculated student has completely withdrawn from the College and subsequently wishes to continue his/her studies, (s)he must ~~apply for readmission~~ **be readmitted** to the College ~~through the Office of Admissions.~~

Rationale-The primary reason for the current policy was to encourage students to seek advising to understand the ramifications of a complete withdrawal. However, many students may choose to not seek that advising, and even when advised are not prevented from the complete withdrawal. Therefore, to mandate that students may not use Banner for a complete withdrawal when students are not necessarily prevented from that withdrawal appears unwarranted. In the current Banner system, students can withdraw from individual courses. Banner does not distinguish between whether or not the course from which the student is withdrawing is his or her last class. In order to adhere to the current policy within the confines of the Banner system, all course withdrawals, not just withdrawals from the last class, would therefore need to be manually processed to determine if a particular individual course withdrawal would be the final course that leads to a complete withdrawal. To revert back to manual processing of withdrawals to satisfy the last statement of the current policy in 1.1.6 (2) (a) seems unwarranted and excessive given that this statement is irrelevant. It is not the case that Banner capabilities, or lack thereof, are driving policy. Rather, Banner capabilities have encouraged conversations as to the rationale behind this current policy. The members of the Academic Policies Committee, while agreeing it is inappropriate to mandate that students seek counseling before a complete withdrawal, do agree that advising should be encouraged. To that end, should the proposed policy be approved, Registration & Records has agreed to place the following statement on the Banner student withdrawal page:

“Students are permitted to withdraw from individual classes without permission of the course instructor. However, withdrawing from a course may affect your financial aid status. Please be sure to check with a financial aid representative before making changes to your schedule. Students wishing to completely withdraw from the college are encouraged to speak with an academic advisor for its effect on your future academic endeavors.”

Motion proceedings: Amendment #1 to this proposal 1.1.6 (2) (c) last sentence amend to: If a matriculated student has completely withdrawn from the College and subsequently wishes to continue his/her studies, (s)he must request readmission to the College through the Office of Admissions. **Amendment motion passed.** Amendment #2 to this proposal-include the following sentence: A student withdrawing from an individual course or the College will be advised that such actions may have a negative impact on their educational program and/or financial aid eligibility. **Amendment motion passed.**
Proposal motion passed as amended.

- B.** The Professional Development Committee presented the following resolution changes for vote.
1. Resolution 4.2.2 (Wesley T. Hanson Award) **Omit** the following sentence from 4.2.2.2: The College community shall have ten days from the day the call for nominations has been announced to submit the nominating documentation to the Committee. **Omit** the following from 4.2.2.3: The Committee shall publish a list of nominees as soon as is practical after the close of nominations. The College community shall have two weeks from the announcements of the nominees to submit support material for the candidates. Rationale: The nomination and supporting documentation must all be turned in at the same time. Therefore, the above 4.2.2.2 and 4.2.2.3 are no longer needed. **Motion passed.**

2. Resolution 4.2.2.4 (Wesley T. Hanson Award) **Original:** A subcommittee of previous Hanson Award recipients shall be appointed to determine the award recipients. This committee shall be chaired by a member of the Professional Development Committee. The names of the recipients shall remain confidential until the Faculty Executive Committee, the President, and the Board of Trustees have been notified. The recipients, the nominees and the college community shall then be notified by the Committee.
Change: The names of the recipients shall remain confidential until the Faculty Senate Executive Committee and the President have been notified. The recipients and the College community shall then be notified by the Committee. **Rationale:** The Professional Development Committee has been the selection committee for some time now. The Board of Trustees does not need to be notified in regards to the Hanson Award.
Motion passed.
3. Resolution 4.3.4 (Chancellor's Awards) **Original:** A subcommittee consisting of previous Chancellor's Award recipients shall be appointed to make recommendations to the President. This subcommittee shall be chaired by a member of the Professional Development Committee.
Change: A subcommittee consisting of previous Chancellor's Award recipients shall be appointed to make recommendations to the President. This subcommittee shall be co-chaired by the Chair of the Professional Development Committee and liaison from the President's Office.
Rationale: The depth of the paperwork and coordination needs to be done by a representative of the Presidents Office, due to the nature of the award, however the Professional Development Committee should continue to be involved through co-chairing that committee. **Motion passed.**
4. Resolution 4.4.4.4 (Leaves for Professional Advancement) **Original:** The Professional Development Committee will review the applications based upon predefined criteria established by the Committee. The Committee shall have the prerogative to request additional information or clarification of the applicants.
Change: The Professional Development Committee will review the applications based upon predefined award criteria established by the Committee. The Committee will schedule interviews with applicants and shall have the prerogative to request additional information or clarification of the applicants. **Rationale:** The committee felt that it should interview each of the candidates to be better able to make an educated decision. **Motion passed.**

V. **Approval of Minutes:** Minutes of November 15, 2007 Faculty Senate Meeting approved as written.

VI. Standing Committee Reports

Academic Policies Committee – W. Willard

- A. There is a date change to the fall 2008 calendar which was approved by the Senate prior to this academic year. The fall 2008 calendar lists a withdrawal date of Wednesday, November 19, 2008 which is the week before Thanksgiving. However, administration has recommended that the student-initiated and faulty withdrawal deadline be changed to Saturday, November 22, 2008. The in-person withdrawal deadline would be Friday, November 21, 2008 and web withdrawals would have a deadline of Saturday, November 22, 2008. This change is being requested due to a difference in interpretation of how the withdrawal date is set with regards to whether Saturdays should or should not be counted as a class day. In the Faculty Senate Academic Policies resolutions, it states that the withdrawal date must be no later than 15 class days before the end of the semester, but does not specify whether Saturday should be counted as a class day. Since the Fall semester ends on December 12, 2008, and if Saturdays are counted as a class day, on which APC, Academic Services and Registration & Records do agree to, and not counting the days of Thanksgiving break, then the withdrawal date should be November 22, 2008. If using the guideline that the withdrawal date should occur when 80% of the course has been completed eighty-percent of a 15-week class is the end of the 12th week, which would still be November 22. Administrative changes can be made to an academic calendar even after it has been approved by the Senate. This change was recommended by Academic Services and Registration & Records after consultation with both the APC and the Faculty Senate Executive Committee. Members of both committees support the change as acceptable to meet calendar guidelines as put forth in the Senate resolutions.
- B. The committee is working with the Office of Experiential and Adult Learning on credit for prior experiential learning through portfolio assessment for adult learners with significant life experience.
- C. The committee is discussing the ramifications of developing a policy that would permit an instructor to replace a student-initiated “W” with a grade of “F” in cases of documented academic dishonesty. Please contact APC members Bob Kennedy or Jay Nelson to voice concern, offer support or share opinions.

Curriculum – A. Leopard

- A. The Curriculum Committee has given final approval to:

One New Course:

NC5F POS 281 The U.S. Congress (Special Studies)

Three Course Revisions:

CR13F MUS 151 Performance and Applied Music I

CR15F CIS 209 Systems Analysis and Design

CR17F CPT 115 Introduction to Networks

- B. The Curriculum Committee has posted:

One Program Revision:

PR2F Performing Arts: Music, AS

Six New Courses:

NC1F MUS 159 Aural Skills I

NC2F MUS 160 Aural Skills II

NC3F MUS 259 Aural Skills III

NC4F MUS 260 Aural Skills IV

NC6F HIS 253 Traditional East Asian History

NC7F HIS 254 Modern East Asian History

C. Update on Charge to Clarify MCC's Local General Education Definitions:

The committee is conducting their own research as well as preparing a survey for academic departments regarding their understanding of the definitions of and criteria for course inclusion in MCC's Local General Education Areas – Humanities, Social Science, Natural Science, Mathematics and Health/PE.

NEG – H. Pierre-Philippe

No report.

SCAA -- M. Timmons

- A. There will be interviews in January for the position of Director of Counseling.
- B. Chair elections will be held in the spring semester for Law and Criminal Justice, Business Administration/Economics and English. The first posting will be February 29, 2008 at noon.
- C. The committee has met with the presidential search consultant and will begin reviewing candidate's packets.

Planning – E. Grissing

No report.

Professional Development – B. Connell

- A. The Committee has made recommendations for the NISOD award and Vice President Dr. J. Glocker has approved the Committee's recommendations for this year's NISOD award recipients.
- B. There will be a Professional Development workshop on January 16, 2008 on the topic of "Helicopter Parents" in Monroe B from 11:00am-2:00pm. There is a limit of 90 participants. Please RSVP to Sandy Wynne (swynne@monroecc.edu).

VII. Student Announcements

- A. J. Bickel reported that the Brighton Student Government will be involved in a community service project to benefit the Baden Street Settlement on December 15, 2007. If you are interested in helping out, meet at MCC at 8:30am.
- B. D. Ladwig, student trustee, reminded the Senate the MCC board of Trustees' meetings are public meetings and encouraged the College community to attend to ensure the transparency of board decisions. The minutes of the Board of Trustees meeting are available for review in the Faculty Senate secretary's office (contact Sandy Wynne).

VIII. Old Business

None

IX. New Business

A concern was raised about the availability of College support services when classes and exams are offered beyond the normal work day hours. The EC will be reviewing this concern.

Meeting adjourned at 4:20 p.m.

Respectfully submitted,

Terri Tugel
President

Susan Murphy
Secretary

Minutes approved at the January 31, 2008 Faculty Senate meeting.

