Minutes of the Faculty Senate Officers’ Meeting

Monday, May 12, 2014

3:15 P.M. / Board Room – A-318

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
                     Dr. Tobyn DeMarco, Treasurer
                     Ms. Maria V. Ferrara, Executive Secretary to
                     The Board of Trustees and the President

Regrets:  Dr. George Cronk, Secretary

AGENDA

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

1. Meeting communication going forward.

2. A strategic plan for Faculty Senate that connects to overall Bergen Community College
   Strategic Plan

3. Environmental Scan of local employers to determine skills needed in the future

4. Governance structure of Bergen Community College – SGA, Faculty Senate, Staff Senate and
   College Council.

Topic 1: Meeting communication going forward:

We communicate through Stakeholders:

❖ Members of Administration
❖ Faculty Senate
❖ Faculty At Large
❖ Student Government Association
❖ Communicate to the Board of Trustees
❖ Information Technology when appropriate.

Alan Kaufman noted that he communicates to the Faculty Senate by the “Chairperson’s Report”.
Minutes, agendas and other materials are posted on the Senate Page:
http://www.bergen.edu/senate/pages/default.

There was discussion regarding enrollment issues related to Datatel. The theory of “shadowing” was
suggested in which students can be deleted but also saved on the class roster. Additional conversation
included a seat delete policy and the difficulty of financial aid being received.
Dr. B. Kaye Walter and Dr. Mullaney will resume monthly meetings with The Faculty Senate Executive Committee Team. M. Ferrara will take the minutes of the meetings. Individual monthly meetings will be scheduled with Dr. Walter and Dr. Alan Kaufman, Chair of the Faculty Senate. (Minutes of these meetings will be posted on the Senate Page for communication to the entire Faculty and other interested stakeholders.)

**Topic 2: A strategic plan for Faculty Senate that connects to overall Bergen Community College Strategic Plan**

This defines the Strategic Plan for Bergen Community College. Dr. Kaufman will meet with Dr. Mullaney to work together on a Strategic Plan for the Faculty Senate that aligns with the college model Strategic Plan.

**Topic 3: Environmental Scan of local employers to determine skills needed in the future**

Dr. Kaufman and Dr. Mullaney will schedule time to meet with surrounding companies to discuss a variety of topics and develop community relationships. These meetings can be scheduled with the Faculty to include breakfast or lunch to listen to their ideas and expectations of what skills are required for students to enter the current job market.

- Possible (paid) Internship Programs for Bergen Community College Students
- Various skills required for students to enter into the current job market.
  - Technical skills
  - Managerial skills – preparing business plans
  - Listening skills
  - Communication skills

Dr. Walter, Dr. Mullaney and Dean P.J. Ricatto met with representatives at Hackensack University Medical Center to discuss and arrange a community partnership which BCC students can participate in their research labs.

Dr. Walter informed the committee that Dean Christine Gillespie, School of Continuing Education could assist in the community meetings with her experience from the Corporate and Public Sector areas.
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Members of the Faculty Senate have not met Dean Gillespie and suggested that new Management personnel attend the Faculty Senate Meetings to introduce themselves and provide a brief overview of their position and responsibilities at the college.

Ms. Sharyne Miller, Executive Director, Information Technology has been invited to attend the September, 2014, Faculty Senate Meeting.

**Topic 4: Governance Structure of BCC, SGA, Faculty Senate, Staff Senate and College Council.**

Where does it fit in the College Council?

Dr. Walter stated that the goal for the College Council will be to work on initiatives that pertain to the entire college, for instance, Professional Development Day. This will be an Advisory Group consisting of 17 participants. The Council would have a charge and will develop how they operate. There should be a constitution and bylaws.

Leadership will be provided by Jim Miller, Human Resources and Victor Anaya, Chief Financial Officer. One person will serve as co-chair and the other as liaison. The additional co-chair will be elected by their peers from the 15 members from Student Government Association, Staff Senate, and Faculty Senate.

The following groups will have 5 members on the College Council, Faculty Senate, Staff Senate and Student Government Association. Each may choose to send officers and/or elect their representatives.

Dr. Kaufman advised that P.J. Ricatto, Chair of the Staff Senate will provide a presentation to the Faculty Senate in September, 2014.

**Additional Topics Discussed:**

Curriculum – Dr. Walter informed the committee that some of the curriculum documents did not have learning outcomes, which will have to be appended prior to approval.

Code of Conduct – it is in the process of being revised from comments received.

The Code of Conduct will be provided to the Board of Trustees and Legal Counsel for review. Once approved, the document will be forwarded to the Faculty Senate.
Syllabi – Each course requires a syllabus. Alan sent an email to all ADC’s that their syllabi should be up on their department webpage. It was reported that many departments still do not have management of their web pages. Dr. Mullaney has been meeting with Ms. Beverly Margolis to review the procedure and create a centralized location with the posting of syllabi to the web. General Education courses could be linked to the course proposal. All courses are required to have syllabi with learning outcomes and assessments.

Dr. Kaufman informed the committee that Dr. Cronk is the Senate Curriculum Auditor. Joan Dalrymple is the Senate Course Auditor. The possibility of expanding her role was discussed, as well as exploring other ways to help departments with learning outcomes.

Calendar – Enrollment dates had been posted to facilitate student registration and meet student needs. Mr. Marvin Goldstein, Esq. Labor Negotiator informed Dr. Mullaney that he and the Faculty Senate should revisit the issue of the additional August and January week.

Bills in Legislature – Dr. Walter informed the committee that 20 bills have been proposed. Dr. DeMarco said, “The NJEA has rejected the entire package and going back to drawing board.” The President’s Council has been in discussion regarding the bills.

Dr. Walter informed the committee that Trustee Vice-Chairman, Cid D. Wilson attends all the state wide meetings and reports back to the monthly Board of Trustees Meetings.

Respectfully Submitted,

Maria V. Ferrara