



Faculty Senate

Monroe Community College

Faculty Senate Meeting
June 12, 2014

PRESENT: K. Aquila, M. Bates, L. Carson, J. Case, K. Chin, N. Christensen, T. Conte, K. Doyle, P. Emerick, M. Ernsthausen, S. Farrington, R. Fisher, H. Fox, K. Mooney-Graves, E. Grissing, M. Heel, E. Lanzafame, J. Mahar, S. McCormack, J. McPhee, H. Murphy, M. Ofowitz, J. Oriel, P. Peterson, E. Pierce, E. Putnam, M. Redlo, K. Rodriguez, M. Sample, T. Schichler, D. Shaw, G. Thompson, K. Tierney, J. Wilkie, H. Williams, A. Wilson, J. Wilson, M. Witz

ABSENT: R. Babcock, A. Bauer, A. Colosimo, G. Fazekas, D. Henneberg, A. Hughes, M. Kachaluba, J. Kucich, B. Managan, D. Navarro, P. Oettinger, J. Santos, J. Wilkie

GUESTS: S. Baker, D. Cecero, K. Collins, S. Fess, B. Gizzi, J. Hill, A. Knebel, A. Leopard, K. Love, T. Oldham, H. Pierre-Philippe, R. Rigoni, B. Ripton, S. Strong, T. Vinci, J. Volland, A. Vogtle, R. Watson

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

1. Guest Speakers: Division Updates

a) T. Oldham, Economic Development and Innovative Workforce Services

T. Oldham began by explaining the division structure, which includes the following areas: Career Technical Education, MCC Corporate College and Workforce Development, Grants Development, SUNY TAACCCT Project, P-TECH, Agriculture & Life Sciences Institute, Homeland Security Management Institute, Public Safety Training Facility and Labor Market & Workforce Intelligence.

He gave an overview of the following initiatives in his division:

- Career Pathways – MCC designs programs to meet these needs: Pipeline, Incumbent Workers, and Dislocated Workers
- Support of Middle Skills Workforce – such as the accelerated program of precision machining, mechatronics and manufacturing technology
- Finger Lakes Regional Center for Workforce Development – waiting to hear if it will be funded through the SUNY 2020 grant
- SkillBuild – known as the Mobile Labs Project, consists of 4 trucks offering college and career exploration of middle skills jobs (www.skillbuildrochester.com), piloting with the Boy Scouts and STEM camps this summer
- Corporate College – new website being launched in July for outreach to businesses.
- Labor Market and Workforce Intelligence – a survey done to understand unfilled jobs/positions and the economic impact for various programs
- Measuring Middle Skills Occupational Gaps – an interactive book format to be published on the new Corporate College website

b) H. Simmons, Administrative Services

H. Simmons began by explaining his division initiatives revolve around cost reduction and improving efficiency across the College. Further explaining many initiatives are in collaboration with Humans Resources.

He gave an overview of the following:

- Affordable Care Act: The initiative will include working with department managers to monitor part-time employees for determining their eligibility for healthcare.
- Cleaning Cost Analysis Program Phase I: The initiative will begin this summer creating benchmarks for building services on the Brighton Campus to include cleaning, custodial, and some event (set up type) tasks. Implementation will be during Phase 2.
- Launching Institutional Wide Assessment: The Department of Public Safety will undertake a major initiative to develop an up-to-date internal policy and procedures manual (General Orders). This is a significant project in that it involves the re-writing of all existing policies and/or the development of new policies to cover topics where no policy currently exists. These are milestones for achieving certification by CALEA and ICALEA.
- Redeployment and Restructuring of Work Order System: MCC Facilities has deployed the TMA work order system but its operational usage requires significant enhancement.
- Position Budgeting: The Position Numbers will be migrated from several Access databases into BANNER creating more efficiencies in budgeting process.
- Environmental Health & Safety Committee: An Environmental Health and Safety (EH&S) Committee will be created, led by the Supervisor of EH&S. The ultimate goal of reducing campus related injuries and illnesses; the committee's mission will promote safety awareness through departmental self-inspections, safety training and education, and implementing effective policies and procedures

He further explained the following are Administrative Services priorities:

- Ensure all milestones for the new downtown campus remain on schedule and within budget
- Focus on managing the 2014/15 Budget to ensure deliverables are achieved within the financial parameters
- The long-term financial sustainability of the College is paramount
- Participate and support the Middle States recertification efforts
- Ensure all financial services, facilities services and safety & security matters remain top of mind
- Provide continuing support to MCC's StartUP-NY initiative
- Make available professional development opportunities to all employees within the Administrative Services Division

c) J. Bartkovich, Academic Services

He began by thanking Dean Fragnoli for her years of service, support for students and advocacy for faculty; announcing N. Pares-Kane has been appointed Interim Dean of Liberal Arts.

He gave an overview of the following initiatives in his division:

- Institutional Accreditation through Middle States is on the agenda for upcoming year. A one sentence review of the MCC theme might be - Building an intentional college with a global focus characterized by a high impact culture, sustained by partnerships, and energized by college-ready students and workers.
- The self-study design for MSA is being review. The review identifies the following agenda of activities being pursued by MCC and which will continue through next year: college readiness, high impact learning, global education/international services, workforce development and partnerships.

He explained following initiatives for 2014-2015:

- Intentionality: Academics, Retention, First Semester Services and Scholarships
- Curriculum: SUNY Seamless, Liberal Arts and General Education Program, Workforce Development
- Programming: Virtual College, Global and International, Honors Institute, Pathway Initiatives

2. Announcements (M. Ernsthausen)

- a) M. Ernsthausen thanked Dean Fragnoli for her commitment and dedication to the College for the past 20 years and wished her luck in her new position. Dean Fragnoli thanked M. Ernsthausen for

the opportunity to be recognized and she is grateful for the many experiences and opportunities she was provided at MCC.

- b) M. Ernsthausen announced C. Downing is retiring from the College at the end of August. C. Downing explained her 30+ year career at MCC and is grateful for the opportunities she was given.

3. Student Announcements

There were no student announcements.

4. Old Business

a) President's Proposed Organizational Structure

D. Shaw thanked the College community members for their input and responses via emails, online survey and meetings regarding the proposed restructure. He asked attendees if there were any questions.

- L. Pierce recognized and thanked SCAA for its hard work in preparing the document. D. Shaw thanked the SCAA members for their dedication during the process along with their commitment to shared governance.

M. Ernsthausen stated President Kress has replied to SCAA response and it was dispersed via email to the Senators to review prior to the meeting. He thanked President Kress for attending the meeting to answer any questions. President Kress thanked SCAA for their work on the productive process.

5. New Business

- a) M. Ernsthausen asked for new business to discuss from the floor. He encouraged everyone to send discussion topic suggestions to him via email MErnsthausen@monroecc.edu

All College meeting adjourned at 4:40 p.m.

Faculty Senate meeting called to order at 4:42 p.m.

1. Announcements (M. Ernsthausen)

M. Ernsthausen stated there is not a meeting time limited outlined in the Faculty Senate Bylaws and/or Resolutions so there will be time for discussion of all matters.

2. The minutes from the May 15, Faculty Senate meeting were approved.

3. Action Items:

- a) E. Putnam made a motion to approve the following new program, program revisions and program deactivations.

1 New Program: 2013-NP3-Fall AAS	Information and Network Technology
4 Program Revisions:	
2013-PR35-Fall	AAS Mechanical Technology
2014-PR7-Spring	AAS Health Information Technology/Medical Records
2014-PR17-Spring	AAS Computer Information Systems
2014-PR13-Spring	AAS Interior Design
2 Program Deactivations:	
2014-PD2-Spring	AS Office Technology - Office Administration
2014-PD3-Spring	Cert Office Technology Specialist

Motion seconded.

There was no discussion.

Motion passed.

- b) E. Grissing made a motion to support the recommendation to close the College on Veterans Day (when it falls on a weekday).

Motion seconded.

Discussion: J. Hill asked if there are a minimum number of hours required per class per credit hour such as in the case where a lab is canceled twice in one semester. E. Grissing stated there was not any supporting documentation, which required a specific number of hours per class per semester. K. Aquila pointed out this will be a big problem with nursing programs/courses and she has forwarded her concerns to E. Grissing.

Motion passed.

E. Grissing noted when the recommendation is forwarded to administration it will include an explanation that the negative votes were from departments/areas (such as Nursing, Dental Hygiene, Rad Tech) that are externally accredited and are rightfully concerned about meeting minimum seat time/conference time/clinical lab time in order to maintain their accreditation.

- c) E. Grissing made a motion to approve the proposed amendment to revise wording of Faculty Senate Resolution 1.10 (Course Information Sheets) Attached as Exhibit "A"

Motion seconded.

Discussion: There was no discussion.

Motion passed.

- d) MCC Employee and Visitor Code of Conduct Draft #6

M. Redlo stated there is an additional version MCC Employee and Visitor Code of Conduct Draft #7, which includes minor wording changes. He made a motion to discuss and amend MCC Employee and Visitor Code of Conduct Draft #6 to include the additional language, which would create MCC Employee and Visitor Code of Conduct Draft #7.

Motion seconded.

Discussion: M. Ernsthausen pointed out the change is in the second paragraph on page two (2), which now reads: *Monroe Community College will, in all cases, respect the relevant due process provisions of all negotiated contracts in reviewing and investigating violations of expectations and laws and may consult with appropriate college officials in determining sanctions.* Also, adding the following addendum will be included with draft #7 of the policy: Assembly, Picketing and Demonstrations and Jeanne Clery Security Policy and Crime Statistics Act

- M. Ofsowitz asked from whom and where the changes originated. M. Ernsthausen stated he believes the changes were made based on feedback from the MCC Employee and Code of Conduct Committee. J. Hill confirmed A. Lee forwarded the suggested changes and/concerns of the committee. M. Ernsthausen believes President Kress added the wording change.

- J. Mahar asked if there is list of College officials referred to in the statement such as FA, CSEA, Human Resources, other Vice Presidents, etc. M. Ernsthausen stated he interprets it to mean under the contract it would be FA and CSEA representatives.

- T. Conte asked if the Faculty Association agrees the wording would give them the ability to defend their constituency. B. Gizzi stated she has discussed her concerns regarding the use of the word *may* versus *will* in the document. The Faculty Association would prefer the word *will* rather than *may*; however, the reiteration of due process provisions and contract negotiation language is an improvement compared to previous drafts. She continued by stating the Faculty Association has voted against all previous drafts, however the Faculty Association has not voted for or against Draft #7.

- L. Pierce pointed out Monroe Community College can't negotiate and believed language should be added to reference the people within the organization who are authorized on behalf of Monroe Community College.

- M. Ofsowitz stated the wording *may consult with appropriate college officials in determining sanctions* is not clear and he doesn't understand its meaning.

- T. Conte stated he feels comfortable with language and he would be defended and have appropriate representation if needed.

M. Ernsthausen explained the motion on the floor is to add the additional language to Draft #6, creating Draft #7. D. Shaw agreed and clarified Senators are not voting to approve Draft #7 but only amending Draft #6 which create Draft #7.

M. Ernsthause explained his personal opinion is Senators are elected by their constituents to make decisions on their behalf. He further believes if constituents must review each minor change before voting the process would take much longer than necessary. He reiterated this was his opinion, however he will support whatever process the Faculty Senate agrees on.

- J. Hill stated she would like the opportunity to review the Assembling, Picketing, and Demonstrations document before voting.

- D. Cecero pointed out the Assembling, Picketing and Demonstrations document is a draft and has not been reviewed and/or approved by the Board of Trustees.

Motion passed.

M. Redlo made a motion to table the vote on the MCC Employee and Visitor Code of Conduct Draft #7 until the September Faculty Senate meeting.

Motion seconded.

Discussion:

- S. Farrington stated until the Faculty Association has reviewed and voted on Draft #7 he cannot vote on Draft #7.

- N. Christensen asked when Draft #7 was received and why is the Faculty Senate just seeing at today's meeting. M. Ernsthause stated he did not receive it until a little over a week ago.

- B. Gizzi stated she believed Draft #7 will be presented to the Board of Trustees at its August 4, 2014 meeting.

Motion passed.

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.

Academic Policies (E. Grissing)

E. Grissing reported the following:

- APC has continued its discussions of Resolution 1.11 (Student Opinions of Course and Faculty Questionnaire). The Committee's intent has been to move the discussion along to the point where next year's APC may be able to present modifications to the resolution to the full Senate for a vote.

- The Committee has also continued background research for a review of Resolution 1.2.1(7) (Advanced Standing Credits). In particular, it has discussed with others current trends, especially within SUNY, for awarding academic credit to students whose previous experience includes focused learning of particular subjects. This information will also be passed along to next year's APC for further discussion.

Curriculum Proposals (E. Putnam)

E. Putnam reported the following:

- The Curriculum Committee has given Final Approval to:

1 New Program:

2013-NP3-Fall	AAS	Information and Network Technology (action item)
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2 Program Revisions:

2013-PR35-Fall	AAS	Mechanical Technology (action item)
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2014-PR7-Spring	AAS	Health Information Technology/Medical Records (action item)
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2 Program Deactivations:

2014-PD2-Spring	AS	Office Technology - Office Administration (action item)
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2014-PD3-Spring	Cert	Office Technology Specialist (action item)
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4 New Courses:

2014-NC10-Spring	HIS 109	Global History I: to the 1500s
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2014-NC11-Spring	HIS 110	Global History II: since the 1500s
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2014-NC8-Spring	IDE 270	Interior Design Seminar
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2014-NC12-Spring	ENG 219	LGBTQ Literature
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2 Course Revisions:

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|------------------|---------|------------------------------------|
| 2014-CR57-Spring | CIS 110 | A+ PC Repair and Operating Systems |
| 2014-CR46-Spring | COM 203 | Animation and Special Effects |
- The Curriculum Committee has Posted for Faculty Review until 6/10/2014:
- 2 Program Revisions:
- | | | |
|------------------|-----|--|
| 2014-PR17-Spring | AAS | Computer Information Systems (today's action item) |
| 2014-PR13-Spring | AAS | Interior Design (today's action item) |
- 3 Course Revisions:
- | | | |
|------------------|-------------|--|
| 2014-CR63-Spring | ANT 102/201 | Cultural Anthropology/Native American Peoples and Cultures |
| 2014-CR59-Spring | CHE 124 | General Organic Biochemistry |
| 2014-CR68-Spring | ENG 101 | College Composition |
- The Curriculum Committee has Posted for Faculty Review until 6/17/2014:
- 1 New Program:
- | | | |
|-----------------|----|----------------------------------|
| 2014-NP2-Spring | AS | Liberal Arts & Sciences: Physics |
|-----------------|----|----------------------------------|
- 2 New Courses:
- | | | |
|------------------|---------|------------------------------|
| 2014-NC2-Spring | ART 115 | Introduction to Illustration |
| 2013-NC11-Spring | ESL 178 | Grammar in Writing |
- 5 Course Revisions:
- | | | |
|------------------|---------|--|
| 2014-CR67-Spring | PHO 223 | Photojournalism and Documentation |
| 2014-CR36-Spring | PPE 211 | Selected Certifications in Youth Sport |
| 2014-CR71-Spring | GEG 133 | Introduction to Remote Sensing |
| 2014-CR72-Spring | MTH 099 | Elementary Algebra Review (lab for Intermediate Algebra) |
| 2014-CR70-Spring | TRS 105 | Academic Writing |

Curriculum Special Projects (P. Emerick)

P. Emerick reported the following:

- The Committee continues to review CLO's and is reviewing information received from the Infused Competency Committees.

NEG (A. Wilson)

A. Wilson reported the following:

- In a recent vote the following Faculty Senate Bylaw revisions passed:
 - Article IV. 2 Non-Voting Members: edit to reflect title changes (i.e. Director of Public Affairs, Director of Human Resources, etc.).
 - Article V, Section 2.C(5) change to "Distribute a list of respective constituents to senators upon request", as reflective of current practice.
 - Article IX, Section 2.E Special Committee on Administrative Affairs - Change to "Membership of this Committee shall be at least seven senators who are tenured faculty or non-probationary professionals." This reflects current practice.
- She has requested committee preferences from the 2014-2015 Senators. A. Wilson moved the date to respond to June 10th per M. Ernsthause's request.

Planning (M. Redlo)

M. Redlo reported the following:

- The Academies Initiative is efficiently keeping to its timeline. The Veterans Resource Center, which will be located on the 3rd floor of the Library, is also progressing nicely and should be ready for its official unveiling in September.

Professional Development (H. Williams)

H. Williams thanked her Committee, Sandy Warren and Alberta Lee for their work on this week's Professional Development events.

SCAA (J. Case)

J. Case reported the following:

- The Committee met with the search firm RPA which presented an aggressive timeline for the Assistant to the President, Human Resources and Organizational Development search to be completed by September 1st so as to minimize the potential for an interim.

5. Old Business

There was no old business.

6. New Business

a) M. Ernsthausen presented M. Ofsowitz with a certification of appreciation for all his hard work updating the Faculty Senate website.

b) M. Ernsthausen thanked the outgoing Senators for their work on the Faculty Senate.

b) M. Ernsthausen stated the Faculty Senate would be working on the following initiatives in Fall 2014:

- Developing a topic for an across the disciplines college-wide discussion
- Discussion of ways to incorporate adjunct faculty into the Faculty Senate

Meeting adjourned at 5:15 p.m.

Respectfully submitted,



Mark Ernsthausen
President
Faculty Senate



Teresa Schichler
Secretary
Faculty Senate

Minutes approved at the September 18, 2014 Faculty Senate meeting.

Exhibit "A" – Item 3c

1.10 COURSE INFORMATION SHEET POLICY (2010)

It is required that all faculty utilize a Course Information Sheet. A copy of the CIS should be sent to the department office by the end of the first week of class. Faculty teaching online courses will submit a collection of the segments that provide the same information as the CIS. The CIS will be made available in hard copy or electronic form during the first week of class and will include items numbered 1 - 1213 below. Items 13-18 14-23 may also be included.

- (1) Course Title: Course abbreviation and title.
- (2) Instructor Information: Name, Room Number, Departmental Extension Number and Office Hours.
- (3) Required Course Materials: Textbooks, materials, instruments, special fees and expenses.
- (New 4) Email address. May include indication as to whether you will accept messages from non-monroecc.edu accounts and/or assignments via email.
- (5) Course Description and Objectives Learning Outcomes: Instructor's description of course objectives learning outcomes to be attained by students; course prerequisites.
- (6) Attendance and Withdrawal Policies.
- (7) Academic Honesty: At minimum, refer student to page in the current college catalog that describes the Academic Honesty Policy.
- (8) Course Requirements: Classroom participation, projects, class work, readings, and outside assignments.
- (9) Examinations: Comprehensive or not, number and type of tests.
- (10) Make-up Policy: Exams, assignments, classes.
- (11) Grading: Percentage or emphasis placed on exams, quizzes, etc.
- (12) Learning Center Referral (see your department chair for specific information).
- (13) Information regarding emergency closings (see your department chair for specific information).
- ~~(13) Email address (optional): Should include indication of whether you will accept messages and/or assignments via email. (moved to (4) above)~~
- (14) Policy on cell phone usage during class time (optional).
- (15) Course Outline and Schedule (optional): Approximate dates of exams and major assignments. Precise clarification a minimum of one (1) week in advance.
- (16) Instructional Methods (optional): Lectures, movies, class discussion, field trips, overhead projectors, and handouts.
- (17) Student Responsibilities (optional)
- (18) Instructor Responsibilities (optional)
- (19, new) Services for Students with Disabilities (optional)
- (20, new) Civility, honor code, and grievance procedures (optional)
- (21, new) Policy on audio and video recordings in class (optional)
- (22, new) Library Services available (optional)
- (23, new) MCC's tobacco-free policy (optional)