
Report from the Chairperson – Gail Knell

The Chair moves the committee reporting to the end of the meeting. Seconded. Approved.

Report from the President – Kathleen Schatzberg

- Governor’s budget coming out soon and work is being done to get the environmental tech appropriation back into the budget.
- New survey of faculty related to the Community College of Student Engagement. This will give us an idea of what students and faculty think is going on. Survey will be on line and take about 15-20 minutes to complete. We are now alternating with this survey and the Noel Levitz survey.
- On-time registration – thanked everyone who gave her input and she met with the APS committee, students and advisors. There is no solution that will satisfy everybody. The vote on the motion was a solid majority in both cases. She is assuming that in general principal the college community accepts the motion. She is going to ask for a change in the implementation. The advisors came up with the term “soft implementation” for the fall semester. The spring semester will be full implementation. Students will receive a “pop up” message saying next semester this action will require a signature.

  During the fall we will start to educate the students regarding this process. Two pieces to this- (1) students who come and have not registered at all and (2) those students who are returning students. When we say “on-time registration” we mean “on-time registration”. By the Spring semester this will be a hard and fast rule and is asking the Academic and Student services group to develop a late start semester for that population. When meeting with the advisors they suggested we rename “Drop/Add” call it late registration or late change of program. Want students to understand they are at risk if going into a class after it has started. Students who came to class after it started received W or F – 50% more than the students who were there for the first day of class.

  The new policy will allow for late change of program with approval, but students were concerned as to who would sign the sheets. President suggested that is the part you might want to vote on again. She proposes the wording should be “an advisor”. All faculty are advisors, as are the people in the advising center and this makes it possible for the student to tell his/her story to one person. If the student comes to a fulltime faculty member before a class the faculty member has no way of knowing if there is a seat available. We need to send message to students that even if they have the signature it is not real until they go to the Registrar’s office. Adjunct faculty who work in the center are advisors, and they can sign but other adjunct faculty who are not advisors cannot sign the form.

  Faculty might want to create a list of their courses with information for advisors on whether a student can enter late and have a reasonable chance of success-more information for advisors.

  She is going to approve the policy with certain implementation changes.
When she asked the members if they wanted to vote on the signature part no vote was taken (but later, they did vote).

Report from the Vice President – Robert Ross
No report.

Report from the Vice President – Dixie Norris
No report.

Unfinished Business –

Sally Polito: Academic Policy and Standards

**Motion:** Academic dismissal: A student who does not raise his/her CGPA from “probation” to “good standing” within one calendar year will be dismissed for one year before being readmitted as a student on probation. After two years of inactive status, the student may choose to take advantage of the Fresh Start Option. **Seconded. Approved.**

VP Ross: Academic Policy and Standards

**Motion:** Course Load: A student may enroll in no more than 18 credit hours during the fall or spring semester or 9 credit hours during intersession or summer session without the written approval of the Academic Dean. **Seconded.**

**Friendly amendment**– add “appropriate” before Academic Dean. **Seconded.**

**Friendly amendment** – change 9 credit hours to “6 credit hours during intersession or 9 credit hours during the summer session.” **Seconded.**

Discussion followed.

**Friendly amendment** – change “6 credits hours to 7 credit hours” this would accommodate for lab hours. **Seconded.**

Discussion followed.

**Vote on the Amended Motion:** Course Load: A student may enroll in no more than 18 credit hours during the fall or spring semester, or 6 credit hours during intersession or 9 credit hours during the summer session without the written approval of the appropriate Academic Dean. **Seconded. Passed. (1 no)**

**Vote on the motion as read:** Passed. (1 no)

Lore DeBower for General Education AdHoc Committee –

**Motion:** to adopt the Institutional Outcomes. **Seconded. Approved.**

**Institutional Outcomes**

**Communication skills:** The community college graduate will demonstrate the ability to express ideas clearly and cogently, and to read, write, speak, and listen using Standard American English.
Critical and creative thinking skills: The community college graduate will demonstrate the ability to locate and use information for the purpose of examining underlying assumptions and interpreting and evaluating arguments, will create deliberately and independently using skills and knowledge acquired in our classrooms.

Ethical and Civic Engagement Practices: The community college graduate will demonstrate a broad-based knowledge and understanding of ethical concepts and principles, decision-making, and behaviors and will understand the meaning and responsibilities associated with citizenship in the USA and the world community.

Multi-cultural and Global Awareness: The community college graduate will demonstrate the ability to appreciate, analyze and deal constructively with historical or contemporary experiences of diversity in the USA and the world enabling the student to participate effectively in an increasingly complex and diverse world.

Quantitative and Computational Skills: The community college graduate will demonstrate the ability to apply computational methods, generate problem-solving strategies, interpret equations and numerical data from tables, charts, and graphs, and organize, analyze, and present quantitative information.

Technological literacy: The community college graduate will demonstrate the ability to use current technology to improve his/her creativity, productivity, communication skills, research skills, and information management skills.

Lore DeBower: General Education AdHoc Committee

**Motion:** To adopt Degree Completion Chart. **Seconded.**

The committee would like to take the proposed degree completion chart off the agenda today and do more work on the chart to make it clearer and bring back next month.

**Seconded. Postponed.**

Reports from the Committees –

Academic Policy and Standards Committee – Michael Tritto
Academic Technology – Pat Tatano
Counseling and Advising – Vic Smith
Curriculum and Programs – Gail Guarino
Developmental Education – Clare Niven-Blowers
Institutional Research and Development – David Hemenway
Faculty Professional Committee – Hemant Chikarmane

**Motion:** The reports will be posted in the public folders. **Seconded. Approved.**

Announcements –

**Greg Masterson** - In order to have a better understanding of what the students, faculty and staff think of the Library’s services he would like everyone to participate in an electronic survey that will be sent next week. It will take about 10-15 minutes to complete. As a thank you for participating in the survey you could win an iPod nano MP3 player.

**President Schatzberg** – Dr. Irving Bartlett, the first president of the college, and his wife established an endowment and specified that no funds be disbursed until the fund reached $50,000 and then awards could be made on the interest. This year the amount is $1650 and a committee has been formed and will call for applications shortly.

**Natalie Dubois** - Scholarship applications will be ready next week. The submission deadline is Monday, April 27th. Evening of Excellence is May 23rd.

**Dan McCullough** - **congratulations** to Marcy Smith who will be presenting at the global Hans Selye Symposium at the University of Quebec in Montreal this coming July. Selye coined the term “stress” and studying its effect on the body.

**Lisa Fedy** - Friday, April 27th is the Open House
Juanita Sweet – The student tax refund program is open 4 days a week and you can make an appointment by calling x4065.

Gail Knell – the college meeting survey will be distributed.

President Schatzberg-

Motion: Proposal to change the signature requirement to on time registration. Would read: academic dean or an advisor.

The President stated this would include all the full time faculty, all professional staff, parttime advisors in the Advising Center, Dick Sommers and Joyce Chasson. Seconded. Passed

Lori Crawley - Two sister colleges, Holyoke CC and North Shore CC went to New Orleans to help Habitat Humanity rebuild after the hurricane. Lori and 10 students are going to participate in the program and will be in New Orleans May 26th - June 2nd.

Meeting adjourned at 1:45 p.m..
Respectfully submitted,
Pat McCulley