

# 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, May 15, 2018**  
**Room S138, 3:50**

- I. REVIEW OF MINUTES, April 3, 2018 —**  
 Guests: Ilene Kleinman, Annemarie Roscello, Meryl Sole, Debbie Cook, John Bandman
  
- II. REPORT ON CURRICULUM**

The following curriculum items from the May 15, 2018 meeting have been approved by the President

The following items are attached.

134-17/18	Program Modification	AAS.HP.DENTL	Dental Hygiene
135-17/18	Course Addition	DHY-2XX	Oral Hygiene Summer Session
136-17-18	Course Modification	DHY-207	General and Oral Pathology
As a packet			
138-17/18	Curriculum Modification	CERT.CULN.ARTS	Certificate in Culinary Art
139-17/18	Curriculum Modification	COA.PROF.COOK	Certificate of Achievement Professional Cooking
140-17/18	Course Addition	HRM-2XX	Asian Cuisine
141-17/18	Course Modification	HRM-101	Introduction to Hospitality Management
142-17/18	Course Modification	HRM-102	Food Protection and Safety
143-17/18	Course Modification	HRM-204	Food Purchasing
144-17/18	Course Modification	HRM-214	Banquet and Catering Management

145-17/18	Course Modification	HRM-129/BUS-129	Event Planning and Management
146-17/18	Course Modification	HRM-229/BUS-229	Event Planning and Management II
As a packet			
147-17/18	Curriculum Addition	AFA.MUSC	Associate of Fine Arts, Music Option
148-17/18	Curriculum Deletion	AFA.MUSC.BUS	Associate of Fine Arts, Music, Business Option
149-17/18	Curriculum Deletion	AFA.MUSC.TECH	Associate of Fine Arts, Music, Technology Option
150-17/18	Curriculum Deletion	AA.FPA.MUSC	Associate of Arts, Fine & Performing Arts Music Option
151-17/18	Course Modification	MUS-131	Class Piano I
152-17/18	Course Modification	MUS-231	Class Piano II
153-17/18	Course Modification	MUS-241	Class Piano III
154-17/18	Course Modification	MUS-242	Class Piano IV
155-17/18	Course Modification	MUS-134	Ear Training and Musicianship I
156-17/18	Course Modification	MUS-234	Ear Training and Musicianship II
157-17/18	Course Addition	MUS-2XX	Ear Training and Musicianship III
158-17/18	Course Modification	MUS-132	Music Theory I
159-17/18	Course Modification	MUS-232	Music Theory II
160-17/18	Course Addition	MUS-2XX	Music Theory III
161-17/18	Course Modification	MUS-103	Fundamentals Music
162-17/18	Course Modification	MUS-118	Vocal Workshop
163-17/18	Course Modification	MUS-119	Songwriting Workshop
164-17/18	Course Modification	MUS-137	Guitar Workshop
165-17/18	Course Addition	MUS-1XX	Foundations of Music Education

### III. Elections were held for Faculty Senate Officers

Elected: Alan Kaufman, Chair  
 Brian Goodell, Vice Chair

Joan Cohen, Secretary  
Tobyn DeMarco, Treasurer

#### IV. CHAIRPERSON'S REPORT

Dr. Kaufman said that he was going to speak a bit about Guided Pathways. He talked about having read *Redesigning America's Community Colleges* several years ago. This is the book that initiated the Guided Pathways trend. He stated that he did not find the book convincing and was supportive only of that portion which emphasized the importance of Advising for community college students.

He pointed out that Bergen, during the presidency of Kaye Walter, joined a state-wide Guided Pathways initiative. This explained the role that Guided Pathways had begun to assume at Bergen. He indicated that prior to the recent Faculty Conference he had been asked by a couple of members of the administration to keep an open mind about the presentation that would be made by our Guided Pathways consultants from Mott Community College. He was given two sheets with the first-semester curricula for a student studying Literature at Bergen and at Mott, and found that they were similar. He maintained that he tried to maintain an open mind but that the presentation was poor. He stated that it is clear that at Bergen we are doing more than they have done at Mott CC.

He concluded by restating the importance of the Advising component of Guided Pathways but expressed dubiousness about attempts to reconceive our curriculum. He was dismissive about the idea of cutting back on course offerings and pruning academic programs. Although he has been assured on several occasions that no such attempts were being considered, he retains concerns.

#### **Moved the agenda – Old Business Item – Guided Pathways**

A motion was made to move the agenda for Carol Miele to make a report on Guided Pathways. Motion was approved.

Miele noted that the last report on guidelines for curriculum was done in 2009. These need to be looked at again. She gave some examples of practices that the college is already doing that resemble guided pathways but need to be tweaked to fit the pathways model. There is free choice but recommended sequences with guided advising and counseling. Work should be done within departments to make better decisions and clearer recommendations. Need to clarify the AA and AS in working groups. Miele and a group are working on a Program Review Report for ASPS Gen. She also mentioned creating “exploratory majors” which would allow students the opportunity to take courses with a larger subject area to get a sense of the discipline.

## V. SPECIAL REPORTS

Kim Smokowski – On line degrees and courses.

Included in the packet was a hand-out from Kim “Title: On-line degrees and Courses”. This explained the rationale; stated the motions and included a list of Online Degrees.

Kim is the online counselor and has found that many students do not know that the course they have signed up for requires an in person proctored exam. Developmental Math is one area that does tell its students that they have to come on to campus to take a proctored exam but the information for other classes is not there or confusing and causes problems for students who do not live near here and have to find someplace to have an exam proctored. Kim proposed that there be a notation in the course description, at the beginning of the description as it shows in Web Advisor, which indicates that there is a need for an in-person exam. The following are the two motions:

The motions:

1. All on-line courses that require students to either come to campus and/or go to a testing site must have this information listed under the course description on the search for classes menu. (web advisor) If students have the option of going to a testing center they need to have an explanation of that as well. The deadline for completing this should be by 9/30/18 so that the Spring/Winter 2019 on-line courses will be accurate and updated as needed before Spring 2019 registration begins. **Motion passed 46-0-3**
2. All divisions will be required to review the current on-line degrees and confirm that the list is accurate. The process to review should begin in October once the course review has been completed. (9/30/18) The on-line degree review should be completed by the end of the fall semester so an accurate list will be in place once the Spring 2019 semester begins. **Motion passed 48-0-3**

## VI. OLD BUSINESS

### Course Fees:

Dan Sheehan met with Dr. Redmond about course fees. Redmond is interested in making some changes which would result in a “banded” tuition structure which includes all fees in a single tuition price. (This would be like banded tuition in which it is one price for i.e. 12-18 credits.) He is also interested in eliminating some fees in a revenue neutral manner. Redmond noted that he was hesitant to put individual fees back into their own budget lines. Discussion was tabled as Dr. Redmond may be taking action on this.

### **Curriculum Updates:**

Brian Cordell spoke about the large amount of curriculum which was in the agenda for this meeting and the amount of work which goes into making these documents available. He proposed requiring curriculum documents to be collected electronically only, as word documents, so the curriculum committee could better interact with them and share them. Two resolutions were proposed:

#### **Curricular Documents #1**

Beginning in the Fall 2018 Semester, the Curriculum Committee will only accept curricular items (Syllabi, Justifications, etc.) that are submitted electronically, preferably MS Word compatible.

**Motion passed 46-0-1**

#### **Curricular Documents #2**

Beginning in the Fall 2018 Semester, the college will replace the current Curriculum sign-off sheets with electronic forms. **Motion passed 39-0-1.** This is in process.

### **Academic Department Chairs**

Dan Sheehan reported that there a need for the ADC's to have more of a part in the concerns about enrollment maximization and the department structures. There was an extensive discussion regarding departments, course cancellations and class sizes, Sheehan proposed an immediate review of departmental structure and course scheduling. Two motions were made

#### **ADCO Resolution #1**

The current structure of our academic departments makes it increasingly difficult for Chairs and Coordinators to meet their responsibilities effectively. This is having a deleterious effect on our academic programs and thus enrollment.

To strengthen our academic offerings and to improve our strivings toward student success, the Faculty Senate calls on the College immediately to address this problem by conducting a review of the academic department structure during the 2018/2019 academic year. **Motion passed 33-0-2**

#### **ADCO Resolution #2**

The Faculty Senate calls on the College to immediately address the scheduling issues that have arisen due to the freezing/cancellation of sections. **Motion passed 30-0-0**

## Curriculum

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All passed 29-0-0

Except for 165/17/18 which passed 28-0-1

vi. Adjournment