Minutes Approval –

The Minutes of April 10, 2006 were approved.

Report from the Chairperson – Sally Polito

The President approved the three recommended motions from the April 10, 2006 College Meeting.

Report from the President – Kathleen Schatzberg

- On May 10, state auditors will be on campus to review records of faculty workload and the reassigned/release time process. Due to an article in the Boston Globe about Massasoit Community College practices, the state has chosen colleges at random for review of how this issue is handled. Auditors will be looking at semesters from fall 2003 to the present.

- NEASC – the President has not yet appointed a mission review committee, but she has had volunteers and seeks a balanced committee.

- At the National Community College Conference the President attended, Thomas Friedman, a New York Times columnist and author of The Earth is Flat, was a speaker. His book examines the global economy, and she highly recommends it. Perhaps it could be a common book for discussion next year. Anyone who is interested should please let the President know.

- The President informed the members that she had been a presidential candidate at an out of state community college but has withdrawn her name. She is committed to Cape Cod Community College at least through the time necessary for the NEASC self-study and accreditation process.

Report from the Vice President – Robert Ross

- Final grades are due May 19th. The Registrar would appreciate it if grades were hand carried and turned in as each course is completed.

- Vice President Ross acknowledged the Medical Assisting accreditation site visit and expressed his appreciation for the wonderful work done by Kathleen Bolton, Barbara Colocino and Rosemary Dillon to prepare for this visit.

- Congratulations to all those involved in the Open House for a job well done.

- Congratulations to the Student Senate’s successful Opportunity Expo.

- Searches: The Biology search has concluded and a name will be presented to the Board of Trustees; three History finalists have been chosen for interview by the Vice President; three Nursing finalists have been selected for interview by the Vice President; the Sociology position is being advertised.
• Letters have been sent to various members of the faculty asking them to serve on the Associate Dean of Arts and Sciences search committee. Dr. Ross thanked David Ziemba for serving as the interim Associate Dean of the Division of Arts and Sciences. The goal is to hire someone by September 1, but if the pool of candidates is inadequate, the interim position might be extended.

• Dr. Ross recently sent a report to the department chairs and coordinators regarding the grade distribution rate across disciplines. We are at a 72% completion rate; the statewide goal is 75%. How we might improve student retention without sacrificing academic standards will be discussed next semester.

**Report from the Vice President – Dixie Norris**

• The new tech building remains locked for safety reasons. IT and WERC have moved into the building; the Tutoring and Writing Centers will probably move by the end of May. We will begin to schedule classes in the building this summer. Space will be available in other buildings once all the moves take place. Jim Riordan is working on the plan for these vacancies. If you have requests or recommendations, please let Jim Riordan and Vice President Norris know.

• North Building renovation work will be scheduled for the summer. Nursing labs will be on the ground floor.

• A policy on permissible items in the new building will be sent to everyone. Because of the LEEDS certification, we must be careful about certain items, such as plants in soil, because of potential mold spores. The new walls are wood, so items should not be nailed or thumb tacked on them. We are investigating a wall hanging system to allow for hanging objects.

• The railing in Lecture Hall A was installed (as suggested), and Vice President Norris asked members to send requests/suggestions for repairs and/or changes to her to be added to the prioritized list for consideration as funds become available.

• Level budgeting was explained and VP Norris stated that the college could try zero based budgeting next year if there was consensus for that budget approach. A lengthy discussion on the budget ensued.

**Reports from the Committees –**

**Academic Policy and Standards Committee – Elaine Madden**
Minutes are in the Public Folders. Wednesday was the last committee meeting.

**Academic Technology – Pat Tatano**
The committee met April 12th. Dan Gallagher has hired someone to re-work the web page; John Paul San Giovanni suggested there be better use of Blackboard; tutoring time is used to teach how to use the computer. The next meeting will be May 10th.

**Counseling and Advising – No report.**

**Curriculum and Programs – Jim Kershner**
April 12th and 26th the committee approved the changes in Business and Medical Assisting. The committee accepted changes approved during Work to Rule. Hospitality changes are on the agenda for the May 10th meeting.

**Institutional Research and Development – Juanita Sweet**
The committee has met twelve times this semester. A schedule was distributed of when Noel Levitz and CCSSE surveys will be held. The committee report has been placed in the Public Folder.

**Faculty Professional Committee – Susan Maddigan**
Susan Maddigan, representing FPC, reported on the recent Board of Trustee meeting. Among other items of interest, Mary Moynihan’s sabbatical was approved; there was a brief discussion on the college climate; graduation will be at the Melody Tent, and this year’s speaker will be Jackie Jenkins-Scott, President of Wheelock College.
Motion: That the College Meeting accept the committee reports as distributed.

Seconded.

Accepted.

Unfinished Business –

Motion (David Ziemba: That the College Meeting approve the Criminal Justice Two Plus Two partnership in Criminal Justice with Bridgewater State College.

David distributed the Two Plus Two Program Development Procedure. Has had positive meetings with Bridgewater but suggested this item be postponed until September.

Seconded.

Postponed.

Motion (Mary Moynihan, Chair, Steering Committee): Move that College Meeting be held one Wednesday a month at noon for the Fall 2006 semester.

Seconded. This motion requires a 2/3 vote. The President asked if proxy votes had been allowed. They had been requested and tabulated.

Passed. 1 Abstention.

New Business –

Report (Pat Tatano): Two meetings of the Ad Hoc Committee on the Common Meeting Period have been held. David Ziemba and a student are looking over the Noel Levitz survey as well as other efforts to solicit student feedback. The committee will meet May 17th and hope to develop a schedule template to distribute for review over the summer. The committee will bring a draft to College Meeting members early in the fall semester.

Motion (Elaine Madden, Academic Policy and Standards Committee): That grades earned in Developmental Education courses will be calculated into the Semester Grade Point Average, but not into the Cumulative Grade Point Average.

The APS committee worked with the Developmental Education committee and would like to implement this in the fall. This policy will not be retroactive and will apply to courses from Fall 2006 onward.

Seconded.

Approved.

Motion (Mary Moynihan, Chair, Steering Committee): Move that the annual evaluation of College Meeting and governance effectiveness be conducted in May 2007.

Rationale: This evaluation was last done in 2003-04. It does not seem appropriate to conduct this year’s evaluation because College Meeting has met only four times since October 2004 because of work to rule in 2004-05.

The President offered a “friendly amendment” that, because of the NEASC self-study report, the evaluation be conducted at the end of the Fall 2006 semester to be included in the self-study document.

Friendly Amendment accepted.
Amended Motion (Mary Moynihan): That the annual evaluation of College Meeting and governance effectiveness for the 2004-2006 period be conducted at the end of the fall 2006 semester.

Seconded.

Approved.

Announcements –

Evening of Excellence – Sally Polito for Natalie DuBois
The annual Evening of Excellence will be May 24 at 6:30 p.m. in the Tilden Arts Center. Professor Lore DeBower will be the speaker.

Student Senate – Joshua Coffey
Thank you to everyone for participating in the Operation Expo. He is finishing the interviews and tabulating the data.

Nancy Willets -- Everyone is asked to donate new children’s books or non-perishable food items at graduation once again this year.

The Chair passed the gavel to Gail Knell, who will be the College Meeting Chairperson next year.

Meeting adjourned at 5:00pm
Respectfully submitted,
Pat McCulley