



September 25, 2008

**PRESENT:** S. Adrion, J. Alas, L. Bartholome, S. Batistta-Provost, D. Baxter, P. Bishop, A. Burns, J. Case, B. Connell, M. DiSano, J. Downer, M. Ernsthause, S. Fess, M. Fine, K. Foley, C. Forde, S. Forsyth, M. Fugate, E. Grissing, S. Hagreen, A. Harrington-Wilson, N. Karolinski, R. Kennedy, D. Leach, A. Leopard, A. Morris, J. McKenna, S. Murphy (Secretary), J. Nelson, M. Ofsowitz, P. Peterson, H. Pierre-Philippe, M. Popovici, E. Ripton, T. Schichler, D. Shaw, R. Steven, J. Striebich, T. Tugel (President), J. Waasdorp, S. Weider, C. Wendtland, S. Wexler, H. Wheeler (Vice-President), H. Wynn-Preishe.

**ABSENT:** A. John, M. Murphy, P. Ornt, D. Smith.

**GUESTS:** S. Blacklaw, K. Collins, M. McDonough, W. Willard

**STUDENT REPRESENTATIVES:** D. Lynch

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

**II. Announcements** (T. Tugel):

- A. The new senators were introduced: Suzanne Adrion, Lynn Bartholome, Jeremy Case, Kevin Foley, Christine Forde, Alice Harrington-Wilson, Andy Morris, Michael Ofsowitz, Mary-jo Popovici, Carmen Powers, and Rich Stevens. A new senator orientation was held on September 11.
- B. Senators should review the by-laws, Article VII section 1 which outlines their responsibilities.
- C. The Standing Committee chairs for this year were introduced and the Senate voted to affirm them.
- D. Presidential search-Richard Guon, Chair of MCC Board of Trustees has stated that he wants this new search to be transparent and inclusive. He convened a meeting on September 10 to review the search process with the Charles Clarke (Faculty Association), Terri Tugel (Faculty Senate), Devon Lynch (student trustee), Dr. Golladay (SUNY), former MCC presidents Dr. Spina and Mr. Flynn, and interim president Dr. Tyree. There will be a special BOT meeting to conduct interviews for two search consultants. Leadership of the FA, FS, CSEA and students were invited to be observers of the interviews. On October 6 there will be a regular meeting of the BOT.
- E. Dr. Tyree is very open to visiting with faculty and staff. He is also interested in being invited to classes.
- F. Paper copies of the agenda and draft minutes will no longer be provided at the FS meetings.
- G. The All College meeting will be October 23. On October 6, T. Tugel will be a guest at the DCC faculty meeting.
- F. D. Shaw will be the FS parliamentarian this year.

**III. Approval of Minutes:** Minutes of June 12, 2008 Faculty Senate Meeting approved as written.

**IV. Action items:**

- A. Academic Policies action item-Resolution 1.8.2 Disciplinary Action  
*Current Policy*

All students who are involved in any form of academic dishonesty shall be considered equally guilty of the transgression and shall be subject to the same penalties.

A faculty member who has evidence that a student is guilty of academic dishonesty shall initiate the appropriate disciplinary action. However, no penalty shall be imposed until after the student has been informed of the charge and of the evidence upon which it is based, and been given opportunity to present whatever statement or evidence the student desires in his/her defense.

Thereafter if the student is found guilty, the faculty member shall assess a penalty within the course, consistent with the magnitude of the transgression. Such penalty may consist of a warning, reduction in passing grade for the course, or a grade of "F" for the course.

Every case of academic dishonesty which affects a student's grade shall be promptly reported in writing to the appropriate department chairperson and the Vice President of Student Services. The Vice President of Student Services may initiate further disciplinary action in any case of repeated infractions, or in cases of complicity on a large scale. Such further disciplinary action shall be the discretion of the Vice President of Student Services and may result in probation, suspension or expulsion from the College. A record of the offense and the disciplinary action taken shall remain in the student's file.

### ***Proposed Policy***

(Text added to policy is in bold underline; text deleted from policy is in strikethrough)

#### **Disciplinary Action**

All students who are involved in any form of academic dishonesty ~~shall~~ **may** be considered equally guilty of the transgression and ~~shall~~ **may** be subject to the same penalties.

A faculty member who has evidence that a student is guilty of academic dishonesty shall initiate the appropriate disciplinary action. However, no penalty shall be imposed until after the student has been informed of the charge and of the evidence upon which it is based, and been given opportunity to present whatever statement or evidence the student desires in his/her defense.

Thereafter if the student is found guilty, the faculty member shall assess a penalty within the course, consistent with the magnitude of the transgression. Such penalty may consist of a warning, reduction in ~~passing~~ grade for the course, or a grade of "F" for the course.

If a student who commits an act of academic dishonesty withdraws from the course and would have earned a grade of "F" due to the academic dishonesty, the instructor has the right to change the grade from "W" to "F." Such grade changes will be made by submitting an Academic Record Change Form to Registration and Records indicating the reason for the grade change as academic dishonesty. The student will be notified in writing by Registration and Records that the "W" grade has been changed to a grade of "F" due to academic dishonesty.

Every case of academic dishonesty which affects a student's grade shall be promptly reported in writing to the appropriate department chairperson and the Vice President of Student Services. The Vice President of Student Services may initiate further disciplinary action in any case of repeated infractions, or in cases of complicity on a large scale. Such further disciplinary action shall be the discretion of the Vice President of Student Services and may result in probation, suspension or expulsion from the College. A record of the offense and the disciplinary action taken shall remain in the student's file.

### ***Rationale***

Since the word "shall" is interpreted in legalese to mean "must" a faculty member expressed concern that all students had to considered equally guilty and had to receive the same penalty. This seemed unfair in instances where students were not equally culpable. Although the Academic Policies Committee (APC) agrees with this point, APC also believes that faculty should have the right to consider all students involved in a transgression equally guilty. To satisfy both

concerns, the compromise was to change the word “shall” to “may.” It was also brought to the attention of APC that to delete the word “passing” from “passing grade” in the third paragraph would make the phrase clearer.

**Motion Passed.**

**B. Academic Policies action item-Resolution 1.8.3 Procedure for Appeal**

***Current Policy***

An Appeal Board shall be established, consisting of the following members: a member of the Academic Policies Committee, appointed by the committee chairperson; the chairperson of an academic department other than that of the discipline involved; a faculty member at large (the latter two members shall be appointed to the board by the Vice President of Student Services and approved by the defendant); a member of the student government, if the student desires, appointed by the President of the Student Association.

***Proposed Policy***

(Deletions represented as strikethroughs; additions in bold and underlined)

An Appeal Board shall be established, consisting of the following members:

- (1) a member of the Academic Policies Committee, appointed by the committee chairperson;
- (2) the chairperson of an academic department other than that of the discipline involved, appointed to the board by the Vice President of Student Services and approved by the defendant;
- (3) ~~a faculty member~~ **one full-time teaching faculty member** at large, appointed by the Vice President of Student Services and approved by the defendant;
- (4) **one full-time faculty member from the Student Services division**, appointed by the Vice President of Student Services and approved by the defendant;
- (5) **a two** members of the student government, ~~if the student desires~~, appointed by the President of the Student Association.

***Rationale***

At the May Senate meeting, student representatives requested an additional student be added to the Appeal Board for academic dishonesty hearings. In response to this, it was agreed by Academic Policies that the composition of the Appeal Board should be similar to that of the Academic Grievance Hearing Committee (below), which consists of four faculty and two students. The Appeal Board currently consists of three faculty members and one student should the student defendant desire student representation. Academic Policies believes that student representation in an academic dishonesty hearing is critical and thus chose to delete the phrase “if the student desires” from the current policy. The policy changes have been discussed with Student Services and Dr. Salvador is in support of the additional members on the Appeal Board.

**Motion Passed.**

**V. Standing Committee Reports**

**Academic Policies Committee – C. Wendtland**

The Committee held its first meeting to review the issues that carried over from last year and to begin addressing the new issues.

**Curriculum – A. Leopard**

**A.** The Curriculum Committee has posted the following:

**Four Program Revisions:**

**PR5S** Teaching Assistant Certificate – Technology Track

**PR6S** Teaching Assistant Certificate – Early Childhood/Childhood Track

**PR12S** Hospitality Management  
**PR13S** Advertising: Commercial Art

**Two New Courses:**

**NC9S** CRT 181 Speedbuilding  
**NC10S** PPE 181 Selected Certifications in Youth Sport

**One Course Revision:**

**CR39S** COM 110 Journalism I

**Thirty-two Course Deactivations:**

**CD8S** MUS 290 Independent Study  
**CD9S** CHE213 Analytical Chemistry I  
**CD10S** CHE 214 Analytical Chemistry II  
**CD11S** GEO 213 Field Trips in Geology of New York State  
**CD12S** BIO 250 Evolution  
**CD13S** OPH 102 Principles of Refraction II  
**CD14S** PFT 243 Fitness Testing and Measurement  
**CD15S** PFT 100 Principles of Conditioning  
**CD16S** PFT 275 Fitness Assessment and Planning  
**CD17S** PFT 135 Fitness and Exercise Leadership  
**CD18S** SCR 252 Security Organization and Management  
**CD19S** SCR 251 Loss Prevention  
**CD20S** CRJ 214 White Collar/Organized Crime  
**CD21S** HIS 235 U.S. Diplomatic History in the 20<sup>th</sup> Century  
**CD22S** PEC 248 Fitness Maintenance  
**CD23S** CIS 220 Introduction to Medical Information Processing  
**CD24S** CIT 208 Solid and Hazardous Waste Management  
**CD25S** CIT 209 Plain Concrete  
**CD26S** CIT 212 Water and Wastewater Treatment  
**CD27S** CIT 104 Technical Mechanics  
**CD28S** CIT 111 Civil/Construction Drawing I  
**CD29S** CIT 203 Soil Mechanics  
**CD30S** CIT 207 Fluid Mechanics and Hydraulics  
**CD31S** CIT 211 Water Distribution, Stormwater, and Wastewater Collection  
**CD32S** HVA 204 Energy Management  
**CD33S** HVA 209 Refrigerant Technology  
**CD34S** HVA 210 Mechanical Estimating  
**CD35S** HVA 212 Industrial Mechanical Systems  
**CD36S** HVA 203 Commercial Load Calculations  
**CD37S** HVA 221 Indoor Air Quality – Part I  
**CD38S** HVA 222 Indoor Air Quality – Part II  
**CD39S** HVA 223 Indoor Air Quality – Part III

**B.** In addition to these 39 proposals, there were 26 proposals we were not able to review due to lack of time. These will be reviewed at the October 2 meeting. Curriculum Committee will meet every week unless there is a Senate meeting. They will review proposals at half of the meetings and tend to projects at the other half of the meetings.

**C.** The new Program Review Process Guidelines approved by Faculty Senate last June to replace section 2.6 of the Curriculum Resolutions have been edited by Academic Vice President Janet Glocker to ensure the inclusion of Department Chairs and Division Deans at crucial steps in the process. The Curriculum Committee and the original ad hoc committee who worked on the guidelines agree with the editorial changes. Faculty Senate will vote on the final version at our October Faculty Senate meeting. The edited document will be emailed to senators in its entirety to share with constituents after today's meeting.

**D. Other business in progress:**

1. Defining MCC's local general education areas (Deadline for department input Friday September 26)
2. Reviewing MCC's local general education listings  
This work will follow completion of task 1 above.
3. Reviewing the process for designating future courses into local general education areas  
This work will follow completion of task 1.
4. Reviewing guidelines for prerequisites with Academic Policies.  
Academic Policies sets the criteria for prerequisites but Curriculum interprets them.
5. Asking for an ad hoc committee to review resolutions on Department Review (Section 2.5).
6. Hearing from the ad hoc committee on recommendations regarding faculty oversight of assessment
7. Overseeing the ad hoc committee on faculty review of course learning outcomes for 100 level courses.

NEG – H.Pierre-Philippe

This is the year for by-laws review and revision. Please send suggestions to Harry Pierre-Philippe.

SCAA – B. Connell

A. President Flynn announced at All College Day that he was forwarding a recommendation to the Board of Trustees for the current interim VP of Administrative Services to be permanently appointed to that position. Mr. Flynn's announcement was premature, as SCAA's review of the recommendation had not been invited as required by the Faculty Senate Bylaws and clarified by an ad hoc committee report in 2007. Dr. Tyree requested SCAA's response to the previous administration's recommendation before he forwarded it to the Board of Trustees for consideration at their October meeting. SCAA met on September 18<sup>th</sup> to discuss this. Two years ago SCAA participated in the search for this position which resulted in the current interim being recommended. However, at that time the candidate requested the appointment be an interim one. SCAA has advised President Tyree that based on their previous involvement, they agree with the decision to remove the word "interim". At the same time, SCAA expressed its disappointment that their role was again ignored, and their hope that this will not continue under Dr. Tyree's administration.

B. The Committee is meeting next week to put together questions and criteria, in addition to HR orientation for the search for the Dean at Damon. SCAA will be running a parallel search with the Administrative Committee, chaired by Dean McDonough. The Dean and B. Connell have met and have plans to be prepared for Open Hearings soon after the spring semester begins.

Planning – E. Grissing

No report.

Professional Development – C. Powers

This year the Committee will be reviewing the role of the Faculty Senate in College wide Professional Development activities. The Committee has done some preliminary planning for a January workshop. Application materials for NISOD are due October 27.

**VI. Student Announcements**

None.

**VII. Old Business**

Q: Has the Senate looked into the availability of support services for faculty/classes that meet at atypical times?

A: T. Tugel-The issue was mentioned to Dr. Tyree but no formal action has been taken yet.

Comment: Classroom issues seem minimized this semester thanks to the efforts of Bob Cunningham and Ed Martin.

Comment: Regarding the new smoke-free policy: Signage for the new policy went up and the there was a Tribune announcement two days later. The transition could have been better communicated.

Q: There is still a smoky area at the perimeter of the “smoke-free” zone. Smoking is still seen on campus and security has been called to those areas. Is there anything we should do as faculty and staff?

A: T. Tugel- Marty Gilmore answered this same question during his visit to a Biology Department meeting. Faculty should view themselves as responsible for policing this policy but should respond in a way they feel comfortable with

**VIII. New Business**

None.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Terri Tugel  
President

Susan Murphy  
Secretary

**Minutes approved at the October 23, 2008 Faculty Senate meeting.**