



Faculty Senate

Monroe Community College

December 10, 2015
Faculty Senate Meeting

PRESENT: R. Babcock, E. Baxter, S. Broberg, L. Carson, J. Chakravarthy, A. Colosimo, A. Conte, T. Custodio, M. Dorsey, P. Emerick, M. Ernsthausen, K. Farrell, S. Farrington, R. Fisher, A. Flatley, H. Fox, D. Gasbarre, B. Grindle, R. Horwitz, A. Hughes, D. Lawrence, G. Lynch, J. McPhee, H. Murphy, R. Pearl, L. Pierce, E. Putnam, C. Rapp, M. Redlo, D. Rivers, R. Rodriguez, J. Salsburg-Taylor, J. Scanlon, T. Schichler, G. Thompson, K. Tierney, M. Timmons, J. Waasdrop, P. Wakem, R. Watson, H. Wheeler, L. Zion-Stratton
ABSENT: B. Gizzi, M. Heel, R. Horwitz, M. Heel, S. Kinel, A. Knebel, T. Leuzzi, J. Mahar, D. Mueller, P. Oettinger, K. Rodriguez, J. Santos, T. Vinci, W. Wagoner, J. Wilson, A. Zamiera
GUESTS: J. Barone, V. Boese, E. Caldwell, N. Christensen, K. DeRusso, L. Dugan, T. Keys, A. Leopard, C. Cooper-Mapes, N. Pares-Kane, T. Shamblin, K. Smith, R. Straubhaar, A. Wade, A. Wilson, M. Witz

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

1. **Guest Speakers:**

a) **President Kress**

President Kress began by thanking the following:

- Faculty Senate for its active participation in the shared governance of MCC and those who have been working to form the Coordinating Council
- Kathy Farrell and her talented students for working on a design for this year's MCC Holiday Card. The winning design was by Brendan Thompson. The first, second and third place winners were awarded scholarships through the MCC Foundation.
- Faculty for working through the fall without a contract and to those who worked on the contract negotiations, especially the Faculty Association

President Kress announced the Finger Lakes Regional Economic Development Council (FLREDC) received one of three awards from Governor Cuomo in the amount of \$500M. MCC is part of the Tier 1 funding and can expect to utilize some of the dollars to support the Eastman Business Park initiative. The FLREDC received an additional \$57K to modify the Toyota Lab at the Applied Technologies Center (ATC).

She reminded everyone to attend the Holiday Party on December 15th where the College will be collecting funds for the Dreamkeeper program. She explained the program benefits and gave examples of how it has already helped students stay at MCC by overcoming small financial challenges.

Questions:

- President Kress answered a following up question asking for more information about the \$500M FLREDC award and how the funds are to be used.
- M. Ernsthausen asked whether the College could discuss with the County the potential for graduated parking fees for full-time versus part-time students. President Kress stated in the upcoming year there will be many changes in the County Legislature including the County Executive and this could be a topic to introduce for discussion.

b) **Dr. Ebony Caldwell and Dr. Larry Dugan – Starfish Surveys**

Dr. Caldwell and Dr. Dugan reviewed the retention solutions of Starfish. Dr. Caldwell stated a pilot was launched this fall and thanked everyone for their patience and feedback during the first stage. She encouraged everyone to continue to forward feedback to them and they will work through the technology.

Dr. Caldwell gave an overview of Starfish. She explained it was deliverable of Title III with two main components: redesign of TRS courses and the redesign of the intentional integration of the student success collaborative which includes first year experience, new student orientation and a college success course. The goals are aligned with Title III: increase achievement, persistence and retention. There were five (5) specific populations: TS01, EOP, Athletics, ES01, online students with new populations to be added this spring. The system has active (initiated by Faculty anytime during the semester) and passive (initiated by the system) uses. She reviewed the type of flags.

Dr. Dugan gave an overview of the flag process and stated there have been over 30,000 flags so far this semester, giving the following summary:

Item Name	Total
3 or more flags	1820
Attendance Concern	1353
General Concern (Staff)	466
General Concern (Student)	5
In Danger of Failing	34
Keep Up the Good Work	6111
Low Grade Concern	2605
MCC: In class Attendance 3 Absence	113
MCC: In class Attendance 4 Absence	37
Midterm Status	601
Never Logged IN	988
No Login for 5 Days	12418
Recommended to Withdraw	89
Showing Improvement	822
Student Withdraw from Course	1669
You're off to a great start	1628
Grand Total	30759

Dr. Dugan also reviewed the following survey results and explained the Starfish committee is sifting through the feedback for future improvements. He stated the cost of Starfish is \$38,000 which is equivalent to 15 FTEs.

Survey

Survey Name	Surveys Sent	Surveys Viewed	Surveys Completed	Tracking Items Created
Fall 2015, Survey 3	2259	767	697	3125
Fall 2015, Survey 2	2256	1156	1048	5334
Fall 2015 Survey 1	2252	1032	905	5055
	6767	2955	2650	13514

M. Ernsthausem congratulated Dr. Caldwell on completing her dissertation.

2. Announcements (M. Ernsthausem)

M. Ernsthausem made the following announcements:

a) BOT Faculty Policy Update

- Policy was withdrawn from the December Board of Trustees meeting after hearing concerns from both the FA and Senate
- President Kress wants to meet with FA and Senate to talk about our concerns

b) College Council (college-wide membership)

- Met on November 18th to discuss possible frameworks for the committee
- Membership will include: Administration, Faculty Association, Faculty Senate, Student government for both DCC and Brighton, CSEA, and Support Staff Professional Development and Planning Council
- Meeting next week to work on purpose and possible framework

c) Gen Ed Implementation Team (includes members from General Education Committee & Institutional Learning Outcome committee)

- Had a kickoff meeting on November 20th
 - Meeting this Friday to discuss a possible addition of a proposed learning outcome.
- d) Meeting with Dr. Wade
- SCAA resolution language
 - Concerns of CTE Faculty
 - Possibility of having faculty presentations at the beginning of the semester
 - Next meeting is next Friday
- e) Open Forum on Master Schedule
- About 30 people attended
 - Optimum time to cancel classes – most thought 2 weeks before the class starts
 - 85% Rule – appears not to exist now, no bench marks for departments, only divisions
 - Varied length courses
 - Communication is key
- f) Board of Trustees meeting
- Gave info on Master Schedule open forum
 - Suggested developing enrollment goals earlier
 - Also, 14 weeks ago, close to 1000 faculty and professional staff began helping students reach their goals. In those 14 weeks, we registered students, advised students, taught our classes, met with students during office hours. We answered emails during the evenings and on weekends, and some even met with students on weekends to give extra help. We had meetings with colleagues to share best practices for the classroom, develop curriculum, and assess our courses and programs. We worked as a college community to improve our liberal arts degree, review job descriptions of non-contract employees, and implement a new general education plan. All without a contract. We really hope the administration will work collaboratively with the Faculty Association to produce a mutually beneficial contract.
- g) Faculty Association Membership Meetings
- There is a tentative agreement. Membership meetings are as follows:
 - Friday, December 11th, 12-1, 8-200, Brighton
 - Monday, December 14th, 12-1, 4151, Damon
 - Tuesday, December 15th, 4-5, 8-200, Brighton
 - Thank you to the FA team members: Jeff Baker, Jennifer Hill, Matt Hachee, Bethany Gizzi, Harry Pierre Philippe, Renee Rigoni, Kevin Soule, and Taine Vinci
- h) Drug-Free Workplace Policy
- Sent to FA and Senate November 10th for comments prior to a first reading at the December Board of Trustees meeting
 - Both FA and Senate
 - EC expressed concerns
 - Pulled from the Board of Trustees meeting until further discussions can be had
- M. Ernsthause further commented he would be discussing with the Dr. Wade a process for including Faculty Senate, FA, and CSEA in the beginning of the process for developing and/or amending college policies/procedures with the hopes of streamlining the process.

3. Student Announcements

No announcements.

4. Old Business

No old business

5. New Business

Registration Pins/Advising Keys Discussion

M. Ernsthause stated J. Murphy had a concern he brought up at the Master Schedule open forum regarding registration PINs. He stated last year advising keys were removed, however he would like to have a discussion on whether the advising keys and/or registration PINs are the issue. E. Baxter

stated from the Advisement Center perspective the registration PINs are the biggest obstacle when registering students more than the advisement keys. There have been changes to the PIN combinations which have slowed registration because advisors have to look up every new students PIN. They also receive calls from faculty asking for assistance with looking up student PINs. She believes allowing students to use their birthday for the first time registering would alleviate many of the issues.

All College Meeting adjourned at 4:11 p.m.

Faculty Senate called to order at 4:12 p.m.

1. **The Minutes from the November 12, 2015 Faculty Senate meeting were approved.**
2. **Action Items:**
 - a) Curriculum Proposals:
 - 1 New Program:
2015-NP6-Fall Cert Geospatial Information Science and Technology (GIST)
 - 5 Program Revisions:
2015-PR13-Fall AAS Criminal Justice: Institutional Corrections
2015-PR9-Fall AS Health Studies
2015-PR10-Fall Cert Law Enforcement
2014-PR23-Fall AS Engineering Science
2015-PR12-Fall AAS Fire Protection Technology
 - 1 Program Deactivation:
2015-PD2-Fall AS LA 16: Liberal Arts and Sciences – Psychology Advising SequenceNo discussion. **Passed.**
 - b) Curriculum: CAPE Foundations 4.1 Closing the Assessment Loop Report
No discussion. **Passed.**
 - c) Curriculum: Ethics & Values Infused Competency Report (with a friendly amendment).
M. Putnam stated there is a friendly amendment revising the wording to 3.1.1 "Upon completing any Ethics & Values course at Monroe Community College, every student will be able to do at least one of the following:"
No discussion. **Passed.**
3. **Future Action Item: 2018-2019 Academic Calendar**
R. Fisher on behalf of J. Mahar for the Academic Policies Committee presented the proposed 2018-2019 academic calendar. It will be sent to Senators next week to share with their constituents. There will be a vote at the January Faculty Senate meeting.
4. **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)

J. Mahar reports the following:

- Reviewed 2018-19 Academic Calendar, sent to EC for presentation at December Faculty Senate meeting and Vote in January – follows regular format
- Began discussions on limiting the number of times a student may take a course, requesting data from IR to assist decision
- Began discussion about changes to Add/Drop Period Process, requesting data from IR to assist decision
- Began discussion about who's responsible for enforcing prerequisites
- Ongoing topics of discussion:
 - Continuing discussions on Academic Grievance Procedure (Resolution 1.9.4)

- Continuing discussion on effects of changing class lengths from 50 and 80 minutes to 60 and 90 minutes.

Student Affairs (J. Mahar)

J. Mahar reports the following:

- Continuing work on an Academic Honor Code.

Curriculum (E. Putnam)

E. Putnam reports the following:

- The Curriculum Committee has given final approval to:

1 New Program:

2015-NP6-Fall Cert Geospatial Information Science and Technology (GIST)

4 Program Revisions:

2015-PR13-Fall AAS Criminal Justice: Institutional Corrections

2015-PR9-Fall AS Health Studies

2015-PR10-Fall Cert Law Enforcement

2014-PR23-Fall AS Engineering Science

1 Program Deactivation:

2015-PD2-Fall AS LA 16: Liberal Arts and Sciences – Psychology Advising Sequence

16 Course Revisions:

2015-CR38-Fall PLE 104 Practicum in Policing I

2015-CR39-Fall PLE 204 Practicum in Policing II

2015-CR41-Fall CRJ 211 Community Values and the Administration of Justice

2015-CR46-Fall ECE 130 Field Work Child Care Practitioner I

2015-CR64-Spring ENG 105 Introduction to Literature

2015-CR47-Fall All 100 Level English Literature Courses

2015-CR42-Fall GEO 204 Introduction to Mineralogy

2015-CR35-Fall SPC 143 Small Group Communication

2015-CR32-Fall SPC 141 Interpersonal Speech Communication

2015-CR34-Fall SPC 142 Public Speaking (add SUNY-BC)

2015-CR36-Fall SPC 144 Communication and Crisis

2015-CR65-Spring MTH 175 Precalculus Mathematics

2015-CR37 Fall ECE251 Family and Culture

2015-CR24-Fall PSY 222 Social Psychology of the Holocaust

2015-CR25-Fall ENR 161 Computing with Microsoft Excel and LabVIEW

2015-CR30-Fall ENG 200 Advanced Composition

8 Course Deactivations:

2015-CD14-Fall CRC 118 Basic Personal Computer Operations and Maintenance

2015-CD15-Fall CRC 119 Introduction to Dreamweaver MX

2015-CD16-Fall CRC 121 Introduction to Macromedia Flash MX

2015-CD9-Fall CRC 122 Computer Animation Using Alice

2015-CD10-Fall TLC 101 Telecommunications I

2015-CD11-Fall TLC 111 Fiber Installation and Maintenance

2015-CD12-Fall TLC 151 The Public Switched Telephone Network

2015-CD13-Fall TLC 290 Independent Study

13 Course Learning Outcomes:

2015-CO10-Fall BUS 104 Introduction to Business

2015-CO8-Fall BUS 135 Supervising for the 21st Century

2015-CO15-Fall PLE101 Fundamentals of Policing

2015-CO14-Fall PLE 102 Police Proficiencies and Procedures

2015-CO13-Fall PLE 104 Practicum in Policing I

2015-CO17-Fall PLE 204 Practicum in Policing II

2015-CO36-Spring HIM 104 Medical Terminology

2015-CO52-Spring HIM 100 Introduction to Health Information

2015-CO53-Spring	HIM 103	Health Care Documentation
2015-CO56-Spring	HIM 211	Healthcare Reimbursement
2015-CO48-Spring	HIM 204	Health Records in Alternate Care
2015-CO41-Spring	HIM 115	Medical Office Pharmacology
2015-CO43-Spring	HIM 213	Health Information Systems

- The Curriculum Committee has posted for faculty review until 12/10/15:

1 Program Revision:

2015-PR12-Fall*	AAS	Fire Protection Technology
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*Will be voted on at 12/10 Faculty Senate meeting following Curriculum committee vote 12/8

1 New Course:

2015-NC8-Fall	MET 250	Mechatronics Systems
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6 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

27 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

- The Curriculum Committee has posted for faculty review until 12/15/15:

5 Course Revisions:

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

NEG (M. Heel)

M. Heel reported the following:

- Open hearings held at Brighton and DCC on Monday concerning proposal to revise Article X, Section 5 of the Bylaws (affects also Resolution 6.1.6). Voting expected to be underway no later than Wednesday.

Updated report: M. Heel reported after receiving feedback at the open hearing on the proposed Faculty Senate Bylaws, the vote has been postponed so the Committee can revise the language.

Planning (P. Emerick)

P. Emerick reports the following:

- Met with the HIPs academies subcommittee. They are currently in process of putting together a survey to inventory the use of HIPs at MCC. They are also interested in adding the First Year Experience (FYE) to the list of HIPs at MCC. FYE is one of the acknowledged HIP practices that was not included in what was voted on by the Faculty Senate last year. There was also discussion of a summer HIPs institute that would incorporate the development and use of a HIP.

- The Grants office has held two workshops related to In House grant opportunities such as Strategic Planning Grants. Both workshops were well attended. If you were unable to attend the workshop I have the PowerPoint presentation and will make it available to all senators to distribute amongst their constituents

- The Sustainability committee welcomed one of the co-founders of Greentopia to the last Sustainability meeting. He gave a presentation focusing on Ecodistricts and the potential for the new Downtown Campus and its future involvement as a member of the Ecodistrict.

- The 2017-2021 Strategic Plan Leadership team meets biweekly. During our last meeting we reviewed readings focusing on current trends in higher education that will impact our next plan.

- Attended a meeting to review the feedback received regarding the new MCC website. In attendance were myself and M. Redlo representing the Faculty Senate and R. Bowen and C. Brennan-Barry representing the Web Development Team. They were especially receptive to the provided feedback and some suggestions had already been implemented due to our feedback (return of the A-Z index and a number of repaired links). They are currently reviewing the provided feedback. The topic of the website itself was discussed and it was reinforced that the new web site is designed to be fluid and responsive to the College's needs and that the rollout of the new website is a multiphase initiative. Some of the statistics that were cited regarding the website were over 230,000 unique viewers and over 1.5 million page views since the initial rollout of the new site

Professional Development (A. Colosimo)

A. Colosimo reports the following:

- The Open Educational Resources (OER) Workshop, co-sponsored with the TCC, was well-attended on November 20th. Many thanks to the excellent presenters: P. Seeburger, T. Shamblin, R. Dimino, and A. Kingston!

- A name was put forward to Human Resources for the John and Suanne Roueche Award. There were no nominations for the MCC Emerging Excellence Award (MEEA) this year.

- An announcement in the Daily Tribune called for nominations for the Carmen Powers Legacy Lecture, slated for April 22, 2016 from 2-3:30 in the Forum. The committee welcomes nominations for retiring staff and faculty in all departments, divisions, and offices around the college. A revised description of one-page nomination can be found at <http://web.monroec.edu/FacultySenate/cplegacy>.

- Dates will be announced in the next month for several professional development opportunities related to MCC Schools (formerly Academies), including informative videos and slideshows with voiceovers available via Blackboard, as well as face-to-face workshops at the Brighton and Damon campuses, Applied Tech Center, and Public Safety Training Center.

- Save-the-date for an Assessment Event, led by Linda Suskie, former vice president of the Middle States Commission and author of "Assessing Student Learning: A Common Sense Guide". Please check the Tribune for details.

SCAA (H. Wheeler)

H. Wheeler reports the following:

- The committee is continuing to work actively on two searches: CIO/VP and Assistant to the President for Title IX.
- Members of the committee met with HR to discuss concerns about consistency and clarity of organizational charts.
- The committee created a survey for our constituents in CTE regarding the decision to temporarily assign the dean duties to the AVP.
- The committee is meeting with President Kress next week to discuss searches and timing of searches.

Additional comments: M. Ernsthausem congratulated H. Wheeler on her interim position as Assistant to the Provost and thanked her for her input, perspective and hard work on the Faculty Senate and Executive Committee.

5. Old Business

a) M. Ernsthausem stated after he received the draft Drug Free Workplace Policy to review. He noted there were several areas of concern. He forwarded the document to K. Morris to review and will include her feedback.

6. New Business

a) B. Grindle stated he thoroughly reads the Executive Committee meeting minutes each week and noticed there is a lot of work done by the EC. He asked at what point is the decision made to forward the information to the Faculty Senate. M. Ernsthausem stated the Executive Committee discusses and reviews the information and often it is decided which committee will look at it going forward depending on what is being reviewed. He stated when discussions are finalized the information is often forwarded to the Faculty Senate for vetting. If the majority of the EC believes the discussion should be sent to the full Faculty Senate then that is the next step. M. Ernsthausem pointed out Senators are encouraged to present any new discussion items under new business at the Faculty Senate meetings.

b) S. Farrington asked for more information about the concerns regarding the proposed Drug Free Workplace Policy. M. Ernsthausem stated the Executive Committee and Faculty Association have several major concerns which may need to be negotiated through the FA process.

c) R. Watson asked who should receive the feedback/concerns regarding the Technology Policies. M. Ernsthausem requested feedback be sent to him. He has already forwarded several concerns to D. Lane and is waiting to hear back. M. Ernsthausem stated the Executive Committee will be discussing the proposed documents at its December 17th meeting.

d) L. Pierce stated she received an email from Dr. Wade outlining what should be included in the Course Information Sheet. There was a section recommending specific policies/procedures be included, however it states the smoking policy is voluntary. She stated she was not aware MCC's smoking policy was voluntary. M. Ernsthausem agreed and he will discuss this concern with Dr. Wade.

e) M. Ernsthausem wished the Faculty Senate a happy holiday.

Meeting adjourned at 4:36 p.m.

Respectfully submitted,



Mark Ernsthausem
President
Faculty Senate

Teresa Schichler
Secretary
Faculty Senate

Minutes approved at the January 28, 2016 Faculty Senate meeting.