

# 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 6, 2018**  
**Room S-138, 3:50**

- I. REVIEW OF MINUTES, November 28, 2017** — The minutes were accepted with no objections.

Guests: Ilene Kleinman, Jill Rivera, Heidi Lieb, Jaymee Griffin, Rachel Lerner, Beverly Margolis, Paul Wiener

**II. REPORT ON CURRICULUM & RESOLUTIONS**

The following curriculum items from this February 6, 2018 meeting have been approved by the President

108-17/18	Course Addition	HRM-2XX	Confectionery Arts
109-17/18	Course Addition	HRM-2XX	Artisan Bread Production
110-17/18	Course Addition	HRM-2XX	Specialty Cakes
111-17/18	Course Addition	HRM-2XX	American Regional Cuisine
112-17/18	Curriculum Modification	AAS.BT.HR.HOSP	AAS HOTEL RESTAURANT HOSPITALITY MANAGEMENT

As a packet

**OLD BUSINESS**

102-17/18	Curriculum Deletion	AAS.NURS.MOBLEVE	AAS NURSING MOBILE EVE
103-17/18	Curriculum Deletion	AAS.NURS.MOBLDAY	AAS NURSING MOBILE DAY
104-17/18	Curriculum Deletion	AAS.NURS.WE	AAS NURSING WEEKEND

**The following resolution passed by the Senate has been approved by the President**

**123-16/17 Curriculum Resolution #2**

**The following resolutions passed by the Senate have been forwarded to the President**

**113-17/18 Agreement of Degree Requirements Process**

**114-17/18 Transcript Notations**

**115-17/18 Statement on Religious Observance**

### **III. CHAIRPERSON'S REPORT**

Dr. Kaufman deferred his monthly Chairperson's report to allow time for the discussion of scheduling, led by VPAA Mullaney. Kaufman also noted that Jack Fatemi was retiring and sent his best on behalf of Senate.

### **III. SPECIAL REPORTS**

Dr. Mullaney reported that Dr. Redmond had convened the Executive Team to say that they would need to cut \$8,000,000. \$2,000,000 of that was a reduction in adjunct salaries. To achieve such savings the college would need a tighter schedule and will be cutting about 900 sections. The Deans and Chairs began by cutting 300 sections this spring. Academic Planning Guidelines will necessitate a tighter and leaner schedule to have fewer course cancellations and a last minute scramble. This may necessitate larger classes. Optimal class sizes will be discussed with Deans and Academic Department Chairs. There will be a review of how many classes ran multiple sections (Gen Ed, History 101, etc.) and divide by a number that seems reasonable for a class to accommodate. For instance the total number of students taking the class divided by 32 (if that is deemed to be the optimal class size. Optimal class size may be determined as 20 or 22 for some of the classes and that would be the divider. For some programs and classes there may be "special exceptions."

A discussion then ensued. VP Mullaney was asked who was on the committee that came up with this proposal. Had any of them taught as a full-time faculty member at BCC? Two of the deans fit that description (PJ Ricatto and Susan Barnard); the committee had no full time faculty members on it.

The issue of student need arose, and it was asked if our students were customers or students. We need to consider their needs and schedules. If we do not take student need into account, enrollment will continue to go down.

A number of Senators participated in this discussion, reflecting the importance of this issue. Below are selected responses:

Anthony Yankowski noted that Meadowlands and Hackensack sections may sometimes need to run even if they are below the optimal class size. He also pointed out that because of the reduction of the number of course sections being offered, and the academic planning guidelines distributed, course sections that have run successfully in the past will be cut. Why? Because the guidelines require a certain distribution of sections. Thus, a weekend course section (for example) may be offered even though it has not run before, or enrollment was weak in the past, while another section, which has run successfully in the past, will be cut.

Gregg Biermann indicated concern about some low-enrolled 200 level-courses that may only be offered 1x per year. Concerning Honors courses, students may find that there are cancelled classes because they cannot register before they get their grades, which confirms their eligibility for such courses. Mullaney said that 200 level courses are “trickier”.

Anita Verno urged the administration to trust the judgment of Academic Department Chairs, who are familiar with the history of their courses. If students cannot get into some of these they cannot move on to 200 level courses. Walter Rothaug supported this point, noting that that the size of Developmental Math classes has always been decided by the Dean, ADC and coordinators. They are the best equipped to know which classes fill up early or late and what new sections might eventually need to be opened.

Tiziana Quattrone expressed concern about how we can teach a large number of students and still nurture them. Relationships in class are important. Also, she pointed out as did others that many students cannot just switch to another section; their schedules and life situations must be considered. Randy Forsstrom noted that by limiting sections you limit the times that students can take these courses and questioned what is it actually costing to pay those adjuncts and at what number are we breaking even when students take those sections.

Sara Mastellone asked if we have been capturing data of students who have tried to register.

Bill Jiang talked about wait-listed in Spring 2018 and stated that the walk-away rate was approximately 6.8% in ALP sections and that 96 seats were lost. He expressed concern that ALP enrollment could be affected. Heidi Lieb also expressed concern about ALP/EBS registration.

SGA President Sibora Peca noted that there are many cases where students are wait-listed in a number of classes which sets up a scheduling problem for them. She noted that students have fewer choices and wondered how many new classes are opened when there is enough of a waitlist. Mullaney said that he tries to monitor it each day.

Mark Weiner inquired if the number of students that would be optimal would be 32 for Math Gen Ed and 20/22 for Developmental Math Classes. Mullaney answered that Deans and ADC's will set the optimum numbers.

Responding to questions about where else but in the academic area cutting was taking place, VP Mullaney noted that they are looking at travel, food, institutional supplies, positions vacated, parttimers, etc.

If the Dean and ADC disagree regarding the optimal number of students, Mullaney insisted that they would discuss again. In other words, deans are not making these decisions unilaterally.

Kaufman asked at what point in the registration process classes get cut. Mullaney said that such decisions were more of an art than a science but that cuts are being made earlier.

Kaufman thanked everyone for participation in such an important conversation, and said that the Senate could revisit this subject if it needed to.

## **V. COMMITTEE REPORTS:**

Ilene Kleinman spoke about the work of the Curriculum Committee. Curriculum begins with faculty with courses, proposals, options and modifications. She noted that there are no student members on the committee.

Dan Sheehan said he noticed a trend where humanities courses in some curricula were being determined and students were not being offered an array of choices. Kleinman responded that this is because of transferability. In some programs this does not matter but in others it does.

## **VI. NEW BUSINESS**

### **Curriculum**

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In response to a question, John Bandman noted that the specialty courses are for things needed in the industry.

**Passed 46-0-3**

**Adjournment 4:55 PM**



