



Faculty Senate

Monroe Community College

**All College Meeting
Faculty Senate Meeting
June 16, 2015**

PRESENT: M. Bates, L. Carson, K. Chin, N. Christensen, A. Colosimo, P. Emerick, M. Ernsthausen, R. Fisher, H. Fox, D. Gasbarre, K. Mooney-Graves, M. Heel, R. Horwitz, A. Knebel, J. Kucich, E. Lanzfame, T. Leuzzi, J. Mahar, J. McPhee, H. Murphy, D. Navarro, E. Putnam, C. Rapp, M. Redlo, K. Rodriguez, J. Scanlon, T. Schichler, L. Stratton, G. Thompson, K. Tierney, M. Timmons, J. Waasdorp, A. Wahba, R. Watson, H. Williams, J. Wilson

ABSENT: R. Babcock, S. Broberg, T. Conte, S. Farrington, G. Fazekas, D. Henneberg, D. Miller, K. Morris, P. Oettinger, J. Oriel, P. Peterson, R. Rodriguez

GUESTS: C. Abbott, V. Avalone, J. Baker, S. Baker, L. Bartholome, M. Beechey, J. Biller, D. Burke, V. Boese, K. Collins, J. Damerell, B. Drumright, M. Dorsey, B. Edellal, M. Fingar, J. Hill, L. Holmes, M. Fine, B. Gizzi, B. Grindle, S. Inero, T. Keys, A. Kress, D. Lawrence, R. Leopard, A. Leopard, K. Love, M. McBride, B. Moore, L. Moses, J. Nelson, K. O'Shea, N. Pares-Kane, L. Penman, H. Pierre-Phillipe, D. Pogorazi, D. Quatro, M. Schuck, L. Silver, C. Smith, B. Stewart, A. Tippet, T. Vinci, H. Wheeler, J. Wilkie, S. Williams, A. Wilson, M. Witz

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

1. Guest Speakers:

a) President Kress

- President Kress thanked the following groups for all their hard work this year: SCAA for completing three (3) major searches; the Faculty Senate and Faculty Association for partnering on the Ad Hoc Job Description committee; Randy Bowen and the enrollment group; and everyone who served on the Middle States efforts.

- The Governor's Central Assault Response bill passed, as a result, the College will be looking for Title IX Coordinator once the job description has been finalized and aligns with federal and state expectations.

Questions:

- She was asked to comment on summer enrollment. She began by stating summer enrollment is lower than last year; however this is not a surprise based on employment figures recently release showing a decline in unemployment. Enrollment Management is working on the issue offering events such as express enrollment days. She also stated it's important to point out based on the data, MCC enrollment has declined more than other community colleges for one specific reason. She explained half of the decline occurred the year the College implemented registration deadlines and drops for non-payment and the data shows those students did not persist over previous terms. Then looking at enrollment after that year, MCC's enrollment decline has been consistent with other community colleges. She thanked everyone who is working with R. Bowen and the Enrollment Management.

- President Kress was asked to comment on sections being canceled if they don't meet the 85% enrollment threshold. President Kress explained this decision is made at the divisional and

departmental level using 85% as an aspirational threshold with the understanding there are courses within the threshold that will always run with less than 85%.

- President Kress also responded to a question about the FA survey. She takes the concerns of the faculty very seriously and although she will not talk about any issues that may affect contract negotiations, she suggested perhaps a third party survey could be used. B. Gizzi stated she wanted to clarify information the press reported from the College, which stated the survey represented the opinions of the minority of the membership. She clarified the survey was only sent to those FA members who are signed up as members, not to everyone who is represented, giving the example the FA represents a large group of adjuncts who are members but were not sent the survey.

- President Kress was asked for an update on the New Downtown Campus. She stated it is on track and they are opening construction bids within the week. The College is looking into additional parking spaces to use for construction and staging areas.

- President Kress was asked to give any information about the unused space at the New Downtown Campus. She stated the College is looking into possible partnerships explaining some challenges of the space. She explained the reason for purchasing the property even though it was more than the College needed was because Kodak wanted to sell it as one unit. The price for the buildings and parking was about \$4 a square foot, making it a lot of sense to acquire the property. She confirmed it is also a possibility for MCC to use more of the space; however, explaining the reasons for using the larger open space first.

- M. Ernsthause asked if there was any more thought into inviting a 4-year school into the space. President Kress responded explaining this is a possibility and there has been discussion with the RCSD and SUNY Brockport.

b) J. Case - update on the Lecture Capture Self-Record Facility

J. Case explained a strategic planning grant in the amount of \$15K was awarded for the new Virtual Campus to build two (2) soundproof booths and an editing area for faculty to use in their courses. He explained the goals, layout, process and benefits of having this service at MCC and encouraged faculty to take advantage of this technology. He offered tips about the planning grant process. The ribbon cutting/opening was June 17th. There are all levels of in person training available as well as online tutorials at M:\MCC\Digital Resources\Lecture Capture Tutorials. A calendar for scheduling time in the booths is posted near the new facility.

Questions:

J. Case was asked if there is a way to track the students watching the segments. J. Case stated there are ways to track in Blackboard and the video servers have statistics.

- J. Case was asked who retains the rights to videos. He explained it is his understanding since it is done for MCC, the College has the rights to it initially but then it reverts to the faculty member after a period of time. T. Keys stated there is language in the contract explaining what content and for how long the rights are retained by MCC.

2. Announcements

There were no announcements.

3. Student Announcements

M. Ernsthause introduced Blake Moore the newly elected President of the Student Government Association and thanked him for attending on such short notice. Blake Moore stated he is looking forward to the upcoming year representing students and working with faculty.

4. Old Business

Student Handbook

M. Ernsthausen stated he has received a significant number of concerns from faculty regarding the proposed Student Handbook and would like to open the floor for discussion. Below is a summary of the feedback and comments during the meeting. Dr. Holmes was also present to answer questions and provide feedback on the comments and concerns.

- M. Ernsthausen stated Dr. Holmes plans to prepare an official response to the faculty concerns he has received which will then be forwarded to Senators and the College community. M. Ernsthausen stated if faculty members also offer solution to their concerns, Student Services may be more willing to work with the faculty.
- There was discussion and clarification on the document the Board of Trustees will be approving at its August meeting. Dr. Holmes clarified BOT approval is required for all policies. Therefore, the BOT will be voting to approve a two-page policy, which is a revision of the student code of conduct in the Gold Book. The 26-page student handbook is student conduct regulations, which does not require a BOT vote.
- Dr. Holmes clarified he does not have jurisdiction to make changes to the Faculty Senate document "Rights and Freedom of Students" which he believes addresses students in the classroom. He believes the issues and concerns he has been hearing from faculty regarding the Student Handbook could be addressed in changes to the "Rights and Freedom of Students" document. The updated document could then be attached to the Student Handbook. There was additional discussion regarding the content and jurisdiction of the "Rights and Freedoms of Students" document. Dr. Holmes gave the example on how one of the major concerns he has received is the Student Handbook does not protect faculty in the classroom. He explained this should be addressed by the Faculty Senate in the "Rights and Freedom of Students" document.
- Dr. Holmes gave information and background on how the proposed Student Handbook was developed. He also provided several examples of why the changes were needed to the current inadequate policies and regulations.

Comments and feedback from faculty at the meeting:

- When engaging in the hearing process there should be a clear appeals process to ensure due process. Dr. Holmes stated due process is clearly addressed in the Student Handbook.
- The flow chart in the Student Handbook clearly outlines the process for students in the conduct process however, is there going to be a flow chart outlining the process for faculty such as what process to follow to address student conduct? Dr. Holmes stated he is continuing to work on a 2-page proposed Faculty Guide to Student Misconduct document, which outlines the process for faculty. However, until it has been approved he cannot change the process. The initial draft is currently being reviewed by Academic Services.
- Faculty members would like to ensure conduct issues are addressed immediately when a disciplinary action is taken. Dr. Holmes stated there have already been modifications to the forms and his department continually works on improving the process. He pointed out the importance he places on communication with the faculty member.
- There is no mention of classroom behavior expectations in the Student Handbook. Dr. Holmes stated he does not have a problem adding a statement addressing this issue.
- Student conduct expectations, especially those affecting faculty safety, should be a prominent part of the Student Handbook. There is no mention of appropriate classroom behavior anywhere in the document. Since classroom issues are not being addressed in this document, a question was asked if there has been any discussion about moving classroom conduct issues to Academic Services. Dr. Holmes responded by stating in his experience this could be an option; however, from the student service perspective, safety is most important and when there is an issue there should be a process to handle it appropriately going forward.
- There are issues with the details on how the Student Handbook is structured for its audience. There are faculty members who are confused by the process and are using the conduct process as a last resort, attempting to handle issues on their own. Dr. Holmes explained there are regulations and language in the document, which are required and cannot be removed or changed.

- Faculty members want to be included in the process and the Student Handbook is missing language, which would include them in the process. There was an example of wording on page 26 where the student is contacted at the beginning of the disciplinary process, pointing out faculty members making the complaint should also be contacted. Faculty members may not understand the appropriate disciplinary measures, however since they are in the classroom they would like to be included in the development of the regulations and process. Dr. Holmes stated this is why he has been discussing the document with different groups on campus to receive input. He also pointed out not every part of the judicial process is included in the code since the language is written specifically for students. He reviewed specific examples within the code.
- There was discussion regarding student involvement in the process. Blake Moore (Student Government Association President) stated the student government would like to be involved in the process of reviewing the document and will provide their feedback to Dr. Holmes.
- There was an example of an incident with a student, which caused the faculty member and students to feel unsafe in the classroom. The faculty member explained the process followed resulting in the student being allowed to return to the classroom and be rehabilitated however, in order to ensure her and her students' safety she came up with an alternate solution resulting in additional work for her. She has received feedback from other faculty members on campus over the past 3 months and they are not feeling safe in the classroom. She does not have autonomy. She addressed the concern over not including classroom behavior in the Student Handbook and the lack of communication from Student Services for a need for an additional document addressing these issues. Dr. Holmes responded by stating he believes the code addressed disruptive behavior and it will be handled according to the process. He also stated he has addressed the need for the changes to the "Rights and Freedom of Students" document in his meeting with M. Ernsthause last semester stating the document needs to be changed by the Faculty Senate.
- After reviewing conduct regulations from other 2-year and 4-year schools appropriate behavior in the classroom is listed and she believes students would want to know this specific information. Dr. Holmes stated he has issues with listing specific behavior since it depends on the faculty member as to what is deemed inappropriate behavior and what is acceptable.
- The SGA elections coordinator, stated after reading the document she feels it would not be fair to faculty and students to not list what is acceptable and not acceptable behavior. Students need to clearly understand what is expected of them.
- There was discussion regarding whether the "Rights and Freedom of Students" is a Faculty Senate document and who has jurisdiction to make changes.
- Many faculty members believe there should be one document, which include academic issues rather than having two separate documents.
- M. Ernsthause thanked everyone for his or her comments and feedback. He will work with Dr. Holmes to decide the next steps to take in the review process.
- Dr. Holmes pointed out there is language included addressing disruptive behavior in the classroom on page 20 - item #15 in the Student Handbook.

5. New Business

H. Wheeler asked if there has been any discussion about a mechanism for the faculty and staff to have conversations with the Board of Trustee members rather than writing a letter or speaking at meetings. M. Ernsthause stated he has pushed for communication with the Board of Trustees including speaking at the meetings. He has also proposed to the BOT President and Chairman having faculty sit on BOT standing committees, which received a positive response but whose legality is being investigated.

All College Meeting adjourned at 5:14 p.m.

Faculty Senate meeting called to order at 5:15 p.m.

1. Announcements (M. Ernsthausen)

a) He thanked for their service to the Faculty Senate Karen Morris, the outgoing Vice President and the following outgoing Senators: Mike Bates, Karen Chin, Natasha Christensen, George Fazekas, Kristy Mooney-Graves, Doug Henneberg, Eileen Lanza fame, Doug Miller, Diane Navarro, Jodi Oriel, Heather Williams and Joyce Kucich.

b) He announced the Executive Committee agreed beginning in spring 2015, Faculty Senate meetings will be held every other week in order to allow more time for discussions. The schedule will be sent out to Senators and in the Trib next week. A Senator requested guest speakers have a time limit keeping their presentations to a minimum. M. Ernsthausen stated the Executive Committee agrees and will discuss updating the format to the meetings.

2. Action Items

Due to the lack of quorum, the following action item votes were postponed.

a) The Minutes from the May 14, 2015 Faculty Senate

b) Curriculum: 5 Program Revisions:

2015-PR3-Spring	AAS	Precision Machining
2014-PR4-Fall	Cert	Precision Machining - Optical Fabrication
2015-PR8-Spring	AAS	Construction Technology
2015-PR11-Spring	AAS	Nursing
2014-PR13-Spring	AAS	Design (Fashion): Interior Design

c) SCAA: Faculty Senate Resolutions 5.0 & 5.2

3. 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:

- He met with Ryan Messenger regarding follow up to the REA/ENG prerequisite issues, proposed resolution being investigated.

- Ongoing topic of discussion:

Resolution 1.9 – Student Academic Grievance Procedure

Topic to be discussed during Fall 2015 semester:

Proposal to change classes from 50 to 60 minutes on MWF and from 80 to 90 minutes on TR.

Further discussion: There was clarification and discussion regarding what the committee will be reviewing regarding class times changes.

Curriculum (E. Putnam)

E. Putnam reports the following:

- The Curriculum Committee has given final approval to:

5 Program Revisions:

2015-PR3-Spring	AAS	Precision Machining
2014-PR4-Fall	Cert	Precision Machining - Optical Fabrication
2015-PR8-Spring	AAS	Construction Technology
2015-PR11-Spring	AAS	Nursing
2014-PR13-Spring	AAS	Design (Fashion): Interior Design

6 New Courses:

2015-NC6-Spring	ATP 114	Toyota (T-TEN) Automotive Co-op I
2015-NC7-Spring	ATP 115	Toyota (T-TEN) Automotive Co-op II

2015-NC8-Spring	ATP 116	Toyota (T-TEN) Automotive Co-op III
2015-NC9-Spring	ATP 117	Toyota (T-TEN) Automotive Co-op IV
2015-NC4-Spring	ELT 234	Advanced Programmable Logic Controllers
2015-NC5-Spring	ELT 231	System Control Electronics
9 Course Revisions:		
2015-CR52-Spring	ATP 141	Automotive Technology-Coop I
2015-CR53-Spring	ATP 142	Automotive Technology-Coop II
2015-CR54-Spring	ATP 143	Automotive Technology-Coop III
2015-CR55-Spring	ATP 144	Automotive Technology-Coop IV
2015-CR57-Spring	ACC 101	Accounting Principles I
2015-CR58-Spring	ACC 110	Fundamentals of Accounting I
2015-CR59-Spring	ACC 130	Introductory Accounting and Financial Analysis
2015-CR63-Spring	MTH 230	Linear Algebra
2015-CR62-Spring	OPT 135	Measurement and Analysis
14 Course Learning Outcome Revisions:		
2015-CO9-Spring	ATP 106	Steering and Suspension - Automotive
2015-CO10-Spring	ATP 107	Automatic Transmission and Transaxle - Automotive
2015-CO11-Spring	ATP 108	Engine Repair - Automotive
2015-CO12-Spring	ATP 109	Heating and Air Conditioning - Automotive
2015-CO13-Spring	ATP 112	Engine Performance – Automotive
2015-CO49-Spring	COS 101	College Orientation Basics
2015-CO37-Spring	HIM 110	ICD-10 Diagnostic and Procedural Classifications
2015-CO38-Spring	HIM 111	CPT Procedural Coding System
2015-CO40-Spring	HIM 206	Professional Practice Experience II
2014-CO37-Spring	HVA 101	Basic Refrigeration Theory
2014-CO45-Spring	HVA 102	Air Conditioning Theory
2015-CO57-Spring	MTH 150	Survey of Mathematics
2015-CO59-Spring	MTH 175	Precalculus Mathematics with Analytic Geometry
2015-CO51-Spring	MTH 160	Statistics I
- The Curriculum Committee has posted for faculty review until 06/23/2015:		
1 New Program:		
Colosimo-06/05/1015-NP-1	AS	Liberal Arts and Sciences: Geology
1 Program Revision:		
2015-PR13-Spring	AS	Cinema And Screen Studies
2 New Courses:		
2015-NC10-Spring	ASL 216	Special Topics in Deaf Studies and ASL
2015-NC3-Spring	HEG 215	Global Health and Culture

NEG (M. Heel)

M. Heel reports the following:

- The email has been sent out to Senators requesting their standing committee preferences.

Planning (M. Redlo)

M. Redlo thanks the committee members for all their effort during the past academic year.

Professional Development (H. Williams)

H. Williams reports the following:

- She extends a tremendous thank you to her committee for their amazing work, kudos to all who participated in the Professional Development Week, three cheers to Amanda Colosimo for taking up the Chairpersonship for next year, and a special thanks to the entire EC for all the support and unconditional camaraderie.

SCAA (M. Bates)

M. Bates reports the following:

- The search committee for the Director of Career and Transfer Center has been formed and is beginning to meet.
- The proposed Faculty Senate Resolutions 5.0 and 5.2 have been revised with input from the Board of Trustees. The meaning of the proposed Resolutions are not changes only the wording to make it more succinct. The vote to approve will be on the revised version at the next Faculty Senate meeting.

4. Old Business:

There was no old business.

5. New Business:

a) M. Ernsthause presented the following charge for the proposed Education Initiatives and Advocacy Committee (EIAC).

- To collaborate with FCCC and MCC's shared governance partners to identify strategic areas of concern related to the interests of faculty, staff and students
- To attempt to anticipate areas of concern/policy trends to avoid the pattern of/need for reactive efforts
- To communicate and disseminate information regarding state, regional and local educational initiatives and opportunities for advocacy to FS membership and shared governance partners
- To coordinate and collaborate with MCC's shared governance partners in order to draft timely, research-based position statements and resolution proposals, to be considered by/voted on by the Faculty Senate and its shared governance partners, as necessary

- C. Fogal will be chair and a call for volunteers will go out in the Trib this week. The purpose of the EIAC is so the Faculty Senate can be proactive rather than reactive to SUNY policies and initiatives.

b) M. Ernsthause presented the following membership and duties regarding the proposed Ad Hoc Committee: Student Affairs. However, due to the lack of quorum the vote to approve the committee was postponed.

(1) Membership - The voting members of this Committee shall be at least seven Senators, at least a majority of whom must be employees whose primary responsibilities include significant interaction with students, with one Senator from each area, in so far as is possible, and two Student Representatives. The Vice President of Student Services or his/her designee shall be a non-voting member of this Committee.

(2) Duties - It shall be the responsibility of this Committee to review policies, processes, and procedures of the College related specifically to student-centered issues and concerns, and to make recommendations to the Faculty Senate. This may include but not be limited to, policies related to advising, admission, registration, probation, suspension, and student conduct matters. Additionally, matters related to services provided by the MCC Association as they pertain to students may be assigned to this Committee.

c) M. Ernsthause announced the chairs for the 2015-2016 standing committee:

APC – Jason Mahar

Curriculum – Emily Putnam

NEG – TBD

Planning – TBD

Professional Development – Amanda Colosimo

SCAA - Holly Wheeler

Faculty Senate Meeting adjourned at 5:35 p.m.

Respectfully submitted,

 

Mark Ernsthausen
President
Faculty Senate

Teresa Schichler
Secretary
Faculty Senate

Minutes approved at the September 17, 2015 Faculty Senate meeting.