



September 20, 2012

PRESENT: C. Abbott (President), K. Aquila, A. Bauer, D. Burke (Secretary), K. Chin, N. Christensen, A. Conte, J. Cottrell, K. Doyle, B. Edlbach, B. Ellis, M. Ernsthausen, S. Farrington, M. Fine, T. Gilbert, E. Grissing, S. Hagreen, M. Heel, D. Hennenberg, M. Kachaluba, J. Kucich, E. Lanza fame, J. Mahar, S. McCormack, J. McPhee, M. Meyer, D. Navarro, M. Ofsowitz, D. Olaode, J. Oriel, P. Peterson, H. Pierre-Philippe (Vice President), E. Putnam, M. Redlo, M. Sample, P. Sarantis, T. Schichler, D. Shaw, J. Smith, H. Williams, A. Wilson, M. Witz, H. Wynn-Preishe

ABSENT: J. Case, P. Emerick, G. Fazekas, K. Mooney-Graves, M. Oliver, P. Ornt, E. Pierce, J. Santos, C. Silvio

GUESTS: J. Ayala, C. Downing, K. Jenkins, K. McKinsey-Mabry, R. Rodriguez, R. Shea

Meeting called to order: 3:32 p.m.

1. Guest Speaker

a. Ray Shea: Master Plan Update

R. Shea announced that we are at the end of the Master Plan planning process. The consultant company, JMZ Architects and Planners, P.C., came in on Sept 7th to give their final review. The final Master Plan proposal will go before the Board of Trustees on October 8th for approval. Some projects will be continuing from the 2008-2013 Master Plan into the next Master Plan such as: 1. Public Safety Building addition 2. Parking and Loop Road Improvements (Front loop will be moved to the back of campus) 3. Property Preservation Project 4. Technology Upgrades (2017-2018) 5. North Academic Building will be eliminated and replaced with new Interdisciplinary Learning Commons Building and Building 6 Renovations (2018).

Capital Project Philosophy: Renovating and repurposing existing buildings allows us to be more sustainable, less expensive and increases efficiencies.

Several small projects will be funded out of operational budget which include: a Veteran's lounge, a GIS lab, a larger TRS classroom, and expanding Reflections.

The proposed Capital Projects include: Renovation of Building 6 (co-location for Students-Ready/Start and Succeed), Renovation of Building 1 (Welcome Center, etc.), Renovation of Building 3, ATC Building addition, Renovation of Building 4 (VAPA), New Interdisciplinary Learning Commons Building (Consolidation of ETS Functions), Renovations of Building 2 (Classrooms, faculty offices), Renovation Building 11 and Future Renovation of Buildings 5 and 8.

Questions:

Is classroom technology going to be addressed? Yes the plan would include smart classroom technology. Will this plan have an impact on parking? The plan will not impact parking and there is a possibility that parking spaces may be added.

Were Chemistry lab renovations discussed during this process? There were no discussions of Chemistry lab renovations. Chemistry labs will be part of the overall lab renovation.

Will the Public Safety Office be impacted? The Parking Office will be relocated into Building 1.

b. M. Ernsthausen: Update on the General Education Committee

- What are the requirements for MCC's General Education Plan?

Basic Communication – 3 credits

Humanities – 3 credits

Social Science – 3 credits

Mathematics – 3 credits

Natural Science – 3 credits

PE/Health – 2 credits

Competencies

Critical Thinking

Information Management

- Committee Charge:

During the Fall 2012 semester, our committee received the following charge from the Provost and the President of the Faculty Senate:

“Over the next two years, you and your fellow committee members will forge a new future for Monroe Community College as you consider the most fundamental aspects of the content and delivery of general education. We challenge you and your colleagues to engage in a process of inquiry that will genuinely re-imagine, re-invent, and re-engineer our general education program at the College.”

- Steering Committee Members include: Mark Ernsthansen (Faculty Senate Curriculum), Natasha Christensen (A/H/P/S), Mary DiSano (Chemistry), and Michael Heel (Academic Assessment)

- Committee members include: Chris Belle-Isle (Transfer and Placement), Chris Biehler (Economics), Amy Burtner (LA04 Committee Chair), Amanda Colosimo (Geology/Geography), Kathleen Conklin (Business Administration Program), Elena Dilai (CAPE), Char Downing (Curriculum Office), Lisa Flick (Biology), Kevin French (Applied Technology Center), Peggy Harvey-Lee (Counseling and Advising), Elizabeth Kelly (Physical Education), Eileen Lanzafame (Transitional Studies), Neeta Primo (Math), Krista Rodriguez (Dental Studies Program) and Christina Rowley (Foreign Languages/ASL).

- Principles of General Education

1. General Education should promote an integrated educational experience for students through exposure to a varied curriculum cultivating personal and professional development.
2. General Education should teach necessary skills and competencies including, but not limited to: critical and analytical thinking, reasoning and problem solving, written and oral communication, informational literacy, and technological competency.
3. General Education should accommodate students' diverse academic and professional goals, including the completion of a MCC degree.
4. General Education should have courses with applicable value to specific programs.
5. General Education should instill the values of ethics, democracy, diversity, globalization, and civic engagement.

Possible Goals: Assessment, Team Building, Workable, Manageable

- The Committee is researching and interviewing:

20 Community College Gen Ed Plans

SUNY

Erie, Finger Lakes, Genesee, Hudson Valley, Nausau, Niagara County, Suffolk County, Westchester

CUNY

Kingsborough

League of Innovation

Anne Arundel (MD), Central Piedmont (NC), Cuyahoga (OH), Johnson County(KS), Middlesex (MA), Sinclair (OHIO)

- Constraints

SUNY General Education

At least 7 out of 10 Knowledge and Skills areas

2 Competencies

Middle States

- a program of general education of sufficient scope to enhance students' intellectual growth, and equivalent to at least 15 semester hours for associate degree programs
- a program of general education where the skills and abilities developed in general education are applied in the major or concentration;
- consistent with institutional mission, a program of general education that incorporates study of values, ethics, and diverse perspectives;
- institutional requirements assuring that, upon degree completion, students are proficient in oral and written communication, scientific and quantitative reasoning, and technological competency appropriate to the discipline

- Institute on General Education and Assessment
Presented by the Association of American Colleges and Universities (AAC&U)
We were One of the only Two Community Colleges that were invited to attend
Purpose:
To advance general education reform on campuses, teams will work:
to align campus goals for general education with institutional goals for learning and student development;
to develop intentional general education programs and co-curricular designs to integrate effective instruction to improve learning;
to identify strategies for successful implementation of curricular change that meets the needs of rapidly changing student demographics, transfer challenges, and inclusive standards for student success; and
to implement meaningful assessment strategies that target learning outcomes, produce useful data, can be widely communicated, and lead to meaningful improvement in teaching and learning outcomes.
- Committee Plans for Fall 2012:
General Education Committee broken up into 3 subcommittees: Focus Groups, Data Analysis and Communication

2. **Announcements**

- a. C. Abbott welcomed everyone back. She handed out an MCC memento to the following new senators: K. Aquila, K. Chin, D. Hennenberg, K. Mykhaylo, J. Kucich, S. McCormack, M. Meyer, D. Navarro, J. Oriel, E. Putnam, M. Mitchell, J. Santos and R. Babcock.
- b. C. Abbott met with President Kress to relay concerns about the front loop project. Since there was many concerns expressed campus wide the bus drop off will now be located in the rear of campus.
- c. C. Abbott met with C. Cooper and Dr. Kress to express concerns about the atmosphere of All College Day and the desire for this event to return to a more serious update on the state of the College, including a motivational address by the President to kick off the semester. She also met with Dr. Kress about the future of MCC. The Faculty Senate will partner with the President's Office to host a number of discussions throughout the year regarding how we want the college to look in the next five years. Also, they discussed the topic of "change" and she reiterated that we are not opposed to change but that we want to know that we have purposeful change. Hopefully, our future discussions will help address concerns being expressed throughout the College community.

3. **Student Announcements**

No announcements.

4. **The minutes from the June 14, 2012 Faculty Senate Meeting were approved.**

5. **Standing Committee Reports: Academic Policies (E. Grissing)**

No report.

Curriculum Proposals (H. Wynn-Preishe)

H. Wynn –Preishe reported that the following:

- The curriculum committee has posted the following for Faculty Review until 9/25/12:
2 Course Revisions:
CR15S PHY 155 General Physics II (SUNY General Education)
CR9S ENR 161 Engineering Computing I
- The curriculum committee has posted the following for Faculty Review until 10/02/12:
1 New Course:
NC12S GEG 110 Physical Geography II Lab
1 Course Deactivation:
CD1F ENG 123 Shakespeare and the Movies
5 Course Revisions:
CR2F AAD 220 Professional Practices

CR3F HMN 221 Western Humanities II
CR4F HMN 222 Seminar: Enduring Questions in Humanities
CR6F CIS 100 Information Processing Fundamentals
CR1F EMS 119 Emergency Medical Technician Recertification

Curriculum Special Projects (M. Ernsthausen)

No Report

NEG (A. Wilson)

A. Wilson reported the following:

- NEG will initiate a review of the Faculty Senate By-Laws.
- The Faculty Senate Officer elections will be held in the spring 2013. A. Wilson asked that Senators consider potential nominees for the President, Vice President and Treasure positions.

Planning (D. Shaw)

No Report

Professional Development (H. Williams)

No Report

SCAA (M. Fine)

M. Fine reported the following:

- Last spring SCAA was asked to review Faculty Senate Resolutions 5.1 and 5.2. SCAA is proposing the changes (see attached Exhibit "A"). There will be a vote to approve these changes at the October Faculty Senate meeting.
- C. Abbott reported that SCAA received a proposal to form an Advising Services Center from Dr. Salvador. The recommended plan includes revisions to departments/areas of the current SCAA chair, M. Fine and SCAA member, P. Ornt. Therefore, M. Fine and P. Ornt recused themselves during discussions regarding the recommendation and C. Abbott agreed to serve as chair of SCAA during the discussions. C. Abbott reported that SCAA has conducted several interviews in order to assist with their recommendation. SCAA will have their recommendation to Dr. Salvador by the October 11th.

6. Old Business

7. New Business

Meeting adjourned at 4:56 pm

Respectfully submitted,



Christine Abbott
President
Faculty Senate



Donna Burke
Secretary
Faculty Senate

Minutes approved at October 18, 2012 Faculty Senate meeting.

Exhibit "A"
SCAA Report

5.1 RECOMMENDATIONS FOR THE APPOINTMENT OF DEPARTMENT CHAIRPERSONS (2007)

5.1.1 The Chairpersonship of a Department will be declared vacant by the **Provost/Vice President for Academic Services** or by the **Vice President of Economic Development and Innovative Workforce Services**.

5.1.2 A Department meeting will be initiated by the Chairperson or member of this Committee. **A member of SCAA** **A letter from SCAA** will inform members of the Department of the selection process. They will be informed that anyone (including the present Chairperson) wishing to apply for the Chairpersonship for the next three-year term should submit a letter of intent to the **Provost/Vice President for Academic Services** or to the **Vice President of Economic Development and Innovative Workforce Services**. The names of the applicants will be posted on a pre-announced date. After this first posting, additional applications or withdrawals may take place. The final list will then be posted on a pre-announced date. The Department will then meet as it desires and will be presided over by a senior member of the Department who is not a candidate for chair. The Department may ask each candidate to address it and answer questions. At sometime during these meetings the Department may select a teller. On a preannounced date, voting will take place in the office of the **Provost/Vice President for Academic Services**. In addition to listing the candidates, the ballots will allow members of the Department to indicate a preference for an outside search³. A member of the Special Committee, the representative of the **Provost/ Vice President for Academic Services**, **and/or the representative of the Vice President of Economic Development and Innovative Workforce Services** and the Department teller will supervise and count the vote. Only one vote should be necessary. The results for all candidates will be posted in the Department office.

5.1.3 Voting for Department Chairs (1991)

(1) A full time tenured or tenure-track faculty member **or a technical assistant** is eligible to vote in the department chair election in his/her department.

(2) Voting will be under the supervision of the Special Committee on Administrative Affairs.

Typical Timetable:

Monday - Department Meeting (Member(s) of the Special Committee **may be asked to attend**).

Wednesday - Noon - First Deadline for Applications and First Posting.

Friday - Noon - Final Deadline for Applications and Final Posting.

MTWTh - Second Week - Department Discussions.

Wednesday - Department Meeting at Which Candidates May Be Asked to Make a Statement and Answer Questions.

Friday - Second Week- Vote by Department Members in Office of Vice President for Academic Services and Posting Results in the Department Office.

(3) The Special Committee may confer with each of the candidates and analyze the Department vote. It may confer with any member of the Department, with the Dean of the Division and with the Academic Vice President.

It can call upon any "specialists" who can aid it in its decision. The Committee will then submit its recommendation to the Academic Vice President as called for by the Policies of the Board of Trustees.

5.2 RECOMMENDATIONS FOR THE APPOINTMENT OF ADMINISTRATIVE OFFICERS OTHER THAN CHAIRPERSONS OF DEPARTMENTS (1989) (2007)

5.2.1 The Committee will review the job description and qualifications for the job as submitted by the College and make recommendations for change if appropriate.

5.2.2 The Committee will make a determination of how it will participate in the search. Normally, its participation will take one of the following forms:

(1) Separate Recommendation

(a) The Committee will conduct a preliminary screening of all applications to determine whether or not they meet the minimum requirements for the position. This preliminary screening can be done by looking at the applicants' folders containing letters of application, resumes, letters of reference, etc. The Committee will then compile a list of candidates it recommends for interview.

(b) The Committee may call upon any "specialists" who could aid it in its decision.

(c) Once the selection of candidates for final interview has been made, these candidates will be interviewed by the Committee.

(d) The Committee will compile a rank order list of all final candidates or, if it finds them equally qualified, will so state and list them in alphabetical order.

(e) The Committee will then make its recommendations to the appropriate Administrative Office. This recommendation should be followed up with a conference after the Administrative Officer has had an opportunity to study the recommendations.

(2) Participation on College Search Committee

(a) One or more members of SCAA will be designated by SCAA to participate on the College Search Committee.

(b) The SCAA member(s) so designated will participate on the College Search Committee as a voting member.

(c) The SCAA member so designated will make periodic reports to SCAA of the Search Committee's deliberations.

5.2.3 Guidelines for Deans: In addition to 5.2.1 - 5.2.2(2) (c) the following guidelines will be used for the appointment of Deans.

(1) The Committee will ask each candidate for a one-page statement of his/her philosophy, positions, priorities, etc., and will distribute the statement to members of the Division.

(2) The Committee will call a meeting SCAA will hold an Open Forum to allow candidates to address it and his or her statement and to answer questions from the audience.

(3)(4) The Committee will conduct balloting by survey eligible Division members in attendance at the Open Forums. Besides listing candidates, the ballots the survey will allow members of the Division to indicate preference for an outside search.

(4)(3) Voting Survey for Deans (1991)

A full-time tenured or tenure-track faculty member or technical assistant is eligible to vote in participate in the survey for the Academic Division Dean selection in his/her division.

(5) Surveys will take place immediately following each Open Forum. At the last Open Forum there will be a comprehensive survey with an opportunity to rank candidates.