Capital Community College
Senate
Minutes 3/29/07

Present: John Christie, Joan Marchessault, Kenneth DiMaggio, Marie Farrell, Margaret Wolf, Joan Egbertson, Carl Antonucci, Greg Kloten, Emma Colon, Ray Marafino, Leonel Carmona, Peter Wursthorn

Guest: Miah LaPierre, Dr. Calvin Woodland, James Griffin

1. The agenda was approved after a change in the order of Committee Reports.

2. The minutes of February 15, 2007 were reviewed and after several grammatical changes, approved.

3. Announcements:
   - The College Senate will hold its next meeting on April 24th.
   - Senate bylaws ratification will take place at the April 6th All College Meeting
   - The Academic Calendar had been changed after it was approved by the Senate. The change added five minutes to Monday classes making all Monday classes one hour and 20 minutes. There is a governance structure in place that has a procedure which was not followed. The calendar should have been immediately returned to the senate. Motion: Approval to accept the new Academic Calendar which was unanimously approved.
    
    Motion: The Senate charges CAP to explore ways to improve next year’s academic calendar based on methods used around the system and what is best for Capital students. Moved and unanimously approved.
   - The Academic Division Director for General and Developmental Education position needs clarity so that the committee will have a better idea of who is right for this position. Motion: The Senate will hold a special meeting with Dean Affleck for the purpose of discussion and clarification. Unanimously approved. The meeting will be held 4/12 at 2:30 and all interested parties are urged to be present.

4. Building Security: James Griffin was present to remind everyone that if there is an alarm everyone must vacate the building and is encouraged to work with the floor captains who will be wearing bright colored vests and equipped with radios for emergency communication. There will be immediate notification on every incident that impacts the college directly.

5. Committee Reports:
   - IRMC - is brainstorming whether to revise the structure of the committee to make it more of a steering committee.
**College Affairs** - reiterated the procedure in place for incidents around the college. The Director of Public Safety will notify the Dean of Administration who will, with the Deans, report to the President. Dr. Woodland will then respond to the Dean of Administration who will inform the college community. This notification will be by either e-mail or the plasma TV screens.

**FSSD** - sponsored Professional Day 3/30 from 9:00 – 12:00.

**CAP - The following four items were approved unanimously**

- CIS Web Publishing Option (program revision)
- CIS Network Administrator Assistant Option (program revision)
- COM 105 Intro. to Visual Communication (course description revision)
- BIO 211 & 212 Anatomy & Physiology (course revision)

**Governance Review Committee** - Management Team made revisions to the Strategic Plan which will come back to the senate for approval. This should be done by 6/1 so that faculty can consider our strategic plan goals as well as Board goals when submitting their additional responsibilities for 07-08.

Respectfully submitted,

Diane Mathis