

**Bergen
Community
College
Faculty Senate**

Chairperson: Dr. Alan Kaufman
Vice Chairperson: Professor Brian Cordell
Secretary: Professor Joan Cohen
Treasurer: Dr. Toby De Marco

FACULTY SENATE MINUTES
Tuesday, February 5, 2019
Room S138, 3:50

- I. Review of Minutes, December 4, 2018 – Minutes were accepted**
Guests: Ilene Kleinman, Beverly Margolis, Patrick Simms

II. REPORT ON CURRICULUM

The following curriculum items from the February 5, 2019 meeting have been approved by the President.

SR 105-18/19	Course Addition	HRM-2XX	Hospitality Entrepreneurship
SR 106-18/19	Course Addition	HRM-1XX	Culinary Nutrition
SR 107-18/19	Course Addition	HRM-2XX	Purchasing and Cost Control
SR 108-18/19	Course Addition	HRM-1XX	Housekeeping
SR 109-18/19	Course Modification	HRM-104	Front Office Operations
SR 110-18/19	Course Deletion	HRM-108	Computer Applications for the Hospitality Industry
SR 111-18/19	Course Deletion	HRM-201	Food & Beverage Cost Control
SR 112-18/19	Course Deletion	HRM-204	Food Purchasing
SR 113-18/19	Course Deletion	HRM-214	Banquet and Catering Management
SR 114-18/19	Course Deletion	HRM-217	Issues in the Hospitality Industry

SR 115-18/19	Course Deletion	HRM-207	Hotel Sales and Convention Planning
SR 116-18/19	Program Deletion	AS.PS.BUS.HOSP	Business Administration-Hospitality Option
AS A PACKET			
125-18/19	60 Cr Modification	AS.NSM.GEN	AS Natural Science and Mathematics General
126-18/19	60 Cr Modification	AS.NSM.MATH	AS Natural Science and Mathematics Math
127-18/19	60 Cr Modification	AS.NSM.CHEM	AS Natural Science and Mathematics Chemistry
128-18/19	60 Cr Modification	AS.NSM.BIO	AS Natural Science and Mathematics Biology
129-18/19	60 Cr Modification	AS.NSM.PHYS	AS Natural Science and Mathematics Physics
130-18/19	60 Cr Modification	AS.NSM.BIOTECH	AS Natural Science and Mathematics Biotechnology
131-18/19	60 Cr Modification	AS.ENGIN.SCI	AS Engineering Science
132-18/19	60 Cr Modification	AS.PS.GEN	AS Professional Studies General
144-18/19	Program Deletion	AS.PS.BUS.NONPRF.MGT	AS Nonprofit Management
145-18/19	Program Deletion	AAS.BUS.PUB	AAS Publishing Operations and Management
147-18/19	Program Deletion	CERT.ECOMM.BUS	Certificate E-Commerce
148-18/19	Program Deletion	COA.FINANCE	Certificate of Achievement Finance

III. CHAIRPERSON'S REPORT

Dr. Kaufman indicated that most of the meeting would be devoted to the curriculum and the new 60-credit degree requirements. He said that at this meeting we would consider approximately one-third of the revised curricula; the remainder should comprise the agenda for our March 5 meeting. After completing work on these curricula next month, the Senate will have completed its work, thoroughly and expeditiously.

Making an exception to usual Senate policy, Kaufman very briefly encouraged Senators to attend the upcoming February 19 BCCFA membership meeting and to encourage colleagues to attend what will be a ratification meeting for the one-year roll-over of our contract.

IV. SPECIAL REPORTS

None.

V. COMMITTEE REPORTS

None.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

A motion was made to move the agenda to discuss curriculum before other New Business. It was accepted.

Curriculum

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148-18/19	Program Deletion	COA.FINANCE	Certificate of Achievement Finance
149-18/19	Program Deletion	COA.MKGT.ASST	Certificate of Achievement Marketing Assistant

Requests were made to take out SR 107, SR 125, SR 126, SR 127, SR 128, SR 130 and SR 146 from the consent agenda. These were then discussed separately. Before discussion of individual items, the consent agenda was approved.

SR 107-18/19 Course Addition HRM-2XXX Purchasing and Cost Control

The course has a 45% grading percentage for class participation. It was explained by faculty from HRM that this is because the class is very hands on and more like a lab.

Approved: 54-0-0

SR 125, 126-18/19 60 CR Modification

There was a question about the math elective. A correction was made that MAT-280 is mandatory and an * was placed next to one of the footnotes.

Approved: 49-0-1

SR 126-18/19

All that needed to be changed was a typo to change MAT-288 to MAT 268. Doug Short noted that It was pulled because of a problem with how Datatel applies pre-requisite courses to the program, which could lead to financial aid being exhausted. There was nothing wrong with the curriculum and Datatel issues will need to be addressed by other than Senate.

SR 126-18/19

MAT-288 was corrected to MAT 268.

SR 127, 128, 130-18/19 60 CR Modification

There was discussion about options for these programs.

Approved 49-0-0

SR 146-18/19

The issue with this item was why it was being deleted if it has 49 students in it. Because no one was there from Business to speak to it, it was tabled until the March meeting. Victor Brown was going to be contacted about this.

TOPP Program

Brian Cordell reiterated the long standing policy that for a faculty member to teach online or hybrid courses they must complete the TOPP program. The main focus of the program is how to teach online and create/teach effective courses. Major problem is that Adjuncts do not take the TOPP program. It had started as an emergency program but when lecturers were let go, Brian and Amarjit made exceptions. However, now more and more are assigned online courses without TOPP. Discussion ensued.

A resolution was made: Distance Learning Resolution:

In order to uphold and preserve the consistency and quality of online/hybrid instruction, the College should reaffirm the current policy of requiring all faculty who will teach online/hybrid courses to complete the "TOPP for Teachers" or "TOPP Level 1" training before teaching an online or hybrid course at Bergen Community College.

Approved 30-2-5

Moodle Changes

Anthony Yankowski discussed the changes made to Moodle and most especially when the change was made. He noted that communication was inadequate; changes were made while faculty was still putting in grades from the Fall semester and teaching in Winter Session. He met with Amarjit Kaur and Patrick Simms and she said that it was her and Patrick who made the change as they needed tech support right before the holidays. Anthony reiterated that faculty was not consulted before the switch was thrown and it made for more work for teaching faculty and more frustration for the students.

A resolution was made:

The Senate shall compose a sub-committee specifically tasked with coordinating updates/revisions to the school's learning management system with CITL or its designee.

Approved 33-0-1

VIII. ADJOURNMENT at 5:35

