

Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180

MINUTES

The monthly meeting of the Board of Trustees of Hudson Valley Community College was held Tuesday December 19, 2023, on the college campus, 80 Vandenburg Avenue, Troy, New York via remote meeting and live streamed for the public on the college's website at www.hvcc.edu

ALSO PRESENT

Judith Breselor
Philip J. Danaher
William Fagan
Flora Fasoldt
Thomas P. Grant
William C. Jennings
Wayne Pratt
Brian Zweig

Dr. Roger A. Ramsammy, President
George J Raneri, Secretary to the Board
Suzanne Kalkbrenner, Assistant Secretary to the Board
S. Addison J. Deitchman P. Klimkewicz
J. Ashdown J. DiLorenzo J. Kohan (remote)
K. Better E. Dwyer I. LaChance
J. Austin J. Eaton K. Petley
L. Banushllari S. Ely M. Reynolds (remote)
T. Bocketti D. Fernandez H. Rodriguez
R. Bornn C. Grocki (remote) G. Sausville
J. Bourdeau (remote) L. Hassib D. Shoemaker
K. Bunkley G. Healy (remote) A. Thomas
C. Campana P. Hill R. Whitaker
D. Christian A. Johnson R. Wilson
L. Coplin D. Kennedy J. Yost
J. Dana T. Kessel K. Ziegler

Chairman Kelleher called the meeting to order at 5:08 pm.

Upon a motion by Mr. Pratt seconded by Mr. Grant the following resolution was adopted unanimously.

MINUTES

Resolved that the minutes of the regular meeting of the Board of Trustees held on November 28, 2023, be and hereby approved.

Upon a motion by Mr. Danaher seconded by Ms. Fasold the following resolution was adopted unanimously.

CHANGES TO THE
CODE OF CONDUCT
FOR ACADEMIC
ETHICS

Resolved that the following changes to the Code of Conduct for Academic Ethics, as recommended by the Academic Senate and the President, be, and hereby are, approved. The revised Code sl-2 (o t11Tj k 0 g 1.1T)2f4 (rf-6 (r)3 ([(ETH)-9.1 t11Tj k

Article VII. Code of Conduct for Academic Ethics

Academic Ethics

Hudson Valley Community College expects all members of the College community to conduct themselves in a manner befitting the tradition of scholarship, honor and integrity. They are expected to assist the College by reporting suspected violations of academic integrity to appropriate Faculty and/or other College Personnel. These guidelines define a context of values for individual and institutional decisions concerning academic integrity. It is every Student's responsibility to become familiar with the standards of academic ethics at the College, including individual course policies. Claims of ignorance, unintentional error, or academic or personal pressures do not excuse violations.

7.1 Plagiarism.

A Student is guilty of plagiarism any time they attempt to obtain academic credit by presenting someone else's ideas, including content generated by an Artificial Intelligence ~~paraphrased~~ service or site, as their own ~~without~~ without appropriately documenting the original source. Appropriate documentation requires credit to the original source in a current manuscript style (e.g., MLA or APA) that is appropriate to the assignment and the discipline. While Faculty Members are encouraged to distinguish between a Student's unintentional failure to follow the current conventions of the appropriate manuscript style and a blatant act of plagiarism, the responsibility for the integrity of work ultimately lies with the Student. Examples may include the following:

- Language 35 (4) 2021 (a) - cad 15-00 (a) - 15-12 (e) 4 (r) 3ow-10 (uni 0 TC /P <</MCID 10 >

There should be no conversation while any type of examination is in progress unless specifically authorized by the instructor.

7.8 Falsification.

Misrepresenting materials or fabricating information in an academic exercise or assignment, including laboratory assignments (e.g., the false or misleading citation of sources, the falsification of experiments or computer data, etc.). Falsification also includes falsely claiming to have completed work during an internship or apprenticeship. Fabricating information includes content generated by an Artificial Intelligence third party service or site (AI-generated content).

Upon a motion by Mr. Danaher, seconded by Dr. Jennings, the following CURRICULUM resolution was adopted unanimously. CHANGES

Resolved that the following curriculum changes, as recommended by the Academic Senate and the President, be, and hereby are, approved:

A.

Change in Degree Requirements

1. Current: 6 credits of literature electives. Proposed: 6 credits of English electives.
Allows more flexibility for students.
- 2.

Change in Degree Requirements

The program proposal now reflects a required World Languages elective.

New Courses:

- ENGL 138 – Digital Storytelling
This course examines digital platforms with the purpose of understanding and analyzing the medium's impact on contemporary storytelling and our culture. Students will read and write about selected articles, as well as learn and practice with a variety of digital platforms to cultivate cohesive and complex digital narratives.
- SPAN 202 – Advanced Spanish Conversation & Composition
Course designed for students who have completed Spanish IV or who have obtained permission from the department chairperson.

4. FINE ARTS, THEATRE ARTS & DIGITAL MEDIA

Change to Existing Program/Certificate:

- Media Studies A.A.
Change in Program Title
The proposed change will remove the Communications (Media) track from the Liberal Arts and Sciences Humanities and Social Science Track (A.A.) into its own program through the Fine Arts, Theatre Arts and Digital Media Department.

Change in Degree Requirements

The proposed change will move the Communications (Media) track from the Liberal Arts and Sciences Humanities and Social Science Track (A.A.) into its own program through the Fine Arts, Theatre Arts and Digital Media Department.

This proposal will rename the program as: Media Studies

Change to Existing Courses:

Change in Prerequisites

The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: ARTS 110 Drawing I

- ARTS 120 – Painting I
Change in Prerequisites
The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

Since the department chair can authorize an override of the prerequisite in Banner and would do that with requested faculty input, the need to state the ability in the prerequisite definition of the course is unnecessary.

The proposed prerequisite would be: ARTS 110 Drawing I

- ARTS 139 – Photography II

Change in Prerequisites

The department wishes to simplify the wording of the prerequisite(s) for the course and to be consistent with the other studio courses.

- AUGM 240 – GM Fuel Systems
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- AUGM 245 – GM Performance
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- AUGM 250 – GM Diesel
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- AUGM 255 – GM Diagnosis
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- AUGM 280 – GM Hybrid & EV
This course is specifically designed to meet the requirements for the GM ASEP program. Students will gain GM certification enhancing their employability.
- AUTO 101 – Automotive Workplace Skills
This course will meet the DEI and customer service "soft skill" requirements of the manufacturer sponsors of new automotive programs.
- AUTO 226 – Automotive Practicum I
Automotive Practicum I will be a required course for Honda automotive manufacturer sponsored programs. Students in these programs will be required to complete 400+ hours of supervised work in an approved repair facility. This course will organize and codify the first segment of this requirement. Additional Automotive Practicum courses will be required to fully meet this requirement.
- AUTO 227 – Automotive Practicum II
All new manufacturer sponsored automotive programs will require multiple practical work experiences. This course is the second in this required sequence for students enrolled in the Honda sponsored program.
- AUTO 228 – Automotive Practicum III
All new manufacturer sponsored automotive programs require practical work experiences. This course will be the third in the required sequence for students in the Honda sponsored program.
- AUTO 229 – Automotive Practicum IV
All new manufacturer sponsored automotive programs require practical work experiences. This course is the fourth in this sequence.

2. BIOLOGY, CHEMISTRY, & PHYSICS

New Program/Certificate:

- STEM Med Prep
The STEM Med Prep Certificate is designed for the student interested in medical school, physician assistant, veterinary school, dental school, optometry school, pharmacy,

chiropractic, physical therapy, or any other advanced health care program. The courses in this certificate will provide integral knowledge to support the student preparing for entrance exams, and certificate enrollment is recommended to be concurrent with exam preparation. This certificate emphasizes 1) the biological and biochemical foundations of living systems, 2) chemical and physical foundations of biological systems, and 3) critical analysis of data, scientific inquiry, and reasoning skills. Certificate courses may be taken by anyone interested in fulfilling transcript gaps regarding the major science prerequisites for the health professions. Nonmatriculated enrollment in these courses is acceptable but

- CHEM 160 – Medical General Chemistry I
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.
- CHEM 161 – Medical General Chemistry II
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.
- CHEM 260 – Medical Organic Chemistry I
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.
- CHEM 261 – Medical Organic Chemistry II
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.
- PHYS 160 – Medical General Physics I
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.
- PHYS 161 – Medical General Physics II
This new course is being introduced to become part of a new online certificate program that prepares students for the medical professions.

Change to Existing Course:

- CHEM 202 – Special Topics in Chemistry
Change in Course Description
The change in the course description is being made to better help students understand the topics of the course. Two of the main focuses of the course are the pharmaceutical and polymer industries and we want to better inform students what they will learn when they enroll in this course.

Change in Course Title

By changing the title to Special Topics in Chemistry, it will hopefully engage students to further look at the description to see if these topics align with their career goals and focus.

3. COMPUTER SCIENCE & MATHEMATICS

Change to Existing Program/Certificate:

- Hacking & Cybersecurity A.S.
Change in Degree Requirements
New CISS courses need to be added to bring the program more in line with industry and academic standards in cybersecurity.

New Courses:

- CISS 252 – Programming for Robotics
This course will give students experience solving real world problems using intermediate to advanced robotic programming techniques including high level language use. This knowledge and experience will benefit them in future robotics, programming, and science

courses, as well as in their future employment.

- CISS 255 –

- Engineering Science A.S.
Change in Program Entrance Requirements
Program entrance requirements are changing to "algebra, geometry, algebra II and precalculus or 4 units of equivalent academic math, chemistry and physics w/labs (80 or above in each course)". The overall H.S. average is changing to 80.

Change in Degree Requirements
DEISJ designation and amount of general education classes required. The ENGL 102 was also changed to ENGL 104. This class transfers better as a Humanities and will count towards that subject as a Gen Ed.
- Mechanical Engineering Technology A.A.S.
Change in Degree Requirements
A number of courses are being changed within the program.
Restricted elective addition (ENGL 104) minimum 2 credits
New Fourth term: ENGL 230 or SOCL 120 (as DEISJ elective)

New Courses:

- CIVL 108 – Civil Engineering Forum
Civil Engineering Technology has historically had an independent college forum class with a section restricted to the major. However, transfer students entering have been waived from taking the class. Other students have been added outside of CIVL who get close to starting and there might not be room anywhere else.

The goal is to create a college forum class a little more specific to the major. While making it required for all civil engineering students. Coding the class as CIVL will help that, it has been a successful practice in other departments.

*This course may not be transferable. Credit not applicable to degree.

- CIVL 115 – BIM Fundamentals
Currently the Civil Engineering students do not take a course dedicated to BIM 3D modeling. The course is designed to benefit the students in areas related to industry. Many of the civil engineering tech students will find jobs where they will need to know Revit or other BIM software. This class will help them with employability.

In CIVL 233 Capstone we currently require the students to use Revit to produce a model and drawings for their final project. They have no prior experience with the software and it has shown as a weak spot in the curriculum. This class will strengthen those skills.

- CIVL 204 – Urban Planning & Development
This class is designed to take the place of CNST 232 Site Development. Site development is only primarily taken by architecture students and does not run outside of that. The faculty have brought up the point that there is confusion with it being labeled as a CNST course. The goal is to create a new course with a CIVL code and name it appropriately to the major. CNST 232 is 3 credits, CIVL 204 is being proposed to be 2 credits. This would help make room to offer a restricted elective.

Urban Planning and Development is an introductory course to landscape architecture and understanding site development. Students can go on to pursue a degree in urban planning if they become interested.

- ELET 102 – Introduction to Instrumentation & Troubleshooting

During the recent ABET self-study a finding for students needing a better understanding of instrumentation and troubleshooting was identified. This was then discussed at advisory board meetings where it was agreed that this new class would benefit students and their ability to succeed with the future coursework.

- ELET 103 – Electrical Engineering Forum

Electrical Engineering Technology has historically had an independent college forum class with a section restricted to the major. However, transfer students entering have been waived from taking the class. Other students have been added outside of ELET when the semester gets close to starting and there might not be room anywhere else.

The goal is to create a college forum class that is more specific to the major. While making it required for all electrical engineering students. Coding the class as ELET will help with that, it has been a successful practice in other departments.

*This course may not be transferable. Credit not applicable to degree.

- ENGR 209 – Statics

A new course for Statics is being proposed as a common core between Mechanical and Civil Engineering Technology. The ENGR code serves the purpose of being a common course between the two majors.

The reason for creating the course stemmed from the ABET program reviews. MECT had a Statics and Dynamics course that needed to be split. CIVL had a Statics and Strengths course that needs to be split as well. Now each will have this course solely focused on Engineering Mechanics Statics, which will help with student learning outcomes

- ENGR 216 – Mechanics of Materials

A new course for Mechanics of Materials is being proposed as a common core between Mechanical and Civil Engineering Technology. The ENGR code serves the purpose of being a common course between the two majors.

The reason for creating the course stemmed from the ABET program reviews. MECT had a Statics and Dynamics course that needed to be split. CIVL had a Statics and Strengths course that needed to be split. This course takes the place of MECT 225 Strength of Materials and now becomes a shared required course with CIVL.

- ENGR 217 – Mechanics of Materials Lab

A new course for Mechanics of Materials lab is being proposed as a common core between Mechanical and Civil Engineering Technology. The ENGR code serves the purpose of being a common course between the two majors.

The reason for creating the course stemmed from the ABET program reviews. MECT had a Statics and Dynamics course that needed to be split. CIVL had a Statics and Strengths course that needs to be split as well. This is the lab class to ENGR 216 being proposed.

- MECT 101 – Mechanical Engineering Forum

Mechanical Engineering Technology has historically had an independent college forum class with a section restricted to the major. However, transfer students entering have been waived from taking the class. Other students have been added outside of MECT when the semester gets close to starting and there might not be room anywhere else.

create a college forum class a little more specific to the major. While making it required for all mechanical engineering students. Coding the class as MECT will help with that, it has been a successful practice in other departments.

*This course may not be transferable. Credit not applicable to degree.

- MECT 226 – Dynamics

A new course for Engineering Mechanics Dynamics is being proposed since Statics and Dynamics is being separated. As a result from the ABET program review, it has been determined that the students need more time dedicated to Statics and Dynamics separately. In most other universities these classes are taken separately with Dynamics following Statics.

- MFTS 212 – Robotics for Manufacturing

This course is being proposed to help increase interest and student learning about robotics. Manufacturing has been headed towards smart (A.I.), efficient and robotic manufacturing. This course is an introduction to how these technologies can be used to impact our current manufacturing process. Withoutour GHC building we have a designated robotics lab that we use as support for current capstone classes. It should be justified by having a designated robotics class. This elective will open the students up to other job opportunities.

- WELD 100 – Print Reading for Weldments

During numerous program meetings with faculty, it has been determined that a specific print reading would benefit the welding students. The objective should be to educate the students on material they will see in the field and symbols they need to know related to welding. This class will cover the material that is missing from the current print reading class.

- WELD 207 – Ultrasonic Testing & Examination

WELD 207 is being proposed to benefit the students who will seek jobs related to welding and within the offshore wind industry. For any of our students who are looking to pursue a 2-year degree in welding and fabrication they can take this class in their second year. After learning the necessary welding skills during their first year (unless they come in with prior learning experience), these students will have the opportunity to learn about nondestructive testing (NDT) methods used to test certain weldments. The students will be introduced to NDT in WELD 105, from there WELD 206 and WELD 207 will focus on different specific test methods. The creation of these courses is a direct response to industry need and our commitment to the offshore wind grant received in 2023.

Change to Existing Courses:

- CIVL 102 – Architectural Fundamentals of Design I

Change in Credit and Contact Hours

The change from 4 credits to 5 credits is to better match the transfer schools architecture technology students are choosing to go to. The change also makes the freshman design courses have the same credits and contact hours as the senior design courses. This consistency and increase in credits will make the program more transferable and our students more employable.

- CIVL 103 – Architectural Fundamentals of Design II

Change in Credit and Contact Hours

The change from 4 credits to 5 credits is to better match the transfer schools architecture technology students are choosing to go to. The change also makes the freshman design courses have the same credits and contact hours as the senior design courses. This consistency and increase in credits will make the program more transferable and our students more employable.

CI

in the current MECT 210 class. It would benefit the students to swap lecture hours vs lab hours.

Currently, MECT 210 is 3 lecture hours and 2 lab hours. However, it will be better for students to have 2 lecture hours and 3 lab hours. The class will include new Dynamics material in a lab setting. No more than 25% of the course material will change.

- WELD 103 – Shielded Metal Arc Welding Procedures

- Change in Course Description

The original course description included Oxyacetylene welding and cutting as a requirement in addition to theory. The new course description will focus on the Shielded Metal Arc Welding (SMAW) process.

Change in Prerequisites

WELD 103 used to be a prerequisite for WELD 104, but since it no longer will be having 103 and 104 as prerequisites will ensure students take both before taking 203 or 204.

Change in Course Title

Course was previously titled Applied Welding Techniques Lab I even though it was not a prerequisite to Applied Welding Techniques Lab II (WELD 204). The name has been changed to Plate Welding Qualification Procedures to avoid confusion and better fit course objectives.

- WELD 204 – Pipe Welding Qualification Procedures

25% or More Change in Course Content

The original outline specified preparation for American Welding Society (AWS) welder

94-511(1)(c) [W Sg SimetTJ T6Sr(4(ehi (s)-)Td [I-1(g)1 s)-1 e-2 3dnM-2 3 (])TJTJ (ia (e))-2 (i A)r(ot) (e)41

Change in Course Description

The revised description highlights the major changes made to the course content. Mentions of Oxyacetylene Welding (OAW) and Shielded Metal Arc Welding (SMAW) have been replaced by and emphasis on the Submerged Arc Welding (SAW) and Robotic Welding (W-RO) procedures.

Change in Course Title

Course was previously titled Repair Welding Techniques. The name has been changed to Welding Operation Procedures to avoid confusion and better fit ~~course~~ objectives.

INFORMATION ITEMS

f/t prob. appt., eff. 12/1/23 or thereafter	\$60,000/yr
Melissa Thomas, Manager of Administrative Application Integration, Instructional and Information Technology, f/t prob. appt., eff. 12/1/23 or thereafter	\$95,000/yr
Derek Welburn, Network Engineer, Instructional and Information Technology, f/t prob. appt., eff. 11/21/23 or thereafter	\$65,000/yr
4. <u>Student Affairs</u> Kathleen D'Arcy, Program Director, Advancing Success in Associate Pathways f/t appt., (grant funded) eff. 12/11/23	\$65,000/yr
C. FULL TIME CLASSIFIED/NON -INSTRUCTIONAL STAFF	
1. <u>Administration and Finance</u> Aleksandra Ball Thompson, Custodial Worker, Physical Plant, f/t prov. appt., eff. 11/30/23 or thereafter	\$16.55/hr
Everett Johnson, Custodial Worker, Physical Plant, f/t prov. appt., eff. 11/30/23 or thereafter	\$16.55/hr
Aung Lwin, Custodial Worker, Physical Plant, f/t prov. appt., eff. 11/30/23 or thereafter	\$16.55/hr
Daniel Matthews, Stores at , Inventory, Central Receiving, Inventory, Mail, f/t prov. appt., eff. 11/21/23 or thereafter	\$17.2567/hr
2. <u>Student Affairs</u> Kier Davis, Program Assistant, Student Outreach and Retention, f/t prov. appt., eff. 12/7/23 or thereafter	\$21.50/hr
D. PART TIME FACULTY	
1. <u>Educational Opportunity Center</u> Kimberly Dawn Marchand, Adjunct Instructor, Educational Opportunity Center, p/t appt., eff. 11/21/23 or thereafter	\$44.00/hr
E. PART-TIME NON -TEACHING PROFESSIONALS	
1. <u>Office of Diversity, Equity and Inclusion</u> Ruth LaBarr, Internship Coordinator, Office of Diversity, Equity and Inclusion, p/t appt., (grant funded) eff. 12/1/23	\$50.00/per diem
F. RESIGNATION	
1. Maurine Fowler, Assistant Director of Student Financial Services, eff. 1/4/24	

G. RETIREMENTS

1. Sue A. Proulx, Principal Clerk, Public Safety and Security, eff. 2/23/24

H. HVCC MONTHLY FINANCIAL REPORTS

1. 2023-2024 Fiscal Year Operating Budget Summary as of 11/30/2023
2. Capital Expenditures, November 2023 and cumulative

I. ADVISORY BOARD APPOINTMENTS

1. School of Business and Liberal Arts
Education and Social Sciences

