



November 15, 2012

**PRESENT:** C. Abbott (President), K. Aquila, R. Babcock, A. Bauer, D. Burke (Secretary), K. Chin, N. Christensen, J. Cottrell, K. Doyle, B. Edelbach, P. Emerick, M. Ernsthausen, S. Farrington, T. Gilbert K. Mooney-Graves, E. Grissing, M. Heel, J. Kucich, E. Lanzafame, J. Mahar, S. McCormack, M. Meyer, M. Ofsowitz, P. Ornt, P. Peterson, E. Pierce, P. Peterson, E. Putnam, M. Redlo, M. Sample, J. Santos, P. Sarantis, T. Schichler, D. Shaw, C. Silvio, J. Smith, H. Williams, A. Wilson, M. Witz, H. Wynn-Preishe

**ABSENT:** J. Case, A. Conte, B. Ellis, G. Fazekas, D. Hennenberg, M. Kachaluba, M. Fine, J. McPhee, D. Navarro, D. Olaode, M. Oliver, J. Oriel, H. Pierre-Philippe

**GUESTS:** D. Alimentato, K. Collins, M. McDonough, K. McKinsey-Mabry, H. Murphy

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

**1. Guest Speakers: M. McDonough – Curriculum Update**

M. McDonough stated that there are currently over 100 faculty and staff working on curriculum issues. He outlined several of these initiatives:

- ACE-Internationalization Laboratory partnered with the American Council of Education co-chaired by Nada Pares-Kane and Angelique Stevens is assessing what ways that MCC can provide students with a global education both inside and outside the classroom.
- The Middle States periodic review was critical of MCC's online learning assessment. The CAPE committee has championed a more robust and systemic assessment that will be rolled out over time addressing the issues presented in the periodic review.
- President Kress has asked M. McDonough to work with T. Oldham to explore the creation of a Virtual College initiative to explore building a digital MCC. As well as looking into ways to increase the number of degrees offered online and ways to assess prior learning credits for students.
- Middle States has tasked us to publish program learning outcomes by 2013-2014. With close to 90 degrees, this will be a monumental endeavor.
- SUNY Works is a broad based grant that allows the College to assess its experiential learning offerings. MCC currently offers co-ops, internships, clinical, field placement and service learning. There isn't any unified language, assessments, control or curriculum alignment.
- MCC is looking at General Education Program Review and LA04 review from a variety of prospective. The College needs to do a better job at assessing what student's goals are and create semester by semester plans for each student.

All of these initiatives demonstrate our ability to partner and work toward moving forward. M. McDonough acknowledged C. Downing and M. Heal for all their hard work and keeping the College on the cutting edge of curriculum innovation.

**2. Announcements (C. Abbott)**

- a. C. Abbott announced that she will attend the first meeting for the Planning Coordination Council on November 16<sup>th</sup> and report back with an update.
- b. The Faculty Senate will be hosting a conversation on Completion with Chris Belle-Isle and Kristen Fragnoli on November 29, 2012 at 3:30 p.m. in Monroe B. Light refreshments will be served courtesy of the President's Office.
- c. H. Pierre-Philippe's term has ended on the Sustainability Committee. Please contact C. Abbott if you are interested in serving as a Faculty Senate representative on this committee. C. Abbott thanked H. Pierre-Philippe for service.
- d. C. Abbott announced that H. Pierre-Philippe and D. Burke have agreed to serve as Faculty Senate Representatives on the Employee Code of Conduct Committee.

3. **Student Announcements**  
No Student Announcements.

4. **The minutes from the October 18, 2012 Faculty Senate meeting were approved.**

5. **Action Items:**

**a. Suspension of Student Opinions of Courses and Faculty for the fall semester**

Academic Services would like to postpone this semester's administration of the Student Opinions of Course and Faculty questionnaire while the Academic Policies Committee (APC) collects information from departments regarding their current attitudes toward and uses of the responses to the questionnaire. APC supports this postponement.

Resolution 1.11(3) states the following regarding the questionnaire:

The questionnaire shall be administered every year in each department and shall alternate between the fall and spring semester in each department. Furthermore, the questionnaire shall be administered during the latter part of the semester; the actual week of the survey should be determined by each department. It is recommended that the questionnaire not be administered within a two day period of a unit or final exam.

**Motion:** To support the suspension of student opinions of courses and faculty for the fall semester.

**Motion seconded**

**Discussion:** A question was asked if the survey will be administered during the Spring semester. E. Grissing stated that this will be determined after the APC review.

**Motion passed**

**b. Proposed Faculty Senate Resolution – Academic Assessments of Learning and Program Evaluation Rights & Responsibilities of Faculty**

**Motion:** To adopt the Academic Assessment of Learning and Program Evaluation Rights & Responsibilities of Faculty.

**Motion seconded.**

**Discussion:** M. Ernsthausem received feedback from the Mathematics Department regarding the proposed resolution presented at the October 18<sup>th</sup> Faculty Senate meeting. There were concerns regarding the wording that allows an individual faculty member to determine the tool used to assess a course. This would create an issue in their department since they have departmental final exams and assessments are embedded within the exams. P. Emerick, as chair of CAPE, reviewed the proposed wording changes that would address this issue.

**Amendment:** To approve the amendment to the Academic Assessment of Learning and Program Evaluation Rights & Responsibilities of faculty as discussed (copy attached as Exhibit "A").

**Amendment seconded.**

**Discussion:** A question was asked if an adjunct coordinator has the right to tell an adjunct that they must use a specific final exam. M. Ernsthausem stated that if that is your current department policy, then yes.

**Amendment passed.**

**Debate continued on the proposed resolution as amended.**

**Discussion:** A question was asked whether this proposed resolution was more of a contractual issue rather than under the purview of the Faculty Senate? M. Ernsthausem stated that the Faculty Association has reviewed the document and there should not be any issues relating to the contract.

**Motion passed.**

**c. Faculty Council of Community Colleges Resolution Supporting "Rational Revenue Plan" for the Community Colleges - FCCC Resolution #G1 2012-13**

**Motion:** To support of the Resolution Supporting "Rational Revenue Plan" for the Community Colleges - FCCC Resolution #G1 2012-13 (copy attached as Exhibit "B").

**Motion seconded**

**Discussion:** No discussion.

**Motion passed**

**6. Standing Committee Reports**

**Academic Policies (E. Grissing):**

E. Grissing reported that Academic Services received a request from ETS requesting that the fall calendar be adjusted to allow for more time for system upgrades. ETS is proposing that grades be due 1.5 working days after the end of the semester to align with the spring calendar. However, that may not work for a number of faculty. Please send E. Grissing any thoughts or comments on this issue.

**Curriculum Proposals (H. Wynn-Preishe)**

H. Wynn-Preishe reported that the following:

- The committee is meeting every week for the remainder of the semester.
- The committee has given final approval to the following:

2 Course Revisions:

CR22F EMG 101 Introduction to Emergency Management

CR7F CSC 202 Assembly Language Programming of Embedded Microcontrollers

3 New Courses:

NC1F CPT 120 Introduction to Cybersecurity

NC2F CPT 125 Physical Security

NC3F CPT 220 Applied Computer Security Concepts

4 Course Learning Outcomes:

CO10F DEN 224 Dental Hygiene IV

CO2F DEN 214 Dental Hygiene III

CO3F DEN 115 Pre-Clinical Dental Hygiene

CO13S EMS 110 Emergency Medical Technician

- The committee has posted the following for Faculty Review until 11/20/12:

2 New Courses:

NC6F REA 180 Reading and Thinking in Psychology

NC4F CPT 225 Network Perimeter Securities

2 Course Deactivations:

CD2F PSP 120 Eight Hour Pre-Assignment Training Course for Security Guards

CD3F PLE 172 Legal Issues in Public Safety

1 Course Revision:

CR10F PSY 108 Fundamentals of APA Style

- The committee has posted the following for Faculty Review until 11/27/12:

5 Course Revisions:

CR13F OFT 112 Advanced Word I

CR14F OFT 141 Grammar for Professionals

CR15F OFT 201 Advanced Word II

CR16F OFT 214 Administrative Office Procedures

CR17F OFT 267 Medical Office Transcription

1 Course Deactivation:

CD4F OFT 215 Administrative Office Management

12 Program Revisions:

PR2F AS Computer Science

PR3F AS Criminal Justice

PR4F AAS Criminal Justice: Corrections Administration

PR6F Apprentice Training-Automotive

PR7F AAS Criminal Justice: Police

PR8F AAS Hospitality Management

PR12F AS Fine Arts

PR13F AAS Computer Information Systems

PR14F AS Computer Information Systems

PR16F AAS Visual Communication Technology: Photography-Television

PR18F AS Global History Advisement Sequence

PR19F AS Diversity and Community Studies

**Curriculum Special Projects (M. Ernsthausen)**

M. Ernsthausen reported that the committee is working on reviewing the proposed Evaluation of Program Review Guidelines and should have a final document to present for review at the December 13<sup>th</sup> Faculty Senate meeting.

**NEG (A. Wilson)**

No report.

**Planning (D. Shaw)**

D. Shaw reported that he will represent the Planning Committee at a number of upcoming meetings.

- November 12th: The Strategic Planning Process will be discussed with the Grants Office.
- November 14th: The Facilities Management Committee will discuss any changes needed to rooms on campus. The funds have been reinstated for 2013-2014 year.
- November 19th: The full Planning Committee will meet with Terry Keys to discuss any technology initiatives and concerns.

**Professional Development (H. Williams)**

H Williams reported the following:

- The committee has chosen winners for the NISOD award and is waiting to receive final approval from the President's Office before making the announcement.
- There is a new award from the League for Innovation and information will be sent out shortly.
- The committee has been working on a way to streamlining campus events to avoid duplicate and overlapping Professional Development workshops/events. A simple solution would be to make a few changes to the campus events calendar. H. Williams met with C. Brennan-Barry to discuss the issue and give her the committee's suggestions for revisions. C. Brennan-Barry stated that events calendar along with other aspects of the College's website are being revised and they will be soliciting volunteers and feedback in the spring.

**SCAA (T. Schichler for M. Fine)**

- T. Schichler reported on behalf of M. Fine that the search committee for Assistant Vice President of Enrollment Management is reviewing applications. The Committee tentatively plans to have on campus interviews beginning in December with open hearings late January or early February.

**7. Old Business**

There was no old business.

**8. New Business:**

a. Senator E. Pierce read the following statement: "The Faculty of the English/Philosophy department would like to express their disappointment and increasing frustration with the lack of progress with current contract negotiations and support a speedy and fair resolution."

b. Senator Kristy Mooney-Graves made the following motion:

**Motion:** "I move that we, the Monroe Community College Faculty Senate, go on record in full support of the Faculty Association, in pursuit of a fair contract for all members."

**Motion seconded**

**Discussion:** C. Abbott stated that since Faculty Senate and Faculty Association have different agendas we can only go on record supporting our colleagues with the Faculty Association during the contract negotiations.

**Motion passed**

Meeting adjourned at 4:26 pm

Respectfully submitted,



Christine Abbott  
President  
Faculty Senate



Donna Burke  
Secretary  
Faculty Senate

**Minutes approved at December 13, 2012 All College Faculty Senate meeting.**

***Exhibit "A"***  
***November 15, 2012 Faculty Senate Minutes***

**Academic Assessment of Student Learning and Program Evaluation**

**Faculty/Department**

**Rights and Responsibilities**

The MCC Faculty Association contract recognizes and upholds the 1940 statement of the AAUP on academic freedom. The following list of rights and responsibilities is in no way an attempt to claim rights not given *via Academic Freedom*, nor is it an attempt to limit the rights allowed under the provisions of Academic Freedom as defined by the American Association of University Professors (AAUP), or supersede policies already established.

From the beginning, MCC has held that assessment is faculty-driven and faculty-owned with support from the administration. Additionally the purpose of assessment is to improve student learning and curriculum design, not to assess or evaluate faculty performance. In regards to Assessment and Program Evaluation:

**Each individual Faculty member has the right:**

1. To accept or decline a leadership role in assessment
2. To select/create/refine the assessment tool **in accordance with departmental policies**
3. To determine for themselves an appropriate response to their assessment findings.
4. For findings not to be used to evaluate the quality of instruction or to compare instructors
5. For findings not to be used for promotion/retention decisions against their choice
6. For anonymity to be preserved where possible

**Each Faculty member has the responsibility, **consistent with departmental policy/practice**:**

1. To participate in Assessment/Program Evaluation, which may include, but is not limited to:
  - a. Becoming knowledgeable about specific departmental assessment practices
  - b. Engaging in department assessment practices at the request of the Program Evaluation Leader or Discipline Assessment Leader (PEL or DAL)
  - c. Administering the assessment tool
  - d. Collecting data and reporting the findings
  - e. Analyzing the findings and taking actions in response to the findings as requested
2. To share the assessment tool with appropriate PEL or DAL
3. To provide the Coordinator of Academic Assessment and Program Review with access to the assessment tool

**Each Department has the right:**

1. To request who leads departmental assessment



2. To administrative support for assessment/program evaluation, such as:
  - a. Institutional Research Support
  - b. Release time for the DAL/PEL
  - c. Assistance of the Coordinator of Academic Assessment and Program Review
3. To determine for itself the pace and substance of its response to assessment findings
4. For findings not to be used to compare departments
5. To choose how and with whom to share its assessment tools
6. To manage its General Education course list which includes proposing the addition or removal of courses
7. To choose the *location* for storage of the assessment tools and samples of scored student work\*\*
8. To select/refine/create assessment tools consistent with departmental policy and practice

**Each Department\* has the responsibility:**

1. To ensure assessment of student learning (in discipline-specific General Education courses) and evaluation of program is conducted in consultation with the Coordinator of Academic Assessment and Program Review
2. To support training in assessment and program evaluation
3. To analyze assessment findings and oversee implementation of the action plan which may include:
  - a. Researching pedagogical and curriculum theory and practices
  - b. Creating and implementing new curriculum
  - c. Ensuring the continuation of current successful practices
4. To oversee production of required reports by PEL/DAL
5. To submit reports to the Coordinator of Academic Assessment and Program Review to be archived in a secure central area
6. To maintain documentation of the location of assessment tools, and samples of scored student work\*\*
  - a. Scored student work\*\* will be stored for *at least one full cycle of program evaluation*
7. To ensure all General Education courses running are assessed per cycle
8. To acknowledge and support the program evaluation efforts by faculty

\*"Department" does not necessarily connote the department chair specifically. A department may choose to charge a subgroup of faculty members to take responsibility for assessment activities.

\*\* Scored student work will consist of, at minimum, two samples of each level of achievement.

***Exhibit “B”***  
***Action Item for November 15, 2012 Faculty Senate Meeting***

**Faculty Council of Community Colleges**  
**Resolution Supporting “Rational Revenue Plan” for the Community Colleges**  
**FCCC Resolution #G1 2012-13**

WHEREAS the Faculty Council of Community Colleges recognizes the difficult fiscal environment New York State continues to face, but also understands the unique position of SUNY’s thirty community colleges to address the increasing needs of high school graduates and adults seeking to enhance their academic skills and employment opportunities, the needs of the region’s business community for qualified employees, and the need to create the work force required to catalyze new industry and economic prosperity; and

WHEREAS the State currently provides \$2272 for each full-time-equivalent student, which, although \$150 more per FTE than last year, nevertheless is 15 percent below the \$2675/FTE that it provided at the start of 2009-10; and

WHEREAS last year’s \$150 partial restoration, while greatly welcomed, remains \$55/FTE short of the \$205/FTE urged by the New York Community College Association of Presidents (NYCCAP) five year “Plan Rational Revenue” for returning the State to its mandated 33.3 percent contribution; and

WHEREAS, most County sponsors remain unable to increase their contribution to operating costs; and

WHEREAS, this has put the burden of funding the community colleges on the students in the form of substantial increases in tuition; and

WHEREAS, the community colleges have responded to budgetary pressures by taking such actions as decreasing full time faculty, curtailing student services, cutting programs, and deferring needed maintenance of physical plants, all of which have direct negative impact on the students of the community colleges; and

WHEREAS, appropriate funding of the community colleges represents an investment in the economic recovery and continued economic health of the state and a commitment to providing affordable and accessible higher education to New York’s citizens; and

WHEREAS, SUNY and the New York Community College Association of Presidents (NYCCAP) have proposed a “Rational Revenue Plan” for the community colleges that would bring the State closer to its statutory funding obligation, be it therefore

RESOLVED, that the Faculty Council of Community Colleges continues to endorse the “Rational Revenue Plan;” and be it further

RESOLVED, that the Faculty Council of Community Colleges recommends to the Governor and the State Legislature an annual increase of \$260 per FTE in State aid for 2012–2013 to offset the \$55 shortfall from the five-year plan request for 2011–2012; and be it further

RESOLVED, that the Faculty Council of Community Colleges strongly recommends to the Governor and the State Legislature annual increases of \$205 per FTE in State aid over each of the subsequent three years of the plan, beginning in 2013–2014, which will increase the State’s share of operating costs to its statutory obligation of 33.3% by 2016–2017.