

**MOHAWK VALLEY COMMUNITY COLLEGE**  
Utica and Rome, New York

**COLLEGE SENATE MEETING MINUTES**  
Tuesday, May 7, 2013, IT 225

College Senate web page: <http://www.mvcc.edu/senate/senate-home>

**Present:** M. Adler, J. Baumann, J. Brown, K. Capuana, L. Charbonneau, N. Chrisman, S. Cummings, J. Dewan, D. Elseth, S. Frisbee, E. Hantsch, K. Hartman, J. Hicks, D. Hyldelund, D. Ianno, D. Kelly, R. Labuz, M. McHarris, G. Melendez, B. Molinaro, W. Perrotti, R. Pucine, M. Radlowski, G. Searles, J. Smrtic, M. Sorrentino, R. Spetka, and President R. VanWagoner.

**Student Senator:** D. Sonne.

**Absent/Excused:** S. Dar, L. Flynt, P. Katchmar, J. Livadas, D. McDermott, J. Mihevc, S. Myalik, J. Wilcox, J. Yager, and W. Zogby.

**Guests:** A. Doughtie, M. Eannace, S. Engel, P. Gallagher, R. Haubert, M. Jankowski, J. Myers, S. Reynolds, N. Rosero, M. Snyder, T. Squires, and Thieu, Oanh.

**CALL TO ORDER**

The meeting was called to order at 2:35 p.m.

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

K. Capuana moved, and R. Spetka seconded, to approve the minutes of the April 2, 2013, meeting, with two minor corrections. The motion carried with none opposed and no abstentions.

**CHAIRPERSON'S REPORT**

D. Kelly stated that Erin Severs has agreed to chair the Ad hoc Social Justice Committee. He also reminded everyone that there will be another Senate meeting in two weeks. He then asked N. Chrisman to report on the Senate elections. She commented that about 200 employees voted, which is 20 to 25% more than last year. She announced the names of the new Senators and thanked the committee members for their work.

**STUDENT CONGRESS REPORT**

D. Sonne reported on the results of the Student Congress elections for the 2013-2014 academic year, as follows: President, Devin Sonne; Vice President, Nick Schultz; Vice President on the Rome campus: Starlette Teater; Student Trustee: David Maxwell. They will hire a new Treasurer and Program Director this Thursday.

**PRESIDENT'S REPORT**

R. VanWagoner announced that the ranking of Distinguished Retiree is now in place, and will be soliciting candidates for it soon. He then reviewed his PowerPoint presentation on the emergency/crisis response initiatives that taken place on campus since Virginia Tech. These include:

- External alarm system on Utica Campus
- Security camera and radio frequency expansion/upgrade on both campuses
- Repair/refurbish of blue light phones
- Implementation of NY-alert system
- Creation of BERT system
- Telephone alarm system\* (temporarily disabled)
- Hiring and training of peace officers (nearly 50%) with proper equipment and tasers

- Addition of UPD officers 4 days/nights plus coordination meetings regarding emergency response
- Crisis Response Team Chair participation in Homeland Security Workshop
- Web-based alert messaging system
- Weekly activation testing of NY-alert system
- Annual activation testing of external alarm system
- Crisis response team certified in FEMA sponsored National Incident Management System (NIMS)
- Annual simultaneous activation testing of NY-alert, external alarm, phone, and web messaging system
- Expanded crisis response team with additional NIMS certifications
- Conducted first of bi-annual table top exercises with more than 20 expanded crisis response team members
- NEAR-TERM Additions:
  - Safety committee recommendation to add blue phone and lighting in the A-3 parking lot in Utica
  - Training all Public Safety staff on simplicity reporting system
  - Replication of CRT and NIMS at Rome Campus

M. Adler commented on the text messages she received from Herkimer County Community College during the recent shootings in Herkimer and Ilion, and remarked that they did not contain much information, thus creating confusion.

The President also stated that, with the retirement of Chief of Security Joe Palmer, the position title has been changed to Executive Director of Public Safety and Response. Lastly, he introduced Thomas Squires as the new Vice President of Administration.

#### **VICE PRESIDENT'S REPORT**

M. Eannace stated that the current Provost will be leaving July 1<sup>st</sup>, so more initiatives like seamless transfer will be coming out before that date. MVCC has asked questions and voiced concerns about seamless transfer which we are awaiting answers. The timeline for seamless transfer to begin has been given as November 1, 2013, but MVCC is asking for another year, as this change will require Degree Works to be refigured. Our general education program will be changed to more closely match that of SUNY. She also announced that SUNY has sent out a new Memo for Presidents stating that college catalogs must clearly indicate the grading procedures and policies plus some ethical guidelines as to why grades will not be changed. The OPEN SUNY initiative is still in the works, which will include 64 campuses. M. Eannace stated that degrees in the near future will be performance-funded, dependent on graduation rates, employment in the local area, and other factors. Due to declining public school enrollment, the college is projecting a 4% drop in enrollment this coming year and 5% next year. She also explained why the college calendar appeared on the MVCC web site and then disappeared—errors needed to be corrected. She responded to a question about paper notices of cancelled classes being put up on classroom doors. This practice has ceased due to electronic methods. Lastly, she announced that \$794,000 has been awarded to MVCC for three grant proposals for our HVAC/refrigeration, radiation technology, and cybersecurity programs.

#### **FACULTY COUNCIL OF COMMUNITY COLLEGES REPORT**

R. Labuz reported that he knew of a student who was experiencing problems with transferring to another SUNY institution, and as a result of the Student Mobility Transfer resolution, this person was able to transfer as a junior to a SUNY college.

#### **OLD BUSINESS**

College catalog: Matt Snyder addressed the issue of problems with the content of the college catalog. He last spoke to the Senate in February. He reviewed the history and current timeline of how the

college catalog is produced. **See the attached appendix for the complete presentation.** He commented that the next printing of the catalog will probably be the last as we know it now. In the future it may be printed on demand, while online it may be divided into sections for easier updating. R. Labuz suggested personalized printing; i.e., printing only the portions of the catalog a particular student wants. R. Spetka requested that if revisions are published, the changes on each page ought to be highlighted. K. Hartman asked if there were any plans to create a PDF/A archive of the electronic issues. Matt replied that he would have to consult with R. Spetka about that.

Status of the Periodic Review Report: N. Rosero announced that the report is in its final state. She hopes for Board approval by May 20. We are supposed to be assessing student learning and then using that assessment to improve the curriculum and teaching practices. She expressed concern that her electronic questionnaire, sent out to the deans, faculty, and adjuncts, about their student learning assessments, has garnered few responses.

### **NEW BUSINESS**

Report of the College-Wide Curriculum Committee: S. Frisbee, Chair, reported that last week they met with IT personnel and a consultant concerning an electronic tracking process for proposed curriculum and curricular changes. They hope to have something running in the fall, which will streamline the process and make it faster. S. Frisbee pointed out the problem of the different timelines for the curriculum creation and catalog creation processes. He suggested the formation of a committee of people, such as the registrar, students, faculty, advisement people, members of the Curriculum Committee, and others, to investigate best practices and other ways of creating the college catalog. R. Labuz moved to empower the Senate Chair to establish a committee to look into the due dates for the college catalog and the process of curricular change. R. Spetka seconded the motion. The motion carried with one opposed and no abstentions.

Report of the Safety and Security Committee: The committee made three recommendations to the Senate. First, they recommend a no-smoking area be established around the Jorgensen Center. Second, they recommend a closer look at the existing smoking areas on campus, to see if they are working. Third, they recommend that a blue light/emergency call box be placed in the A-3 parking area.

Report of the Civility Committee: The report was received with no comments.

Report of the Traffic Committee: The report was received with no comments.

### **ADJOURNMENT**

D. McDermott moved, and M. McHarris seconded, to adjourn the meeting. The meeting was adjourned at 4:30 p.m.

### **NEXT MEETINGS**

The next meeting of the College Senate will be **Tuesday, May 21<sup>st</sup>, at 2:30 p.m. in IT 225.**

The next Senate Advisory Committee meeting will be Monday, May 13<sup>th</sup>, at 3:00 p.m. in PH 304.

Respectfully submitted,

Krista E. Hartman  
Recording Secretary

### **APPENDIX**

**Matt Snyder's presentation on the College Catalog:**

## **College Catalog Timeline and Outlook**

- 2008: MSA self-study commitment that “MVCC will establish a system to update and ensure the accuracy of the college catalog.”
- May 2010: MVCC prints 2010 catalog and posts on Web site.
- May 2011: The first two-year catalog (2011-13 edition) in print and online, with language referring to online version as the most up-to-date. Accurate directory information was not available; directory did not appear in catalog.
- 2011: College Senate requests that M&C develop a system for accurately keeping employee directory information and publish in future print catalogs.
- Feb. 2012: President’s Cabinet revisits schedule and commits to a print catalog every two years, with online updates at 6, 12, 18 months. Goals:
  - May, Year 1: Print Catalog (Mar. 15 deadline for changes to be requested, reviewed, authorized, and transmitted to Marketing)
  - Dec., Year 1: Updated Web Catalog (Oct. 15 deadline)
  - May, Year 2: Updated Web Catalog (Mar. 15 deadline)
  - Dec, Year 2: Updated Web Catalog (Oct. 15 deadline)
- April 2012: Web catalog published with updated degree program and course description information.
- July 2012: M&C, IT, and HR working on new directory system to compile and verify directory information and academic credentials in Banner (goal is to take from 4 to 6 different screens, place in one report).
- November 2012: Web catalog published with updated degree program and course description information; a limited reprint is produced for Admissions use in area high schools. Directory system is still in development.
- December 2012: Directory system in beta testing as of December Commencement program (names only). 5-6 corrections made in Banner.
- December 11, 2012: Rollout of complete “system to update and ensure the accuracy of the college catalog.” Requirements, deadlines and documentation are provided to President’s Cabinet, who are asked to work with direct reports and relevant committees. Changes require the following approvals:
  - Administrator requesting the change
  - Governing committee chair (where applicable)
  - Vice President
  - Marketing (certifying that other steps were completed)

<http://www.mvcc.edu/MarComm/publications-1/catalog-signature-form>

- Jan. 28, 2013: Deadline for initial update requests. 37 out of 52 sections submitted with appropriate documentation.
- Feb. 4, 2013: 48 of 52 submitted. Academic Calendar, Academic Standards, Course Descriptions and Degree Programs still under revision. Review and layout of other sections getting underway.
- March 18, 2013: Faculty and staff are e-mailed revised directory to review in advance of publication (<http://www.mvcc.edu/MarComm/publications-1/faculty>). 45 people responded "OK"; 66 people responded with changes. Changes made to Banner and Catalog file. List of honors and achievements compiled by hand and will be forwarded to HR to be updated in Banner.
- March 25, 2013: Initial deadline for sending file to printer. 48 of 52 submitted. Academic Calendar, Academic Standards, Course Descriptions, and Degree Programs still being reviewed.
- May 2013: Original target date for printing and online publication of 2013-15 Catalog with directory.
- June 2013: After Catalog and Spring Commencement Program, Marketing will submit additional directory changes to HR for updating in Banner.
- August 2013: Marketing will request content updates for November catalog.
- Oct. 15, 2013: Requests for changes will be due.
- Nov. 2013: December catalog file to printer.
- Future possibilities:
  - Online-only catalog w/option to print
  - Combine with student handbook
  - Separate into program information and procedure/policy publications.
  - Other suggestions?