



Faculty Senate

Monroe Community College

Faculty Senate Meeting
March 19, 2015

PRESENT: M. Bates, S. Broberg, L. Carson, J. Chakravarthy, K. Chin, A. Colosimo, A. Conte, P. Emerick, M. Ernsthausen, S. Farrington, H. Fox, D. Gasbarre, K. Mooney-Graves, M. Heel, D. Henneberg, R. Horwitz, A. Hughes, J. Kucich, J. Mahar, J. McPhee, D. Miller, K. Morris, D. Navarro, H. Murphy, J. Oriel, L. Pierce, E. Putnam, C. Rapp, M. Redlo, R. Rodriguez, J. Scanlon, T. Schichler, L. Stratton-Zion, G. Thompson, K. Tierney, J. Waasdorp, A. Wahba, R. Watson, H. Williams

ABSENT: R. Babcock, N. Christensen, G. Fazekas, R. Fisher, A. Knebel, E. Lanzafame, T. Leuzzi, P. Oettinger, K. Rodriguez, M. Timmons, J. Wilson

GUESTS: V. Avalone, J. Bartkovich, C. Cooper, P. Czaja, M. Fine, C. Fogal, B. Gizzi, J. Hill, A. Kress, K. Love, T. Vinci, M. Witz

Meeting called to order: 3:33 p.m.

1. Guest Speakers:

a) President Kress

Budget Advocacy

Dr. Kress began by stating the New York State Assembly is at \$51 and the Senate at \$100 base-aid restoration per FTE, which is far below \$250 asked for by MCC (and other community colleges). In order to give some context regarding the request, she explained the last session \$300M was dedicated to Pre-K and this session it is projected to be an additional \$1.4B. She further explained based on the \$250 requested the amount would be less than \$75M across the SUNY and CUNY systems which is not an unreasonable amount and a fraction of what has been dedicated to Pre-K. She stated advocacy efforts continue.

Questions:

- L. Pierce asked how much of the budget comes from Monroe County. President Kress stated when she first started at MCC the amount was around 14%, however it is up 22% which is close to their 26.7% obligation. However, it is increasingly difficult to ask for additional funding from the County when New York State is not living up to its funding obligation, which is supposed to be 40% of MCC's budget. MCC students will be attending Students Speak Up on March 24th speaking with the delegation to advocate for more state funding.

Middle States Self-Study

Dr. Kress stated she meets with the Middle States Steering Committee monthly to receive updates. Currently, it is in the drafting stages of the process, where committees are submitting revised drafts. This part of the process will continue through the summer. There have been external consultants engaged to review and edit the reports as cold readers, who are third parties familiar with the Middle States process and what they are looking for in a report. A draft will be available college-wide in September. Quentin Bullock will chair MCC's Middle States review committee; he will make a preliminary visit in October 2015. In March 2016, the entire committee will make its site visit. She thanked the committee members and steering committee for their time and effort on the Middle States, acknowledging the hard work put into the self-study.

President Kress thanked M. Ernsthausem for attending the budget advocacy meetings with the area delegation, providing an important faculty perspective.

b) C. Cooper – Course Catalog/Student Handbook

C. Cooper began by explaining the College was looking for efficiencies while reviewing the Course Catalog/Student Handbook. Constructing the catalog every year is a labor-intensive process involving many people. The following is the plan to improve accuracy and efficiency in the catalog:

- Less content overall with only requirements mandated by external entities, such as the state (State Ed, SUNY, Middle States, etc.) and information a student needs to help guide them through the College. She gave examples of what will be included and not included.
- Publish it online only, with it being searchable and printable. This plan will simplify the process for all the College to gain 2-3 weeks of update time since it will not need to be sent to an outside printer. In addition, not having it printed may also give the College the ability to make updates more often, and she is looking to this process by reviewing other colleges' policies.

Questions:

- A Senator asked for more examples of what will not be included in the catalog. C. Cooper listed the following which will no longer be included:
 - Explaining the College's membership in the League for Innovation
 - Information on how to contact the media
 - L. Holmes will be creating a student handbook so there is information from the catalog that can be moved to this document
 - Information on campus tours

She encouraged faculty to contact her directly for more information.

- H. Williams asked how students would be notified the catalog would only be available online. C. Cooper stated students have been aware of the availability of an online version and where catalogs can be purchased for the past several years. However, there is a plan to reach out to students through student governments to let them know of the change to online only.
- A Senator asked if there would still be an option for students to print the catalog if needed. Students can also have the option to print however, there has not been a huge demand.
- E. Putnam asked who would be working on making the online version searchable. C. Cooper stated the first year it will most likely be a searchable PDF, however they will be working to find a system compatible with the curriculum database.
- M. Ernsthausem stated faculty who are doing a lot of advising are concerned there will not be a hardcopy available. He asked if there was some way to print a limited number of catalogs to be available at the Counseling and Advising Center or for faculty. C. Cooper stated it would be up to the faculty to print the sections they need in hardcopy form.
- P. Emerick pointed out the complexity of faculty having to print their own copy and stated it is easier to use a hardcopy when advising a student. He pointed out with budget concerns, asking to have departments pay to print the catalog is an unexpected added expense. C. Cooper stated the *printing would be done on your office printers and would encourage faculty to only print the sections needed to advise students.*

2. Announcements

M. Ernsthausem made the following announcements:

- a) He congratulated Senators on their promotions.
- b) He gave the dates for the April "What's On Your Mind?" meetings. He encouraged Senators to share the information with their constituents.
 - Brighton Campus: Monday, April 6, 2015 from 12:00 – 1:00 p.m. – Empire Room
 - Damon City Campus: Monday, April 6th 2:30 – 3:30 p.m. – Community Room
 - Applied Tech Center: Tuesday, April 7, 2015 from noon-1:00 – Classroom 104
- c) The April Faculty Senate meeting will be held at DCC. Arrangements have been made to validate parking; however, Senators should let H. Murphy know if they plan to drive.
- d) 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.

e) The 2nd Annual Assessment Awards will be held Friday, April 17th from 2:00 – 3:30 in Monroe B, recognizing faculty who have been working on assessment projects throughout the academic year.

3. Student Announcements

J. Oriel gave an update on the elections for Student Government. They are currently in the process of appointing a President and Vice President to complete the term until the end of semester as well as interviewing for Senators. A Student Trustee has been appointed to the Board of Trustees. She encouraged faculty to direct students who show leadership skills to Office of Student Life and Development to apply for student government positions for the 2015-2016 academic year.

4. The Minutes from the February 26, 2015 Faculty Senate meeting were approved.

5. Action Items:

a) **E. Putnam made a motion to approve the following Curriculum Proposal:**

1 Program Deactivation: 2015-PD1-Spring AS Chemistry Advisement Sequence

Discussion: There was discussion clarifying information about the new program.

Motion seconded. Motion passed.

b) **Change to the fall 2015 Academic Calendar to a 4-day exam schedule (Saturday, Monday, Tuesday & Wednesday) to allow for no exams on Christmas Eve**

Discussion: J. Mahar addressed the following questions he received at the February Faculty Senate meeting.

- Logistically, could Registration and Records (R&R) handle a 3-day exam schedule? Records and Registration confirmed it could be done however, evening classes would need to be scheduled since currently class time is used for exams. In addition, the number of conflicts greatly increase requiring faculty to make alternate arrangements for these students outside of the R&R process.

- Could Monroe A/B and/or the gym be used to accommodate faculty giving common exams? L. Prusetti from R&R stated space is usually not an issue. The bigger issue is considering students' schedules and ensuring they have time to get to each scheduled final including between campuses. She also stated it is her understanding if there are any students in a specific course who require accommodations, then the exam cannot be scheduled on a Saturday since the Students with Disabilities Office is closed. A Senator asked if this would be the same for students in evening courses. J. Mahar confirmed it would be a similar situation as Saturday. There was additional discussion regarding Students with Disabilities Office availability.

- C. Rapp stated she spoke with executive team members of SEGA and they are opposed to Saturday exams giving reasons related to childcare and work schedules. M. Redlo stated his students were overwhelming in favor of having Saturday exams if they were given a month's notice of the schedule.

- M. Heel expressed concerns from his constituents about asking support staff to work on a Saturday when they already have to work on Christmas Eve in order to allow teaching faculty to have Christmas Eve off. He reiterated this was a concern from his constituents and as voting faculty it's important to include the entire community not just the teaching faculty. J. Mahar stated it was not the intention of the proposal to have any support staff on campus on Saturday.

- There was additional discussion regarding issues with having exams on Christmas Eve.

J. Mahar made a motion to support a change to the fall 2015 Academic Calendar to a 4-day exam schedule (Saturday, Monday, Tuesday & Wednesday) to allow for no exams on Christmas Eve. Motion seconded. Motion fails.

J. Mahar clarified since the motion failed, the fall 2015 academic calendar remains as is.

c) **J. Mahar made a motion to support the 2017/18 Academic Calendar**

Discussion: There was discussion and clarification regarding Veteran's Day and seat time.

Motion seconded. Motion passed.

d) Proposed Faculty Senate Resolution 1.11 – Student Opinion of Course and Faculty.

Discussion:

- S. Farrington stated there was concern in his department since there were fewer students responding it is not an accurate representation of how students felt.
- T. Conte stated he received very few responses and believes it is not worth the effort. J. Mahar responded by stating there needs to be a way for students to voice their opinions regarding course and faculty as required by Middle States. T. Conte asked if it was being done to obtain useful information or to fulfill a requirement. J. Mahar stated it is the goal to receive valid information and the response rate was around 24%. K. Love stated there was limited marketing to students about the change so there are plans to increase it on campus and in the classroom.
- R. Rodriguez suggested moving the survey distribution to the middle of the semester might increase the response rate. J. Mahar responded stating the survey is sent out at the end of the semester (after the withdrawal deadline) so students can base their opinion of the full course.
- There was additional discussion regarding the process and suggestions on how to improve response rates.

J. Mahar made a motion to support the proposed Faculty Senate Resolution 1.11 – Student Opinion of Course and Faculty. There was a vote taken with an unclear result.

Additional discussion:

- There was additional discussion clarifying the Faculty Senate Resolution being voted on and the next step if the proposed resolution was not approved. K. Love explained the process and gave the reasons for proposing an electronic survey explaining the labor-intensive process involved in administering a hardcopy. She stated with an electronic version IR is in charge of the process, which has simplified it and improving the timeframe, in which faculty receive their results.
- A Senator asked if faculty could opt out of this process. J. Mahar confirmed faculty could opt out of the process as agreed by the FA and Administration. He clarified departments cannot opt out of the process and department chairs can overrule a faculty decision to opt out if data is needed for a specific course for any assessment reasons. L. Pierce stated opting out, however, would not satisfy a student's right to express their opinion of course and faculty. J. Mahar stated this resolution will satisfy Middle States requirements.
- B. Gizzi stated she would like to clarify faculty have the right to drive this process. H. Williams stated Senators should vote how they feel academically.

J. Mahar made a motion to support the proposed Faculty Senate Resolution 1.11 – Student Opinion of Course and Faculty. *Motion seconded. Motion passed.*

e) J. Mahar made a motion to support the proposed Faculty Senate Resolution 1.1.7(5) - Fresh Start Policy. *Motion seconded. No Discussion. Motion passed.*

6. Future Action Item (Vote at the April Faculty Senate Meeting):

a) M. Ernsthause stated he has received several questions about the proposed MCC General Education Plan asking for more information regarding enhanced learning activities and high impact practices requirements.

- There will be a total of three (3) writing intensive courses required with an additional two (2) from the list provided. He had several people contact him asking if this was the final list. He explained it was the intention of the General Education Committee to include all the High Impact Practices from the Academies Committee (as approved at the January Faculty Senate meeting) to have one list.
- There was another question asking if a student could meet the requirements by taking five (5) writing intensive courses. He confirmed they could by taking the three (3) required and then two (2) additional courses, which would cover the HIPs requirements. In addition, it is still being decided if one course could qualify for more than one high impact practice. He believes the answer would be yes but can't make that decision.
- H. Williams stated her constituency has concerns regarding specific programs not having enough credit to meet the HIPS requirements. She requested a hypothetical scenario be sent out giving concrete examples of how a typical student would not be affected by these changes. She suggested using Engineering and Business Programs students in the example. M. Ernsthause stated he would work on getting something distributed. H. Williams stated her department also had concerns related to FACE.

- J. Chakravarthy asked if this would affect SUNY GenEd requirements. M. Ernsthausen stated they would not be affected. When finalizing the proposal, the GenEd Committee compared the learning outcomes with the SUNY GenEd and they were able to determine if a program is meeting SUNY GenEd requirements then it will also be meeting MCC's learning outcomes (with the exception of Health/PhysEd programs).
- C. Rapp asked the following questions from her constituency:
Who will be tracking HIPS requirements and how will it affect advisor workload? M. Ernsthausen stated the best way to accomplish this would be to flag or code courses using the Banner system. He isn't sure how this would affect advisor workload.
Would a student be denied graduation for not meeting HIPS requirements? M. Ernsthausen stated this was discussed in the Gen Ed Committee and he would get back to her with more information.
How will HIPS requirements affect transfer students coming into MCC? He can't answer this question however, the Gen Ed Committee discussed the need for having an ad hoc committee review implementation issues.
- L. Pierce asked how seamless this will be with new seamless transfer requirements. He stated this question was addressed and representatives from area Colleges such as RIT and Brockport University didn't feel it would be an issue.
- J. Scanlon stated several members of his department have concerns about the Faculty Senate recommending a General Education Plan with HIPS practices since they believe it crosses the line into how faculty teach and is going too far (clarifying they had an issue with only the HIPS not the General Education Plan). M. Ernsthausen stated the FA has similar concerns as outlined in a letter. B. Gizzi stated the FA Executive Council discussed similar concerns from constituents as a result and agreed to prepare a statement asking the Faculty Senate not to include HIPS in the MCC General Education Plan. B. Gizzi will send the letter out to Senators after the meeting.
- M. Redlo stated his department has similar concerns outlined by the FA and will vote against a GenEd Plan which includes HIPS requirements. He also heard feedback from constituents who questioned why MCC has its own GenEd Plan and the College is not just following SUNY's GenEd Plan. R. Horowitz responded by stating some students will not go into SUNY schools so its important MCC have its own plan. M. Heel pointed out the College currently has two (2) GenEd Plans and the GenEd Committee was tasked with revising MCC's GenEd Plan not creating a new plan. M. Ernsthausen stated the GenEd Committee members discussed what skills they wanted MCC graduates to have after completing their degrees and it was agreed the most important skill is writing, which is the reason for the three (3) writing intensive courses requirement. He gave examples of the importance of writing in different programs and careers.
- M. Ernsthausen encouraged Senators to continue the discussion with their constituents and offered to attend any department meetings to answer questions.

7. **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:

- Proposal on Student Opinion of Course and Faculty (Resolution 1.11), up for vote in March meeting
- Proposal for Fresh Start Policy (Resolution 1.1.7(5)), up for vote in March meeting
- Proposals for Final Exam Schedule in Fall 2015 and 2017/18 Academic Calendar, up for vote in March meeting – Feedback received from DCC SEGA and Registrar
- Provost request for review of Academic Grievance Procedure (Resolution 1.9) discussed, review of process underway – future course of actions to be determined
- Discussion on request from Provost on surveying departments about Attendance Practices and providing guidelines
- Continuing Topics of Discussion:
- Discussion of Electronic Distribution of Course Information Sheets
- Prior Learning Assessment – Ad Hoc Committee report was due March 15

Additional comments: The Committee will be reviewing the Prior Learning Assessment report at its next meeting.

Curriculum (E. Putnam)

E. Putnam reports the following:

- The Curriculum Committee has given final approval to:

1 New Course:

2015-NC2-Spring HSM 180 Social Media, Issues and Impacts

28 Course Revisions:

2014-CR34-Fall	HIS 200	Women in the United States: A Historical Perspective
2014-CR68-Fall	ENR 157	Digital Electronics and Microcontrollers
2014-CR69-Fall	ENR 261	Engineering Computing 2
2014-CR51-Fall	CIS 100	Information Processing Fundamentals
2015-CR8-Spring	GEO 102	Historical Geology
2015-CR21-Spring	MTH 096	Algebra for Statistics
2015-CR22-Spring	DEN 110	Dental Health Education
2014-CR50-Fall	DEN 121	Dental Radiography II
2015-CR23-Spring	DEN 213	Oral Pathology II
2015-CR24-Spring	DEN 111	Dental Radiography I
2015-CR25-Spring	DEN 113	Barrier Precautions and Infection Control Measures
2015-CR26-Spring	DEN 114	Dental Hygiene I
2015-CR27-Spring	DEN 122	Oral Anatomy and Physiology II
2015-CR28-Spring	DEN 129	Periodontics I
2015-CR30-Spring	DEN 211	Dental Materials
2015-CR29-Spring	DEN 212	Community Dentistry I
2015-CR13-Spring	CLT 203	Diagnostic Microbiology
2015-CR17-Spring	CLT 251	Clinical Affiliate Clinical Rotation I – Body Fluids/Urinalysis and Immunology Serology
2015-CR18-Spring	CLT 253	Clinical Affiliate Clinical Rotation II - Microbiology and Blood Bank
2015-CR19-Spring	CLT 255	Clinical Affiliate Clinical Rotation III - Clinical Chemistry and Clinical Hematology
2015-CR20-Spring	CLT 260	Medical Laboratory Technology Seminar
2015-CR9-Spring C	LT 130	Body Fluids and Urinalysis
2015-CR10-Spring	CLT 140	Immunology
2015-CR11-Spring	CLT 145	Serological Techniques
2015-CR12-Spring	CLT 150	Histology Techniques
2015-CR16-Spring	CLT 230	Hematology and Coagulation

1 Course Deactivation:

2014-CD13-Fall ATP 140 Automotive Technology-Coop Seminar

1 Program Deactivation:

2015-PD1-Spring AS Chemistry Advisement Sequence

4 Course Learning Outcome Revisions:

2014-CO12-Fall	HVA 104	Commercial Air Conditioning and Heat Pumps
2014-CO19-Fall	CIS 100	Information Processing Fundamentals
2014-CO29-Fall	MTH 164	Introduction to Trigonometry
2015-CO2-Spring	MTH 161	Statistics II

- The Curriculum Committee has posted for faculty review until 3/17/15:

6 Course Revisions:

2015-CR31-Spring	DEN226	Dental Therapeutics II
2015-CR33-Spring	DEN 216	Dental Therapeutics I
2015-CR32-Spring	DEN 217	Dental Specialties
2015-CR14-Spring	CLT 210	Clinical Chemistry
2015-CR15-Spring	CLT 220	Immunohematology
2015-CR34-Spring	ACD 144	Alcoholism/Chemical Dependency/Substance Abuse

Group Counseling Skills

- The Curriculum Committee has posted for faculty review until 3/24/15:

1 New Course:

2014-NC3-Fall TAM 153 Mechanical Design and Prototyping

3 Course Revisions:

2015-CR35-Spring DEN 115 Clinical Dental Hygiene I

2014-CR32-Fall DEN 125 Clinical Dental Hygiene II

2015-CR36-Spring ENG 251 Technical Communication

NEG (N. Christensen)

N. Christensen reports the following:

The following is the timeline for spring 2015 Faculty Senate Elections:

- Senator Elections:

Monday, March 16th Call for nominations for open Senate seats sent via email to departments

Monday, March 30th Deadline to submit nominations (to be submitted via email)

March 31th – April 3rd NEG confirms nominees' willingness to serve

Monday, April 20th Ballots distributed to departments

Monday, May 4th: Deadline to return ballots to Faculty Senate Office by 5:00 p.m.

Tuesday, May 5th: Ballots counted

Thursday, May 7th Notify departments of results via email and submit to Tribune

Monday, May 18th Send out letters for committee preference assignments

- Faculty Senate Officers (Voting Faculty)

Wed, March 11th Call for nominations broadcast via Tribune

Wed, March 25th Deadline for nominations (to be submitted via email) by 5:00 p.m.

Tuesday, April 6th Candidate statements due by 5:00 p.m.

Thursday, April 23rd Candidate statements distributed/availability of absentee ballots announced via Tribune

Wednesday, April 29th Election at Brighton (11:00 a.m. – 2:00 p.m.)

Thursday, April 30th Election Damon (10:00 a.m. – 12:00 p.m.)

Friday, May 1st Ballots counted and Tribune announcement

Additional comments: The candidate statements deadline should be Monday, April 6, 2015.

Planning (M. Redlo)

M. Redlo reports the following:

- The Academies Model continues its march forward. The position of Faculty Liaison Coordinator for each school has been approved with six hours per semester of release time. The position of HIPs Specialist has been finalized and posted. Applications will close March 30th. This is currently being considered a temporary position ending September 2017 and is funded through the Title III grant. Advisement coding has been completed for all six schools. The second installment of the Academies Lunch and Learn Series entitled High Impact Learning Practices was held March 12th in the Empire Room. It was well attended by approximately 30 people and was led by Mark Bellavia who gave an excellent presentation and answered all questions.

- Seven Strategic Planning Proposals, totaling \$52,410, are currently under review. A final recommendation will be made to President Kress no later than April 10th.

Additional comments: M. Redlo will be meeting with the President on April 8th to discuss the Committee's recommendations for Strategic Planning Grant recipients.

Professional Development (H. Williams)

H. Williams reports the following:

- The June Professional Development Week schedule has been finalized. The next step will be promoting the event.

- The deadline for Dr. Hanson Wesley T. Hanson Award for Teaching Excellence and The MCC Award for Excellence in Professional Service is April 10, 2015.

- The deadline for Faculty Senate Spotlight Awards is April 29, 2015.

Additional comments:

- H. Williams stated the Committee received one application for the Professional Leave for the Benefit the College which it will be reviewing at its next meeting.
- The Committee is still accepting nominations for the Carmen Powers Legacy Lecture Series and encouraged Senators to let retirees know of this opportunity.
- M. Ernsthausem stated the awards recipients plaques outside of the Library will be updated by the end of the semester.

SCAA (M. Bates)

M. Bates reports the following:

- Executive Dean DCC search: The search committee for the DCC Executive Dean has made its recommendation.
- Department Chair elections: Chair elections ran on March 11. The elected chairs list will be sent to the Board for approval at its April meeting and announcement of new chairs will follow.

8. Old Business:

There was no old business.

9. New Business:

- a) M. Ernsthausem asked for nominations from the floor for Faculty Senate Officers. There were none. He encouraged anyone interested to email H. Murphy by March 25, 2015.
- b) Online catalog vs. Print
 - P. Emerick summarized his concerns regarding changes to the availability of the catalog: a print version is easier to work with when interacting with students, he has concerns regarding the cost to the department for printing a hardcopy and the online version is not search friendly.
 - There was discussion regarding the importance of having a hardcopy of the catalog when advising students and it was suggested to have limited numbers of printed copies available for advisors and faculty who advise students regularly.
 - C. Cooper agreed to look into how a compromise can be reached regarding having a limited number of catalogs available to faculty.
 - K. Chin asked if there was archived copies of past catalogs available online. It was stated there are hardcopies available of all past catalogs in the Registration and Records Office and this practice will continue going forward.
 - G. Thompson pointed out when advising students through Degree Works there is a way to view course and program descriptions easily. He stated he has not needed a catalog since using Degree Works. M. Ernsthausem encouraged Senators to look at Degree Works to see if this would fit their needs.

Meeting adjourned at 5:17 p.m.

Respectfully submitted,



Mark Ernsthausem
President
Faculty Senate



Teresa Schichler
Secretary
Faculty Senate

Minutes approved at the April 16, 2015 Faculty Senate meeting.