



December 11, 2008

PRESENT: S. Adrion, J. Alas, L. Bartholome, S. Batistta-Provost, D. Baxter, A. Burns, B. Connell, M. DiSano, M. Ernsthause, S. Fess, M. Fine, K. Foley, C. Forde, S. Forsyth, M. Fugate, E. Grissing, S. Hagreen, A. John, R. Kennedy, D. Leach, A. Leopard, A. Morris, J. McKenna, S. Murphy (Secretary), J. Nelson, M. Ofsowitz, P. Peterson, H. Pierre-Philippe, C. Powers, E. Ripton, T. Schichler, D. Shaw, D. Smith, R. Steven, J. Striebich, T. Tugel (President), J. Waasdorp, , S. Weider, C. Wendtland, S. Wexler, H. Wheeler (Vice-President), A. Wilson , H. Wynn-Preische.

ABSENT: P. Bishop, J. Case, J. Downer, N. Karolinski, M. Murphy, P. Ornt, M. Popovici.

GUESTS: V. Avalone, S. Blacklaw, D. Cecero, K. Collins, R. Connett, R. Shea.

STUDENT REPRESENTATIVES: M. Lawson, S. Robinson

I. Meeting called to order: 3:32 p.m.

II. Guests:

Angel Andreu- In June 2004, the SUNY Board of Trustees passed a resolution that required campus assessment of student learning and general education to be accompanied by a measure of the level of student engagement in academic activities. This resolution stated the costs associated with implementing this portion of the campus-based assessment will be paid by SUNY. There are two surveys-one for four-year colleges (NSSE) and one for two-year colleges (CCSSE). The spring 2009 semester will be the first time that MCC is participating in the survey, CCSSE (Community College Survey of Student Engagement). MCC will not be administering the SUNY Student Opinion Survey during the spring semester. It will be used in spring 2010. The survey is a national survey and has strict protocol. SUNY will select the sample of classes to be surveyed. Some classes will not be involved such as non-credit, dual credit, SLN, ESOL, lab sections, and independent study. The survey will be administered by someone other than the instructor and it must be taken in class. It is estimated to take 35-40 minutes of class time. MCC will also participate in CCFSE (Community College Faculty Survey of Student Engagement). This survey asks faculty to answer similar questions as the student survey. The results of both surveys will be matched up. The website for the survey is www.ccsse.org which will show the aggregate results of community colleges.

Q: I have a one-credit course and this survey will use up an entire class period. Can this class be excluded from the sample?

A: You could elect to not participate in the survey because the sample size is large enough.

Q: Will the sample take into account the possibility that a student may take more than one survey?

A: Students will have a question on the survey that asks if they have taken the survey already so that duplicate answers are accounted for.

III. Announcements (T. Tugel): None.

IV. Approval of Minutes: Minutes of November 20, 2008 Faculty Senate Meeting approved as written.

V. Action items:

Academic Policies action item:

The Committee proposed the following IRB policy be added to the resolutions:

Any research conducted at the College involving human subjects, by persons acting either in their employment capacity or as part of their educational pursuits, must adhere to the guidelines of the College's Institutional Review Board (IRB) and file appropriate forms with the IRB.

An amendment was made from the floor to add the following statement to the policy:

Most course activities are exempt from full IRB review and only require IRB notification. This notification can be completed at the department or course level rather than the individual activity level. Motion made to accept this amendment. **Motion passed.**

The revised IRB policy is as follows:

Any research conducted at the College involving human subjects, by persons acting either in their employment capacity or as part of their educational pursuits, must adhere to the guidelines of the College's Institutional Review Board (IRB) and file appropriate forms with the IRB. Most course activities are exempt from full IRB review and only require IRB notification. This notification can be completed at the department or course level rather than the individual activity level. Motion made to accept the amended policy. **Motion passed.**

To view the IRB guidelines, go to the A-Z index, click on "G", click on Grants Office, then click on Institutional Review Board.

VI. Standing Committee Reports

Academic Policies – C. Wendtland

No report.

Curriculum – A. Leopard

No report.

NEG – H.Pierre-Philippe

No report.

SCAA – B. Connell

A. SCAA met with Dr. Glocker on December 4th to discuss the recommended candidates for the Dean of Academic Services at Damon. Dean McDonough has asked HR to set up interviews for four candidates for late January, early February with Open Hearings at Damon. These Open Hearings will be video streamed to the Brighton campus.

B. SCAA was asked for input into the recommendation of Dr. Bartkovich for the position of Director of Library Services. SCAA supported his recommendation.

C. The SCAA ad hoc Committee for the Presidential Search met with Dr. Parilla, the presidential search consultant, to discuss the upcoming process and finalized time-line. The committee will be meeting January 5th to develop interview questions and then will meet on January 8th with Dr. Parilla to set up the grid and begin screening. Screening will take place during the month of January.

Planning – E. Grissing

No report.

Professional Development – C. Powers

Just a reminder that the Faculty Senate is supporting the TCC workshop, "Sharing Our Worlds: A Dialogue Between Faculty and Administrators" to be held on January 9, 2009.

VII. Student Announcements
None.

VIII. Old Business
None.

XI. New Business
None.

Meeting adjourned at 4:11 p.m.

Respectfully submitted,

Terri Tugel
President

Susan Murphy
Secretary

Minutes approved at the January 22, 2009 Faculty Senate meeting.