Capital Community College Senate Meeting  
December 17, 2009, 2:30 p.m., President’s Conference Room


President Woodland, Dean Affleck

1. Prior Minutes

Minutes were approved on a motion made by J. Marchessault and seconded by J. McNamara with the following amendments: John McNamara is not a guest but a member of the body; Rosemary Tyrrell’s name misspelled; Jim Plourde not in attendance.

2. Announcements:

J. McNamara announced Foundation’s spring scholarship applications available at Financial Aid office through January 8th.

3. IRMC/IT Committee

R. Ferraro is not available today to discuss IT issues. Status of IRMC Committee is in question; charged with review of policies on purchase of hardware/software and oversight of IT policy but no recent meetings held. Discussion centered on IT being disconnected from the governance system and a need to re-shape, re-focus committee. The goal: a functioning committee to address Institutional Resources Management issues such as IT policy and procedures, communication, adequacy of equipment.

Carl Antonucci volunteered to look at “re-shaping” the committee and was joined by Marie Basche and John Christie. For NEASC standards, IT strategic plan needed, according to Dean Affleck. J. Egbertson cited need to hold regular meetings of the newly formed committee

4. Senate Forums and Governance (Article XII)

Concerns rose about bylaws requirement to hold Senate all-college “forums” as part of the governance structure. In practice, according to Paul Creech, forums not held because of the All-College meetings. Agendas for these have been a forum for Senate to share information with the campus community. J. Plourd pointed to “irregular” schedule of all-college meetings in recent past.

Motion made by Joan Marchessault and seconded by Marilyn Goodman to hold a College Forum in the spring semester. Agenda will be shaped by senate. Dean Affleck reiterated NEASC feedback on assessing the governance structure. Target date of April was proposed.

5. Curriculum and Academic Policy (CAP)

The Senate reviewed and by unanimous consent approved the following new courses

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Math 230 – an important course for transfer, benefits students to take it here as part of transfer to UCONN, CCSU, especially business management majors; business students may take this articulated course instead of calculus.

Physics 137 - a prerequisite course similar to physics 121 with Algebra content; question as to whether there was a difference in two courses.

Withdrawals Policy

The definition of withdrawals and cut-off dates, with or without instructor signature (12th week) was discussed at length in context of Ns and Failure grades. P. Whitehead called for data-based decision; look at distribution of Ws and Ns; analyze data where these are occurring and when Ns are used in lieu of Fs. Whitehead said policy on “12th week” should be clarified for instructors and students.

No action taken but suggestion made to ask Academic Dean for the policy before recommendations for change are considered.

6. Diversity

Faculty and staff interested in serving on the Diversity committee should e-mail Helena Carasquillo; self-nominations welcome. Topics will be developed in conjunction with the FSSD committee to develop spring workshops and professional development activities on diversity. Rita Kelly, the affirmative action officer, will be invited; staff development on conflict resolution contemplated.

7. College Affairs

Issues of concern discussed were:
- Cleanliness of building, hygiene and level of staffing for upkeep of the facility. Staff should send requests to CA-maintenance@ccc.commnet.edu
- 300-page copy limit per student
- Student e-mail

8. Planning and Review - No Report

9. FSSD – No Report

10. Old Business – None

11. New Business

President Woodland reported on Capital Prep Magnet School governance council agreement and the College’s role in the council as part of Public Schools’ re-structuring. School councils will have autonomy. President Woodland is Chair this year. Council will be place where future collaborations and access to CPMS facilities will be worked out moving forward.

President Woodland, following a meeting with Chancellor Herzog, said he will announce his retirement and give notice to trustees as of July 1. A search committee will be impaneled with process expected to begin in spring semester. President Woodland will share announcement in a letter to the campus community noting his 45 years in higher education and expressing appreciation to colleagues and faculty of Capital. He has agreed to be available in the summer months as part of the transition in the President’s office.

There being no further business, the meeting was adjourned.

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Respectfully submitted,

John McNamara