



Faculty Senate

Monroe Community College

**Faculty Senate Meeting
March 20, 2014**

PRESENT: K. Aquila, M. Bates, A. Bauer, L. Carson, J. Case, K. Chin, N. Christensen, A. Colosimo, T. Conte, K. Doyle, P. Emerick, M. Ernsthausen, S. Farrington, R. Fisher, K. Mooney-Graves, E. Grissing, M. Heel, D. Henneberg, A. Hughes, J. Kucich, E. Lanzafame, J. Mahar, B. Managan, J. McPhee, M. Ofsowitz, H. Murphy, J. Oriel, P. Ornt, P. Peterson, M. Redlo, M. Sample, J. Santos, T. Schichler, D. Shaw, G. Thompson, K. Tierney, J. Wilkie, H. Williams, A. Wilson, J. Wilson, M. Witz

ABSENT: R. Babcock, H. Fox, M. Kachaluba, S. McCormack, D. Navarro, P. Oettinger, P. Ornt, L. Pierce, P. Putnam, K. Rodriguez

GUESTS: V. Avalone, D. Burke, D. Cecero, C. Downing, B. Gizzi, A. Hill, J. Hill, M. Fine, K. Fragnoli, A. Lee, K. Love, H. Pierre-Philippe, S. Rudd

STUDENT REPRESENTATIVE: S. Jopson

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

1. Guest Speakers:

a) D. Jachim-Moore and H. Simmons – 2014-2015 Budget Update

H. Simmons began by giving the following budget highlights:

- Downtown Campus – County Leg approval for full bonding of \$72M; design work has begun
- Sale of 2420 BHTL Rd. to B&R Realty for \$185K approved by College BOT; SUNY BOT and County Leg approval pending

H. Simmons continued by reviewing the Environmental Scan, which influences the budget:

The US economy continues its recovery:

- Correlation between unemployment rates, high school graduation and enrollment remains strong
- National unemployment rate has improved to 6.6% (Jan. 2014) from its October 2009 rate of 10% (NYS: 7.1%; Rochester MSA: 6.1% - Dec. 2013). He stated this has a negative impact on enrollment with people returning to work instead of coming to school for further training. It is, however, what we are in business to achieve.
- Dow Jones Industrial average recovered beyond pre-recession level (16,070 vs. 14,164.53)

The Governor's \$137.2B Executive Budget reflects a \$1.8B or 1.3% increase over the 2013-14

Enacted Budget

- Includes proposal to hold flat the state aid rate at \$2,422 per FTE
- Holds NY Job Linkage funding flat at \$3 million system-wide
- Capital:
 - Focus on "critical maintenance projects" in which 50 projects at 20 CC's included
 - Thirteen "strategic initiative or related critical maintenance" projects at 9 colleges not included despite Sponsor support
 - Language change to allow use of existing funds for the State Street Campus has now been incorporated

H. Simmons stated there is a movement to change the methodology of chargebacks; however, it is on hold with SUNY until possibly June. .

D. Jachim-Moore went over enrollment performance for 2004/05 through 2013/2014, outlining the budget, actual/estimated and the budget variance for those years. He continued listing the following key assumptions for the 2014-2015 Budget:

- Enrollment – 13,800 FTE students, a decline of 884 FTEs or 6%
- Tuition – \$3,340, an increase of \$100 or 3%
- Technology Fee – FT Rate to \$175, an increase of \$50 or 40%
- Base State Aid Rate – \$2,572, an increase of \$150 or 6%
- Sponsor Contribution – \$19.6M, an increase of \$700K or 4%
- Total Budget – \$126.9M, an increase of \$2.6M or 2%

D. Jachim-Moore continued by reviewing the model for Revenue Performance: Budget Years 2014-2015 compared to Budget Years 2013-2014. He pointed out the loss of 2M (with a variance) due to declining enrollment; however, the College will be able to make up 1M of that loss with the increase in the tech fees.

D. Jachim-Moore reviewed the chart for Revenue Performance: Base State Aid per FTE, which shows an increase over the past few years with an estimated \$2,572 for 2014-2015. He also explained the break down for the Funding Partnership (net budget) model. He pointed out as state and county funding declines student funding increases.

D. Jachim-Moore explained the following expenditures: key trends (as compared to estimates for the current year):

- Employee compensation is expected to increase \$1.8M or 2.7% to \$69.3M
- Employee Benefits are expected to increase by \$1.7M or 5% due primarily to health care (+1.2M or 8%) and pension costs (+\$300K or 3%), approximating \$35.1M
- Equipment and Contractual Expenses are anticipated to remain flat, approximating \$22.5M

Other MCC efforts include:

- Downtown Campus – site in operation with design work underway for campus renovation
- Loop Road project – on schedule Roundabout: May 27 – August 15, 2014
- Building 21 Renovation/Expansion – project underway; Occupancy expected January 2015

H. Simmons stated the following challenges for the process of preparing and reviewing the 2014-2015 Budget (finalized in August 2014): enrollment, level of support from governments, potential changes in chargebacks, recharges (SUNY charges for what they do for MCC) and healthcare and pension costs.

Questions:

- T. Conte asked for clarification on the meaning of sponsor contributions. H. Simmons explained sponsor contributions are what Monroe County is giving MCC; this year it is 19M.
- M. Redlo asked if there was a strategy in place to work with the county to increase their contribution. H. Simmons stated the College makes every effort to influence our County legislators for additional funds. The contributions breakdown is 33% from students, up to 40% from the State and 26.7% from Monroe County. Each year the State legislature passes a waiver to allow colleges to charge students more than a third, which most colleges will do.
- J. Case asked for more information about why the tech fee is being increased this year. H. Simmons stated it is a funding mechanism for the College, revenue used across the campus.
- K. Mooney-Graves asked where foundation funds are applied. H. Simmons stated the foundations funds are used for scholarships and do not show directly in the College's revenue.
- M. Ofsowitz asked what kind of enrollment numbers the College needs in order to sustain the current number of faculty and the cost of the new downtown campus. H. Simmons stated he could only answer the question as it relates to the Budget. Every \$100.00 in tuition increases generates \$1.5M in revenue for the College. In order to make up the \$3M difference, which is what will be used from the Colleges reserve, it would require an increase of about 960 FTE students.

- J. Case asked the status of the College's reserve. H. Simmons stated the reserve balance is a problem. The current balance is \$13.8M, which may decrease to \$10M next year based on the projected 2014-2015 Budget along with the funds needed for this year.
- M. Heel asked for clarification on what is considered local share vs. sponsor. H. Simmons stated the sponsor portion is only what the College receives from Monroe County. The local share is made up of all other funds (excluding state aid and tuition).

b) S. Rudd– Honors Institute Coordinator

S. Rudd began by explaining the Honor Institute is an interdisciplinary program designed to engage, challenge, and prepare students. The main goal is to grow the program and increase opportunities for students from across the discipline. There is a need for more departments and faculty to join the Honors Council, spread the word about the program and develop honors curriculum in their disciplines. The benefits of the program include personal mentoring and academic advising by Honors professors, unique co-curricular and off-campus events, honors-eligible scholarships and SUNY Advanced Studies Certificate and Advanced Studies Certificate with Thesis in addition to the A.A. or A.S. degrees. He explained the requirements for each certificate.

He stated honors section courses have the same material covered in other section of the same course, but in greater depth with more opportunities for students to pursue individual interests. There are 18-22 sections offered each semester in a broad range of courses that fulfill requirements in nearly every program. Honors Seminars are also offered and are special courses delving deeply into the most challenging problems and questions facing the world today. There are 5-7 offered each semester and often integrated substantial co-curricular activity.

He listed co-curricular and extra-curricular activities which included: attend and present at academic conferences, Northeast Regional Honors Conference, Seneca Falls Dialogues, Discovery Showcase, Scholars' Day, Visit area theaters, museums, and music performances, meet with visiting artists and scholars, Summer Orientation and Honors Common Read, Honors Graduation Ceremony, and Honors Student Council.

The Honors Council was recently redesigned to include faculty from admissions, transfer and advising, curriculum specialists and soon to be added scholarship specialists. The Council would like to begin growing the program by expanding scholarship and transfer opportunities. He asked for help from the Senate and their constituents. Those interested can contact him at: 585-292-3351 or 292-3248, honorsstudies@monroecc.edu or srudd@monroecc.edu. More information is also available at www.monroecc.edu/go/honors.

Questions:

- M. Sample asked what the deadline is for adding courses for next spring. S. Rudd stated the submission deadline is April 1, 2014 in order for a course to be included in the spring 2015 master schedule.
- T. Conte asked how many students are currently in the program. S. Rudd stated there are currently about 300 in the program; however, the Honors Council is looking for ways to grow the number of students.
- S. Jopson asked for clarification on which students are included in the program. S. Rudd explained any student taking honors courses are automatically in the Honors Institute. K. Fragnoli stated a recent change to the program admission requirements, clarifying any eligible student who applies to take an honors course is included in the Honors Institute not just students on the certificate track. The goal of the program is to be more inclusive. The majority of the students in the program are still referred by faculty.

c) M. Ernsthausen – General Education Plan

M. Ernsthausen, as chair of the General Education Steering Committee, gave a list of the steering committee and committee members which included faculty from across the College. The Committee

was charged by the Provost to re-invent, re-imagine and re-engineer General Education at MCC, LA04 Evaluation, Global Education Initiatives, Time of Curriculum Change (Seamless Transfer).

The Committee decided to go from a distribution-based model to an outcomes based one to meet the following five (5) Principles of General Education requirements:

1. General Education should promote an integrated educational experience for students through exposure to a varied curriculum cultivating personal and professional development.
2. General Education should teach necessary skills and competencies including, but not limited to: critical and analytical thinking, reasoning and problem solving, written and oral communication, informational literacy, and technological competency.
3. General Education should accommodate students' diverse academic and professional goals, including the completion of a MCC degree.
4. General Education should have courses with applicable value to specific programs.
5. General Education should instill the values of ethics, democracy, diversity, globalization, and civic engagement.

He explained the following goals of the General Education

- Provide students with a collaborative learning environment
- Encourage students to become active participants in a diverse society
- Guide students in developing a sense of personal responsibility in their education success
- Provide an opportunity for context-based learning
- Offer experiences that show the interdependence of academic disciplines
- Promote the development of effective communications skills
- Provide students with experiences to think critically and draw conclusions
- Promote dialog among students in politically, economically, and culturally sensitive issues
- Provide students with a world-view perspective
- Provide students rigorous training in quantitative, informational, and technological literacy
- Challenge students to develop a personal ethical code
- Encourage participation in the interpretation of human culture
- Provide students with a foundation for personal fitness and wellness

The following are the Learning Outcomes for General Education

- 1) Write effectively in a discipline-specific context.
- 2) Engage in effective oral communication in a discipline-specific context.
- 3) Apply discipline-specific scientific reasoning to argument or analysis.
- 4) Engage in discipline-based inquiry or problem solving.
- 5) Analyze domestic political, economic, or social issues from various points of view.
- 6) Examine global issues from various perspectives.
- 7) Apply research techniques to locate and utilize valid sources of information.
- 8) Apply quantitative analysis to solve discipline-specific problems, analyze patterns and trends, or evaluate data.
- 9) Use technology in discipline-specific ways to further educational or occupational goals.
- 10) Express the application of personal, educational, or professional values to ethics-based decision making.
- 11) Discuss various aspects of cultural expression.
- 12) Apply specific health or fitness principles to a personal wellness plan.

The advantages of the proposed model include the following:

- Allows programs to shape general education around their degree requirements
- Allows students to understand how general education relates to their educational and career goals
- Promotes an integrated curriculum
- Clearly communicates the value of general education to all stakeholders
- Clearly overlays the SUNY General Education model

- The Committee also included additional requirements for High Impact Practices:
- Writing Intensive Courses
 - o Require 3 writing intensive courses AND
- 2 from the following list. M. Ernsthausen pointed out these will be change and expand as Academies goes forward.
 - o Service Learning
 - o Learning Communities
 - o Internships and Other Field Experiences
 - o Undergraduate Research, Scholarly Inquiry, and Creative Activity
 - o Writing Intensive Course

M. Ernsthausen addressed the following potential questions regarding the changes:
How proposed changes will affect faculty:

- How will faculty know if their course qualifies as MCC Gen Ed?
 - Similar process to SUNY General Education
 - Faculty will need to evaluate existing courses
 - Could be done simply by reviewing CLO's
 - Curriculum and Assessment Office will run training
- How will proposed changes affect faculty and courses?
 - Can a course qualify for more than one outcome? Yes - A committee will need to decide if there is a limit to the number of outcomes a course can meet
 - Can a course qualify for more than one HIP? Yes
 - Will it require change in the way we teach? Not Necessarily - Faculty may want to consider adding HIPs to pedagogy - Faculty may become involved in cross-departmental collaboration

Questions:

- J. Case asked how student advisement would be handled. M. Ernsthausen stated he believed once the information is in the banner it should be able to be read similar to a CAPP report. As for courses, he would like to see the outcomes listed on the course information sheet. J. Case asked if this would be accomplished by course or section. M. Ernsthausen stated outcomes would need to be listed by course. There could be some courses where high impact practices are designated which could be done on a section-by-section basis. M. Heel stated programs are creating degrees, which include their outcomes therefore presumable since program faculty members are advising their own students they will know which courses qualify.
- J. Hill verified the benefits for a class qualifying for more than one HIP would be you could get 2 extra HIPS out of one course. M. Ernsthausen agreed. J. Hill asked what does it mean for LA04 students when many learning outcomes are discipline specific. M. Ernsthausen stated the majority of students in the LA04 program are planning to transfer into programs not offered at MCC or if they are undecided, he thinks they will still be able to work on the required skills regardless of their final program.

2. Announcements (M. Ernsthausen)

- a) M. Ernsthausen congratulated the following Senators on their promotions: Anne Hughes, Doug Henneberg, Krista Rodriguez, Rebecca Babcock, Natasha Christensen, Rollo Fisher, Kara Tierney and Jessica Wilkie.
- b) M. Ernsthausen congratulated M. McDonough on his new position as President of Raritan Valley Community College. He has made many important contributions to MCC and hopes Senators have a chance to wish him well.

3. Student Announcements (S. Jopson)

S. Jopson stated the SGA elections are being held this semester. He asked Senators to encourage their students to run for an office and directed anyone interested to the Office of Student Life and Leadership Development for an election packet.

4. The minutes from the February 27, 2014 Faculty Senate meeting were approved.

5. **Future Action Items:**

a) **MCC Employee & Visitor Conduct Policy**

M. Ernsthausen presented the proposed document outlining the following concerns expressed by Faculty Senate Executive Committee members during the review process:

- Document does not address academic freedom (not addressed in final draft)
- Examples of Sexual Misconduct (examples were added to the final draft)
- Language concerns under Authority of the President regarding sanction and union consult (not addressed in final draft)

B. Gizzi began by stating the FA has two representatives sitting on the Code of Conduct Committee, J. Hill and D. Doty, therefore the FA has been involved in the process, reviewing drafts and providing input. B. Gizzi stated the FA does not support the final version of the document due to changes made to under Authority of the President. This section does not comply with current practices and does not provide for union consults when under sanctions.

M. Ernsthausen requested the Senators share the information and proposed document with their constituency for their input and feedback. There will be a vote at the May Faculty Senate meeting.

Questions:

M. Redlo stated he has a concern regarding the language under Jurisdiction, which he feels does not address specific offenses including off-campus events. D. Cecero pointed out this is not new language.

b) **Revised Faculty Senate Resolution 1.4 (5) – Class Attendance Policy**

E. Grissing stated Academic Services has requested the following language be included in Faculty Senate Resolutions 1.4:

(5) Attendance information held in Banner serves as our official record for legal retention. Daily attendance records assist in addressing situations wherein a student disputes the official attendance information/record, which may not be reflected in Banner. Instructors shall therefore retain their own detailed attendance records in the department for a minimum of two academic years to validate and supplement the information supplied in Banner.

E. Grissing asked the Senators to share this information with their constituents for input and feedback. There will be a vote to support this amendment at the May Faculty Senate meeting.

5. **Action Items:**

- a. **Curriculum Action Item:** 1 Program Revision: 2013-PR37-Fall Cert Cybersecurity
Motion to approve. Motion seconded. No discussion. Motion passed.

6. **Standing Committee Reports**

In order to allow more time for discussion during the meeting the standing committee chairs submitted their reports for Senators to review prior to the meeting. Questions and/or comments were taken regarding the following reports.

Academic Policies (E. Grissing)

E. Grissing reported the following:

- In response to a request from the Faculty Senate at its meeting on February 27th, APC will continue to explore issues related to honoring veterans on Veterans Day.

Curriculum Proposals (E. Putnam)

E. Putnam reported the following:

- The Curriculum Committee has given Final Approval to:
1 Program Revision: (today's action item)

- | | | |
|----------------|------|---------------|
| 2013-PR37-Fall | Cert | Cybersecurity |
|----------------|------|---------------|
- 2 New Courses:
- | | | |
|----------------|---------|--|
| 2013-NC23-Fall | CRC 230 | Cloud Security |
| 2013-NC22-Fall | CRC131 | A Global Perspective on Mobile and Cloud Computing |
- 2 Course Revisions:
- | | | |
|------------------|---------|---|
| 2013-CR44-Fall | CSC 215 | Introduction to Linux |
| 2014-CR21-Spring | ART 108 | The Sketchbook and the Creative Process |
- 12 Course Deactivations:
- | | | |
|------------------|---------|---|
| 2014-CD12-Spring | HIS 106 | Western Civilization: Renaissance to the Napoleonic Era |
| 2014-CD11-Spring | HIS 225 | Early Russian History |
| 2014-CD10-Spring | HIS 226 | Modern Russian History |
| 2014-CD9-Spring | HIS 230 | The Civil War and Reconstruction |
| 2014-CD8-Spring | HIS 232 | The United States in the Twentieth Century |
| 2014-CD7-Spring | HIS 234 | The Contemporary Africa American Experience |
| 2014-CD6-Spring | HIS 259 | World War I |
| 2014-CD5-Spring | HIS 260 | World War II |
| 2014-CD4-Spring | HIS 262 | The Cold War Era and the Vietnam War |
| 2014-CD3-Spring | POS 207 | The Urban Political Process in the US |
| 2014-CD2-Spring | POS 245 | The American Presidency |
| 2014-CD1-Spring | POS 281 | The U.S. Congress |
- The Curriculum Committee has posted for faculty review until 3/25/2014:
- 1 New Program:
- | | | |
|---------------|----|----------------------------|
| 2013-NP1-Fall | AS | Fire Protection Technology |
|---------------|----|----------------------------|
- 4 Program Revisions:
- | | | |
|------------------|-----|---|
| 2014-PR11-Spring | AAS | Criminal Justice: Police |
| 2014-PR10-Spring | AAS | Criminal Justice: Corrections Administration |
| 2014-PR9-Spring | AS | Criminal Justice |
| 2014-PR7-Spring | AAS | Health Information Technology/Medical Records |
- 1 Program Deactivation:
- | | | |
|-----------------|----|---|
| 2014-PD1-Spring | AS | Diversity and Community Studies track - Cultural Studies - DC04 |
|-----------------|----|---|
- 1 Course Revision:
- | | | |
|------------------|---------|-------------|
| 2014-CR37-Spring | SOC 203 | Criminology |
|------------------|---------|-------------|
- 1 Course Deactivation:
- | | | |
|------------------|---------|---------------------|
| 2014-CD13-Spring | HMN 222 | Humanities Capstone |
|------------------|---------|---------------------|

Curriculum Special Projects (P. Emerick)

P. Emerick reported the following:

- The Committee has almost completed reviewing all of the CLOs (course learning outcomes).
- He is working with M. Heel to get an update on the Infused Competency Assessments Committees.

NEG (A. Wilson)

A. Wilson reported the following:

- The Committee is working on soliciting nominations from departments and/or areas that have Senator Elections this year.

Planning (M. Redlo)

M. Redlo reports the following:

- The Committee reviewed five Strategic Planning Grants proposals totaling \$145,000. Since the Strategic Planning Grant Budget is \$50,000, the Committee is recommending funding three of the proposals totaling \$51,000. M. Redlo will be meeting with President Kress on March 24, 2014 to discuss the proposals and request the additional funds needed. M. Redlo will also be working with M. Pastorella from the MCC foundation in an attempt to fund the remaining two proposals.
- The Committee will be working on writing up a procedure/process guide for reviewing Strategic Planning Grants for future committees to use when reviewing proposals.

Professional Development (H. Williams)

H. Williams reported the following:

- The Committee is working on the details of June Professional Development workshop and reviewing applications for Leaves for Professional Development to Benefit the College and The Carmen Powers Legacy Series.
- The Committee prepared the criteria for the new Faculty Senate Spotlight Awards. More information to follow.

SCAA (J. Case)

J. Case reported the following:

- The search committee for Assistant to the President, Human Resources and Organizational Development will convene in mid-March. J. Case will co-chair the committee with S. Strong. There were additional faculty members added to the search committee, which will include the following along with SCAA representatives: K. Aquila, K. Chin, D. Robertson and H. Williams.
- The chair elections were complete on March 5. There were no contested elections. Thank you to faculty members for their participation in this process.
- SCAA forwarded its proposal regarding the process for interim chair appointments and elections to K. Collins for her review and received positive feedback. J. Case will meet with J. Murphy and K. French, co-chairs of the Chairs Network to present the proposal for their review.

7. Old Business

- a) M. Ernsthause encouraged Senators to remind their constituents of the Social Lunch on March 26, 2014.
- b) M. Ernsthause reminded Senators the April 24th Faculty Senate meeting will be held at Damon City Campus and encouraged their attendance. He stated if there is not a quorum at the meeting, an alternative date will be scheduled.

8. New Business

M. Ernsthause stated the Executive Committee is taking nomination for the new Faculty Senate Spotlight Awards. These awards are intended to recognize a focused effort of exceptional impact that directly affects the workings of MCC. These awards provide the Faculty Senate Executive Committee an opportunity to spotlight and recognize the work of their colleagues that otherwise might go unacknowledged in one of four areas - Academic Innovation, Research and Scholarship, Technological Innovation, and Service. More information is on the Faculty Senate website at the following link: <http://web.monroecc.edu/FacultySenate/spotlight>. Nomination packets can be submitted to M. Ernsthause by noon on May 1, 2014. Awardees will be announced during the Employee Recognition Ceremony.

Meeting adjourned at 5:02 p.m.

Respectfully submitted,



Mark Ernsthause
President
Faculty Senate



Teresa Schichler
Secretary
Faculty Senate

Minutes approved at the April 24, 2014 Faculty Senate meeting.