



Faculty Senate

Monroe Community College

**Faculty Senate Meeting
April 16, 2015**

PRESENT: B. Babcock, M. Bates, S. Broberg, L. Carson, J. Chakravarthy, A. Colosimo, P. Emerick, M. Ernsthausen, S. Farrington, R. Fischer, K. Mooney-Graves, M. Heel, D. Henneberg, R. Horwitz, A. Hughes, E. Lanzafame, T. Leuzzi, J. Mahar, J. McPhee, K. Morris, D. Navarro, H. Murphy, P. Peterson, L. Pierce, E. Putnam, C. Rapp, M. Redlo, K. Rodriguez, J. Scanlon, T. Schichler, L. Stratton-Zion, G. Thompson, K. Tierney, M. Timmons, J. Waasdorp, A. Wahba, R. Watson, H. Williams, J. Wilson

ABSENT: K. Chin, N. Christensen, T. Conte, G. Fazekas, H. Fox, D. Gasbarre, A. Knebel, J. Kucich, J. McPhee, D. Miller, P. Oettinger, J. Oriel, R. Rodriguez, H. Williams

GUESTS: A. Bauer, K. Baxter, J. Damerell, M. DiSano, A. Flatley, C. Fogal, B. Gizzi, E. Grissing, T. Keys, A. Leopard, K. Love, M. O'Connor, T. Vinci, M. Witz

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

1. Guest Speakers: Larry Dugan – Virtual Campus

L. Dugan began by explaining Virtual Campus by reviewing an organizational chart and giving examples of initiatives in the following areas:

Student Support: They are working on creating a student concierge, a single point of contact for online support, which will assist with supporting distance students. He explained as part of the Title III Grant they are working on a new online orientation for students.

Faculty Support: Gave an update on the changes in Suite 3-150 that include the Training Room, Faculty Innovation Center and Audio-Video Production. A. Gilbert has been hired as the full-time instructional designer.

Academic Initiatives: He explained how MCC's Open SUNY courses and degrees are being redeveloped to align with the Open SUNY Plus project.

He further explained the following goals of Virtual Campus:

Improve retention: Starfish is a holistic approach and a way to communicate with faculty and students. It provides students with all the resources available to them, such as the early alert system.

Providing Opportunities: They are continuing to increase the number of online degrees available at the College. For example, they are working on a hybrid One Night A Week Model where students will take three (3) courses online but come to campus one night a week. He explained there are discussions with area colleges of ways to use a similar model for students earning their 4-year and/or master degrees.

Increase Enrollment: Virtual Campus has increased marketing for summer and fall online courses by using Google Ads and Facebook ads.

Questions and comments:

- B. Babcock asked if students could take remedial courses in the same format as the hybrid model. L. Dugan stated student would need to be ready to take the courses offered in the program.

- A Senator asked when the video production capability would be available. There is an open house planned for the second week of June and it would be ready then.

- L. Dugan stated he is available to answer any questions or meet with anyone who would like more information.

2. Announcements

M. Ernsthausen made the following announcements:

- a) He reminded Senators the deadline for the Faculty Senate Spotlight Awards is April 29, 2015 (check the Faculty Senate website for details). An adjunct faculty award has been added.
- b) He gave the dates for the May- What's On Your mind? Forums.
 - Damon City Campus: Monday, May 4, 2015 from noon – 1:00 – Community Room
 - Applied Tech Center: Tuesday, May 5, 2015 from noon-1:00 – Classroom 104
 - Brighton Campus: Friday, May 8, 2015 from noon – 1:00 p.m. – Classroom 9-171
- c) He encouraged Senators to attend the Drive-In Conference with Tina Good (FCCC president) – The Faculty Council of Community Colleges will be hosting a free one-day regional workshop at MCC with FCCC President Tina Good on Saturday, April 18, 2015, from 10:30 am - 2:45 pm (gathering and continental breakfast starting at 10 am.) The workshop will be held Building 9, Room 182.
- d) He encouraged Senators to consider asking students to present/perform at future FS meetings. He feels it is important to give students an opportunity to speak in front of large groups and to share the great work faculty is inspiring students to do every day.

3. Student Announcements

No announcements.

4. The Minutes from the March 19, 2015 Faculty Senate meeting were approved.

5. Future Action Item (Vote at the May Faculty Senate Meeting):

- a) *Proposed Faculty Senate Resolution 1.2.1 – Advanced Standing Credits*

- J. Mahar stated the Academic Policies Committee (APC) received and reviewed report from the Prior Learning Assessments Ad Hoc Committee (PLA). He thanked the following PLA committee members for their hard work: G. Thompson (chair), Carol Dayes, Andrew Freeman, Yolanda McKinney, Rick Sadwick, William Sigismond.

- He explained the proposed changes give the procedures and requirements a department needs to follow if giving credit for prior learning. It will be sent out to Senators after the meeting to share with constituents. Direct any questions/comments to J. Mahar at janar@monroecc.edu. There will be a vote to support the changes at the May Faculty Senate meeting.

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)

J. Mahar reports the following:

- Approved Prior Learning Assessment Committee proposal for modifications to Resolution 1.2.1 – sent to Executive Committee and Faculty Senate for presentation at April Meeting – May Vote at Full Senate
- April 9 meeting regarding December 24, 2015 Final Exams – represented by Mark Ernsthausen
- Continuing Topics of Discussion
 - Review of Academic Grievance Procedure (Resolution 1.9)
 - Discussion of Electronic Distribution of Course Information Sheets

Curriculum (E. Putnam)

E. Putnam reports the following:

- The Curriculum Committee has given final approval to:

1 New Course:

2014-NC3-Fall

TAM 153

Mechanical Design and Prototyping

26 Course Revisions:

2015-CR34-Spring	ACD 144	Alcoholism/Chemical Dependency/Substance Abuse Group Counseling Skills
2015-CR37-Spring	CHE 100	Preparatory Chemistry
2015-CR38-Spring	CHE 145	Preparation for General College Chemistry
2015-CR39-Spring	CHE 151	General College Chemistry I
2015-CR40-Spring	CHE 152	General College Chemistry II
2015-CR14-Spring	CLT 210	Clinical Chemistry
2015-CR15-Spring	CLT 220	Immunohematology
2015-CR41-Spring	DEN 112	Oral Anatomy and Physiology I
2015-CR35-Spring	DEN 115	Clinical Dental Hygiene I
2015-CR42-Spring	DEN 123	Oral Pathology I
2015-CR43-Spring	DEN 124	Dental Hygiene II
2014-CR32-Fall	DEN 125	Clinical Dental Hygiene II
2015-CR44-Spring	DEN 214	Dental Hygiene III
2015-CR50-Spring	DEN 215	Clinical Dental Hygiene III
2015-CR33-Spring	DEN 216	Dental Therapeutics I
2015-CR32-Spring	DEN 217	Dental Specialties
2015-CR45-Spring	DEN 219	Periodontics II
2015-CR46-Spring	DEN 222	Community Dentistry II
2015-CR47-Spring	DEN 224	Dental Hygiene IV
2015-CR51-Spring	DEN 225	Clinical Dental Hygiene IV
2015-CR31-Spring	DEN 226	Dental Therapeutics II
2015-CR48-Spring	DEN 228	Dental Office Management and Business Practice
2014-CR55-Fall	EDU 100	Introduction to the Teaching Profession
2014-CR54-Fall	EDU 200	Foundations of Education
2015-CR36-Spring	ENG 251	Technical Communication
2015-CR49-Spring	HIM 206	Professional Practice Experience II
2 Course Deactivations:		
2015-CD2-Spring	HIS 105	Western Civilization: Ancient and Medieval - WR
2015-CD3-Spring	HIS 108	Western Civilization: Modern Europe - WR
12 Course Learning Outcome Revisions:		
2015-CO28-Spring	MTH 200	Applied Calculus
2015-CO29-Spring	MTH 220	Discrete Mathematics
2015-CO30-Spring	SGT 100	Introduction to Surgical Technology
2015-CO32-Spring	SGT 101	Surgical Pharmacology and Anesthesia
2008-CO396-Spring	HVA 206	Advanced Heating Systems
2015-CO21-Spring	ECE 110	Seminar for Early Childhood Care Givers
2015-CO19-Spring	ECE 150	Exploring Early Care and Education
2015-CO22-Spring	ECE 151	Developmentally Appropriate Practice for Young Children
2015-CO20-Spring	ECE 250	Infant and Toddler Development
2015-CO3-Spring	EDU 125	Technology in Education
2015-CO24-Spring	EDU 208	Guided Observation in Education
2015-CO23-Spring	ECE 152	Early Childhood Quality Practices for Professionals
- The Curriculum Committee has posted for faculty review until 4/21/15:		
1 Course Revision:		
2014-CR37-Fall	PSY 222	Social Psychology of the Holocaust
2 Program Revisions:		
2015-PR8-Spring	AAS	Construction Technology
2015-PR9-Spring	Cert	Homeland Security

NEG (M. Heel)

M. Heel reports the following:

- M. Heel has been appointed interim chair of NEG committee.
- The Executive Committee has approved the revised Senator department/area distribution and he will present the information at the April Faculty Senate meeting.

- The Committee is working on contacting departments/areas requesting nominations for open Senate seats for the 2015-2016 academic year.

Additional comments:

- M. Ernsthausen explained N. Christensen stepped down as chair of NEG due to health issues and M. Heel agreed to step in as interim chair.

M. Heel began by explaining he was tasked with reviewing the make up the voting faculty and Senator distribution. The following issues with representation were discovered:

Teaching Faculty:

- Four departments under-represented: Hospitality and Engineering Tech did not send senators to serve this year; VaPA entitled to 3 senators, but only 2 seats allocated; Applied Tech entitled to 2 senators, but only 1 seat allocated
- Two departments over-represented: Health Professions and Information Technology & Computing - both have 2 senators but are only entitled to have 1

Non-Teaching Faculty:

- Non-teaching faculty constitute currently 40% of the overall Senate population, but have been allocated 30% of the seats
- This is largely due (apparently) to past interpretations of bylaws and resolutions that have combined unrelated offices into very large constituencies
- Suggest sensible correction that will give Senate greater representation without the need to alter resolutions or bylaws

M. Heel further stated there is a way to fix the issues with the Senate line up without changing the bylaws and/or resolutions. He gave the following summary for Senator distribution which does not require a vote from the Faculty Senate but is part of the NEG charge.

Teaching Faculty:

- Departments with 3 seats [4]: Biology, English/Philosophy, Mathematics, VaPA
- Departments with 2 seats [6]: AHPS, Applied Tech, Bus. Admin., Chem/Geo, ESOL/TRS, Nursing
- Departments with 1 seat [10]: Criminal Justice, Education, Engin./Physics, Engineering Tech., Health/PE, Health Professions*, Hospitality, ICT*, Psychology, World Languages
- Unrepresented Department [1] – (change Fall '15): Human Services

Non-Teaching Faculty: Any office organized with 6 or more people will be given its own Senator. Areas with further be divided by division.

- Departmentally-based representation – Each of the following will have 1 senator [14]:
 - Admissions, DCC Acad. Svcs., Library, Instr. Tech & Learning Res., President's Off., Advisement & Grad. Svcs., Career/Transfer, Financial Aid, Counseling & Vet. Svcs., DCC Student Svcs., CNS, Computing, PSTF, Workforce Dev.
- Divisionally-based representation
 - Academic Services (3 senators)
 - Administrative Services (2 senators)
 - EDIWS (1 senator)
 - Student Services (2 senators)

M. Heel explained the following will be the impact of the proposed realignment:

- Senate is larger
 - Teaching faculty seats increase to 35 (from 32)
 - Non-teaching faculty seats increase to 22 (from 14)
 - Full senate increases to 57 (from 46)
- Senate is more representative
 - Teaching faculty = 336 (59%); 35 seats (61%)
 - Non-teaching faculty = 234 (41%); 22 seats (39%)

M. Heel further summarized the following:

- None of the aforementioned changes requires any Senate action or approval, because the Senate electoral realignment is consistent with current FS bylaws and resolutions
- Exception is Human Services action, which will require resolutions change

- Senate action IS required, however, due to the recent Re-Org. changes, shifts of offices, and naming of areas and offices

M. Heel stated the following will require a vote from the Faculty Senate and affects who is eligible to vote in the Faculty Senate Officer elections (it does not affect the distribution of areas/departments or Senators as stated above). M. Redlo, as parliamentarian, explained the motions will require support from two-thirds of the Senators present at the meeting:

- M. Heel made a motion to temporarily suspend the rules of the governing body (specifically, Faculty Senate Resolutions Section 6.1.1, Subsection 2) to allow for the immediate execution of Faculty Senate senator elections to take place consistent with the body's remaining bylaws and resolutions.

Rationale: This part of the resolutions does not accurately reflect current MCC organization.

Motion passed

- M. Heel made a motion to temporality suspend the rules of the governing body (specifically, Faculty Senate Resolutions Section 6.1.2, subsections 5-10) to allow for the piloting of a confidential online election with electronic ballot, to be applied to the election of the officers.

Rationale: Try out process to see if it can increase participation in election and/or decrease workload of conducting election (and thereby, inform possible revision to Resolutions).

Questions:

- A Senator asked if the areas getting new Senators are aware this is happening. M. Heel stated the areas are not aware of the proposed change since the shift in Senator seats are an ongoing responsibility of NEG and are often updated before elections.

- A Senator asked for more information about the current system. M. Heel went over the current wording in the Faculty Senate Resolution which he is asking to be suspended in order to allow for electronic ballots. He explained there would be electronic ballots sent out to the constituencies email through IR. Each ballot will be confidential and anonymous.

- A Senator asked specifically where Admissions were placed in the new grouping of areas. M. Heel stated Admissions is its own department and will have its own Senator.

Motion Passed

M. Ernsthause stated M. Heel gave this presentation to the Executive Committee last week and it was agreed the new process was an improvement. He thanked M. Heel for all his work in the short time frame.

Planning (M. Redlo)

M. Redlo reports the following:

- The President approved all six Strategic Planning Proposals the Planning Committee recommended totaling \$50,000. The monies become available on September 1st.
- The Academies next Lunch and Learn Seminar titled "Looking Forward with Starfish is Tuesday April 21st from noon to 1:00pm in the Empire Room. There will also be various Professional Development Seminars on June 8th kicking off the Professional Development Week.
- The Sustainability Committee will be running various activities on Earth Day (Wednesday April 22nd).
- Ed Martin will be meeting with the Planning Committee on Friday April 17th to give his final classroom committee update as he looks forward to retirement.

Professional Development (H. Williams)

H. Williams reported the following:

- Spotlight Awards: an announcement reminding everyone of the approaching deadline will appear in the Trib this week
- Leaves: the committee conducted a successful interview for this year's applicant and is moving the packet forward for consideration
- Legacy: this year's honoree was announced – Marlene Goho – and further details regarding the April 24th event were shared
- Hanson/Prof. Service: the committee received four packets for consideration and deliberation/discussions will be had on Monday, April 20th

- June: we are working on confirming the RSVP contacts for each presenter and will be announcing the finalized schedule and RSVP info ASAP
- FS June Presentation: the committee has finalized the event's organization for the day; next step to confirm with Exec

SCAA (M. Bates)

No report.

Additional comments: M. Ernsthausen stated at the last BOT meeting Dr. Joel Frater was introduced as the new Executive Dean of DCC.

7. Old Business:

a) Spring 2016 Calendar:

M. Ernsthausen stated currently the spring break is the third week in April, however in order to match the Monroe County Public School calendar it will need to be moved to the last week of March.

- J. Mahar explained Monroe County Schools are making the change due to the Easter holiday and New York State Testing. He stated done on a year-to-year basis so he isn't sure if this will continue to be an issue. He clarified February break will remain the same.

- M. Ernsthausen stated the Faculty Senate needs to continue monitor this issue. He reminded Senators there was discussion about the spring calendar last year where a lot of faculty and professional staff indicated they wanted to keep the breaks close to area public school calendars.

- T. Leuzzi stated if this is being changed he needs to know as soon as possible since he is already setting up guest speakers for a creative writing course based on the current calendar and flexibility is not an option. M. Ernsthausen pointed out the academic calendar does have a note at the bottom stating it is subject to change to align with the Monroe County Schools calendars.

- G. Thompson asked for clarification on the process. J. Mahar stated it is mostly like being changed. However, M. Ernsthausen stated it is up to the Faculty Senate to make a recommendation. There was continued discussion and concern expressed regarding the smaller number of weeks between the winter (February) and spring (March) breaks.

- A Senator pointed out there was a survey done last year of students and faculty with the majority asking for the calendars to align with the public school calendars. She also pointed out there is a similar issue when the spring break is at the end of April; there are only a few weeks before the end of the semester as well.

- M. Redlo pointed out it has always been the practice to follow the public calendars to accommodate MCC's parent population, however he believes the number of this population has been dwindling over the past 10 years. A Senator asked if IR had the statistics. A Senator agreed to the importance of reviewing the statistics before making a decision to support the change. M. Ernsthausen pointed the decision needs to be made today waiting to the May Faculty Senate meeting would too late for a recommendation.

- There was discussion about which school districts would have the same breaks.

- A Senator stated on behalf of her constituents, they would like to keep the calendars aligned with public schools since they have children who are on breaks during this time. They understand their number one priority is to their students however, faculty preference should also be factored into the decision.

- L. Pierce asked for clarification on when this vote needs to take place. She pointed out this has not been discussed with her constituency. M. Ernsthausen stated all academic calendars need Board of Trustees approval and there are a limited number of meetings before the deadline for the catalog, etc. He would like to make a decision on this today.

- M. Heel clarified the current schedule, when it was approved prior, did meet the public schools calendars, however many schools (not all) have changed the schedule so MCC is changing their calendar for spring 2016 to align with these changes. K. Love confirmed this is true. J. Mahar stated on behalf of the APC, they make their best guess about the public school calendar 3 years in advance, pointing out school districts do not make their calendars until the year before. This is the reason for the language at the bottom of the calendar stating it is subject to change.

- B. Babcock read statistics posted on the IR website stating the percentage of students with children (doesn't specify the age of the children): DCC 36% and Brighton 13%.

- There was further discussion regarding the failed vote last year to go from two (2) breaks during the spring semester to the one (1) break. During the discussion about the vote many faculty and professional staff wanted to keep MCC's calendar aligned with public school calendars.
- T. Leuzzi stated he feels it would be nice for the calendars to align however; it should also be a priority to consider what is the most sound educational experience in the classroom explaining the few weeks between breaks is an concern.
- M. Ernsthausen asked for a show of hands approving the revisions to the 2016 Calendar to move spring break to the last week of March to coincide with Monroe County public school calendars. Passes.

Further discussion: There was further discussion about delaying the vote until the following week via email. M. Ernsthausen stated the vote is final.

b) M. Ernsthausen stated at the March Faculty Senate meeting the proposal to amend the fall 2015 Exam Schedule to 4-days (Saturday, Monday, Tuesday, Wednesday) failed which resulted in the exam schedule defaulting to Monday, Tuesday, Wednesday, Thursday (Christmas Eve) schedule. He shared the following new information:

- Residence Halls cannot close until the final exams are over which would be at 5:00 p.m. on Christmas Eve. There are many tasks which need to be completed before they can close (checking each room for damage, cleaning, etc.). This would require facilities personnel to stay until early Christmas morning.
- There was also discussion at the April Faculty Senate meeting about a 3-day exam schedule (Monday, Tuesday, Wednesday). M. Ernsthausen met with K. Love and B. Ripton to discuss this option. B. Ripton stated all the exams cannot be schedule in this timeframe. It was also discussed when scheduling a Saturday exam they would take volunteers first.

M. Ernsthausen stated given the new information the Faculty Senate can consider one of following:

- The April vote is final and this recommendation will be forwarded to administration.
- Revisit the April vote.

Discussion:

- A Senator asked if accommodations could be made for students with disabilities for those who have exams on Saturday. K. Love stated she spoke with the Students With Disabilities Office and they would work with Faculty who have their exams on Saturday. However, she cannot verify DCC.
- L. Pierce stated it wouldn't be fair to expect facilities personnel to stay late on Christmas Eve.
- R. Horwitz stated hearing there would be accommodations made for students with disabilities she would feel comfortable with a re-vote on the original proposal (Saturday, Monday, Tuesday, Wednesday).
- M. Ernsthausen explained in order to revisit the vote it requires a motion to be made by a Senator who voted against the March motion.

Motion was made by R. Horwitz to revisit the proposal the 2015 Exam Schedule be amended to a 4-day schedule (Saturday, Monday, Tuesday, Wednesday). Motion seconded.

Discussion: A Senator asked for clarification whether DCC would be able to provide accommodation for students with disabilities. There was a response stating the College has a legal responsibility to make such accommodations if there are Saturday exams. There was additional discussion regarding this issue.

Clarification: M. Redlo (parliamentarian) clarified there needs to be 2/3 majority vote for the motion to pass.

Motion passes.

Motion made by J. Mahar to amend the 2015 Exam Schedule to 4-days (Saturday, Monday, Tuesday, Wednesday)

Discussion: There was no further discussion.

Motion passes.

Additional comments:

- K. Love clarified they will take volunteers for Saturday exams first and faculty will not be assigned a Saturday exam without being notified.

- M. Ernsthausen suggested a note be included on the fall course information sheets stating there may be a Saturday exam for this course.
- A Senator requested the exam schedule be sent out as early as possible. J. Mahar stated there would be every effort made to do so.
- M. Ernsthausen asked the Senators to consider a future discussion about recommending the College close on Christmas Eve. Currently, many Professional Staff work until 5:00 p.m. on Christmas Eve. They will be working with the FA and CSEA to see if this can be an option.

8. Action Items:

MCC General Education Plan

M. Ernsthausen explained he inadvertently sent out the incorrect document to the Senators for consideration. He explained the minor difference between the documents and stated he will forward the correct version to the Senators to share with their constituents after the meeting.

Motion made by M. Ernsthausen to split the MCC General Education Plan vote into two (2) separate votes at the May Faculty Senate meeting: High Impact Practices and Learning Outcomes.

Motion seconded. Motion passes.

9. New Business:

There was no new business discussed.

Meeting adjourned at 4:48 p.m.

Respectfully submitted,



Mark Ernsthausen
President
Faculty Senate

Teresa Schichler
Secretary
Faculty Senate

Minutes approved at the May 14, 2015 Faculty Senate meeting.