



November 15, 2007

PRESENT: J. Alas, S. Batistta-Provost, D. Baxter, B. Connell, M. DiSano, J. Downer, K. Eirich, M. Ernsthausen, M. Ewanechko, M. Fine, M. Fugate, E. Grissing, K. Huggins, A. John, N. Karolinski, R. Kennedy, D. Leach, A. Leopard, S. Murphy (Secretary), J. Nelson, P. Ornt, P. Peterson, H. Pierre-Philippe, E. Ripton, T. Schichler, D. Shaw, D. Smith, J. Striebich, A. Striegel, J. Thompson, M. Timmons, T. Tugel (President), P. Wakem, S. Weider, C. Wendtland, H. Wheeler (Vice-President), W. Willard, W. Yanklowski.

ABSENT: I. Benz, P. Bishop, C. Boettrich, S. Fess, S. Forsyth, S. Hagreen, D. McConkey, J. McKenna, M. Murphy, J. Waasdorp, H. Wynn-Preische.

GUESTS: S. Blacklaw, K. Collins

STUDENT REPRESENTATIVE: Jennifer Bickel

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

II. Guest speaker: Dale Mallory explained the background and development of the new password policy. The current policy is very antiquated and unsecure. Everyone will need to change his or her password by November 19. This will not affect the Banner password. The helpdesk is available if people have problems.

III. Announcements: T. Tugel

A. Dr. Salvador re-opened the search for a Director of Counseling inviting SCAA to participate, either by sending a representative to serve on the administrative committee, chaired by Susan Baker, or conducting a parallel search. It is Dr. Salvador's intent that a new Director will be in place by the beginning of February. The EC believes this is a position that warrants a parallel search but understands the difficulty for SCAA to do this with its current tasks. Therefore, the EC has appointed an ad hoc committee to SCAA and charged them with conducting a parallel search for this position. The committee members are: Bob DeFelice (chair), Suzanne ElRayess, Tom Gilbert, Mark Harris, Joan Smith and Ann White.

B. In the 1970s, faculty governance (AGO) worked with the College administration to establish the Faculty Resource Committee. The objective of this committee was to work with the administration and affected academic departments to retain faculty at the College should their current position be in jeopardy due to declining enrollment (underutilization of staff) and/or program retrenchment. Article 8 of the FA contract resulted from their original work. The FRC remained a viable committee for a number of years, but at some point and for reasons not entirely known it disbanded. Under the direction of Article 8, VP Glocker has identified the Engineering Technologies Department as one that is currently "underutilized". She is proposing structural changes to the current organization of the department's programs and that information has been forwarded to SCAA for their review. While nothing is certain, there is a potential for a loss of faculty lines; thus, the possibility of the need for a FRC has resurfaced. Therefore, the EC has re-established a Faculty Resource Committee charged with carrying out the responsibilities outlined in Article 8. Members of the committee are as follows: Patricia Burgess, Richard Connnett, Paul D'Alessandris, Terry Keys and Celia Reaves.

III. Action Items

Academic Policies Committee presented the following calendars for vote.

- A. Academic Calendar for 2009-2010 (see attached). Motion passed.
- B. Academic Calendar for 2010-2011 (see attached). Motion passed.

V. Approval of Minutes: Minutes of October 18, 2007 Faculty Senate Meeting approved as written.

VI. Standing Committee Reports

Academic Policies Committee – W. Willard

Wanda presented three resolution changes that will be voted on at the December 2007 meeting.

A. College Orientation Policy, resolution 1.1.9- Current Policy

COS 101 (College Orientation Seminar), a one credit course, will be required for all full-time matriculating students assessed to be academically at-risk. At-risk will be defined as those students who are required to register for a Developmental Studies course after having completed the College's placement testing program. COS 101 must be taken during or before the first semester the student is a full-time matriculated student. A waiver of this policy will be the administrative responsibility of the Admissions office.

Proposed Policy (changes in bold & underlined)

COS 133 (Introduction to College Studies), a three credit course or COS 101 (College Orientation Seminar), a one credit course, will be required for all full-time matriculating students assessed to be academically at-risk. At-risk will be defined as those students who are required to register for a **Transitional** Studies course after having completed the College's placement testing program. **COS 133 is highly recommended for TS01 students. COS 133 or** COS 101 must be taken during or before the first semester the student is a full-time matriculated student. A waiver of this policy will be the administrative responsibility of the Admissions office **or assigned academic advisor in accordance with program guidelines.**

Rationale

Given that COS 133 (Introduction to College Studies) is a more in-depth and comprehensive three-credit course compared to COS 101, offering COS 133 as an alternative to COS 101 for academically at-risk students will promote greater student success for students whose academic profile suggests the need for a more in-depth course.

B. Withdrawal Policy, resolution 1.1.6

Current Policy

Withdrawal Policy (1997, updated from 1989)

(2) Student-initiated withdrawals after Schedule Adjustment

- (a) Withdrawal from an individual course. Withdrawal from individual courses must be initiated by students after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester as designated by the official Academic Calendar (or a proportional amount of time for courses less than 15 weeks in length). A student can withdraw from an individual course using Banner student self-service system. The student may not use Banner self-service to do a complete withdrawal.

- (c) Complete withdrawals from the College. If a student wishes to withdraw completely from the College, (s)he should contact the Brighton Counseling Center or the Damon Student Services Office by the last day of the semester. Students will meet with a staff member to discuss their decision to withdraw from the College. A student is not officially withdrawn until the necessary paperwork is completed, and (s)he risks receiving "F" grades for all current courses if the paperwork is not completed. Once the process is complete, instructors are notified of the withdrawal. If a matriculated student has completely withdrawn from the College and subsequently wishes to continue his/her studies, (s)he must apply for readmission to the College through the Office of Admissions.

Proposed Policy (changes in bold & underlined and as strikethroughs)
 Withdrawal Policy (1997, updated from 1989)

(2) Student-initiated withdrawals after Schedule Adjustment

- (a) Withdrawal from an individual course. Withdrawal from individual courses must be initiated by students after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester as designated by the official Academic Calendar (or a proportional amount of time for courses less than 15 weeks in length). A student can withdraw from an individual course using the student self-service system. ~~The student may not use Banner self-service to do a complete withdrawal.~~
- (c) Complete withdrawals from the College. If a student wishes to withdraw completely from the College, (s)he ~~should contact the Brighton Counseling Center or the Damon Student Services Office~~ **must initiate the complete withdrawal** by the last day of the semester. ~~Students will meet with a staff member to discuss their decision to withdraw from the College.~~ A student is not officially withdrawn until the necessary **withdrawal procedure** is completed, and (s)he risks receiving "F" grades for all current courses if **this procedure** is not completed. ~~Once the process is complete, instructors are notified of the withdrawal.~~ If a matriculated student has completely withdrawn from the College and subsequently wishes to continue his/her studies, (s)he must ~~apply for readmission~~ **be readmitted** to the College ~~through the Office of Admissions.~~

Rationale

The primary reason for the current policy was to encourage students to seek advising to understand the ramifications of a complete withdrawal. However, many students may choose to not seek that advising, and even when advised are not prevented from the complete withdrawal. Therefore, to mandate that students may not use Banner for a complete withdrawal when students are not necessarily prevented from that withdrawal appears unwarranted. In the current Banner system, students can withdraw from individual courses. Banner does not distinguish between whether or not the course from which the student is withdrawing is his or her last class. In order to adhere to the current policy within the confines of the Banner system, all course withdrawals, not just withdrawals from the last class, would therefore need to be manually processed to determine if a particular individual course withdrawal would be the final course that leads to a complete withdrawal. To revert back to manual processing of withdrawals to satisfy the last statement of the current policy in 1.1.6 (2) (a) seems unwarranted and excessive given that this statement is irrelevant. It is not the case that Banner capabilities, or lack thereof, are driving policy. Rather, Banner capabilities have encouraged conversations as to the rationale behind this current policy. The members of the Academic Policies Committee, while agreeing it is inappropriate to mandate that students seek counseling before a complete withdrawal, do agree that advising should be encouraged. To that end, should the proposed policy be approved, Registration & Records has agreed to place the following statement on the Banner student withdrawal page:

“Students are permitted to withdraw from individual classes without permission of the course instructor. However, withdrawing from a course may affect your financial aid status. Please be sure to check with a financial aid representative before making changes to your schedule. Students wishing to completely withdraw from the college are encouraged to speak with an academic advisor for its effect on your future academic endeavors.”

C.Faculty Advisor System, resolution 1.6

Current Policy

FACULTY ADVISOR SYSTEM (1991)

This process is undergoing a change and will be distributed upon completion.

The current guidelines (1968) are included below:

- (1) The Vice President for Academic Services should:
 - (a) Assume the responsibility of coordinator for the Academic Advisement Program
 - (b) Delegate to each Department Chairperson the responsibility for course planning for students in particular interest areas
- (2) The Department Chairperson should:
 - (a) Provide for departmental faculty advisement for course planning purposes
 - (b) Assign individual students to department members for continued advisement
 - (c) Approve course and program changes
- (3) The Director of Counseling should prepare individual advisee folders, including a copy of the student's interest inventory, for distribution to the respective department chairpersons

Proposed Change

Delete section 1.6 from the Senate resolutions.

Rationale

The original policy developed in 1968 no longer applies. Since the College does not have specific academic policies related to advising, this section is no longer relevant as an Academic Policies resolution. The college-wide contractual obligation for faculty advising is covered in the Faculty Association contract. In addition, the Faculty Senate resolutions do contain relevant information concerning advisement under Planning section 3.2.6 .

Curriculum – A. Leopard

A. The Curriculum Committee has given final approval to:

Four Courses Revisions:

CR99S CDL100 Career Development and Life Planning

CR5F SPT 212 Acting Workshop

CR6F SPT 113 Stage Makeup

CR14F CIS 208 Visual Basic Programming

B. The Curriculum Committee has posted:

1. One New Course: NC5F POS 281 The U.S. Congress (Special Studies)

2. Three Course Revisions:

CR13F MUS 151 Performance and Applied Music I

CR15F CIS 209 Systems Analysis and Design

CR17F CPT 115 Introduction to Networks

NEG – H. Pierre-Philippe

No report.

SCAA -- M. Timmons

A. Presidential Search Survey findings: SCAA has received the results from Institutional Research. There are copies of the Executive Summary available as handouts for this meeting and there are copies of the whole report available on reserve at the libraries. It is 25 pages. An electronic version of the Executive Summary will be sent to all senators.

B. Other actions: The Committee has met with Diane Cecero to ensure that the proper affirmative actions practices are being adhered to; they also met with Dick Degas for updates on the timeline. The Committee continues to meet on a weekly basis. The timeline available on the web is still valid and on track – the next step is evaluating the resumes. The website can be found by going to the A-Z index, under Presidential search.

C. The Committee continues to meet with both the Engineering Technologies Department and the VP of Academic Services in regards to a curricular realignment proposal. The target deadline is the middle of December.

Planning – E. Grissing

Ed has met with R. Cunningham to review the Building 9 renovations and discuss the impact on the departments affected. If any one has any questions about this project please contact E. Grissing.

Professional Development – B. Connell

- A. The deadline for the Leaves for Professional Advancement is February 27, 2008 and the deadline for the Wesley T. Hanson Award for Teaching Excellence is March 19, 2008.
- B. The Committee is planning a January 2008 workshop on helicopter parents.
- C. The Committee had been working on resolution changes and presented the following to be voted on at the December 2007 meeting.

- 1. 4.2 **Original:** Wesley T. Hanson Distinguished Professor Awards

Change: WESLEY T. HANSON AWARD FOR TEACHING EXCELLENCE/AWARD FOR EXCELLENCE IN PROFESSIONAL SERVICE.

- 2. 4.2.1 **Original:** Introduction

Change: PURPOSE

- 3. 4.2.2 PROCEDURE

4.2.2.2 **Omit** The College community shall have ten days from the day the call for nominations has been announced to submit the nominating documentation to the Committee

4.2.2.3 **Omit** The Committee shall publish a list of nominees as soon as is practical after the close of nominations. The College community shall have two weeks from the announcements of the nominees to submit support material for the candidates.

4.2.2.4 **Original:** A subcommittee of previous Hanson Award recipients shall be appointed to determine the award recipients. This committee shall be chaired by a member of the Professional Development Committee. The names of the recipients shall remain confidential until the Faculty Executive Committee, the President, and the Board of Trustees have been notified. The recipients, the nominees and the college community shall then be notified by the Committee.

Change: The names of the recipients shall remain confidential until the Faculty Senate Executive Committee and the President have been notified. The recipients and the College community shall then be notified by the Committee.

4. 4.3 CHANCELLOR'S AWARDS (SUNY)

4.3.4 RECOMMENDATIONS

Original: A subcommittee consisting of previous Chancellor's Award recipients shall be appointed to make recommendations to the President. This subcommittee shall be chaired by a member of the Professional Development Committee.

Change: A subcommittee consisting of previous Chancellor's Award recipients shall be appointed to make recommendations to the President. This subcommittee shall be co-chaired by the Chair of the Professional Development Committee and liaison from the President's Office.

5. LEAVES FOR PROFESSIONAL ADVANCEMENT FOR THE BENEFIT OF THE COLLEGE

4.4.4 PROCEDURE

4.4.4.4. **Original:** The Professional Development Committee will review the applications based upon predefined criteria established by the Committee. The Committee shall have the prerogative to request additional information or clarification of the applicants.

Change: The Professional Development Committee will review the applications based upon predefined award criteria established by the Committee. The Committee will schedule interviews with applicants and shall have the prerogative to request additional information or clarification of the applicants.

VII. Student Announcements

J. Bickel reported that the Brighton Student Government will be involved in a community service project to benefit the Baden Street Settlement. They are looking for sixty students to participate. Any questions can be directed to rquider003@student.monroecc.edu.

VIII. Old Business

None

IX. New Business

A question was raised about the fact that the employee photo directory had not been working and if anyone knew when it would be fixed.

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Terri Tugel
President

Susan Murphy
Secretary

Minutes approved at the December 13, 2007 Faculty Senate meeting.

**Monroe Community College
Office of Academic Services**

**ACADEMIC CALENDAR
2009-2010**

FALL SEMESTER 2009 (SEPTEMBER 8 – DECEMBER 23, 2009)

September 7*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, September 4)*
September 7	Monday	LABOR DAY - COLLEGE CLOSED
September 8	Tuesday	CLASSES BEGIN - Late Registration Fee Required
September 14	Monday	Last Day for 75% Refund of Tuition and Fees
September 14	Monday	Last Day to Add a Course without Instructor/ Departmental Approval (Green Slip)
September 21	Monday	Last Day for 50% Refund of Tuition and Fees
September 28	Monday	Last Day for 25% Refund of Tuition and Fees
September 28	Monday	Last Day Students May Drop Course(s)
September 29	Tuesday	Course Withdrawal Period Begins
November 25	Wednesday	Last Day for a Student to Withdraw from an Individual Course With a Grade of "W"
November 25	Wednesday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
November 25	Wednesday	Evening Classes Do Not Meet (classes beginning 5:00 p.m. or later)
November 26-29	Thurs-Sun	THANKSGIVING RECESS - COLLEGE CLOSED (No-Classes)
November 30	Monday	CLASSES RESUME
December 18	Friday	Last Day of Classes
December 18	Friday	Last Day to Apply for a Program Change
December 18	Friday	Last Day for a Student to Process a Complete Withdrawal from the College with a Grade of "W"
December 19-23	Sat-Weds	FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
December 28	Monday	Final Grades Due by 12:00 noon - ALL COURSES
December 25 - January 1	Friday- Friday	COLLEGE CLOSED

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In person transactions must be completed by the preceding business day.

NOTE: All students who wish to receive a degree from Monroe Community College must file an "Intent to Graduate Application" upon registering for their last semester

NOTE: Deadlines may be different for varied length courses. Please refer to the MCC Catalog for additional details

INTERSESSION 2010 (JANUARY 4 – JANUARY 22, 2010)

January 3*	Sunday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Thursday, December 24, 2009)*
January 4	Monday	CLASSES BEGIN - Late Registration Fee Required
January 5	Tuesday	Last Day for 90% Refund of Tuition and Fees
January 6	Wednesday	No Refund of Tuition and Fees
January 7	Thursday	Last Day Students May Drop Course(s)
January 8	Friday	Course Withdrawal Period Begins
January 18	Monday	MARTIN LUTHER KING, JR. DAY - COLLEGE CLOSED
January 19	Tuesday	Last Day for a Student to Withdraw From an Individual Course With a Grade of "W"
January 19	Tuesday	Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance
January 22	Friday	Last Day of Classes
January 28	Thursday	Final Grades Due by 12:00 noon - ALL COURSES

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In person transactions must be completed by the preceding business day.

NOTE: Deadlines are different for varied length courses. Please refer to the MCC Catalog for additional details

**Monroe Community College
Office of Academic Services**

**ACADEMIC CALENDAR
2010-2011**

FALL SEMESTER 2010 (SEPTEMBER 7 – DECEMBER 23, 2010)

September 6*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, September 3)*
September 6	Monday	LABOR DAY - COLLEGE CLOSED
September 7	Tuesday	CLASSES BEGIN - Late Registration Fee Required
September 13	Monday	Last Day for 75% Refund of Tuition and Fees
September 13	Monday	Last Day to Add a Course without Instructor/ Departmental Approval (Green Slip)
September 20	Monday	Last Day for 50% Refund of Tuition and Fees
September 27	Monday	Last Day for 25% Refund of Tuition and Fees
September 27	Monday	Last Day Students May Drop Course(s)
September 28	Tuesday	Course Withdrawal Period Begins
November 24	Wednesday	Last Day for a Student to Withdraw from an Individual Course With a Grade of "W"
November 24	Wednesday	Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
November 24	Wednesday	Evening Classes Do Not Meet (classes beginning 5:00 p.m. or later)
November 25-28	Thurs-Sun	THANKSGIVING RECESS - COLLEGE CLOSED (No-Classes)
November 29	Monday	CLASSES RESUME
December 17	Friday	Last Day of Classes
December 17	Friday	Last Day to Apply for a Program Change
December 17	Friday	Last Day for a Student to Process a Complete Withdrawal from the College with a Grade of "W"
December 18-23	Sat-Thurs	FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
December 24 - January 2	Friday-Sunday	COLLEGE CLOSED
December 28	Tuesday	Final Grades Due by 12:00 noon - ALL COURSES

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In person transactions must be completed by the preceding business day.

NOTE: All students who wish to receive a degree from Monroe Community College must file an "Intent to Graduate Application" upon registering for their last semester

NOTE: Deadlines may be different for varied length courses. Please refer to the MCC Catalog for additional details

INTERSESSION 2011 (JANUARY 3 – JANUARY 21, 2011)

January 2*	Sunday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Thursday, December 23)*
January 3	Monday	CLASSES BEGIN - Late Registration Fee Required
January 4	Tuesday	Last Day for 90% Refund of Tuition and Fees
January 5	Wednesday	No Refund of Tuition and Fees
January 6	Thursday	Last Day Students May Drop Course(s)
January 7	Friday	Course Withdrawal Period Begins
January 18	Tuesday	Last Day for a Student to Withdraw From an Individual Course With a Grade of "W"
January 18	Tuesday	Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance
January 17	Monday	MARTIN LUTHER KING, JR. DAY - COLLEGE CLOSED
January 21	Friday	Last Day of Classes
January 27	Thursday	Final Grades Due by 12:00 noon - ALL COURSES

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In person transactions must be completed by the preceding business day.

NOTE: Deadlines are different for varied length courses. Please refer to the MCC Catalog for additional details