

**Nassau Community College
Academic Senate**

RESOLUTIONS

JUNE 2019 - JUNE 2020

EXECUTIVE COMMITTEE

ANISSA MOORE – CHAIR

ETHEL WEEKS – FIRST VICE CHAIR

JULIE DE LA LASTRA – SECOND VICE CHAIR

LYNN M. BERGIN – SECRETARY

ERICA LEE – SGA MEMBER



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SECTION 1

MEETING OF SEPTEMBER 24, 2019

Calendar Committee

Resolution to Amend the Approved Summer 2021 Calendar..... **Section 1**

TO: Academic Senate Executive Committee
FROM: Calendar Committee
DATE: September 16, 2019
SUBJECT: Resolution to amend the approved Summer 2021 Calendar

WHEREAS, the Resolution for the Enactment of the Fall 2020, Winterim 2021, Spring 2021, and Summer 2021 Calendars was approved by the Academic Senate on March 12, 2019, and

WHEREAS, the Summer 2021 Calendar specifies Independence Day as Sunday, July 4, 2021, and

WHEREAS, Nassau Community College offers weekend courses during the Summer session, and

WHEREAS, this national holiday celebration extends through on Monday, July 5, 2021, and

WHEREAS, the Calendar Committee has revised the Summer 2021 calendar to cancel classes for the weekend of this holiday celebration and has extended the Summer class schedule accordingly,

THEREFORE BE IT RESOLVED that the Amended Summer 2021 Calendar be enacted to replace the Summer 2021 calendar approved on March 12, 2019.

SUMMER 2021 ACADEMIC CALENDAR – 9/10/19 - AMENDED

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			MAY			
	Memorial Day					
			JUNE			
		1 (SSI Start)	2	3	4^	5
6	7	8	9	10	X	12
13	14	15	16	17	X	19
20	21	22	23	24	X	26
27	28	29	30			
			JULY			
				1 (SSI End)	X	X
X	Independence Day	6 (SSII Start)	7	8	9^	10
11	12	13	14	15	X	17
18	19	20	21	22	X	24
25	26	27	28	29	X	31
			AUGUST			
1	2	3	4	5 (SSII End)	X	7
8	9 (SSIII Start)	10	11	12	13	14
15	16	17	18	19	20	X
X	23	24	25 (SSIII End)			

^ Conversion Day – Friday, June 4 and Friday, July 9, classes meet on a Monday schedule.

ONLINE EDUCATION classes begin Tuesday, June 1 and end Thursday, August 5.

WEEKEND classes begin Saturday, June 5 and end Sunday, August 15.

SS I begins Tuesday, June 1 and ends Thursday, July 1.

SS II begins Tuesday, July 6 and ends Thursday, August 5.

SS III begins Monday, August 9 and ends Wednesday, August 25.

SS I & SS II meet four days a week for five weeks, with certain Fridays added as noted.

SS III meets five days a week for thirteen days.

SUMMER 2021 ACADEMIC CALENDAR – 1/31/19 – APPROVED March 12, 2019 (amended 9/19)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MAY						
	Memorial Day					
JUNE						
		1 (SSI Start)	2	3	4 [^]	5 [^]
6	7	8	9	10	X	12
13	14	15	16	17	X	18
20	21	22	23	24	X	26
27	28	29	30			
JULY						
	Independence Day	6 (SSII Start)	7	1 (SSI End)	X	3
4	12	13	14	8	9 [^]	10
11	19	20	21	15	X	17
18	26	27	28	22	X	24
25				29	X	31
AUGUST						
1	2	3	4 [^]	5 (SSII End)	X	7
8	9 (SSIII Start)	10	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25 (SSIII End)			

^ Conversion Day – Friday, June 4 and Friday, July 9 classes meet on a Monday schedule.
 ONLINE EDUCATION classes begin Tuesday, June 1 and end Thursday, August 5.
 WEEKEND classes begin Saturday, June 5 and end Sunday, August 8.
 SS I begins Tuesday, June 1 and ends Thursday, July 1.
 SS II begins Tuesday, July 6 and ends Thursday, August 5.
 SS III begins Monday, August 9 and ends Wednesday, August 25.
 SS I & SS II meet four days a week for five weeks, with certain Fridays added as noted.
 SS III meets five days a week for thirteen days.

SECTION 2

MEETING OF OCTOBER 22, 2019

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G3: Resolution Supporting New Funding Model for Community Colleges	Section 2



**Faculty Council of Community Colleges
Resolution on Gender Inclusivity within SUNY
CSL1.2019-2020
Passed unanimously
October 5, 2019**

WHEREAS the SUNY Board of Trustees Resolution "Diversity, Equity and Inclusion Policy" dated September 10, 2015, desires to "make SUNY the most inclusive higher education system in the country"; and,

WHEREAS the policy further states that "SUNY's approach must employ best practices to attract diverse students...ensure that services are in place to support retention...and implement programs and strategies to establish a welcoming environment for all"; and,

WHEREAS SUNY's mission is to provide "educational services of the highest quality, with the broadest possible access, fully representative of all segments of the population"; and,

WHEREAS SUNY respects each person's right to determine their own identity; and,

WHEREAS by documentation and communication SUNY will continue to develop a more accurate reflection of the range of gender identities and to become more inclusive; and,

WHEREAS SUNY institutions have previously approved changes to improve gender inclusivity, such as use of chosen names for official school documentation and use of gender-neutral pronouns in official communications; and,

WHEREAS it is essential that SUNY affirms its recognition of student identities and that non-binary students are not compelled to choose a binary gender designation, as misidentification can create barriers to self-identification and generate an environment where students feel alienated from their foundational interactions with SUNY; and,

WHEREAS both the Common Application and Universal College Application currently have the capability to provide more than binary options for gender identity; therefore,

BE IT RESOLVED that the Faculty Council of Community Colleges requests the SUNY Chancellor and Board of Trustees adopt a policy regarding applications for college

admissions to include a gender "non-binary" option in order to foster inclusivity and support enrollment, retention, and completion; and,

BE IT FURTHER RESOLVED that the Faculty Council of Community Colleges in the spirit of Inclusivity requests that campuses revise applications for admission and any official campus student documents to include a gender "non-binary" option so that our students are not compelled to misidentify themselves at the very beginning of their community college education.



**Faculty Council of Community Colleges
Resolution in Support of Child Care Funding
CSL2.2019-2020
Passed unanimously
October 5, 2019**

WHEREAS SUNY child care centers provide quality care for over 5,000 children; and,

WHEREAS of the children served, approximately one-third are children of student parents, one-third children of faculty and staff, and one-third children from the community; and,

WHEREAS SUNY currently has 48 child care centers, 26 of which are situated at community colleges, that must be adequately staffed with people who must, at least, make minimum wage; and,

WHEREAS New York State's increase in minimum wage represents an increase in the cost of employing child care workers; and,

WHEREAS the child care centers cannot raise tuition in proportion to the rising minimum wage because the majority of the student parents would not be able to afford the higher tuition; and,

WHEREAS the shift in the demographics of community college students has resulted in more non-traditional students with the potential need for increased child care service; and,

WHEREAS without access to community college child care centers, many student parents would not be able to pursue, persist in, and complete a college education; and,

WHEREAS the denial of access to community college child care centers (while providing funding for other resources) could be viewed as a violation of Title IX of the Education Amendments of 1972 (specifically, the scope of Title IX) states:

“Educational programs and activities that receive ED funds must operate in a nondiscriminatory manner. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance...treatment of pregnant and parenting students”;

<https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html#S40>; and,

WHEREAS there are many child care centers with waiting lists because they cannot afford to hire the additional staff necessary to meet the demand; and,

WHEREAS community college child care centers provide invaluable applied learning opportunities for students in programs including, but not limited to, business, culinary arts, early childhood education, nursing, and physical education programs; and,

WHEREAS the Child Care and Development Block grant has been reduced by 55 percent, nearly \$2 million, over the last ten years, despite the rising need for student parents to receive access to child care services; therefore,

BE IT RESOLVED that the Faculty Council of Community Colleges urges Governor Andrew Cuomo and all necessary parties to support an increase of \$2 million to both the Operating Grant and the Child Care and Development Block Grant; and,

BE IT FURTHER RESOLVED that the Faculty Council of Community Colleges urges Chancellor Kristina Johnson to advocate for increased funding of SUNY's child care centers.



**Resolution Supporting New Funding Model for the Community Colleges
G3.2019-2020
Passed Unanimously
October 5, 2019**

WHEREAS the SUNY Board of Trustees has stated that "the 30 community colleges operating under the program of the State University of New York ensure open access to high quality postsecondary education, and contribute significantly to the development of an educated citizenry and skilled work force"; and,

WHEREAS the Faculty Council of Community Colleges (FCCC) embraces the SUNY Board of Trustees' statement and also understands that the increasing needs of both recent high school graduates and post-traditional students seeking to enhance their academic skills and employment opportunities, the need of the region's business community for qualified employees, the need to create the work force required to catalyze new industry and economic prosperity, and the need for an educated citizenry; and,

WHEREAS the SUNY community colleges, through their rigorous Liberal Arts and transfer programs, educate approximately 50% of the transfers to SUNY state-operated colleges and university centers at less than the per-student cost of those institutions, fulfilling the community colleges' mission to serve as local points of access to higher education as well as to the work force; and,

WHEREAS vital statistics show a declining population in almost all of New York State's counties, and thus a model of funding based solely on FTE is no longer adequate or practical for community colleges in the SUNY system; and,

WHEREAS the previous FTE-driven model often resulted in an increased financial burden on community college students due to the colleges' need to annually raise tuition to make up shortfalls in state funding; and,

WHEREAS the State of New York adopted in last year's budget a new community college funding model, which provided 98% of the previous three-year average funding, or a \$100 increase per FTE, whichever was greater; and,

WHEREAS due to the increasing costs of college operations, last year's model did not provide permanence and predictability, nor was it a sustainable funding model; therefore,

BE IT RESOLVED that while the FCCC appreciates the adoption of last year's funding model, it now calls for a community college funding model that has a definite base minimum of aid in the form of a permanent funding floor for each campus, plus additional funding commensurate with the enrollment growth a campus achieves; and, be it further

RESOLVED that the FCCC fully supports the proposal that New York State change the base state aid formula allocation for each community college to be permanently set at 100% of the previous year, or \$100 increase per FTE, whichever is greater.

SECTION 3

MEETING OF NOVEMBER 19, 2019

Student Code of Conduct Committee

Resolution: Student Code of Conduct for Distance Education **Section 3**

TO: Academic Senate
FROM: Shawn Novatt, Chair
Student Code of Conduct Committee
DATE: November 12, 2019
SUBJECT: Distance Education – Student Code of Conduct

WHEREAS, The Student Code of Conduct Committee was tasked with the responsibility to address the current Code of Conduct and apply it towards Distance Education (i.e. online) classes.

WHEREAS, Students enrolled in NCC's Distance Education Courses are expected to perform all of the work of the course on their own.

WHEREAS, Students who do not reside near the campus who are found to violate NCC's Student Code of Conduct still have the right to be present at any formal hearings regarding the incident in question.

BE IT RESOLVED that the Student Code of Conduct Committee is requesting to add/ amend the current Student Code of Conduct as follows:

Addition 1:

Adding a sub-section to Section II, D, 2, a:

i. All distance education (i.e. online) students who do not reside in or near Nassau County must be able to appear via Skype or FaceTime (or another approved virtual visual connection) at a formal hearing if found in violation of the Student Code of Conduct.

Addition 2:

Adding a subsection to Section I:

G. Distance Education (i.e. Online Courses): All coursework for Distance Education classes must be completed by the person who is signed up for the course, and only that person. Using your unique Banner ID and unique password to access the Portal and the Coursework, you are affirming that you are the person registered for the course, the only person doing the work for the course, and the person getting the credit for the course. It is a violation of the Student Code of Conduct to log in to an NCC account and act as that person.

SECTION 4

MEETING OF FEBRUARY 11, 2020

Calendar Committee

Resolution to Amend the Weekend College Schedule of the Approved Spring 2020 Academic
Calendar **Section 4**

Student Code of Conduct Committee

Resolution to Add/Amend the Student Code of Conduct for Online Students **Section 4**

Student Activities Committee

Resolution for Valedictorian **Section 4**

TO: Academic Senate Executive Committee
FROM: Calendar Committee
DATE: February 3, 2020
SUBJECT: Resolution to amend the Weekend College schedule of the approved Spring 2020 Academic Calendar

WHEREAS, the Resolution for the Enactment of the Fall 2019, Winterim 2020, Spring 2020, and Summer 2020 Calendars was approved by the Academic Senate on May 8, 2018, and

WHEREAS, the NCC Academic Calendar schedules 14 weeks of classes each spring semester for the Weekend College, and

WHEREAS, the current Spring 2020 Academic Calendar indicates 15 weeks of Friday night classes, and

WHEREAS, an emergency Calendar Committee Meeting was held on January 22, 2020 to deliberate which date should be removed, and

WHEREAS, the removal of the extra class meeting date was discussed with Associate VP Janet Caruso, VP Joseph Muscarella, and the three chairs of the Academic Departments (Accounting/Business, Allied Health Sciences, and Mathematics/Computer Science/Information Technology) that offer classes this semester on Friday nights, and

WHEREAS, the aforementioned parties expressed no objection to the Calendar Committee's selection of February 21, 2020 as the date to be cancelled,

THEREFORE, BE IT RESOLVED that the Amended Spring 2020 Academic Calendar be enacted.

SPRING 2020 ACADEMIC CALENDAR– Amended 10/16/18/1/27/2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JANUARY						
	M. L. King Day	21	22	23	24	25
26	27	28	29	30	31	
FEBRUARY						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14*	X
X	Presidents' Day	X	X	X	X ²¹⁺	22
23	24	25	26	27	28	29
MARCH						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
APRIL						
			1	2	3	4
5	X	X	X	Passover	Good Friday	X
Easter	13	14	15	16	17	18
19	20	21	22	23	24	MW
X	27	28	29	30		
MAY						
3	4	5	⑥	⑦	1	2
10	⑪	⑫	13* ME	14* ME	15	16
17	18* ME	MD	MD	MD		
14	15/14	15/15	15/14	15/14	15/14	14

DAY and ONLINE EDUCATION classes begin Tuesday, January 21 and end Monday, May 18.

WEEKEND classes begin Friday, January 24 and end Sunday, May 17.

EVENING classes begin Tuesday, January 21 and end Tuesday, May 12.

Classes do NOT meet on named or X days.

+ Friday, February 21, DAY classes do not meet. NIGHT classes meet.

> Tuesday contains an evening activity hour.

* EVENING classes do not meet (including 2/14 Friday night Weekend College).

○ Circled dates – all 3 credit EVENING classes must be extended by 5 minutes for final exam purposes.

MW Makeup Weekend – If necessary, WEEKEND classes meet Saturday, April 25.

ME Makeup Evening – If necessary, EVENING classes meet as designated by the Senate resolution dated April 10, 2018.

MD Makeup Day – If necessary, DAY classes meet as designated by the Senate resolution dated April 10, 2018.

SPRING 2020 ACADEMIC CALENDAR– Amended 1/27/2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JANUARY						
	M. L. King Day	21	22	23	24	25
26	27	28	29	30	31	
FEBRUARY						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14*	X
X	Presidents' Day	X	X	X	X	22
23	24	25	26	27	28	29
MARCH						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
APRIL						
			1	2	3	4
5	X	X	X	Passover	Good Friday	X
Easter	13	14	15	16	17	18
19	20	21	22	23	24	MW
X	27	28	29	30		
MAY						
			⑥	⑦	1	2
3	4	5			8	9
10	⑪	⑫	13* ME	14*ME	15	16
17	18*ME	MD	MD	MD		
11	15/14	15/15 >	15/14	15/14	15/14	14

DAY and ONLINE EDUCATION classes begin Tuesday, January 21 and end Monday, May 18.

WEEKEND classes begin Friday, January 24 and end Sunday, May 17.

EVENING classes begin Tuesday, January 21 and end Tuesday, May 12.

Classes do NOT meet on named or X days.

> Tuesday contains an evening activity hour.

* EVENING classes do not meet (including 2/14 Friday night Weekend College).

○ Circled dates – all 3 credit EVENING classes must be extended by 5 minutes for final exam purposes.

MW Makeup Weekend – If necessary, WEEKEND classes meet Saturday, April 25.

ME Makeup Evening – If necessary, EVENING classes meet as designated by the Senate resolution dated April 10, 2018.

MD Makeup Day – If necessary, DAY classes meet as designated by the Senate resolution dated April 10, 2018.



WHEREAS, The Student Code of Conduct Committee was tasked with the responsibility to address the current Code of Conduct and apply it towards students enrolled in online courses;

WHEREAS, Students enrolled in online courses at Nassau Community College are expected to perform all of the work of the course on their own;

WHEREAS, Students enrolled in online courses who are found to violate NCC's Student Code of Conduct still have the right to be present at any formal hearings regarding the incident in question;

BE IT RESOLVED That the Student Code of Conduct Committee is requesting to add/amend the current Student Code of Conduct as follows:

Addition 1:

Adding a subsection to Section I "The Student Code of Conduct":

G. Online Courses: All coursework for online courses must be completed by the person who is signed up for the course, and only that person. Using your unique Banner ID and unique password to access the Portal and the Coursework, you are affirming that you are the person registered for the course, the only person doing the work for the course, and the person earning the credit for the course. It is a violation of Federal Law, and the Nassau Community College Student Code of Conduct to log in to an NCC account other than your own and act as that person.

Addition 2:

Adding a sub-section to Section II, D, 2, a "Code of Conduct Committee Hearing":

i. All students enrolled EXCLUSIVELY in online courses must be allowed to appear via Zoom, Skype or Facetime (or another approved video communications platform) at a scheduled formal hearing if found in violation of the Student Code of Conduct.

**Resolution about Valedictorian Selection – Student Activities Committee
January 23, 2020**

Whereas, Nassau Community College has been selecting an outstanding student to be the graduating class Valedictorian since 1966; and

Whereas, no formal Academic Senate policy exists that delineates the selection process; and

Whereas, the Academic Senate Executive Committee charged the Student Activities Committee with formalizing the selection of a Valedictorian and Salutatorian for each year's May commencement ceremony;

Therefore, be it resolved that every spring semester the Valedictorian Subcommittee of the Academic Senate Student Activities Committee shall select two students, to be ranked (1) Valedictorian and (2) Salutatorian, who meet the following criteria as stated in the Student Activities Committee Procedural Manual:

- Full-time or part-time graduating student at Nassau Community College.
- Maximum of five years in attendance at NCC.
- A minimum GPA of 3.96.
- Minimum of 50 credits completed at NCC, which may include freshman advanced standing or AP credits.
- Evidence of extracurricular and/or community service.
- No holds (at the time of interview).
- No more than one "W" grade (medically excused "W" grades are not limited).
- No outstanding "I" grade(s).

SECTION 5

MEETING OF APRIL 21, 2020

Developmental Education Committee

Resolution for Restoration of the ALT PIN..... **Section 5**

Chairs' Committee

Resolution for Online Storage of Course Outlines and Faculty Syllabi Online Students..... **Section 5**

Academic Standing Committee

Resolution for Grade Grievance Form and Procedures Online Students..... **Section 5**

To: Academic Senate

From: Developmental Education Committee

Re: Resolution on the Restoration of the ALT PIN

Date: February 13, 2020

WHEREAS the Developmental Education Committee has been charged by the Senate, according to the following by-law, and in compliance with the NCC Mission Statement, with providing guidance and support for students with particular skills needs such as basic skills in English, Mathematics, and Reading, as well as students with English Language Learner needs (ELL), when these students are admitted to NCC,: "To advise on the development of placement criteria and progression standards of the developmental students," and

WHEREAS the NCC College Catalogue 2019-20 states the following:

Academic Progress Requirements for Students Placed into Remedial/ESL Courses . . .

1. Students must enroll in required remedial/ESL courses during their first semester of attendance.
2. The only possible grades for these courses are "S" (Satisfactory), "U" (Unsatisfactory) and "UU" (Unofficial Withdrawal) . . .
3. Any student who does not successfully complete a required remedial/ESL course must register for the course the following semester. . . , and

WHEREAS the Developmental Educational Committee supports the college's participation in the SUNY Guided Pathways and Strong Start to Finish programs and the grants associated with these programs, and

WHEREAS intake support through advisement and registration for those students with the greatest need for guidance is the first item presented in both Guided Pathways and Strong Start to Finish program educational materials, and

WHEREAS students with developmental placement and a need for advisement, guidance, and support have historically been assigned an Alternate (ALT) Personal Identification Number (PIN) at NCC, in order to ensure said advisement and proper registration, and

WHEREAS the removal of the ALT PIN in December 2019 has caused developmental education students to avoid registering for required developmental education courses in their first or consecutive semester or to mis-register for courses that will not serve their educational goals, despite stated NCC policy, and

WHEREAS not ensuring advisement, support, and guidance for developmental education students targets them for failure and increases the probability of their exhausting their financial aid in failed attempts at credit-bearing courses, placing undue stress on this student cohort and increasing the likelihood of their dropping out of college,

THEREFORE BE IT RESOLVED THAT the NCC Developmental Education Committee recommends that students at NCC who place into developmental courses will be supported with mandatory advisement through the use of ALT PIN assignment, thus ensuring their proper advisement, guidance, support and compliance with college policy and with the goals of the SUNY Guided Pathways and Strong Start to Finish programs as espoused by the state university and by Nassau Community College.

MEMORANDUM

To : Academic Senate
From : Chairs' Committee
Date : February 11, 2020
Subject: Resolution: Online Storage of Course Outlines and Faculty Syllabi

WHEREAS the Chairs' Committee has been charged by the Academic Senate, following directives issued by the Middle States Commission on Higher Education in 2017, with determining an online process for storing course outlines and faculty syllabi for each academic year, and

WHEREAS the Chairs' Committee has been working with the Office of Information Technology to codify an online process for storing course outlines and faculty syllabi in the most efficient, straightforward manner available, and

WHEREAS the members of the Chairs' Committee have experimented with various designs for the online storage of course outlines and faculty syllabi, resulting in a system which affords access to authorized college persons but safeguards the intellectual property of individual faculty, and

WHEREAS the members of the Chairs' Committee have voted in favor of the system currently available on the NCC portal for the storage of course outlines and faculty syllabi; therefore,

BE IT RESOLVED that the Nassau Community College Chairs' Committee hereby recommends that the course outlines for all extant courses will be uploaded by the Chairs of the departments or their designees, to the portal through the link "Syllabus and Outline" and will be rolled over each semester continuously, subject to replacement by the Chair or the Chair's designee, ad infinitum; and,

BE IT FURTHER RESOLVED that the Nassau Community College Chairs' Committee hereby recommends that the individual faculty syllabi will be uploaded to the portal through the link "Syllabus and Outline" each semester, by each faculty member, for each section of each course taught, and will remain in the portal continuously; and,

BE IT FURTHER RESOLVED that the course outlines will be available to all persons needing access to such texts, but that the individual faculty syllabi will be available only to the VP of Academic Affairs, to the Area Dean and Chair or the Chair's designee of the department in which the course resides, and to the individual faculty member who has created the syllabus for a course taught.

TO: Academic Senate Executive Committee
FROM: Academic Standing Committee
DATE: 12/5/2019
SUBJECT: Committee Charge: Review and Recommend Revisions to the Grade Grievance Form and Procedures.

WHEREAS the current Grade Grievance Form and Grade Grievance Procedures have not been revised since 2009.

WHEREAS neither students, instructors, nor Chairpersons are able to clearly discern their responsibilities with respect to the current Grade Grievance Process.

WHEREAS the current form and accompanying procedures contain a number of unclarities which cause delays in the Grade Grievance Process as well as miscommunication among the parties to the Grade Grievance; therefore, be it

RESOLVED that the Grade Grievance Form and Procedures be revised and updated with the attached Grade Grievance Form and Procedures.

NCC GRADE GRIEVANCE PROCEDURES AND FORM

Students who believe that there has been a violation of a specific policy or procedure as stated in either the NCC Catalog or the grievated instructor's course syllabus that adversely affected their grade in a particular course may appeal their grade, if they do so before the appropriate deadline.

The student must ensure that each step is carried out and that all deadlines are met. For a course taken during the FALL and WINTER/JM semesters, the student must file the grievance with the instructor before the end of the FIFTH WEEK of the following SPRING semester. For a course taken during the SPRING or SUMMER semesters, the student must file the grievance with the instructor before the end of the FIFTH WEEK of the following FALL semester.

Each step must be completed before proceeding. Failure by the instructor or the instructor's department chair to hold the appropriate discussion or hearing within two (2) weeks of receiving the grievance shall permit the student to proceed to the next step. Failure by the student to appeal the decision by the instructor or the instructor's department chair to the next step within one (1) week of receiving such decision will terminate the grievance without appeal.

STEP 1 The student must discuss the grade with the instructor. If the matter cannot be resolved informally, the student must complete the grade grievance form and attach a signed and dated statement explaining the grievance. The instructor must sign and date this form indicating his or her receipt of the grievance and decision. The student must sign and date the form, indicating his or her receipt of the instructor's decision. The instructor must give the student a copy of the form after both have signed and dated it.

STEP 2 The student must give the instructor's department chair the signed and dated grievance form and a copy of his or her statement explaining the nature of the grievance. The department chair and the student must sign and date the form, indicating that they discussed the grievance. The chair must give the student a copy of the form after both have signed and dated it.

STEP 3A If the department chair is unable to resolve the grievance, he/she must check the box indicating whether or not the student has presented evidence of a *possible* violation of a specific policy or procedure as stated in either the NCC Catalog or the grievated instructor's course syllabus. If the 'Yes' box is checked and the student wishes to proceed, then the student may request that the Academic Standing Committee Chair move the grievance to STEP 3C.

STEP 3B If the department chair does not feel that there is evidence of a possible violation as noted above, then the student has the option of requesting that determination by the Academic Standing Committee Chair. If the department chair and the Academic Standing Committee Chair unanimously conclude that there is no evidence of a possible violation as noted above, then the grievance will be dismissed without a further hearing. *The Academic Standing Committee Chair's decision will be binding.* The Academic Standing Chair must sign and date the form as indicated. The Academic Standing Committee Chair must give copies of this form and the decision to the student, the instructor, the department chair, the area dean, and the Academic Senate. There is no time specificity for the Academic Standing Committee Chair; reasonableness should be the main consideration.

STEP 3C If there is evidence that the grade was awarded in possible violation as noted above, the student and the instructor shall be notified of the date and time of the Ad Hoc Committee's hearing; *both have the right to appear.* The Ad Hoc Committee will be a joint committee consisting of three (3) members from the concerned department's Personnel and Budget Committee, three (3) faculty members from the Academic Standing Committee, and one (1) student representative from the Student Government Association. There will be co-chairs of the Ad Hoc Committee; one (1) member of the Personnel and Budget Committee and one (1) member of the Academic Standing Committee. After a hearing, the Ad Hoc Committee will deliberate and vote on the student's grade grievance. A student's grade grievance will be upheld if two-thirds ($\frac{2}{3}$) of the Personnel and Budget Committee members and two-thirds ($\frac{2}{3}$) of the faculty members from the Academic Standing Committee find in favor of the student. The Ad Hoc Committee will not re-evaluate a student's work in deciding a grade grievance. The student's grade can be adjusted only if there has been a violation of a specific policy or procedure as stated in either the NCC Catalog or the grievated instructor's own course syllabus that adversely affected a student's grade. In cases where the student's grade grievance has been upheld, then the Personnel and Budget members of the Ad Hoc Committee (in consultation with the other members of the Ad Hoc Committee) will decide what grade to award the student, using the grievated faculty member's grading policy for that specific class, if at all possible. *The Ad Hoc Committee's decision will be binding.*

NO GRIEVANCE INVOLVING AN ALLEGATION OF CIVIL RIGHTS VIOLATIONS WILL BE ENTERTAINED UNTIL THE APPROPRIATE COLLEGE AUTHORITIES HAVE DETERMINED THAT SUCH A VIOLATION TOOK PLACE.

Revised 1/09 Approved at the ASC Meeting on 1/29/09

NASSAU COMMUNITY COLLEGE - GRADE GRIEVANCE FORM

STEP 1

Student's Name (print)

Student ID Number

Course and Section

Grade Issued

Semester and Year Course Taken

Instructor's Name (print)

Nature of Grievance – **A SIGNED AND DATED EXPLANATION MUST BE ATTACHED**

Received by Instructor

Instructor's Signature

Date

Instructor's Comments (additional information may be attached to this form)

Instructor's Signature

Date

Acknowledgement of Instructor's
Comments by Student

Student's Signature

Date

STEP 2

Received by Department Chair

Department Chair's Signature

Date

Student's Signature

Date

STEP 3A

Received by Academic Standing Committee Chair

ASC Chair's Signature

Date

Evidence of a possible violation of a specific policy and procedure as stated
in either the NCC Catalog or in the grieved instructor's course syllabus?

Yes

No

ASC Chair's Decision (additional information may be attached to this form)

ASC Chair's Signature

Date

STEP 3B

Evidence of a possible violation of a specific policy and procedure as stated
in either the NCC Catalog or in the grieved instructor's course syllabus?

Yes

No

Department Chair's Comments (additional information may be attached to this form)

Department Chair's Signature

Date

STEP 3C

Ad Hoc Committee's Decision (additional information may be attached to this form)

P&B Member, Co-Chair

Date

ASC Member, Co-Chair

Date

NASSAU COMMUNITY COLLEGE GRADE GRIEVANCE PROCEDURES

Students who believe that there has been a violation of a specific policy or procedure as stated in either the NCC catalog or the grieved instructor's course syllabus that adversely affected their final grade in a particular course may appeal their grade. This must be done before the appropriate deadline.

Students should be aware that there is a designated grade grievance advisor in the Academic Standing Committee who can assist in understanding the required procedures and in preparing the required form. The grade grievance advisor may be reached by contacting:

AcademicStandingCommittee@ncc.edu

The student must ensure that each step is carried out and that all deadlines are met. For a course taken during the FALL or WINTERIM semesters, the student must file the grievance with the instructor before the end of the fifth week of the following SPRING semester. For a course taken during the SPRING or SUMMER semesters, the student must file the grievance with the instructor before the end of the fifth week of the following FALL SEMESTER.

Each step must be completed before proceeding. Failure by the instructor or the instructor's department chairperson to hold an appropriate discussion and render a decision within two (2) weeks of receiving the grievance shall permit the student to proceed to the next step. Failure by the student to appeal the decision by the instructor or the instructor's department chairperson by going to the next step within one (1) week of receiving such decision will terminate the grievance without appeal.

- ⇒ **STEP 1** The student must discuss the grade with the instructor. If the matter cannot be resolved, the student may file a formal grievance. The student must complete the grade grievance form and attach a signed and dated statement explaining the grievance. In the statement, the student must specify which policy or procedure in the syllabus or the NCC Catalog he or she believes the instructor violated. The student must also specify how the alleged violation adversely impacted his or her final grade. The instructor must sign and date the form acknowledging receipt of the grievance and that a decision has been reached. If the instructor does not agree to a change of the final grade, the instructor must attach a statement explaining his or her decision along with a copy of the course syllabus. The student must sign and date the form indicating his or her receipt of the instructor's decision. The instructor must give the student a copy of the form after both have signed and dated it. If the grievance remains unresolved, the student may proceed to STEP 2.
- ⇒ **STEP 2** The student must submit the form and all accompanying documents from STEP 1 to the instructor's department chairperson. The department chairperson must sign and date the form acknowledging receipt of the grievance. The department chairperson must state whether or not the student has presented evidence of a possible violation of a policy or procedure in either the NCC catalog or the grieved instructor's course syllabus. If the department chairperson does not believe that there is evidence of a possible violation, the chairperson must attach a statement explaining his or her decision. The student may proceed to STEP 3 if the student disagrees with the chairperson's decision and the grievance remains unresolved. That is,

the student may proceed to STEP 3 regardless of the chairperson's decision.

- ⇒ **STEP 3** The student may request a determination by the Academic Standing Committee by submitting the form and all accompanying documents from STEP 2 to the chairperson of the Academic Standing Committee. The Academic Standing chairperson must sign and date the form to indicate the receipt of the grievance. **If the Academic Standing Committee chairperson concludes that there is no evidence of a possible violation as noted above, then the grievance will be dismissed without a further hearing. The Academic Standing Committee chairperson's decision will be binding.** The Academic Standing Committee chairperson must give copies of the form and the decision letter to the student, the instructor, the department chairperson, the area dean, and the Academic Senate. The Academic Standing Committee chairperson's decision shall be made within a reasonable period of time.

If there is evidence that the grade was awarded in possible violation as noted above, the Academic Standing chairperson will convene an Ad Hoc Committee to determine whether there has been a violation (STEP 4).

- ⇒ **STEP 4** The chairperson of the Academic Standing Committee must submit the form and all accompanying documents from STEP 3 to the Ad Hoc Committee. The Academic Standing co-chair of the Ad Hoc Committee must sign and date the form to indicate the receipt of the grievance. The Academic Standing Committee chairperson will notify the student and instructor of the date and time of the Ad Hoc Committee's hearing; both have the right to appear. The Ad Hoc Committee will be a joint committee consisting of three (3) members from the concerned department's Personnel and Budget Committee, three (3) faculty members from the Academic Standing Committee, and one (1) student representative from the Student Government Association. There will be co-chairs of the Ad Hoc Committee, one (1) member of the Personnel and Budget Committee and one (1) member of the Academic Standing Committee. After a hearing, the Ad Hoc Committee will deliberate and vote on the student's grade grievance. A student's grade grievance will be upheld if two thirds (2/3) of the Personnel and Budget Committee members and two thirds (2/3) of the faculty members from the Academic Standing committee find in favor of the student. The Ad Hoc Committee will not re-evaluate a student's work in deciding a grade grievance. The student's grade can be adjusted only if there has been a violation of a specific policy or procedure as stated in either the NCC Catalog or the grievance instructor's own course syllabus that adversely affected a student's grade.
- ⇒ **STEP 5** In cases where the student's grade grievance has been upheld, the Personnel and Budget members of the Ad Hoc committee (in consultation with the other members of the Ad Hoc Committee) will decide what grade to award the student using the grieved faculty member's grading policy for the specific class, if at all possible. **The Ad Hoc Committee's decision will be binding.**

The Academic Standing Committee chairperson will send a letter to the student, the instructor, the department chairperson, the area dean, and the Academic Senate, indicating the outcome of STEPS 4 and 5, as appropriate.

**NASSAU COMMUNITY COLLEGE
GRADE GRIEVANCE FORM**

Student's Name (print)	Student's ID Number
Course and Section	Course CRN Number
Semester/Year Course Taken	Grade Issued
Instructor's Name (print)	Date

⇒ **STEP 1: STUDENT AND INSTRUCTOR**

(A) **STUDENT:** Please attach a statement explaining your grievance. The statement must:

- i. Specify which policy or procedure in the syllabus or the NCC Catalog you believe the instructor violated, and
- ii. Specify how the alleged violation adversely impacted your final grade.

If you wish, you may contact the Grade Grievance Advisor for assistance preparing your statement. You may contact the Grade Grievance Advisor at AcademicStandingCommittee@ncc.edu.

(B) **INSTRUCTOR:** Please sign and date this form to indicate the receipt of the student's grievance.

Instructor's Signature

Date

(C) **INSTRUCTOR:** Do you agree to a change of the final grade: YES NO

If you do not agree to a change of the final grade, please attach:

- i. A statement explaining your decision, and
- ii. A copy of the course syllabus.

Instructor's Signature

Date

(D) **STUDENT:** Please sign and date this form to indicate your receipt of the instructor's decision.

Student's Signature

Date

CONTINUE TO THE NEXT PAGE

STEP 2: STUDENT AND DEPARTMENT CHAIRPERSON

- (A) **STUDENT:** Please submit the form and all accompanying documents from **Step 1** to the department Chairperson.
- (B) **DEPT. CHAIRPERSON:** Please sign and date this form to indicate the receipt of the student's grievance.

Dept. Chairperson's Signature

Date

- (C) **DEPT. CHAIRPERSON:** Do you believe that there is evidence of a possible violation of a specific policy or procedure as stated in either the NCC Catalog or in the grieved instructor's course syllabus?

YES

NO

- i. If you do not believe that there is evidence of a possible violation, please attach a statement explaining your decision.

Dept. Chairperson's Signature

Date

⇒ **STEP 3: STUDENT AND ACADEMIC STANDING COMMITTEE CHAIRPERSON**

- (A) **STUDENT:** Please submit the form and all accompanying documents from **Step 2** to the Academic Standing Committee Chairperson.
- (B) **ASC CHAIRPERSON:** Please sign and date this form to indicate the receipt of the grievance.

ASC Chairperson's Signature

Date

- (C) **ASC CHAIRPERSON:** Do you believe that there is evidence of a possible violation of a specific policy or procedure as stated in either the NCC Catalog or in the grieved instructor's course syllabus?

YES

NO

ASC Chairperson's Signature

Date

CONTINUE TO THE NEXT PAGE

STEP 4: ACADEMIC STANDING COMMITTEE CHAIRPERSON AND AD HOC COMMITTEE

(A) **ASC CHAIRPERSON:** Please submit the form and all accompanying documents from Step 3 to the Ad Hoc Committee.

(B) **ASC CO-CHAIR OF THE AD HOC COMMITTEE:** Please sign and date this form to indicate the receipt of the grievance.

ASC Co-Chairperson's Signature

Date

(C) **AD HOC COMMITTEE:** Do you grant the student's grade grievance: YES NO

P&B Co-Chairperson's Signature

Date

ASC Co-Chairperson's Signature

Date

⇒ **STEP 5: AD HOC COMMITTEE**

(A) **DEPARTMENT P&B:** Please indicate the student's original final grade and the student's final adjusted grade.

Student's Original Final Grade

Student's Adjusted Final Grade

(B) **P&B CO-CHAIRPERSON OF THE AD HOC COMMITTEE:** Please sign and date the form.

P&B Co-Chairperson's Signature

Date