



Faculty Senate

Monroe Community College

January 28, 2016
Faculty Senate Meeting

PRESENT: R. Babcock, S. Broberg, L. Carson, A. Colosimo, T. Conte, T. Custodio, M. Dorsey, P. Emerick, M. Ernsthause, S. Farrington, R. Fisher, A. Flatley, H. Fox, B. Gizzi, B. Grindle, M. Heel, J. Hill, R. Horwitz, A. Hughes, S. Kinel, D. Lawrence, G. Lynch, J. McPhee, H. Murphy, D. Mueller, P. Oettinger, R. Pearl, L. Pierce, E. Putnam, M. Redlo, D. Rivers, K. Rodriguez, R. Rodriguez, J. Salsburg-Taylor, J. Scanlon, J. C. Senden, T. Schichler, C. Shanahan, M. Timmons, T. Vinci J. Waasdrop, R. Wagoner, L. Zion-Stratton

ABSENT: E. Baxter, J. Chakravathy, K. Farrell, D. Gasbarre, A. Knebel, T. Leuzzi, D. Rivers, J. Santos, G. Thompson, K. Tierney, R. Watson, J. Wilson, A. Zamiara

GUESTS: V. Avalone, K. Baxter, J. Biller, A. Greer, M. Fine, C. Fogal, D. Lane, A. Leopard, K. Love, N. Pares-Kane, H. Wheeler, M. Witz

Meeting called to order at 3:31 p.m.

1. Guest Speaker: President Kress

President Kress shared the following:

- As stated at All College Day, MCC is now registered for the Greatest Colleges to Work for Survey affiliated with the Chronicle of Higher Education. A survey will be sent out to a random sample of employees around the week of March 14. The College has received a package of prepared communication that will be used to notify the College community about the survey.
- The NYS executive budget remains flat and Governor Cuomo proposed no increase for community colleges. President Kress and Clayton Jones will be advocating for a budget restoration to the NYS legislature. She, along with two other community college presidents, will be testifying before the legislature in early February about the need for budget restoration.
- President Kress has been holding open office hours at each of the campuses. She encouraged Senators and their constituents to attend. She has received some great ideas.
- In an effort to give the College community information about Middle States, there will be a series of "Did you know?" Tribune articles coming out this month. There will be historical facts about the College, along with information about the responses and recommendations. Team chair, Q. Bullock, will be informing the College in February which individuals and/or groups the team will be talking to during the site visit.

Questions:

- J. Mahar asked on behalf of his constituents if there was a possibility of having a test proctoring center on campus. President Kress agreed this was a great suggestion and it is currently being discussed with the BRC and in conjunction with issues the testing center is having at their location due to noise in the area. The discussion is combining the issues with hopes of changing the location and including additional services.
- L. Carson commented her department agrees re-instating College Hour benefits students and faculty. President Kress agrees and there is currently discussions regarding class scheduling with Academic Services, DCC and EDIWS. She pointed out student life is also using College Hour for activities. She will relay the message to the Provost and ask for feedback on where they are at in the discussion.
- M. Ernsthause asked for an update on the signage study done last year and when the College will start to see better way-finding signs. President Kress stated she is waiting to receive the results of

the study, however it may be beneficial to have Paul Wooster share the information with the Faculty Senate.

- M. Ernsthausen stated the redesign of the College website was done in part to facilitate enrollment. He asked President Kress if she can give any information on the impact the website had on spring enrollment or when this information will be available. President Kress responded stating this is a long term goal and Marketing and Community Relations is tracking how students are using the website and if they are using the pathways laid out. She encouraged the Faculty Senate to have C. Mapes update them on the issue once there is more data. C. Mapes further explained it is too soon for specific information however; they have identified measurements to use to obtain the needed data. President Kress stated the College is also tracking use through the College's social media accounts and obtaining feedback from students at events (e.g. express enrollment days) which both help planning forward.

- J. Hill asked if there are plans to compare data from the Greatest Colleges to Work for Survey to prior year's results. President Kress explained this is the first time MCC is participating in this type of survey. The results will be compared over time and also to other colleges. She gave examples of what the survey will be measuring but encouraged Senators to review more information and sample questions about the survey online.

- A. Colosimo stated she understands it's the end of the first week of classes, however she asked if there is any data comparing enrollment numbers for spring 2016 to spring 2015. President Kress stated enrollment for the College is down which is the trend across the State. In the fall, enrollment was down 4.6% (average was 4.7%). The largest decline in the system was down 40% (which may be a reporting error) with the next reporting being 13%-14%. MCC is on the lower level decline as compared to other college in the Finger Lakes and western New York regions. Increases in enrollment are seen at colleges closer to the city. She encouraged anyone interested in enrollment to attend a workshop she will be doing for the Board of Trustees on Monday, February 1, 2016 at 2:00 p.m. in Monroe B.

2. **Announcements (M. Ernsthausen)**

M. Ernsthausen made the following announcements:

a) **General Education Implementation**

- Met twice since Faculty Senate meeting on 12/10/15
- Discussed having a career exploration objective
- Working on a list of Institutional Learning Outcomes (ILO's)

b) **Pathways Institute #1**

- Leadership for Transformational Change: Implementing Pathways at Scale
- Team Membership: Dr. Kress, Dr. Wade, Dr. Holmes, Trustee Barbara Lovenheim, Kate Smith
- A national project focused on building capacity for community colleges to design and implement structured academic and career pathways at scale, for all of their students
- Thirty diverse institutions from seventeen states have been selected to participate in intensive Pathways Project work over the next three years.
- February 4 – 6 in San Antonio, Texas

c) **Master Schedule Training Session**

- Attend the session on January 11th
- 5 Current Chairs, Bethany Gizzi and myself

d) **Spring "What's on your Mind?" Meetings**

- ATC: Tuesday, March 1, 2016 from noon -1:00 in Room 104
- DCC: Wednesday, March 2, 2016 from noon – 1:00 in Community Room 4193
- Brighton: Friday, March 4, 2016 from noon – 1:00 in Lecture Hall 5-100

e) **Spring Social Lunch**

- DCC – Wednesday, February 3, 2016 from noon – 1:00 in Community Room 4193
- Brighton – Thursday, February 25, 2016 from noon – 1:00 in Monroe A

f) **Faculty Senate Meeting on February 11th**

- Curriculum Proposals
- Possible updates from Academic Policies

- Presentation by Education Initiatives and Advocacy Committee (EIAC)
 - How SUNY Excels, the Chancellor's Completion Agenda, Seamless Transfer, Open SUNY, Applied Learning, MCC Gen. Ed., and MCC Academies Models began, are related and who is involved at MCC
 - Applied Learning, Community College Councils, and Badging/Micro credentialing
 - Update on SUNY initiatives

3. Student Announcements
No announcements.

4. The Minutes from the December 10, 2015 All College Faculty Senate meeting were approved.

5. Action Items:

a) Academic Policies Committee: 2018-2019 Academic Calendar
J. Mahar summarized the proposed calendar.

Comments:

- T. Vinci asked if the calendar would be amended to include December 24th as part of the holiday break after the FA contract has been ratified. J. Mahar confirmed this would be the case.
- B. Wagoner, on behalf of his constituent in Technology Services area, stated they are opposed to having to leave the system up past December 24th since this limits the amount of time they have to complete any needed system updates.

Motion to approve the proposed 2018-2019 Academic Calendar. No further discussion.

Motion passes.

b) Curriculum Committee:

E. Putnam presented the following curriculum proposals:

Fine Arts	AS	2015-PR17-Fall
Dental Hygiene	AAS	2015-PR22-Fall

Motion to approve the above curriculum proposals.

No further discussion.

Motion passes.

6. Standing Committee Reports

In order to allow more time for discussion during the meeting the standing committee chairs submitted their reports for Senators to review prior to the meeting. Questions and/or comments were taken regarding the following reports, as noted.

Academic Policies (J. Mahar)

No report.

Student Affairs (J. Mahar)

No report.

Curriculum (E. Putnam)

E. Putnam reports the following:

- The Curriculum Committee has given final approval to:

2 Program Revisions:

2015-PR17-Fall	AS	Fine Arts
2015-PR22-Fall	AAS	Dental Hygiene

1 New Course:

2015-NC8-Fall	MET 250	Mechatronics Systems
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12 Course Revisions:

2015-CR54-Fall	COM 203	Compositing and Visual Effects
2015-CR51-Fall	MTH 099	Elementary Algebra Review (lab for Intermediate Algebra)
2015-CR52-Fall	MTH 160	Statistics I
2015-CR50-Fall	MTH 162	Statistics for the Social Sciences

2015-CR71-Spring	ART 230	Sculpture II
2015-CR58-Fall	NUR 112	Nursing Care of the Adult and Child-I
2015-CR57-Fall	HED 210	Complementary, Alternative and Integrative Approaches to Health and Wellness
2015-CR64-Fall	CRJ 121	Criminal Justice Education Internship I
2015-CR63-Fall	NUR 212	Maternal - Neonatal Nursing - WR (Seven Weeks)
2015-CR61-Fall	NUR 211	Psychiatric-Mental Health Nursing (Seven Weeks)
2015-CR49-Fall	NUR 214	Nursing Care of the Adult and Child-II
2015-CR48-Fall	NUR 111	Fundamentals of Nursing
28 Course Deactivations:		
2015-CD17-Fall	ANT 110	Hosts and Guests: The Anthropology of Tourism - WR
2015-CD43-Fall	ART 270	American Art and Architecture
2015-CD20-Fall	COM 151	Journalism II
2015-CD27-Fall	COM 261	Introduction to Multimedia
2015-CD26-Fall	COM 262	Multimedia Authoring
2015-CD33-Fall	COM 263	Design for Interactive Multimedia
2015-CD34-Fall	COM 265	3D Modeling
2015-CD35-Fall	COM 266	Multimedia Production Studio
2015-CD36-Fall	COM 268	3D Animation
2015-CD24-Fall	IDE 121	Interior Design Communication I
2015-CD23-Fall	IDE 122	Interior Design Communication II
2015-CD25-Fall	IDE 160	CAD for Interiors
2015-CD22-Fall	IDE 207	Interior Design History - Modern
2015-CD21-Fall	IDE 260	CAD for Interiors II
2015-CD37-Fall	MUS 102	Basic Musicianship I
2015-CD44-Fall	MUS 103	Basic Musicianship II
2015-CD39-Fall	MUS 125	Guitar Class II
2015-CD40-Fall	MUS 132	Percussion Class
2015-CD41-Fall	MUS 143	Jazz Improvisation I
2015-CD42-Fall	MUS 144	Jazz Improvisation II
2015-CD38-Fall	MUS 147	Jamming in Jazz, Funk, Pop and Rhythm and Blues Styles
2015-CD28-Fall	MUS 153	Electric Guitar and Electric Bass
2015-CD30-Fall	MUS 154	Classical Guitar
2015-CD29-Fall	MUS 161	Guitar Ensemble
2015-CD31-Fall	MUS 190	Music Rehearsal and Performance
2015-CD32-Fall	MUS 229	MIDI Recording Techniques II
2015-CD19-Fall	SPC 290	Independent Study
2015-CD45-Fall	SOC 220	Sociology Internship
1 Course Learning Outcome Revision:		
2015-CO12-Fall	HED 210	Complementary, Alternative and Integrative Approaches to Health and Wellness

Discussion: There was a discussion regarding the number of course deactivation. E. Putnam explained VAPA is reviewing their courses. There was discussion regarding the process used by VAPA for deciding which courses to deactivate.

NEG (M. Heel)

M. Heel reported the following:

- As a result of feedback from the open hearings, NEG has updated the language for the proposed Faculty Senate Bylaw revision. There will be a Trib announcement next week with the updated version and information regarding the vote.
- There are two (2) new Senators: Jennifer Hill (Biology) and J. Chris Senden (English/Philosophy).
- There will be a Trib announcement coming out shortly for a call for nominations for several Faculty Senate vacancies.

Planning (P. Emerick)

P. Emerick reports the following:

- The Sustainability Committee is currently working on a number of initiatives. One initiative is to engage in the process of classifying MCC as a "bicycle friendly" institution. The process for this certification requires a significant amount of information gathering in which Planning will help facilitate the process.
- We are currently reviewing the Sustainability operational plan and updating to reflect what we have accomplished in terms of sustainability initiatives
- We are discussing ways in which the Sustainability committee can contribute to Earth Day celebrations to be held on campus.
- The 2017-2021 Strategic Plan Leadership team meets biweekly and a sub group meets the off week to formulate the agenda for the full group. Current discussions are focusing on trends in higher education. We have distributed a survey to key groups to collect input that will be used in the writing of the next plan. A survey will be distributed to the entire college community at a later date to make sure we are capturing the input from the entire college community. Angel Andreu from IR made a presentation providing an overview of the "dash boards" across time to document the directions of the current strategic plan across time.
- Strategic Planning Grant Applications are due February 5, 2016.

Discussion:

- L. Pierce asked for more information about becoming a "bicycle friendly" institution. P. Emerick explained a member of the committee is looking into ways the College could qualify for this designation (for example having sufficient bike racks and/or paths).
- R. Babcock stated she noticed the garbage and the recycling from her office are emptied into the same container. She asked if this could be addressed. H. Wheeler stated her department inquired several years about this issue and were assured the cans are emptied into the same container but then later sorted.

Professional Development (A. Colosimo)

A. Colosimo reports the following:

- The committee reviewed the page of the Faculty Senate website that lists previous awardees for discrepancies and updated it accordingly. Thank you to Michael Ofsowitz for your continued collaboration on the Senate webpage!
- Chancellor's Award packets were reviewed
- The application for inclusion in the 3rd annual Professional Development Week (June 6-10, 2016) was posted in the Daily Tribune and can be accessed at <http://web.monroecc.edu/FacultySenate/PDEvents>. Electronic applications are being accepted until 12:00 noon on February 12th.
- Thirty (30!) training sessions for the fall 2016 roll-out of MCC Schools have been scheduled. While these will also be advertised in the Daily Tribune, the month-by-month training schedule is available on the MCC Academies Blackboard page, listed under "Upcoming Programs and More Information".
- During the first week of classes, look for calls for the Hanson Award for Excellence in Teaching and MCC Excellence in Professional Service Award, nominees for the Legacy Lecture, and applications for Leaves for Professional Advancement

SCAA (A. Flatley)

A. Flatley reported the following:

- Changes to SCAA committee: Paul Wakem and Holly Wheeler have resigned their Faculty Senate seats. We would like to welcome our new members J. Chris Senden and Jennifer Hill.
- Searches still on going for: Director of Grants, Assistant to the President Title IX and Inclusion, Assistant to the President Chief Information Officer
- Continued work on Org charts. We have been given some function charts and are continuing to work on them.
- SCAA will also be overseeing the Department Chair elections this semester.
- SCAA received a proposed reorganization for Academic Services, Students Services and EDIWS on January 28, 2016. The Committee will have five (5) weeks to complete the process.

Discussion:

- A. Colosimo asked for clarification what SCAA would do about requesting updated organizational charts since there is now a proposed reorganization. A. Flatley explained what SCAA is looking for in terms of the charts.
- M. Ernsthausen asked if SCAA would be able give more information about the proposed reorganization at the February 11 Faculty Senate meeting. A. Flatley confirmed she would provide more information at the next meeting.
- G. Lynch asked for clarification on SCAA's process for reviewing the proposed reorganization. A. Flatley explained SCAA has five (5) weeks to review the proposal (timeline outlined in the Faculty Senate Resolutions). SCAA members will review the proposal and begin contacting those affected by the reorganization to provide feedback. In the past there have been open hearings for the College community to ask questions and address concerns. SCAA will then prepare a recommendation, which will be reviewed by the Faculty Senate Executive Committee (FSEC). The final recommendation will then be forwarded to the Vice Presidents.

7. Future Discussion Items

a) Drug and Alcohol Prevention Policy & Drug Free Workplace Policy (Draft)

M. Ernsthausen stated the FSEC and FA Council have been working on reviewing the proposed policies for several months. The FSEC agreed this policy is a workplace issue and supports the FA on the issues. M. Ernsthausen presented the latest version to the Faculty Senate. H. Murphy will send out the proposed policies to Senators to review and to share with their constituents. Comments and concerns should be sent to M. Ernsthausen and B. Gizzi. He pointed out the Board of Trustees (BOT) will receive the proposed policies at the February 1, 2016 meeting for their first read.

Discussion:

- There was discussion regarding the redundancy of the policies since there is an Employee Code of Conduct. There were comments explaining the proposed policies are more specific areas not addressed in the Code of Conduct.
- There was discussion regarding whether the proposed policies are modification of current policies in the Gold Book. There were comments this was a new policy required by the Clery Act.

b) Use of College Technology Policy and Security Awareness and Education Policy (Draft)

M. Ernsthausen stated the FSEC and FA Council have been reviewing the proposed policies. The FSEC had previously forwarded their concerns to D. Lane. In addition, B. Gizzi has forwarded the FA concerns to D. Lane, which will need to be negotiated into the FA contract. T. Vinci outlined the FA questions and concerns.

Discussion: D. Lane was asked to address questions. He stated there is a new version of the proposed policies that should be shared with the Faculty Senate, which he believes addresses the concerns by the FA and FSEC. He explained Use of College Technology Policy is a revised version of what is currently being used now and was updated after a visit from the Office of State Controller audit which pointed out there is not a clear cut acceptable use policy for the College. Another issue is there is not a way for employees to accept the policy; this has been addressed by including the acceptable use policy into the training process, requiring acceptance before training is complete. He further explained the training policy is required by the Office of the State Controller and SUNY (SUNY Policy No. 6608). Training can be taken through a Blackboard module and completed in stages.

Questions:

- A Senator asked if the training was going to be required by every employee each year. D. Lane confirmed all employees will be required to take it each year but it will be updated yearly encompassing any new technology issues.
- A Senator asked for more information on how the College will know if an employee has completed the training. D. Lane responded explaining there will be a record in Banner when the training is complete which can be viewed by the Chief Information Officer and then sent to Human Resources.
- T. Vinci addressed concerns from the FA. D. Lane stated the latest version addresses the concerns, which has been forwarded to B. Gizzi and M. Ernsthausen.
- T. Schichler asked D. Lane to define the term "employee" as outlined in the document. She explained EDIWS has many part-time employees whose time of employment varies. She is

wondering if they will be required to complete the training prior to working. D. Lane stated it is defined as an active employee.

- T. Conte asked how long the training will take to complete. D. Lane estimates it will take about an hour and half and does not have to be done all at once.

- M. Redlo asked how much skill is needed to complete the test. D. Lane stated its basic information about phishing emails and cyber security appropriate for work and home. The test can be taken as many times as needed to pass.

- A. Colosimo asked for more information about awareness assessment. D. Lane stated there will be a phishing attempt by sending out a "false" email from a familiar name to see who opens the email.

A. Colosimo stated the wording in the proposed policies is unclear.

8. Old Business

a) M. Ernsthausem asked A. Greer, Director of the Office of Rights and Responsibilities, to give an update on the issue of hoverboards on campus. She stated her office is working on the language to ban them on campus. Once the language has been finalized there will be a Tribune announcement.

b) J. Salsburg asked for an update from M. Ernsthausem regarding the status of the discussion with Dr. Wade regarding improving collaboration between Administration and other groups on campus (FS, FA and CSEA groups). M. Ernsthausem explained the conversation was part of the current Shared Governance Committee, which was formed 2-3 years ago. The Committee consists of Administration, Student Governance, Support Staff Professional Development and FS, which met to discuss College issues. During one of the meetings, it was discussed forming a college wide committee to include the FA and CSEA however, the charge of the Committee is still being discussed. There is a meeting next week and he will continue to push for the college committee.

T. Vinci reiterated the FA is not included in the shared governance however, Dr. Wade indicated she would like to include the FA in an updated shared governance model. M. Ernsthausem agreed it was important to him the FA is included. J. Salsburg asked why the FA was not included in the Shared Governance Committee. C. Fogal explained traditionally the BOT, FS and student governance are the only groups included in shared governance since membership in the FA and FS overlap.

J. Salzberg stated she thinks this work is very important where MCC is currently at as an institution and would ask M. Ernsthausem as a representative of the faculty to continue to advocate moving forward with the committee.

9. New Business

M. Ernsthausem reminded Senators the next Faculty Senate meeting is February 11, 2016 at 3:30 p.m. in Monroe B.

Meeting adjourned at 4:48 p.m.

Respectfully submitted,



Mark Ernsthausem
President
Faculty Senate

Teresa Schichler
Secretary
Faculty Senate

Minutes approved at February 11, 2016 Faculty Senate meeting.