Minutes from Meeting with Senate Officers
Monday, June 23, 2014
1:30 P.M. / Board Room – A-320

ATTENDEES

College Personnel: Dr. B. Kaye Walter, President
Dr. William Mullaney, Vice-President, Academic Affairs
Dr. Alan Kaufman, Chairman, Faculty Senate
Professor Joan Cohen, Vice-Chairman, Faculty Senate
Ms. Maria V. Ferrara, Executive Secretary to
The Board of Trustees and the President

AGENDA

The agenda was prepared and distributed by Dr. B. Kaye Walter:

1. Update on Strategic Plan for Faculty Senate
2. Syllabus database
3. Program evaluation
4. New Initiatives for the Fall 2014 Semester
   • Textbook Options for Students
   • Structure of Developmental Education

Topic 1: Update on Strategic Plan for Faculty Senate:
Dr. Kaufman advised, "Not anywhere yet." He is currently reading over documents and busy tracking documents.
Dr. Mullaney stated, "All Strategic Plan information is listed on the Bergen Community College website under the category of Center of Institutional Effectiveness."
Dr. Walter responded, “When can we expect to have an update?”
Dr. Kaufman stated, "The second week of August, possibly by August 15th."

Topic 2: Syllabus database:
Dr. Mullaney informed the group of the following information:
   • In the process of collecting syllabi with Department Chairs for “Syllabi Central.”
   • Check lists that are outstanding, upload them, created this document, naming document.
   • B. Margolis is in the process of working with ADC’s regarding structure.
   • The Academic Catalog and Syllabus database should be on the website.
   • Dr. Kaufman stated, “These documents should be on the departmental websites as well as other websites to links to databases.”
   • Dr. Mullaney will review the links, sign off once the syllabus is correct and forward to Dr. Walter.

Topic 3: Program Evaluation:
   • Developmental Math, Vet Tech, Dental Hygiene, Legal Studies, Communication, ESL and INF are currently under review.
   • Dr. Mullaney stated, “Deans and Department Chairs appoint Program Review Chair, five to seven individuals are on the committee including one outside member. Approved program reviews will be posted on the website.”
Minutes from Meeting with Senate Officers
June 23, 2014
Page Two

**Topic 4: New Initiatives for the Fall 2014 Semester**

**Textbook Options for Students**

**Structure of Developmental Education**

**Textbook Options for Students:**

- Lease expensive textbooks
- Explore textbook options
- Cost of textbooks
- A suggestion was made by Faculty to copy one chapter at a time and encourage students to do this.
- Possibly purchasing on line can be cheaper
- Bookstore can rent books.
- Dr. Kaufman stated, “This has been addressed years ago.”
- Use town libraries
- Dr. Walter suggested, “Alternatives other than textbooks should be explored.”

**Structure of Developmental Education:**

- Do we have the correct programs in place?
- Number of credits
- Dr. Kaufman discussed, developmental English and ALP program. Bill Jiang planning on moving some upper level ESL classes to credit and Senate Officers will meet with ADC’s and then goes to Senate regarding how much time students spend in these developmental courses.
- Dr. Walter stated, “ESL Language is not developmental.”
- Dr. Kaufman commented, “This costs the students a great deal of money, will they stay as long as it takes them?”

Respectfully Submitted,

Maria V. Ferrara