



April 24, 2008

**PRESENT:** J. Alas, I. Benz, P. Bishop, C. Boetrich, T. Ciambor, B. Connell, M. DiSano, J. Downer, G. Dutter, M. Ernsthause, M. Ewanechko, S. Fess, M. Fine, M. Fugate, E. Grissing, S. Hagreen, A. John, N. Karolinski, R. Kennedy, A. Leopard, D. McConkey, J. McKenna, S. Murphy (Secretary), P. Ornt, P. Peterson, H. Pierre-Philippe, E. Ripton, T. Schichler, D. Shaw, D. Smith, J. Striebich, A. Striegel, J. Thompson, T. Tugel (President), P. Wakem, S. Weider, C. Wendtland, W. Willard, H. Wynn-Preishe, W. Yanklowski.

**ABSENT:** D. Baxter, S. Batistta-Provost, S. Forsyth, K. Huggins, D. Leach, M. Murphy, J. Nelson J. Waasdorp, S. Wexler, H. Wheeler (Vice-President),

**GUESTS:** S. Blacklaw, D. Cecero, K. Collins, C. Cooper

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

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

- A. Terri welcomed two new senators, Gordon Dutter who is replacing Kevin Eirich and Ted Ciambor who is replacing Mary Timmons.
- B. Presidential search update-Terri thanked everyone who came to the March 24<sup>th</sup> Board of Trustees meeting. It really sent a message about how united the faculty and staff are. Please attend the next Board meeting on April 28, 2008, at 3:00pm in Monroe A & B for the committee meetings and 5:00pm for the Board meeting. It is not known if you can speak at this meeting. The Board will be receiving reports from SCAA, student government and the Faculty/Staff Leadership group.
- C. After SCAA had conducted Chair elections, Ellen Baker resigned as chair of Transitional Studies. Interim Dean Kimberly Collins met with faculty in the department, and the department members agreed that Matt Fox should be appointed for the remaining one year term. The EC approved Matt Fox's appointment as department chair for the remaining year of E. Baker's three year term. Next spring, Transitional Studies will hold a regular chair election.

**III. Approval of Minutes:** Minutes of March 20, 2008 Faculty Senate Meeting approved as written.

**IV. Action items:**

Curriculum action items:

A. New program:

NP2S Sustainability, Certificate, motion passed.

B. Program deactivation:

PD1S electrical engineering Technology-Computer Option, motion passed.

**VI. Standing Committee Reports**

Academic Policies Committee – W. Willard

- A. As a result of the Monroe County school board change to the dates of the spring recess for Monroe County public schools, Andy Morris has updated the MCC spring 2009 calendar and the MCC web site

to reflect this change. Spring recess 2009 will be April 19-26 instead of the week prior. Please be sure to notify your constituents of this change.

- B. The Committee met with Deborah Benjamin and Peter Collinge concerning the one-time late withdrawal practice. Deborah Benjamin manages the one-time late withdrawal process and Peter Collinge, although not technically against a one-time late withdrawal option, expressed concerns that the practice is not part of current policy. The perspective of each was helpful to APC as it deliberated on the one-time late withdrawal procedure. Some APC members did see advantages to incorporating the one-time late withdrawal procedure into current policy, because some students with exceptional circumstances would benefit from the option to withdraw after the stated deadline. According to Deb Benjamin, approximately 150 one-time late withdrawal forms are handed out each semester, with about 50 returned to Registration & Records (R & R) signed by the faculty member. However, other APC members felt strongly that because MCC has a generous withdrawal deadline it should be adhered to without exception. Should students have a medical exception, the current policy does allow for withdrawal after the stated deadline. Also, students may process a complete withdrawal after the stated withdrawal deadline. As a result, APC reached a compromise and agreed to a one-year trial period to determine the possible ramifications of not having the one-time late withdrawal procedure. For two semesters (fall 2008 and spring 2009) R & R will not offer students the one-time late withdrawal option. When students approach R & R after the withdrawal deadline, they will receive a letter signed by Betsy Ripton that states the date of the withdrawal deadline and the various locations where the date was previously published. For these two semesters, students will also not be told of the late withdrawal option since it is not part of the current withdrawal policy. R & R will monitor the situation for these two semesters and ascertain the advantages and disadvantages of not offering the one-time late withdrawal procedure. After spring 2009, APC will revisit the issue of a one-time late withdrawal option and will then make an informed decision based on the trial period and feedback from R & R and faculty members.
- C. The Committee discussed concerns with enforcement of course prerequisites that were left over from spring of last year and whether there is a need for policy changes to clarify the wording on waiver of course prerequisites. Based on the results of the chairs survey conducted by Ed Grissing, former APC chair, at the end of spring 2007, it appears that chairs are satisfied with the current policy on prerequisites and believe that course prerequisites are being properly enforced within their departments. In addition, chairs had no recommendations for changes to the wording of the policy. Based on the results of the chairs survey, APC is not recommending changes to the prerequisite policy at this time.
- D. The Committee finalized wording to a policy to permit a faculty member to replace a student-initiated W with a grade of F in instances of academic dishonesty where the student was informed he/she would earn a grade of F due to the academic dishonesty prior to initiating the withdrawal. Julie White, Student Services representative to APC, has reviewed the policy with Dr. Salvador. The policy is being presented to the Senate for review to be voted on at the May meeting. Please be sure to discuss this policy with your constituents. W. Willard expressed appreciation to Academic Policies members Bob Kennedy and Jay Nelson for their efforts and work on this proposed policy.

#### Curriculum – A. Leopard

- A. The Curriculum Committee has given final approval to:
- One New Program:**  
NP2S Sustainability, Certificate
  - One Program Deactivation:**  
PD1S Electrical Engineering Technology - Computer Option
  - One New Course:**  
NC1S PSY 215 Cognitive Psychology
  - Two Course Revisions:**  
CR5S PHY 141 Radiographic Physics  
CR11S OPT 215 Electro - Optical Devices and Systems
  - One Course Deactivation:**  
CD2S HED 206 An Introduction to Community Health Education and Promotion

The Curriculum Committee has posted to May 1, 2008:

**Six New Courses:**

NC3S PPE 185 Sports Performance Coaching

NC5S CHI 103 Intermediate Chinese I

NC6S JPN 103 Intermediate Japanese I

NC7S FSA 110 Principles of Baking-Bread Products and Cookie Doughs

NC8S FSA 111 Principles of Baking-Pastries and Confections Products

NC4S HIS 275 History and Cultural Analysis of the Holocaust, Genocide, and Human Rights

**Eight Course Revisions:**

CR65S EDU 208 Guided Observation in Education

CR17S BUS 250 International Management and Marketing

CR18S GEO 105 Astronomy

CR14S EDU 200 Foundations in Education

CR20S SOC 209 Environmental Sociology

CR21S ENG 201 Early British Literature

CR25S ENG 202 Modern British Literature

CR26S MTH 210 Calculus I

**One Course Deactivation:**

CD3S NUR 100 Nursing Orientation Seminar

**One Program Deactivation:**

PD2S Radiologic Technology – Alternative for Radiographers, AAS

- B. The Curriculum Committee reviewed the final report from the ad hoc Middle States Recommendations Follow Up Committee II and forwarded that report with comments to the Executive Committee

NEG – H.Pierre-Philippe

No report.

SCAA – D. Shaw

- A. Presidential search- The Committee has been very busy hosting the presidential candidates. Mr. Kessler will be visiting on Friday April 25 and the open forum is at 8:15am in the Theatre. If you cannot attend the open forums, they can be viewed in the Faculty Innovation Center. There were over 100 questions submitted to SCAA but only 12 questions were used because of time constraints. The forums were well attended with 250 returning candidate surveys each session. SCAA will report the results of the survey to the Board of Trustees.
- B. The Committee reviewed and made recommendations to Janet Glocker, Vice-President of Academic Services regarding a request for SCAA's input on two new job descriptions and a creation of a new position within Academic Services. SCAA recommended the change of the Budget Coordinator position to Senior Specialist, Budget. For the position of Assistant to Vice President, SCAA did not make a comment since the Faculty Senate By Laws do not require SCAA to review this position. For the creation of a new position, Assistant Vice President, SCAA recommended creating this position and approved a draft of the job description. The Committee also recommended that an outside search be conducted and that an interim Assistant Vice President be put in place until the position is filled permanently. This recommendation is in line with other job searches for similar positions. J. Glocker has decided to hold an internal search for the position due to time constraints. Mike McDonough is chairing the administrative search committee. SCAA will be conducting a parallel search and the Executive Committee will be calling for an ad-hoc committee to form for this search.

Planning – E. Grissing

President Flynn has accepted the Committee's recommendations for the recipients of the Strategic Planning grants. Letters have been sent to all who applied.

Professional Development – B. Connell

- A. The Committee has reviewed the applications for the Wesley T. Hanson Award for Excellence in Teaching and the Award for Excellence in Professional Service. Bonnie Connell met with President

Flynn and he approved the Committee's recommendations. An announcement will be made soon regarding the winners.

- B. The Professional Development workshop is scheduled for June 12 and 13<sup>th</sup>. This event is being co-hosted by the Professional Development Committee of the Faculty Senate, the Dean of Liberal Arts and the Dean of Science, Health and Business. Representatives from CUR (Council on Undergraduate Research) will be at the workshop.

**VII. Student Announcements**

None

**VIII. Old Business**

None

**IX. New Business**

To celebrate Administrative Assistants Day, the Faculty Senate thanked Sandy Wynne, secretary, with a gift for her work with the Senate.

Meeting adjourned at 4:20 p.m.

Respectfully submitted,

Terri Tugel  
President

Susan Murphy  
Secretary

**Minutes approved at the May 15, 2008 Faculty Senate meeting.**