

COLLEGE COUNCIL
AGENDAS, MINUTES,
AND SIGN-IN SHEETS
2012-2013

College Council Committee Minutes 2012-2013

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Updated 2012-2013 College Council Committee Activity Report

Committee	Agendas	Minutes	Attendance Lists	No. Scheduled Meetings	Meetings Held
Faculty Personnel Committee	Y		Y	12	12
College Council	Y	Y†	Y	9	8
Graduate Studies	Y	Y	Y	8	8
Honors, Prizes and Awards	Y	Y	Y	2	2
Student Evaluation on the Faculty	Y	Y	Y	6	6
Council of Undergraduate Program Coordinators	Y	Y	Y	8	8
Student Interests	Y	Y	Y	7	6
UCASC	Y	Y†	Y	11	11
Faculty-Student Disciplinary Committee (formally Judicial Committee)			Y	10	10
Budget and Planning Committee	Y	Y	N	4	4
Executive Committee of the College Council	Y	Y†	Y	8	8
College Wide Assessment Committee	Y	Y	Y	11	11
Joint meetings of the Financial Planning Subcommittee of the Budget and Planning Committee and the Strategic Planning Subcommittee of the Budget & Planning	Y	Y	Y	14	14

†May minutes have not yet been approved, therefore not submitted

Submitted Proposals and Reports for Academic Year 2012-2013

Committee	Number of Proposals/Reports
Undergraduate Curriculum and Academic Standards	245
Graduate Studies	28
Faculty Senate	1
Associate Provost James Llana	2
UCAS and CGS	1
Honors, Prizes and Awards	1
Professor Carla Barrett	1
	Total: 279

279 proposals and reports were put on the College Council agenda for consideration in academic year 2012-2013.

Last Updated: September 18, 2013

**Budget and Planning Committee
Meeting Agenda – September 14, 2012
1:40 pm – Room 610 T**

(please note the room change from an earlier announcement)

1. Approval of Minutes for August 20, 2012. (Previously emailed on August 27)
2. Chair's Report and Discussion. President Travis will discuss his strategic priorities for the year and the Chancellor's letter to him concerning the PMP results.
3. Enrollment Report. VP Saulnier will provide a report on the current enrollment picture in the context of the Strategic Positioning and Enrollment Management initiative.
4. The Academic Narrative. Provost Bowers will discuss her "academic narrative."
5. PMP Results. Jim Llana will present an overview of results from the 2011-2012 Year-End University PMP report.

Next BPC Meeting: **October 31, 2012** at 1:40 pm. (this has changed from an earlier announcement due to conflict with Senate meeting). The main agenda item at that meeting will be a presentation and discussion of digital learning led by Director Feng Wang. We will take a moment at the meeting this Friday to discuss suggestions for additional items.

Budget and Planning Committee
Meeting Agenda – November 19, 2012
3:30 pm
Room L.61NB

- 1. Approval of Minutes for September 14, 2012.** Proposed minutes and some materials distributed at the meeting are attached.
- 2. Presentation of a Plan for Online and Distance Learning.** Feng Wang, Director of Online and Distance Learning.
- 3. Presentation of “Academic Narrative”.** Provost Jane Bowers
- 4. New Grants Recoveries Model.** Associate Provost Anthony Carpi will provide a short update.
- 5. New Business.**

Budget and Planning Committee Meeting
Minutes
November 19, 2012

Attendees: Daniel Baez, Ned Benton, Jane Bowers, Anthony Carpi, Jannette Domingo, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Mehak Kapoor, Patricia Ketterer, Lawrence Kobilinsky, Nilsa Lam, James Llana, Bonnie Nelson, Francis Sheehan, Jeremy Travis, Nancy Velazquez-Torres, Sandra Thomas

1. **Approval of Minutes for September 14, 2012.** Minutes approved as proposed.
2. **Presentation of a Plan for Online and Distance Learning by Feng Wang, Director of John Jay Online.** John Jay has been making efforts to expand its reach through distance education. Progress has been significant but we must always remember the importance of program quality and integrity.
Feng gave a presentation on the state of online education at John Jay. The College will continue to offer more online courses as part of the Master Plan.
The college must develop online education policies to ensure quality in the courses offered. (Powerpoint is attached)
3. **Presentation of “Academic Narrative” by Provost Jane Bowers.** Provost Bowers discussed her “academic narrative,” in part by framing an important question: what does it mean to “educate for justice” in our teaching and research? She shared with the committee the news that one of our students has been named a Marshall fellow, a first for John Jay. The student, Nicolas Montano, is involved with many community service efforts, grassroots organizations, and is a McNair Scholar as well as a VERA fellow. Montano is a perfect example of John Jay’s academic narrative of “Educating for Justice.”
4. **New Grants Recoveries Model by Associate Provost Anthony Carpi.** AP Carpi presented a new model of cost recovery for grants that is intended to enhance the incentives for faculty to pursue grants. (Powerpoint is attached.)

**Budget and Planning Committee Meeting
Minutes
April 17, 2013**

Attendees: Jeremy Travis, Daniel Baez, Seth Baumrin, Ned Benton, Jane Bowers, Lynette Cook- Francis, Silvia Dapia, MaryAnn DiMaggio, Maki Haberfeld, Jonathan Jacobs, Karen Kaplowitz, Patricia Ketterer, Lawrence Kobilinsky, James Llana, Anne Lopes, Bonnie Nelson, Charles Nemeth, Lisandro Pérez, Robert Pignatello, Carina Quintian, Richard Saulnier, Michael Scaduto, Peter Shenkin, Harold Sullivan

The meeting came to order at 2:10 pm.

President Travis opened the meeting with the announcement of the passing of Dr. Gerald Lynch. As President of John Jay College for twenty-eight years, Dr. Lynch served as an important figure in John Jay history. The college will have an event to commemorate his legacy.

President Travis then discussed the discovery of a deceased faculty member in the Mathematics Department. VP Pignatello informed the committee that John Jay will do an internal investigation to determine some specifics. Based on a recommendation made by Prof. Kaplowitz, VP Pignatello has agreed to reach out to the Public Safety officers and offer counseling services, should they need or want them.

The discussion then moved to the announcement that Chancellor Matthew Goldstein is stepping down from his post. John Jay will need to discuss how this change will affect our budget.

1. **Approval of Minutes for February 13, 2013.** Minutes were approved as proposed.
2. **Presentation/Discussion on Budget.** SVP Pignatello led the discussion regarding our budget concerns for the next few years. We are facing a significant budget deficit next year. This is not due to overspending; it is a result of our revenue generation numbers. Even if our enrollment targets are met, the college is projecting a \$2.5 million deficit, but that number can move depending on how much revenue comes in this year. The State Budget was recently passed. While the numbers in the coming budget are somewhat similar to this year's budget, the Compact is smaller. Some steps have already been taken to save money. There is to be no discretionary spending on OTPS. Hiring of administrative staff will be lagged until July or September. There are 55 Non-Instructional positions currently open. We will need to decide which ones are priorities. The College Assistant budget will also need to be monitored closely. It is imperative that supervisors urge their CAs to use their Annual Leave hours, as it will cost the college money to pay those hours out. The CA's must schedule their leave before June 30, which is the end of our fiscal year. Though we are facing some budget issues, it will not affect faculty hiring. Therefore, it is imperative that we focus on our enrollment targets. We need to have the right mix of students who are out-of-state, transfer, graduate, Justice Academy, etc.
3. **Presentation/Discussion on Enrollment.** VP Saulnier reported on enrollment to the committee. John Jay is in the middle of the enrollment cycle for the fall semester. Though John Jay has met its FTE target for this year, the particular mix of students has created a drag on revenue. Certain students will bring in more revenue to the college so it is imperative that we pay

attention to specific targets. VP Saulnier is still waiting on numbers from the Macaulay Honors College. John Jay is aiming for twenty students, and we already have nineteen. John Jay is close to finalizing an agreement to have rooms in the New Yorker Hotel, which can be used to recruit out-of-state students. The college will also need to devise strategies to recruit transfer students.

President Travis asked the Provost what the SPG has been working on for recruiting. She said that SPG is strategizing how to boost enrollment, while keeping the budget in mind. The new Director of Admissions has also provided ideas on how to recruit various students. We should also begin to look for scholarship ideas, and ways to attract better students. Prof. Benton informed the committee that twelve ads have been placed in six out-of-state college newspapers. Provost Bowers said that we need to do more advertising for each particular program. VP Saulnier also suggested advertising on sites like Idealist.org, or at career fairs in New York, Philadelphia, etc.

The conversation then turned back to student housing at John Jay. VP Cook-Francis informed the committee that the college will have 100 beds available, with forty-nine of them already filled. (Deposits are already in.) Most of the rooms are doubles, but we will have some that are singles, and triples. The addition of student housing will allow students to experience life in a residence hall. This also means that John Jay will need to provide on-call services, and have RA's available. John Jay will reserve these rooms for our out-of-state students. They should get first priority when it comes to student housing.

4. Presentation/Discussion of Report on Internationalization. (presentation attached)

Prof. Pérez gave a PowerPoint presentation on Internationalization at John Jay. In his presentation Prof. Pérez discussed national trends in internationalization, things that are already being done at John Jay, and recommendations for other programs and initiatives we should be doing to boost our International programs.

Prof. Benton agreed that International programs are something that John Jay should invest in; however, there is no money to do so. Having International programs would draw more students so we should find a way to do this.

President Travis told the committee that Prof. Pérez was asked to report on concepts, and not financials. He also added that within international programs, there are different domains. John Jay still needs guidance on facilitating these programs, how to garner faculty interest and participation, and basic "how to" approaches. International programs have been placed under Academic Affairs for further development.

VP Pignatello said that a business plan must be made. We should not leap into this project without an infrastructure. Someone knowledgeable should lead this effort. Dean Lopes agreed with that sentiment. The college needs someone with knowledge to spearhead this project.

Prof. Pérez reminded the committee that if the college "ramps" plans for International programs, we have to sustain them. He also added that the International Advisory Board would bring clarity to how we can approach international relationships.

Provost Bowers said that John Jay already has international students, and has staff that acts as advisors to these students, but we should commit to hiring someone who will be a fierce advocate for developing plans for the international programs. Both the President and Provost agreed that there is revenue to be made by having international partnerships. Since these opportunities come fast, the college needs to get a handle on how to approach them. The President also added that John Jay needs to be more engaged and also figure out what type of international school it wants to be.

5. **Brief Presentation on Space Planning in SPS/FPS.** VP Pignatello updated the committee on the status of space planning at the college. Ynes Leon is currently analyzing the information she received from the department chairs. The University is also in talks with the owners of Westport to see what our lease options are. With three leases nearing expiration it is important for us to look at some possible options. Iris Weinshall, the Vice Chancellor for Facilities Planning, Construction, and Management has been made aware of our space needs. With new programs coming in such as the Honors program and more international programs, and with our push to increase enrollment, our space needs are pressing. The college has some swing space, but that will all change in 2014 when North Hall goes back to the University.

President Travis said that the space plans are a high priority, affecting our vision for the future. It is important that John Jay does not miss out on opportunities, because we are lacking in space.

The meeting ended at 3:50 pm.

**Budget and Planning Committee Meeting
Minutes
July 31, 2013**

Attendees: Seth Baumrin, Ned Benton, Jane Bowers, David Brotherton, Anthony Carpi, Kim Chandler, Lynette Cook- Francis, MaryAnn DiMaggio, Maki Haberfeld, Jay Hamilton, Jonathan Jacobs, Karen Kaplowitz, Patricia Ketterer, Lawrence Kobilinsky, Nilsa Lam, James Llana, Bonnie Nelson, Allison Pease, Robert Pignatello, Carina Quintian, Richard Saulnier, Michael Scaduto, Peter Shenkin, Staci Strobl, Roberto Visani

1. **Approval of Minutes for April 17, 2013.** Minutes were approved as proposed.

2. **Budget Update.** This discussion was led by Rob who told the committee that the Financial Plan will be due on August 30. The BPC will meet one more time before the deadline to discuss which recommendations will be proposed. Thus far the feedback from the SPS/FPS meetings has been very constructive. Discussions centered on how to handle our shortfalls. Though we initially thought we would have a surplus of \$1.8 million, that figure evaporated. As of the July 9 ESM, the college had an extra \$1.2 million dollars to carry over into this fiscal year. However, if we do not take any action we will be looking at a \$2.1 million dollar deficit for the current year. The 5% cut in College Assistants, replacements for faculty who leave, as well as the 14 to 15 searches for new faculty members have already been built into the budget. Many non-instructional positions have been delayed pending approval by the President. Thirty-eight others will be delayed through the fiscal year, which will have the greatest single impact on our budget. Rob then discussed the recommendations that could erase the deficit. (attached—“Recommendations to Balance FY2014 Financial Plan”) If we are able to achieve these things we can eliminate the deficit, but we cannot expect to use the compact money for new investments. The budget is based on the assumption that we will meet our enrollment targets. We must think about how we will increase revenue. There needs to be a balance between what we spend and what we take in. We have to look at what we can realistically do. Ned expressed some concern about the RF formula that was used in Rob’s document. Rob told him that it was just a place holder. Jane also added that the new distribution model was introduced at the BPC several months ago. The new model is intended to incentivize grant writers and bring in more money. The more money we take out of RF, the less we have for start-up funds, travel, etc. Ned handed out a document which detailed the recommendations the faculty are proposing. (attached—“BPC Faculty Document - July 31, 2013”). He told the committee that the faculty members were in agreement that the college needs to make sure that we have the money before we spend the money. It was also suggested that we give a faculty member reassigned time to work on developing winter and summer programs. Jane asked Ned if he had any faculty members in mind. Ned does not have a specific person in mind, but thinks it should be someone who has a head for curriculum and marketing. Bonnie said that a 10% decrease in OTPS would hurt the library. She also inquired about the large increase in the ECP budget, but someone explained that the increase was more apparent than real. David B. also inquired about the projected \$3 million deficit in FY 2015. Rob said that the budget for 2015 needs to be refashioned. The numbers do not reflect the money we will be

getting from the compact. The year 2015 also shows an increase in enrollment which is not shown in the chart. Rob then said that the VP requests will need to be discussed and need presidential support. Rob shared a chart that indicated how much money John Jay gets back from the tuition increase. Because John Jay has a higher number of students who rely on TAP, John Jay only sees about 67% of the tuition increase – much less than most of the other CUNYs. The University is aware of the inequity and is sympathetic to the college.

3. **Enrollment Update.** Richard informed the committee that things are looking good. So far we are hitting all of our targets and getting slightly higher numbers for FTEs and transfers. We will stay open as long as we possibly can for transfers with a cut-off date at the end of the first week in August. With a drop of 50 students, the graduate numbers are not as good as the other numbers. We need to think about enrollment numbers in relation to revenue. In-state students pay the maximum tuition as long as they have at least twelve credits. It is out-of-state students who are more profitable because they pay per credit.

Rob asked Richard how he felt about the spring numbers. Spring enrollment tends to be unpredictable because only some % of fall students return in the spring. It's easier to predict fall numbers; we generally estimate about 1900 freshman entering in the fall, but in the spring the number of entering freshman is closer to 200. Spring is usually when we get transfer students. Our transfer student numbers are still conservative, but we are working on building them. It is also hard for us to predict the number of students we will get from the Justice Academy, but we are expecting an enrollment figure of 500 – 600 students.

Rob then asked if we are doing enough to ensure we meet our target numbers, and if there are things we should be investing in. Richard said that if we want to grow enrollment in a declining pool we have to spend money. Numbers for spring are doable but grad numbers are important. He is confident in the transfer estimates but money needs to be invested in marketing and distance learning.

David expressed disappointment in the outreach to international students. Richard told him that recruiting in international markets is difficult. Domestically we are able to visit all over, and we recruit undergrads all the way to DC and even close to Canada. For our grads we've gone to California, Florida, Texas, Pennsylvania, etc. But it is not as easy to do recruiting abroad.

Jane then mentioned the need for us to identify money for scholarship funds. She told the committee that Hunter College provides their Macaulay Honors Students with a dorm room. We need to do the same and invest in them. We need to create incentives. Karen inquired about scholarships for students. Michael said that the scholarships are for continuing students. Each year Aux. Services gives \$200,000 for scholarships, but they are not for new students. Karen asked about the students in the Justice Academy. There are 7,000 students in the JA; if we get ten percent of them, where do the other ninety percent go? Richard said that the 7,000 students account for everyone who has 0 – 60 credits. He also added that the rules have changed on transferring from a community college. Where you once needed a C, now you just need to pass. He also agreed to see where the other students are going if not John Jay.

4. **Discussions of Financial Plan Recommendations for FY2014.** Ned suggested the committee go through the list of positions and weigh them against other initiatives. He also mentioned revisiting the positions that have been approved by the President. Jim asked to hear feedback from people who are not on the subcommittees. Maki asked why we are in our current position. Why are we not doing more? There is urgency for online programs. Jane said that it would be academically irresponsible to let anyone teach an online course without training, and

that takes time. Rob also said that the growth of online programs should match faculty availability and level of interest. Richard added that online programs increase enrollment. Bonnie suggested that we fill custodian positions.

Peter asked what the repercussions would be if CUNY First does not go smoothly. Richard said that the college could lose up to 1500 – 2000 in headcount. CUNY First asks you to start enrollment late. We currently have two teams managing the transition – a technical team, and an administrative team. We need to adapt to CUNY First for better success, rather than try to bend it to our ways.

The committee will meet again before August 30th.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

COLLEGE COUNCIL SIGN-IN SHEET

Thursday, September 20, 2012

Abramova, Emiliya	<i>Emiliya Abramova</i>
Aikens, Jeffrey	<i>Jeffrey Aikens</i>
Alford, Chevy	<i>Alford, Chevy</i>
Ali, Zeeshan	<i>Zeeshan Ali</i>
Balis, Andrea	<i>Andrea Balis</i>
Baroudi, Salhadine	<i>Salhadine Baroudi</i>
Benton, Ned	<i>Ned Benton</i>
Berlin, Adam	<i>Adam Berlin</i>
Bowers, Jane P.	<i>Jane P. Bowers</i>
Burleigh, Erica	
Carpi, Anthony	
Cauthen, James	<i>James Cauthen</i>
Celinska, Kashka	<i>Kashka Celinska</i>
Chandler, Kinya	
Cheng, Demi	
Chinebuah, Nana Akuba	<i>Nana Akuba Chinebuah</i>
Clarke, John	
DCruze, Maria	
Domingo, Jannette	<i>Jannette Domingo</i>
<i>Dunham, Janice</i>	

Escher, Peggy	
Furst, Terry	<i>Terry Furst</i>
Gideon, Lior	<i>Lior Gideon</i>
Haberfeld, Maki	<i>Maki Haberfeld</i>
Hamilton, Jay	<i>Jay Hamilton</i>
Hendrick, Veronica	<i>Veronica Hendrick</i>
Jennings, Charles	
Johnson-Diaz, Janice	
Kan, Shaobai	
Kaplowitz, Karen	<i>Karen Kaplowitz</i>
Kapoor, Mehak	<i>M. Kapoor</i>
Karim, Ammarah	
Khan, Hashemul	<i>Hashemul Khan</i>
Killoran, Katherine	<i>Katherine Killoran</i>
Kinshasa, Kwando	
Kiriakova, Maria	<i>Maria Kiriakova</i>
Kucharski, Tom	<i>Tom Kucharski</i>
Kyriacou, Angelos	<i>Angelos Kyriacou</i>
Lee, Anru	<i>Anru Lee</i>
Lewis, Ma'at	<i>Ma'at Lewis</i>
<i>Li, Richard</i>	
Lopes, Anne	<i>Anne Lopes</i>
Lopes, Cyriaco	

Ma, Yue	<i>Yue Ma</i>
Macdonald, Amie	<i>C.C. Macdonald</i>
Maiorino, Vincent	<i>V.A. Maiorino</i>
Mandery, Evan	
<i>Marrero, Marisol</i>	
Marshall, Nancy	<i>Nancy Marshall</i>
Maxfield, Michael	
McDonald, Roger	<i>Pr. M. McDonald</i>
Mills, Jean	
Montes, Brian	<i>Brian Montes</i>
Munns, David	<i>DM</i>
Ocejo, Richard	
Petraco, Nicholas	
Pignatello, Robert	<i>Robert Pignatello</i>
Powers, Melinda	<i>Melinda Powers</i>
Proni, Gloria	
Quintian, Carina	<i>Carina Quintian</i>
Romero, Raul	<i>Romero</i>
Saulnier, Richard	<i>Richard Saulnier</i>
Sheehan, Francis	<i>Fran X Sheehan</i>
Stafford, Thomas	<i>Thomas Stafford</i>
Strobl, Staci	<i>Staci Strobl</i>
Travis, Jeremy	

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The College Council

September 20, 2012
 1:40 p.m.
 630T

- I. Adoption of the Agenda
- II. Minutes of the May 15, 2012 College Council (attachment A), **Pg. 3**
- III. Approval of the Members of the College Council Committees (attachment B), **Pg. 6**
- IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1 – C11) – Dean Anne Lopes

New Courses

- | | | |
|-----|------------------|--|
| C1. | FL-INT (SPA) 2XX | Interpreting I, Pg. 26 |
| C2. | POL 2XX | Western Political Thought, Pg. 37 |
| C3. | POL 2XX | Judicial Processes and Politics, Pg. 50 |
| C4. | POL 4XX | Senior Seminar in Law, Courts and Politics, Pg. 60 |
| C5. | CJBA 4XX (400) | Criminal Justice Internship Experience, Pg. 72 |
| C6. | PHI 4XX | Senior Seminar in the History of Philosophy, Pg. 98 |
| C7. | ENG 3XX | Advanced Fiction Writing, Pg. 108 |
| C8. | LIT 3XX | Writing Nature: Literature and Ecology, Pg. 120 |

Course revisions

- | | | |
|------|---------|--|
| C9. | SPA 230 | Theory and Practice of Written Translation, Pg. 136 |
| C10. | SPA 340 | Court Interpreting and Translation, Pg. 138 |

Programs (attached as one document)

- | | | |
|------|---|--|
| C11. | New Certificate Program in Legal Translation, New Certificate Program in Legal Interpretation, and Combined Certificate Program in Legal Translation and Interpretation, Pg. 140 | |
|------|---|--|
- V. Report from the Committee on Graduate Studies (attachments D1 – D9) – Dean Jannette Domingo
 - D1. A proposal to change the requirements under the specializations in the CRJ program, **Pg. 153**
 - D2. A resolution to change the information in the Graduate Bulletin for submission of the Master's Thesis in the CRJ program, **Pg. 161**

New Courses

- | | | |
|-----|---------|--|
| D3. | ICJ 7XX | International Perspectives on Women in Criminal Justice, |
|-----|---------|--|

- Pg. 163**
- D4. SEC 7XX Legal, Regulatory and Administrative Issues in Private Sector Justice, **Pg. 175**
- D5. SEC 7XX Private Security: Function and Role in Homeland Defense, **Pg. 186**
- D6. SEC 7XX Privatization Models and Application for Private Justice, **Pg. 197**
- D7. SEC 7XX Risk Threat and Critical Infrastructure, **Pg. 208**

Course revisions

- D8. FCM 740 Data Communications and Forensic Security, **Pg. 219**
- D9. FCM 745 Network Forensics, **Pg. 221**
- VI.** 2011-2012 College Council Committee Activity Report (attachment E), **Pg. 223**
- VII.** 2012-2013 College Council Calendar (attachment F), **Pg. 224**
- VIII.** New Business
- IX.** Administrative Announcements – President Jeremy Travis
- X.** Announcements from the Faculty Senate – Professor Karen Kaplowitz
- XI.** Announcements from the Student Council – President Mehak Kapoor

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Thursday, September 20 2012

The College Council held its first meeting of the 2012-2013 academic year on Thursday, September 20, 2012. The meeting was called to order at 1:50 p.m. and the following members were present: Emiliya Abramova, Jeffrey Aikens, Schevaletta Alford, Zeeshan Ali, Andrea Balis, Salahdine Baroudi, Warren Benton, Adam Berlin, Jane P. Bowers, James Cauthen, Katarzyna Celinska, Nana Akuba Chinebuah, Maria DCruze, Janette Domingo, Margaret Escher, Robert Terry Furst, Lior Gideon, Maki Haberfeld, Jay Hamilton, Veronica Hendrick, Charles Jennings, Karen Kaplowitz, Mehak Kapoor, Hashemul Khan, Katherine Killoran, Maria Kiriakova, Angelos Kyriacou, Anru Lee, Ma'at Lewis, Anne Lopes, Yue Ma, Amie Macdonald, Vincent Maiorino, Nancy Marshall, Roger McDonald, Brian Montes, David Munns, Robert Pignatello, Melinda Powers, Carina Quintian, Raul Romero, Richard Saulnier, Francis Sheehan, Thomas Stafford, Amanda Stapleton, Staci Strobl, Jeremy Travis, Shonna Trinch, Michelle Tsang, and Kathryn Wylie-Marques.

Absent were: Erica Burleigh, Anthony Carpi, Kinya Chandler, Shu-Yuan Cheng, John Clarke, Janice Johnson-Dias, Shaobai Kan, Ammarah Karim, Kwando Kinshasa, Tom Kucharski, Cyriaco Lopes, Evan Mandery, Michael Maxfield, Jean Mills, Richard Ocejo, Nicholas Petraco, Gloria Proni, and Antonio Welch.

I. Adoption of the Agenda

It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.

II. Minutes of the May 15, 2012 College Council Meeting

It was moved to amend the minutes as presented. Item B4: "PSY 3XX: History of Psychology" should reflect that the motion was not approved. The motion was seconded and passed as amended.

In Favor: 47

Oppose: 0

Abstentions: 1

III. Approval of the College Council Committee Members

It was moved to adopt the members with the following revisions:

College Council

Science Department: Elise Champeil replaces Gloria Proni

Undergraduate Curriculum and Academic Standards Committee

Criminal Justice Department: Violet Yu replaces Hung En Sung

Philosophy Department: Tanya Rodriguez replaces Hernando Estevez

SEEK Department: Nancy Velasquez Torres replaces Monica Son

Budget and Planning Committee

Chair of the Faculty Senate Fiscal Affairs Committee: Jay Hamilton replaces Francis Sheehan

Vice Chair of the Faculty Senate Fiscal Affairs Committee: Janice Dunham replaces Jay Hamilton

Financial Planning Subcommittee

Chair of the Faculty Senate Fiscal Affairs Committee: Jay Hamilton replaces Francis Sheehan

Vice Chair of the Faculty Senate Fiscal Affairs Committee: Janice Dunham replaces Jay Hamilton

One representative chosen by the Council of Chairs: Tom Kucharski replaces Janice Dunham

Council of Undergraduate Program Coordinators

Remove the Correctional Studies program from the list.

Law and Society should be added to the list. James Cauthen is the coordinator.

The motion was seconded and approved unanimously.

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1 – C11)

It was moved to adopt the new course proposal marked “C1. FL-INT (SPA) 2XX: Interpreting I.” The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C2. POL 2XX: Western Political Thought”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C3. POL 2XX: Judicial Processes and Politics”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C4. POL 4XX: Senior Seminar in Law, Courts and Politics”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C5. CJBA 4XX (400): Criminal Justice Internship Experience”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C6. PHI 4XX: Senior Seminar in the History of Philosophy”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C7. ENG 3XX: Advanced Fiction Writing”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C8. LIT 3XX: Writing Nature: Literature and Ecology”. The motion was seconded and approved unanimously.

It was moved to adopt the course revision marked “C9. SPA 230: Theory and Practice of Written Translation”. The motion was seconded and approved unanimously.

It was moved to adopt the course revision marked “C10. SPA 340: Court Interpreting and Translation”. The motion was seconded and approved unanimously.

It was moved to adopt the new program proposal marked “C11. New Certificate Program in Legal Translation, New Certificate Program in Legal Interpretation, and Combined Certificate Program in Legal Translation and Interpretation”. The motion was seconded and approved unanimously.

V. Report from the Committee on Graduate Studies(attachments D1 – D9)

It was moved to adopt the proposal marked “D1. A Proposal to Change the Requirements Under the Specializations in the CRJ Program”. The motion was seconded and approved unanimously.

The item “D2. A Resolution to Change the Information in the Graduate Bulletin for Submission of the Master’s Thesis in the CRJ program” was withdrawn.

It was moved to adopt the new course proposal marked “ D3. ICJ 7XX: International Perspectives on Women in Criminal Justice”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “D4. SEC 7XX: Legal, Regulatory and Administrative Issues in Private Sector Justice”. The motion was seconded and approved unanimously.

The items “D5. SEC 7XX: Private Security: Function and Role in Homeland Defense”, “D6. SEC 7XX: Privatization Models and Application for Private Justice”, and “D7. SEC 7XX: Risk Threat and Critical Infrastructure” were withdrawn.

It was moved to adopt the course revision marked “D8. FCM 740: Data Communications and Forensic Security”. The motion failed.

In Favor: 33

Oppose: 0

Abstentions: 4

It was moved to adopt the course revision marked “D9. FCM 745: Network Forensics”. The motion failed.

In Favor: 30

Oppose: 0

Abstentions: 7

VI. 2011-2012 College Council Committee Activity Report

It was moved to amend the Activity Report as follows:

The footnote should read “N/R: not required to be submitted due to confidentiality of its nature”.

The footnote “N/S: not submitted” should be removed.

A

The College Wide Assessment Committee should be added to the report.

It was suggested that we report the number of cases and actions taken on the Activity Report for the Faculty-Student Disciplinary Committee.

The nature of what should be confidential will be discussed at the next Executive Committee of the College Council meeting.

VII. New Business

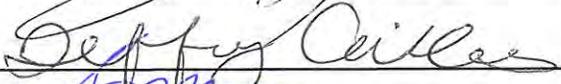
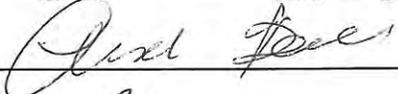
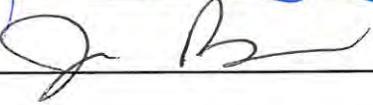
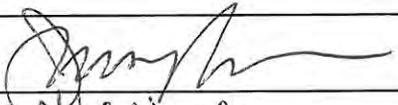
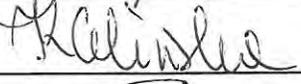
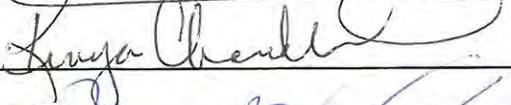
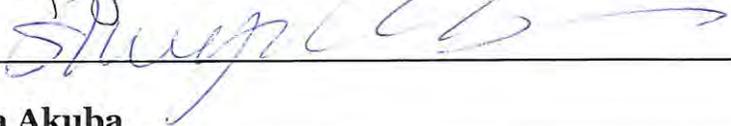
It was moved to nominate and elect Rulisa Galloway-Perry as Secretary to the Council. The motion was seconded and approved unanimously.

The meeting was adjourned at 3:19 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

COLLEGE COUNCIL SIGN-IN SHEET

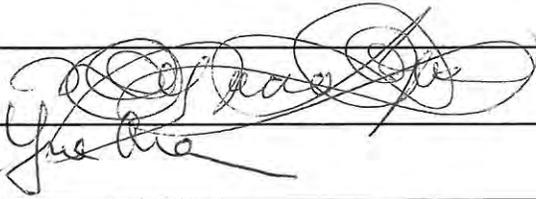
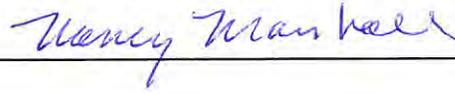
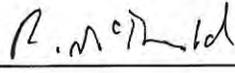
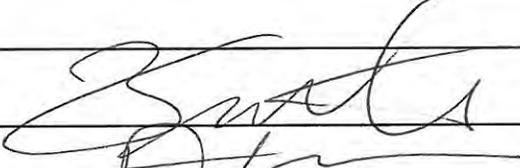
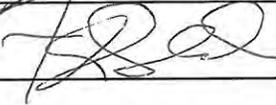
Thursday, October 18, 2012

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Alternates are Italicized

Student Council Members are bolded

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Furst, Robert Terry	<i>R. Terry Furst</i>
Gideon, Lior	
Haberfeld, Maki	<i>M. Haberfeld</i>
Hamilton, Jay	<i>Jay Hamilton</i>
Hendrick, Veronica	
Jennings, Charles	
Johnson-Dias, Janice	
Kan, Shaobai	<i>Shaobai Kan</i>
Kaplowitz, Karen	<i>Karen Kaplowitz</i>
Kapoor, Mehak	<i>Mehak Kapoor</i>
Karim, Ammarah	<i>Ammarah Karim</i>
Khan, Hashemul	<i>Hashemul Khan</i>
Killoran, Katherine	<i>Katherine Killoran</i>
Kinshasa, Kwando	<i>Kwando Kinshasa</i>
Kiriakova, Maria	<i>Maria Kiriakova</i>
Kucharski, Tom	<i>Tom Kucharski</i>
Kyriacou, Angelos	
Lee, Anru	<i>Anru Lee</i>
Lewis, Ma'at	
<i>Li, Richard</i>	
Lopes, Anne	

Lopes, Cyriaco	
Ma, Yue	
Macdonald, Amie	
Maiorino, Vincent	
Mandery, Evan	
<i>Marrero, Marisol</i>	
Marshall, Nancy	
Maxfield, Michael	
McDonald, Roger	
Mills, Jean	
Montes, Brian	
Munns, David	
Ocejo, Richard	
Petraco, Nicholas	
Pignatello, Robert	
Powers, Melinda	
Quintian, Carina	
Romero, Raul	
Saulnier, Richard	
Sheehan, Francis	
Stafford, Thomas	
Stapleton, Amanda	
Strobl, Staci	

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The College Council

October 18, 2012
 1:40 p.m.
 630T

- I. Adoption of the Agenda
- II. Minutes of the September 20, 2012 College Council (attachment A), **Pg. 3**
- III. Approval of the Members of the College Council Committees (attachment B), **Pg. 7**
- IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachment C1 - C33) – Dean Anne Lopes

New General Education Courses

- | | | |
|-----|---------------|---|
| C1. | AFR 1XX | Introduction to Africana Studies (GE), Pg. 28 |
| C2. | GER 1XX (101) | Introductory German I (GE), Pg. 45 |
| C3. | GER 1YY (102) | Introductory German II (GE), Pg. 62 |
| C4. | NSC 1XX (108) | Origins: From the Big Bang to Life on Earth (GE), Pg. 77 |

Revised General Education Courses

- | | | |
|------|-----------------|---|
| C5. | ANT 101 | Introduction to Anthropology (GE), Pg. 93 |
| C6. | ANT/PSY/SOC 210 | Sex and Culture (GE), Pg. 114 |
| C7. | ANT 230 | Culture and Crime (GE), Pg. 128 |
| C8. | DRA 106 | Film Appreciation: Introduction to Film (GE), Pg. 142 |
| C9. | ECO 101 | Principles of Economics (GE), Pg. 162 |
| C10. | HIS 375 | Female Felons in Premodern Europe and the Americas (GE), Pg. 179 |
| C11. | MAT 106 | Liberal Arts Mathematics (GE), Pg. 190 |
| C12. | POL 237 | Women and Politics (GE), Pg. 200 |
| C13. | POL 246 | Politics of Global Inequality (GE), Pg. 216 |

New Courses

- | | | |
|------|----------------|--|
| C14. | CJBA 4YY (401) | Agency Analysis: Connecting Practice to Research, Pg. 233 |
| C15. | ECO 2XX | Political Economy, Pg. 250 |
| C16. | FL-INT 3XX | Interpreting II, Pg. 261 |
| C17. | FL-INT 4XX | Legal Interpreting II, Pg. 274 |
| C18. | FL-TRN 3ZZ | Translating II, Pg. 285 |
| C19. | FL-TRN 4XX | Legal Translation, Pg. 298 |
| C20. | HIS 2XX | Marriage in Medieval Europe (500-1500), Pg. 311 |
| C21. | LIT 3WW | Gender and Sexuality in U.S. Latino/a Literature, Pg. 320 |

- C22. LLS 3XX Entangled Tongues: Bilingualism in U.S. Latino/a Literature, **Pg. 336**
 C23. PSY 3XX History of Psychology, **Pg. 350**

Course Revisions

- C24. CJBS 250 Research Methods and Statistics for Criminal Justice, **Pg. 360**
 C25. ECO 220 Macroeconomics, **Pg.362**
 C26. ECO 225 Microeconomics, **Pg. 364**
 C27. PAD 240 Introduction to Public Administration, **Pg. 366**
 C28. PAD 241 Information in Public Management, **Pg. 369**
 C29. PAD 260 International Public Administration, **Pg. 380**
 C30. PAD 318 Decisions and Crisis, **Pg. 382**
 C31. SPA 111 Introductory Spanish I for Bilingual Students, **Pg. 384**
 C32. SPA 112 Introductory Spanish II for Bilingual Students, **Pg. 386**

Programs

- C33. New Minor in U.S. Latino/a Literature, **Pg. 388**
- V. Report from the Faculty Senate (attachment D) – Karen Kaplowitz
- D. Proposed Resolution on Online Student Evaluation of the Faculty, **Pg. 394**
- VI. 2011-2012 College Council Committee Activity Report (attachment E), **Pg. 396**
- VII. New Business
- VIII. Administrative Announcements – President Jeremy Travis
- IX. Announcements from the Faculty Senate – Professor Karen Kaplowitz
- X. Announcements from the Student Council – President Mehak Kapoor

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Thursday, October 18, 2012

The College Council held its second meeting of the 2012-2013 academic year on Thursday, October 18, 2012. The meeting was called to order at 1:50 p.m. and the following members were present: Emiliya Abramova, Jeffrey Aikens, Schevaletta Alford, Zeeshan Ali, Andrea Balis, Salahdine Baroudi, Adam Berlin, Jane P. Bowers, Nicholas Calabro, James Cauthen, Katarzyna Celinska, Elise Champeil, Kinya Chandler, Shu-Yuan Cheng, Janette Domingo, Janice Dunham, Robert Terry Furst, Maki Haberfeld, Jay Hamilton, Shumaila Jameel, Shaobai Kan, Karen Kaplowitz, Mehak Kapoor, Ammarah Kaarim, Hashemul Khan, Katherine Killoran, Kwando Kinshasa, Maria Kiriakova, Tom Kucharski, Anru Lee, Anne Lopes, Cyriaco Lopes, Yue Ma, Amie Macdonald, Vincent Maiorino, Waqas Majeed, Nancy Marshall, Roger McDonald, Brian Montes, David Munns, Richard Ocejo, Robert Pignatello, Melinda Powers, Carina Quintian, Raul Romero, Richard Saulnier, Francis Sheehan, Thomas Stafford, Amanda Stapleton, Jeremy Travis, Shonna Trinch, Michelle Tsang, Antonio Welch and Kathryn Wylie-Marques.

Absent were: Warren Benton, Erica Burleigh, Anthony Carpi, Nana Akuba Chinebuah, John Clarke, Maria DCruze, Margaret Escher, Lior Gideon, Veronica Hendrick, Charles Jennings, Janice Johnson-Dias, Angelos Kyriacou, Ma'at Lewis, Evan Mandery, Michael Maxfield, Jean Mills, Nicholas Petraco and Staci Strobl.

I. Adoption of the Agenda

It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.

II. Minutes of the September 20, 2012 College Council Meeting

It was moved to amend the minutes as presented. Student member Antonio Welch was present at the meeting. The motion was seconded and approved as amended.

III. Approval of the College Council Committee Members

It was moved to adopt the members with the following revisions:

College Council

Freshman representative: Add Nicholas Calabro

Two alternate student representatives: Add Shumaila Jameel and Waqas Majeed.

Strategic Planning Subcommittee

Chair of the Faculty Senate Fiscal Affairs Committee: Jay Hamilton replaces Francis Sheehan

Vice Chair of the Faculty Senate Fiscal Affairs Committee: Janice Dunham replaces Jay Hamilton

The motion was seconded and approved unanimously.

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1 – C33)

It was moved to adopt the new general education course proposal marked “C1. AFR 1XX: Introduction to Africana Studies.” The motion was seconded and approved unanimously.

It was moved to adopt the new general education course proposal marked “C2. GER 1XX (101): Introductory German I”. The motion was seconded and approved unanimously.

It was moved to adopt the new general education course proposal marked “C3. GER 1YY (102): Introductory German II”. The motion was seconded and approved unanimously.

It was moved to adopt the new general education course proposal marked “C4. NSC 1XX (108): Origins: From the Big Bang to Life on Earth”. The motion was seconded and approved unanimously.

It was moved to adopt the general education course revision marked “C5. ANT 101: Introduction to Anthropology”. The motion was seconded and approved unanimously.

It was moved to adopt the general education course revision marked “C6. ANT/PSY/SOC 210: Sex and Culture”. The motion was seconded and approved unanimously.

It was moved to adopt the general education course revision marked “C7. ANT 230: Culture and Crime”. The motion was seconded and approved unanimously.

It was moved to adopt the general education course revision marked “C8. DRA 106: Film Appreciation: Introduction to Film”. The motion was seconded and approved unanimously.

It was moved to adopt the general education course revision marked “C9. ECO 101: Principles of Economics”. The motion was seconded and approved unanimously.

It was moved to adopt the general education course revision marked “C10. HIS 375: Female Felons in Premodern Europe and the Americas”. The motion was seconded and passed.

In Favor: 50

Oppose: 1

Abstentions: 1

It was moved to adopt the general education course revision marked “C11. MAT 106: Liberal Arts Mathematics”. The motion was seconded and passed.

In Favor: 50

Oppose: 1

Abstentions: 1

It was moved to adopt the general education course revision marked “C12. POL 237: Women and Politics”. The motion was seconded and approved unanimously.

It was moved to adopt the general education course revision marked “C13. POL 246: Politics of Global Inequality”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C14. CJBA 4YY (401): Agency Analysis: Connecting Practice to Research”. The motion was seconded and passed.

In Favor: 50

Oppose: 0

Abstentions: 2

It was moved to adopt the new course proposal marked “C15. ECO 2XX: Political Economy”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposals as a set marked “C16. FL-INT 3XX: Interpreting II and C17. FL-INT 4XX: Legal Interpreting II”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposals as a set marked “ C18. FL-TRN 3ZZ: Translating II and C19. FL-TRN 4XX: Legal Translation”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C20. HIS 2XX: Marriage in Medieval Europe (500-1500)”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “ C21. LIT 3WW: Gender and Sexuality in U.S. Latino/a Literature”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C22. LLS 3XX: Entangled Tongues: Bilingualism in U.S. Latino/a Literature”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “C23. PSY 3XX: History of Psychology”. The motion was seconded and approved unanimously.

It was moved to adopt the course revision marked “C24. CJBS 250: Research Methods and Statistics for Criminal Justice”. The motion was seconded and approved unanimously.

It was moved to adopt the course revisions as a set marked “C25. ECO 220: Macroeconomics and C26. ECO 225: Microeconomics”. The motion was seconded and approved unanimously.

It was moved to adopt the course revision marked “C27. PAD 240: Introduction to Public Administration”. The motion was seconded and approved unanimously.

It was moved to adopt the course revision marked “C28. PAD 241: Information in Public Management”. The motion failed.

In Favor: 17

Oppose: 13

Abstentions: 6

It was moved to adopt the course revision marked “C29. PAD 260: International Public Administration”. The motion was seconded and approved unanimously.

It moved to adopt the course revision marked “C30. PAD 318: Decisions and Crisis”. The motion was seconded and approved unanimously.

A

It was moved to adopt the course revisions as a set marked “C31. SPA 111: Introductory Spanish I for Bilingual Students and C32. SPA 112: Introductory Spanish II for Bilingual Students”. The motion was seconded and approved unanimously.

It was moved to adopt the new program marked “ C33. New Minor in U.S. Latino/a Literature”. The motion was seconded and approved unanimously.

V. Report from the Faculty Senate

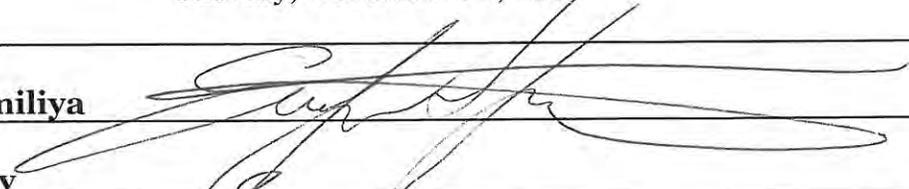
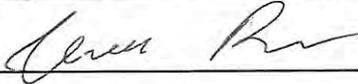
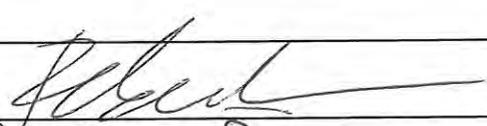
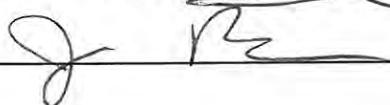
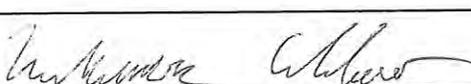
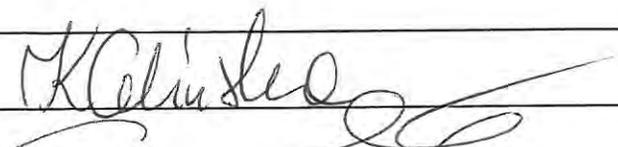
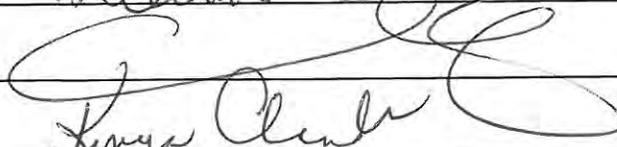
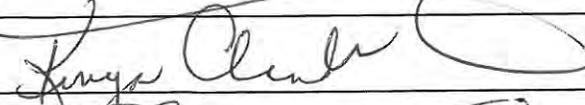
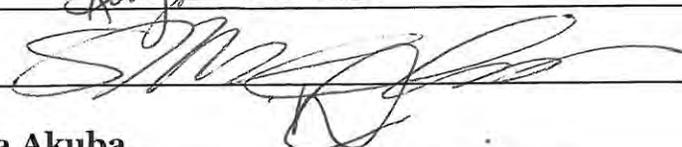
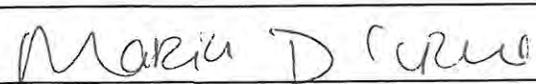
It was moved to adopt the item marked “D. Proposed Resolution on Online Student Evaluation of the Faculty”. The motion was seconded and approved unanimously.

The meeting was adjourned at 3:45 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
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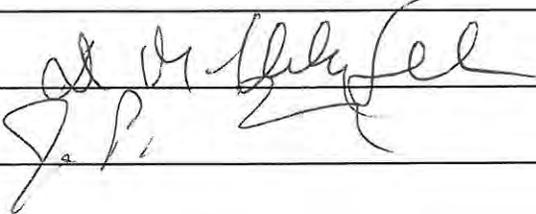
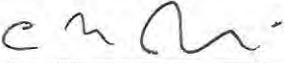
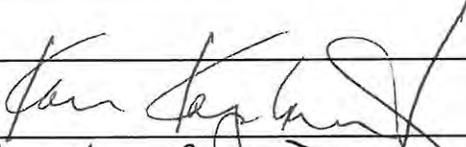
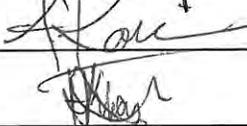
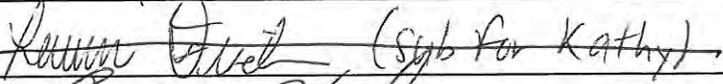
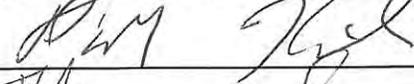
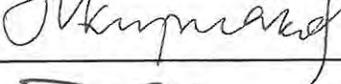
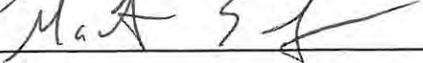
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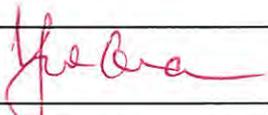
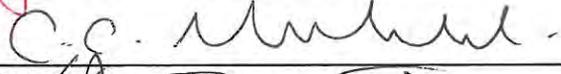
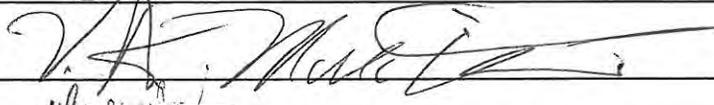
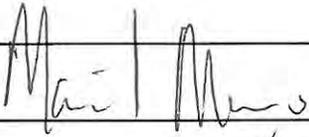
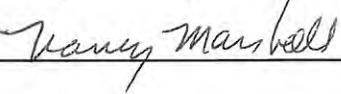
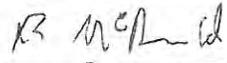
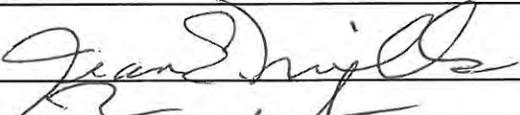
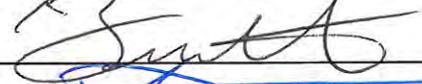
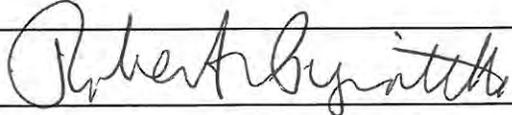
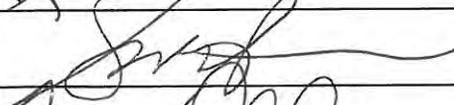
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Kaplowitz, Karen	
Kapoor, Mehak	
Karim, Ammarah	
Khan, Hashemul	
Killoran, Katherine	 (Symb for Kathy)
Kinshasa, Kwando	
Kiriakova, Maria	
Kucharski, Tom	
Kyriacou, Angelos	
Lee, Anru	
Lewis, Ma'at	

Li, Richard	
Lopes, Anne	
Lopes, Cyriaco	
Ma, Yue	
Macdonald, Amie	
Maiorino, Vincent	
Majeed, Waqas	
Mandery, Evan	
Marrero, Marisol	
Marshall, Nancy	
Maxfield, Michael	
McDonald, Roger	
Mills, Jean	
Montes, Brian	
Munns, David	
Ocejo, Richard	
Petraco, Nicholas	
Pignatello, Robert	
Powers, Melinda	
Quintian, Carina	
Romero, Raul	
Saulnier, Richard	
Sheehan, Francis	

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The College Council

November 20, 2012
 1:40 p.m.
 630T

- I. Adoption of the Agenda
- II. Minutes of the October 18, 2012 College Council (attachment A), **Pg. 4**
- III. Changes to the College Council Committees Membership list (attachment B), **Pg. 8**
 - Daniel Baez was nominated to fill the vacant position on the Budget Planning Committee as one of the non-instructional staff members, **Pg. 21**
 - Sabastian Auguste was nominated to fill the vacant position on the Graduate Studies Committee as one of the two graduate students, **Pg. 23**
 - Hashemul Khan was nominated to replace Navila Abbas on the Student Evaluation of the Faculty Committee, **Pg. 24**
 - Siddarth Shah was nominated to fill the vacant position on the Honors, Prizes and Awards Committee as one of the three students, **Pg. 27**
- IV. Report from the Middle States Reaccreditation Steering Committee (attachment C) – Associate Provost James Llana, **Pg. 29**
- V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachment D1 – D47) – Dean Anne Lopes

New General Education Courses

- | | | |
|------|---------------|---|
| D1. | SCI 1XX (112) | Environmental Science: A Focus on Sustainability (GE-L/NS), Pg. 30 |
| D2. | ISP 1XX | When Nature Roars: Global Catastrophe and Human Responsibility (GE-WCGI), Pg. 46 |
| D3. | ISP 2XX | Constructions of Difference in the USA (GE-USExp), Pg. 63 |
| D4. | ISP 1XX | “Those” People: Stereotypes in the U.S.A. (GE-USExp), Pg. 79 |
| D5. | ISP 1XX | Justice: Who’s In, Who’s Out (GE-JCI), Pg. 92 |
| D6. | LIT 2XX | Foundations of U.S. Latino/a Literature (GE-USExp), Pg. 106 |
| D7. | CHE 1XX | Chemistry of Cooking (GE-SW), Pg. 129 |
| D8. | ISP 2XX | Revolutions (WCGI), Pg. 145 |
| D9. | ISP 1XX | Why Gender Matters? (I&S), Pg. 159 |
| D10. | LLS 3XX | Il-Legal Subjects: U.S. Latina/o Literature and the Law (JCII), Pg. 175 |
| D11. | HIS 1XX | Microhistories: A Lens into the Past (LP), Pg. 188 |

- D12. HON 2XX Intellectual Foundations I: What is the Common Good? (I&S), **Pg. 200**

Revised General Education Courses

- D13. GEN/BIO 255 Biology of Gender and Sexuality (SciWld), **Pg. 215**
 D14. CSL 360 Counseling in Gender & Work Life (-USExp) (proposed title: Gender & Work Life), **Pg. 227**
 D15. DRA 131 Self, Media and Society (I&S), **Pg. 241**
 D16. DRA 225 Criminal Justice in the Theatre (CE), **Pg. 255**
 D17. ETH (will be LLS) 124 Latina/os in the U.S. (USExp), **Pg. 273**
 D18. SOC 101 Introductory Sociology (I&S -proposed title: Introduction to Sociology), **Pg. 286**
 D19. LIT 230 Classical Literature (CE - proposed title: Expressions of the Living Past: Reading Ancient Worlds), **Pg. 298**
 D20. LIT 232 Modern Literature (I&S - proposed title: Breaking with Tradition: Reading the Modern World), **Pg. 305**
 D21. LIT 233 American Literature (USExp - proposed title: American Stories), **Pg. 314**
 D22. HIS 203 Global History: Prehistory to 500 CE (WCGI-proposed title: The Ancient World), **Pg. 322**
 D23. HIS 204 Global History: 500-1650 (WCGI-proposed title: The Medieval World), **Pg. 333**
 D24. HIS 205 Global History: 1650-Present (WCGI-proposed title: The Modern World), **Pg. 346**
 D25. DRA 212 History of the Drama I (CE-proposed title: History of the Theater from Ancient Greece to the Restoration), **Pg. 356**
 D26. AFR 121 African American Community Issues (USExp-proposed title: Africana Communities in the U.S.), **Pg. 373**
 D27. LLS 255 Latin American Woman (USExp – proposed title: The Latin American Woman in Global Society), **Pg. 388**

Courses Mapped to Gen Ed Learning Outcomes Only

- D28. ENG 101 Composition I (GE-EC), **Pg. 400**
 D29. ENG 201 Composition II (GE-EC), **Pg. 410**
 D30. PSY 101 Introduction to Psychology (GE-I&S), **Pg. 423**
 D31. ANT 208 Urban Anthropology (GE-WCGI), **Pg. 431**
 D32. DRA 110 Introduction to Theatre (GE-CE), **Pg. 443**
 D33. MUS 101 Introduction to Music (GE-CE), **Pg. 453**
 D34. ART 222 Body Politics (GE-I&S), **Pg. 459**
 D35. POL 101 American Government, **Pg. 466**
 D36. GEN 101 Introduction to Gender Studies, **Pg. 475**
 D37. MUS 120 Piano (Com), **Pg. 485**
 D38. MUS 130 Chorus (Com), **Pg. 491**
 D39. Foreign Language 101 courses (GE-WCGI)
 a. ARA 101 Elementary Modern Standard Arabic I, **Pg. 496**
 b. CHI 101 Elementary Chinese, **Pg. 504**
 c. FRE 101 Introductory French I, **Pg. 513**
 d. ITA 101 Introductory Italian I, **Pg. 522**

- e. JPN 101 Elementary Japanese, Level I, **Pg. 531**
- f. POR 101 Elementary Portuguese I, **Pg. 540**
- g. SPA 101 Introductory Spanish I, **Pg. 549**
- h. SPA 111 Introductory Spanish for Bilingual Students, **Pg. 558**
- D40. Foreign Language 102 courses (GE-Com)
 - a. ARA 102 Elementary Modern Standard Arabic II, **Pg. 567**
 - b. CHI 102 Elementary Chinese II, **Pg. 574**
 - c. FRE 102 Introductory French II, **Pg. 582**
 - d. ITA 102 Introductory Italian II, **Pg. 590**
 - e. JPN 102 Elementary Japanese, Level II, **Pg. 598**
 - f. POR 102 Elementary Portuguese II, **Pg. 606**
 - g. SPA 102 Introductory Spanish II, **Pg. 614**

New Courses

- D41. CJBA 3XX (340) Research Methods in Criminal Justice, **Pg. 622**
- D42. LIT 3XX Violence of Language: U.S. Latino/a Street Literature, **Pg. 634**
- D43. LIT 4XX Seminar in U.S. Latino/a Literature, **Pg. 650**
- D44. POL 3XX Supervised Research Experience in Political Science, **Pg. 665**
- D45. SEC 3XX Energy Industry Security, **Pg. 678**
- D46. SOC 3XX Advanced Social Statistics, **Pg. 690**

Course Revisions

- D47. ECO 405 Seminar in Economics and Crime (proposed title: Seminar in Economics), **Pg. 704**

VI. Report from the Committee on Graduate Studies (attachments E1 – E3) – Dean Jannette Domingo

New Courses

- E1. SEC 7XX Private Security: Function and Role in Homeland Defense, **Pg. 706**
- E2. SEC 7XX Privatization Models and Application for Private Justice, **Pg. 716**

Course Revisions

- E3. FOS 730 Molecular Biology for Forensic Students, **Pg. 726**

VII. 2012-2013 Amended College Council Calendar (attachment F), **Pg. 729**

VIII. New Business

IX. Administrative Announcements – President Jeremy Travis

X. Announcements from the Faculty Senate – Professor Karen Kaplowitz

XI. Announcements from the Student Council – President Mehak Kapoor

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Tuesday, November 20, 2012

The College Council held its third meeting of the 2012-2013 academic year on Tuesday, November 20, 2012. The meeting was called to order at 1:50 p.m. and the following members were present: Emiliya Abramova, Schevaletta Alford, Zeeshan Ali, Andrea Balis, Warren Benton, Adam Berlin, Jane P. Bowers, Nicholas Calabro, Katarzyna Celinska, Elise Champeil, Kinya Chandler, Shu-Yuan Cheng, Nana Akuba Chinebuah, Maria DCruze, Jannette Domingo, Maki Haberfeld, Jay Hamilton, Shumaila Jameel, Charles Jennings, Karen Kaplowitz, Mehak Kapoor, Ammarah Kaarim, Hashemul Khan, Kwando Kinshasa, Maria Kiriakova, Tom Kucharski, Angelos Kyriacou, Anru Lee, Ma'at Lewis, Anne Lopes, Yue Ma, Amie Macdonald, Vincent Maiorino, Waqas Majeed, Marisol Marrero, Nancy Marshall, Roger McDonald, Jean Mills, Brian Montes, David Munns, Robert Pignatello, Carina Quintian, Raul Romero, Richard Saulnier, Francis Sheehan, Thomas Stafford, Amanda Stapleton, Staci Strobl, Jeremy Travis, Michelle Tsang, Antonio Welch and Kathryn Wylie-Marques.

Absent were: Jeffrey Aikens, Salahdine Baroudi, Erica Burleigh, Anthony Carpi, James Cauthen, John Clarke, Margaret Escher, Robert Terry Furst, Lior Gideon, Veronica Hendrick, Janice Johnson-Dias, Shaobai Kan, Katherine Killoran, Cyriaco Lopes, Evan Mandery, Michael Maxfield, Richard Ocejo, Nicholas Petraco, Melinda Powers, and Shonna Trinch.

I. Adoption of the Agenda

It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.

II. Minutes of the October 18, 2012 College Council Meeting

It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Changes to the College Council Committees Membership List

It was moved to adopt the changes as presented. The motion was seconded and passed.

In Favor: 49

Oppose: 0

Abstentions: 1

IV. Report from the Middle States Reaccreditation Steering Committee

A report was given by Associate Provost James Llana.

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments D1 – D47)

A motion was made to present New General Education Courses marked D1-D12 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt New General Education Courses marked D1-D12:

D1.	SCI 1XX (112)	Environmental Science: A Focus on Sustainability (GE-L/NS)
D2.	ISP 1XX	When Nature Roars: Global Catastrophe and Human Responsibility (GE-WCGI)
D3.	ISP 2XX	Constructions of Difference in the USA (GE-USExp)
D4.	ISP 1XX	“Those” People: Stereotypes in the U.S.A. (GE-USExp)
D5.	ISP 1XX	Justice: Who’s In, Who’s Out (GE-JCI)
D6.	LIT 2XX	Foundations of U.S. Latino/a Literature (GE-USExp)
D7.	CHE 1XX	Chemistry of Cooking (GE-SW)
D8.	ISP 2XX	Revolutions (WCGI)
D9.	ISP 1XX	Why Gender Matters? (I&S)
D10.	LLS 3XX	Il-Legal Subjects: U.S. Latina/o Literature and the Law (JCII)
D11.	HIS 1XX	Microhistories: A Lens into the Past (LP)
D12.	HON 2XX	Intellectual Foundations I: What is the Common Good? (I&S)

The motion was seconded and approved unanimously.

A motion was made to present Revised General Education Courses marked D13-D27 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt Revised General Education Courses marked D13-D27:

D13.	GEN/BIO 255	Biology of Gender and Sexuality (SciWld)
D14.	CSL 360	Counseling in Gender & Work Life (-USExp) (proposed title: Gender & Work Life)
D15.	DRA 131	Self, Media and Society (I&S)
D16.	DRA 225	Criminal Justice in the Theatre (CE)
D17.	ETH (will be LLS)	124 Latina/os in the U.S. (USExp)
D18.	SOC 101	Introductory Sociology (I&S -proposed title: Introduction to Sociology)
D19.	LIT 230	Classical Literature (CE - proposed title: Expressions of the Living Past: Reading Ancient Worlds)
D20.	LIT 232	Modern Literature (I&S - proposed title: Breaking with Tradition: Reading the Modern World)
D21.	LIT 233	American Literature (USExp - proposed title: American Stories)

A

D22.	HIS 203	Global History: Prehistory to 500 CE (WCGI-proposed title: The Ancient World)
D23.	HIS 204	Global History: 500-1650 (WCGI-proposed title: The Medieval World)
D24.	HIS 205	Global History: 1650-Present (WCGI-proposed title: The Modern World)
D25.	DRA 212	History of the Drama I (CE-proposed title: History of the Theater from Ancient Greece to the Restoration)
D26.	AFR 121	African American Community Issues (USExp-proposed title: Africana Communities in the U.S.)
D27.	LLS 255	Latin American Woman (USExp – proposed title: The Latin American Woman in Global Society)

The motion was seconded and approved unanimously.

A motion was made to present Courses Mapped to Gen Ed Learning Outcomes Only marked D28-D40 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt Courses Mapped to Gen Ed Learning Outcomes Only marked D28-D40:

D28.	ENG 101	Composition I (GE-EC)
D29.	ENG 201	Composition II (GE-EC)
D30.	PSY 101	Introduction to Psychology (GE-I&S)
D31.	ANT 208	Urban Anthropology (GE-WCGI)
D32.	DRA 110	Introduction to Theatre (GE-CE)
D33.	MUS 101	Introduction to Music (GE-CE)
D34.	ART 222	Body Politics (GE-I&S)
D35.	POL 101	American Government
D36.	GEN 101	Introduction to Gender Studies
D37.	MUS 120	Piano (Com)
D38.	MUS 130	Chorus (Com)
D39.	<u>Foreign Language 101 courses (GE-WCGI)</u>	
	a.	ARA 101 Elementary Modern Standard Arabic I
	b.	CHI 101 Elementary Chinese
	c.	FRE 101 Introductory French I
	d.	ITA 101 Introductory Italian I
	e.	JPN 101 Elementary Japanese, Level I
	f.	POR 101 Elementary Portuguese I
	g.	SPA 101 Introductory Spanish I
	h.	SPA 111 Introductory Spanish for Bilingual Students
D40.	<u>Foreign Language 102 courses (GE-Com)</u>	
	a.	ARA 102 Elementary Modern Standard Arabic II
	b.	CHI 102 Elementary Chinese II
	c.	FRE 102 Introductory French II
	d.	ITA 102 Introductory Italian II
	e.	JPN 102 Elementary Japanese, Level II
	f.	POR 102 Elementary Portuguese II
	g.	SPA 102 Introductory Spanish II

The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “D41. CJBA 3XX (340) Research Methods in Criminal Justice.” The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “D42. LIT 3XX Violence of Language: U.S. Latino/a Literature.” The motion was seconded and passed.

In Favor: 49

Oppose: 0

Abstentions: 1

It was moved to adopt the new course proposal marked “D43. LIT 4XX Seminar in U.S. Latino/a Literature.” The motion was seconded and passed.

In Favor: 49

Oppose: 0

Abstentions: 1

It was moved to adopt the new course proposal marked “D44. POL 3XX Supervised Research Experience in Political Science.” The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “D45. SEC 3XX Energy Industry Security.” The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “D46. SOC 3XX Advanced Social Statistics.” The motion was seconded and approved unanimously.

It was moved to adopt the revised course proposal marked “D47. ECO 405 Seminar in Economics and Crime (proposed title: Seminar in Economics).” The motion was seconded and approved unanimously.

VI. Report from the Committee on Graduate Studies (attachments E1-E3)

It was moved to adopt the new course proposal marked “E1. SEC 7XX Private Security: Function and Role in Homeland Defense.” The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “E2. SEC 7XX Privatization Models and Application for Private Justice.” The motion was seconded and approved unanimously.

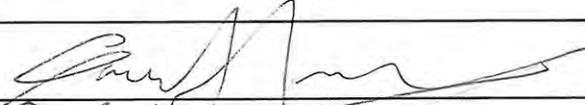
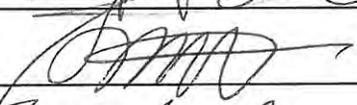
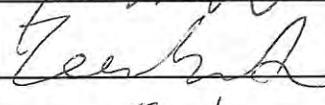
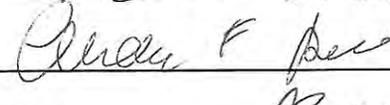
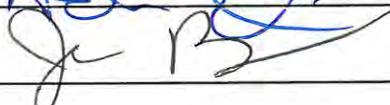
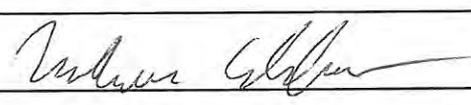
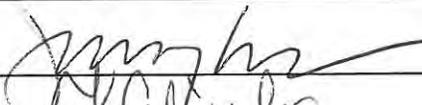
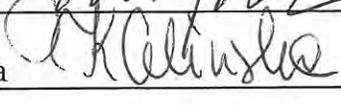
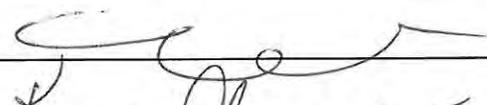
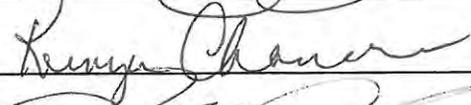
It was moved to adopt the revised course proposal marked “E3. FOS 730 Molecular Biology for Forensic Students.” The motion was seconded and approved unanimously.

The meeting was adjourned at 2:50 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

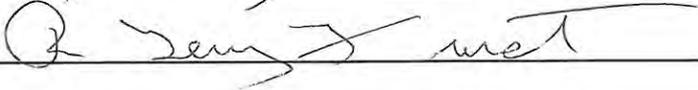
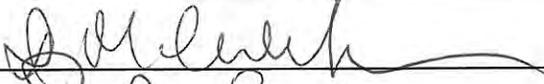
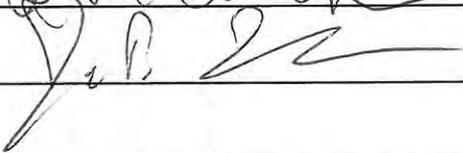
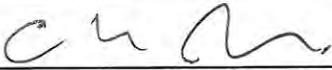
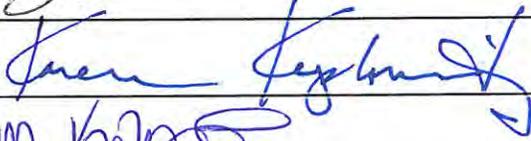
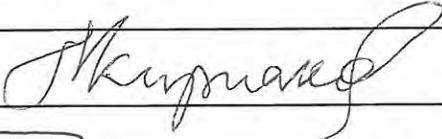
COLLEGE COUNCIL SIGN-IN SHEET

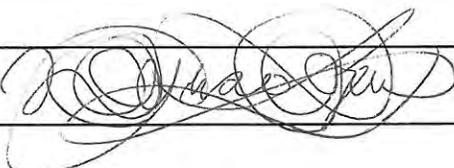
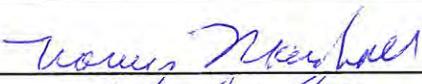
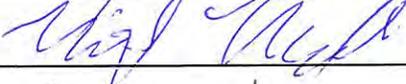
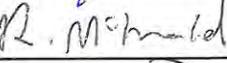
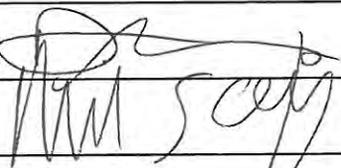
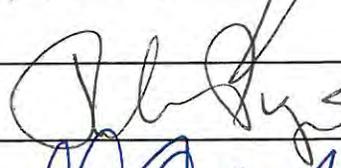
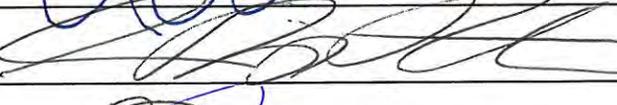
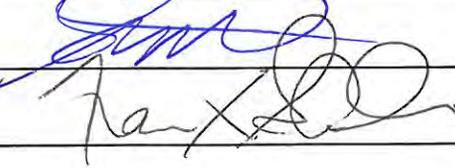
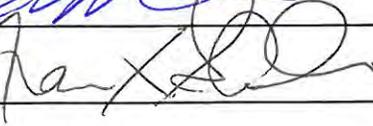
Wednesday, December 12, 2012

Abramova, Emiliya	
Aikens, Jeffrey	
Alford, Schevaletta	
Ali, Zeeshan	
Balis, Andrea	
Baroudi, Salahdine	
Benton, Warren	
Berlin, Adam	
Bowers, Jane P.	
Burleigh, Erica	
Calabro, Nicholas	
Carpi, Anthony	
Cauthen, James	
Celinska, Katarzyna	
Champeil, Elise	
Chandler, Kinya	
Cheng, Shu-Yuan	
Chinebuah, Nana Akuba	
Clarke, John	
DCruze, Maria	

Alternates are Italicized

Student Council Members are bolded

Domingo, Jannette	
<i>Dunham, Janice</i>	
Escher, Margaret	
Furst, Robert Terry	
Gideon, Lior	
Haberfeld, Maki	
Hamilton, Jay	
Hendrick, Veronica	
Jameel, Shumaila	
Jennings, Charles	
Johnson-Dias, Janice	
Kan, Shaobai	
Kaplowitz, Karen	
Kapoor, Mehak	
Karim, Ammarah	
Khan, Hashemul	
Killoran, Katherine	
Kinshasa, Kwando	
Kiriakova, Maria	
Kucharski, Tom	
Kyriacou, Angelos	
Lee, Anru	
Lewis, Ma'at	

<i>Li, Richard</i>	
Lopes, Anne	
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Ma, Yue	
Macdonald, Amie	
Maiorino, Vincent	
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Mandery, Evan	
<i>Marrero, Marisol</i>	
Marshall, Nancy	
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Sheehan, Francis	

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The College Council

December 12, 2012
 1:40 p.m.
 630T

- I. Adoption of the Agenda
- II. Minutes of the November 20, 2012 College Council (attachment A), **Pg. 4**
- III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachment B1 –B69) – Dean Anne Lopes

New General Education Courses (Approved at the November 16, 2012 UCASC Meeting)

- | | | |
|------|---------|---|
| B1. | ECO 1XX | Understanding US Economic Data (US Exp), Pg. 8 |
| B2. | HIS 1XX | Topics in the History of Science, Technology and Medicine (SciWld), Pg. 20 |
| B3. | HIS 1XX | Reacting to the Past (COM), Pg. 34 |
| B4. | HIS 1XX | Criminal Justice and Popular Culture (JCI), Pg. 47 |
| B5. | HIS 3XX | History of Islamic Law (JCII), Pg. 61 |
| B6. | ISP 2XX | Getting Even: Forgiveness and Revenge for Individuals and Societies (GE-I&S), Pg. 76 |
| B7. | ISP 3XX | Moral, Legal, and Ethical Dilemmas that Shape the U.S.A. (JCII), Pg. 89 |
| B8. | LLS 1XX | Latina/os and Justice in New York: Freshman Year Seminar (JCI), Pg. 109 |
| B9. | MHC 1XX | Macaulay Honors Seminar 1: The Arts of NYC (CE), Pg. 123 |
| B10. | MHC 1XX | Macaulay Honors Seminar 2: The Peopling of NYC (US Exp), Pg. 138 |

New General Education Courses (Pending approval at the December 7, 2012 UCASC Meeting)

- | | | |
|------|---------|---|
| B11. | ART 1XX | Latin American Art (CE), Pg. 152 |
| B12. | SSC 1XX | Education and Justice (JCI), Pg. 171 |
| B13. | AFR 3XX | Practicing Community-based Justice in the Africana World (JCII), Pg. 188 |
| B14. | GEN 1XX | Gender, Activism and Social Change (JCI), Pg. 208 |
| B15. | SPA 3XX | Themes of Justice in Latin American Literature and Film (JCII), Pg. 226 |
| B16. | ISP 1XX | Alternate Worlds (CE), Pg. 239 |
| B17. | ISP 1XX | Life Stories (I&S), Pg. 248 |
| B18. | ISP 2XX | Apples and Oranges: Form and Meaning in the Arts (CE), Pg. 262 |
| B19. | ISP 2XX | Technology and Culture (SciWld), Pg. 279 |
| B20. | ISP 1XX | The Twentieth Century: A Decade in Depth (LP), Pg. 296 |
| B21. | ISP 1XX | Sickness and Health (SciWld), Pg. 309 |
| B22. | ISP 3XX | Violence and Evolution of Justice (JCII), Pg. 321 |
| B23. | LIT 2XX | Literary Perspectives on Culture and Globalization (WCGI), Pg. 333 |

- B24. LIT 2XX Literature as Witness (LP), **Pg. 344**
 B25. HIS 1XX Historical Perspectives on Justice and Inequality (JCI), **Pg. 355**
 B26. HIS 2XX Exploring Global History (WCGI), **Pg. 368**
 B27. HIS 3XX History and Justice in the Wider World (JCII), **Pg. 380**
 B28. HIS 3XX Premodern Punishment (JCII), **Pg. 391**
 B29. ARA 2XX (201) Intermediate Arabic I (WCGI), **Pg. 404**
 B30. CHI 2XX (201) Intermediate Chinese I (WCGI), **Pg. 423**
 B31. GER 2XX (201) Intermediate German I (WCGI), **Pg. 442**
 B32. JPN 2XX (201) Intermediate Japanese I (WCGI), **Pg. 461**
 B33. POR 2XX (201) Intermediate Portuguese I (WCGI), **Pg. 478**

Revised General Education Courses (Approved at the November 16, 2012 UCASC Meeting)

- B34. HIS 201 American Civilization - From Colonialism through the Civil War (GE-US Exp), **Pg. 495**
 B35. HIS 202 American Civilization – From 1865 to the Present (GE-US Exp), **Pg. 505**

Revised General Education Courses (Pending Approval at the December 7, 2012 UCASC Meeting)

- B36. ART 101 Introduction to World Art (revised title: Intro to Art) (CE), **Pg. 517**
 B37. ART 104 Art of Africa, Oceania and the Americas (revised title: Non-Western Art & Visual Culture) (CE), **Pg. 530**
 B38. ART 201 Art and Architecture in New York (revised title: Art in New York) (CE), **Pg. 544**
 B39. MAT 105 Modern Mathematics (revised title: College Algebra) (MQR), **Pg. 556**
 B40. PED 110 Contemporary Health Problems (revised title: Personal Health in Society) (I&S), **Pg. 571**
 B41. PHI 102 Introduction to Ethics (revised title: Ethical Foundations of the Just Society) (JCI), **Pg. 586**
 B42. PHI 231 Knowing, Being, Doing: Philosophical Method and Its Applications (revised title: The Big Questions: An intro to Philosophy) (I&S), **Pg. 596**
 B43. ETH (AFR) 123 Race and American Society: The African American Experience (revised title: Justice, the Individual, and Struggle in the African American Experience) (JCI), **Pg. 616**
 B44. ETH (AFR) 125 Race and Ethnicity in America (USExp), **Pg. 627**
 B45. DRA/LLS/SPA 217 Latino/a Theater in the U.S. (Theater of the Americas since 1600) (CE), **Pg. 640**
 B46. ANT/PSY/SOC 110 Drug and Alcohol Use and Abuse in American Society (revised title: Drug Use and Abuse) (I&S), **Pg. 651**
 B47. LLS 241 The Puerto Rican Latina/o Experience in Urban U.S. Settings (revised title: Latina/os and the City) (US Exp), **Pg. 662**
 B48. LLS 247 Growing Up Latina/Latino: From the 1940s to the Present (revised title: Growing Up Latina/o) (I&S), **Pg. 674**
 B49. LLS/AFR/HIS 263 African Heritage in the Caribbean (revised title: Blacks in Latin America) (WCGI), **Pg. 685**
 B50. LLS 322 Civil Rights and Civil Liberties in Urban Latina/o Communities (revised title: Latino/a Struggles for Civil Rights and Social Justice) (JCII), **Pg. 702**
 B51. HIS 217 Three Hundred Years of New York City: A History of the Big Apple

(revised title: History of New York City) (US Exp), **Pg. 724**

Courses Mapped to Gen Ed Learning Outcomes Only (Approved at the November 16, 2012 UCASC Meeting)

- B52. AFR 150 Origins of Contemporary Africa (LP), **Pg. 737**
 B53. MUS 103 American Popular Music from Jazz to Rock (CE), **Pg. 746**
 B54. MUS 140 Introduction to Guitar (COM), **Pg. 754**

Courses Mapped to Gen Ed Learning Outcomes Only (Pending Approval at the December 7, 2012 UCASC Meeting)

- B55. ART 105 Modern Art, **Pg. 763**
 B56. MAT 108 Social Science Mathematics (SciWld), **Pg. 771**
 B57. MUS/LLS 110 Popular Music of the Caribbean (CE), **Pg. 776**
 B58. POL 318 Law and Politics of Sexual Orientation (JCII), **Pg. 784**
 B59. SPA 112 Introductory Spanish II for Heritage Students (COM), **Pg. 791**
 B60. FRE 201 Intermediate French I (WCGI), **Pg. 799**
 B61. ITA 201 Intermediate Italian I (WCGI), **Pg. 811**
 B62. SPA 201 Intermediate Spanish I (WCGI), **Pg. 823**

New Courses

- B63. POL 3XX Politics of International Security, **Pg. 836**
 B64. SEC 3XX Private Security: Trends and Movements, **Pg. 848**
 B65. SEC 3XX Retail and Commercial Security, **Pg. 859**

Course Revisions

- B66. SOC 301 Penology, **Pg. 870**
 B67. SOC 309 Juvenile Delinquency, **Pg. 873**

Program Revisions

- B68. Proposal to Revise the B.S. in Economics, **Pg. 877**
 B69. Proposal to Revise the B.S. in Security Management, **Pg. 891**

IV. Report from the Committee on Graduate Studies (attachments C1 – C3) – Dean Jannette Domingo

New Courses

- C1. SEC 7XX Risk Threat and Critical Infrastructure, **Pg. 901**

Course Revisions

- C2. FCM 740 Data Communications and Forensic Security, **Pg. 911**
 C3. FCM 745 Network Forensics, **Pg. 914**

V. New Business

VI. Administrative Announcements – President Jeremy Travis

VII. Announcements from the Faculty Senate – Professor Karen Kaplowitz

VIII. Announcements from the Student Council – President Mehak Kapoor

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Wednesday, December 12, 2012

The College Council held its fourth meeting of the 2012-2013 academic year on Wednesday, December 12, 2012. The meeting was called to order at 1:50 p.m. and the following members were present: Emiliya Abramova, Jeffrey Aikens, Schevaletta Alford, Zeeshan Ali, Andrea Balis, Salahdine Baroudi, Warren Benton, Adam Berlin, Jane P. Bowers, Nicholas Calabro, James Cauthen, Katarzyna Celinska, Elise Champeil, Kinya Chandler, Shu-Yuan Cheng, John Clarke, Jannette Domingo, Margaret Escher, Robert Terry Furst, Maki Haberfeld, Jay Hamilton, Shumaila Jameel, Charles Jennings, Shaobai Kan, Karen Kaplowitz, Mehak Kapoor, Hashemul Khan, Katherine Killoran, Maria Kiriakova, Tom Kucharski, Angelos Kyriacou, Ma'at Lewis, Anne Lopes, Cyriaco Lopes, Amie Macdonald, Vincent Maiorino, Waqas Majeed, Nancy Marshall, Michael Maxfield, Roger McDonald, Jean Mills, David Munns, Richard Ocejo, Robert Pignatello, Melinda Powers, Carina Quintian, Raul Romero, Richard Saulnier, Francis Sheehan, Thomas Stafford, Staci Strobl, Jeremy Travis, Michelle Tsang, Antonio Welch and Kathryn Wylie-Marques.

Absent were: Erica Burleigh, Anthony Carpi, Nana Akuba Chinebuah, Maria DCruze, Lior Gideon, Veronica Hendrick, Janice Johnson-Dias, Ammarah Karim, Kwando Kinshasa, Anru Lee, Yue Ma, Evan Mandery, Brian Montes, Nicholas Petraco, Amanda Stapleton and Shonna Trinch.

I. Adoption of the Agenda

It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.

II. Minutes of the November 20, 2012 College Council Meeting

It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1 – B69)

A motion was made to withdraw items B22 and B55 from the agenda. The motioned was seconded and approved unanimously.

A motion was made to present New General Education Courses marked B1-B33 as a slate. Remove items B2, B19, and B21 from the slate for further discussion. The motion to approve the slate as amended was seconded and approved unanimously.

A motion was made to adopt New General Education Courses marked:

B1.	ECO 1XX	Understanding US Economic Data (US Exp)
B3.	HIS 1XX	Reacting to the Past (COM)
B4.	HIS 1XX	Criminal Justice and Popular Culture (JCI)
B5.	HIS 3XX	History of Islamic Law (JCII)
B6.	ISP 2XX	Getting Even: Forgiveness and Revenge for Individuals and Societies (GE-I&S)
B7.	ISP 3XX	Moral, Legal, and Ethical Dilemmas that Shape the U.S.A. (JCII)
B8.	LLS 1XX	Latina/os and Justice in New York: Freshman Year Seminar (JCI)
B9.	MHC 1XX	Macaulay Honors Seminar 1: The Arts of NYC (CE)
B10.	MHC 1XX	Macaulay Honors Seminar 2: The Peopling of NYC (US Exp)
B11.	ART 1XX	Latin American Art (CE)
B12.	SSC 1XX	Education and Justice (JCI)
B13.	AFR 3XX	Practicing Community-based Justice in the Africana World (JCII)
B14.	GEN 1XX	Gender, Activism and Social Change (JCI)
B15.	SPA 3XX	Themes of Justice in Latin American Literature and Film (JCII)
B16.	ISP 1XX	Alternate Worlds (CE)
B17.	ISP 1XX	Life Stories (I&S)
B18.	ISP 2XX	Apples and Oranges: Form and Meaning in the Arts (CE)
B20.	ISP 1XX	The Twentieth Century: A Decade in Depth (LP)
B23.	LIT 2XX	Literary Perspectives on Culture and Globalization (WCGI)
B24.	LIT 2XX	Literature as Witness (LP)
B25.	HIS 1XX	Historical Perspectives on Justice and Inequality (JCI)
B26.	HIS 2XX	Exploring Global History (WCGI)
B27.	HIS 3XX	History and Justice in the Wider World (JCII)
B28.	HIS 3XX	Premodern Punishment (JCII)
B29.	ARA 2XX (201)	Intermediate Arabic I (WCGI)
B30.	CHI 2XX (201)	Intermediate Chinese I (WCGI)
B31.	GER 2XX (201)	Intermediate German I (WCGI)
B32.	JPN 2XX (201)	Intermediate Japanese I (WCGI)
B33.	POR 2XX (201)	Intermediate Portuguese I (WCGI)

The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “B2. HIS 1XX Topics in the History of Science, Technology and Medicine (SciWld).” The motion was seconded and passed.

In Favor: 44

Oppose: 4

Abstentions: 4

It was moved to adopt the new course proposal marked “B19. ISP 2XX Technology and Culture (SciWld).” The motion was seconded and failed.

In Favor: 22

Oppose:

Abstentions:

It was moved to adopt the new course proposal marked “B21. ISP 1XX Sickness and Health (SciWld).” The motion was seconded and failed.

In Favor: 33

Oppose:

Abstentions:

A motion was made to present Revised General Education Courses marked B34-B51 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt Revised General Education Courses marked:

- | | | |
|------|-----------------|--|
| B34. | HIS 201 | American Civilization - From Colonialism through the Civil War (GE-US Exp) |
| B35. | HIS 202 | American Civilization – From 1865 to the Present (GE-US Exp) |
| B36. | ART 101 | Introduction to World Art (revised title: Intro to Art) (CE) |
| B37. | ART 104 | Art of Africa, Oceania and the Americas (revised title: Non-Western Art & Visual Culture) (CE) |
| B38. | ART 201 | Art and Architecture in New York (revised title: Art in New York) (CE) |
| B39. | MAT 105 | Modern Mathematics (revised title: College Algebra) (MQR) |
| B40. | PED 110 | Contemporary Health Problems (revised title: Personal Health in Society) (I&S) |
| B41. | PHI 102 | Introduction to Ethics (revised title: Ethical Foundations of the Just Society) (JCI) |
| B42. | PHI 231 | Knowing, Being, Doing: Philosophical Method and Its Applications (revised title: The Big Questions: An intro to Philosophy) (I&S) |
| B43. | ETH (AFR) 123 | Race and American Society: The African American Experience (revised title: Justice, the Individual, and Struggle in the African American Experience) (JCI) |
| B44. | ETH (AFR) 125 | Race and Ethnicity in America (USExp) |
| B45. | DRA/LLS/SPA 217 | Latino/a Theater in the U.S. (Theater of the Americas since 1600) (CE) |
| B46. | ANT/PSY/SOC 110 | Drug and Alcohol Use and Abuse in American Society (revised title: Drug Use and Abuse) (I&S) |
| B47. | LLS 241 | The Puerto Rican Latina/o Experience in Urban U.S. Settings (revised title: Latina/os and the City) (US Exp) |
| B48. | LLS 247 | Growing Up Latina/Latino: From the 1940s to the Present (revised title: Growing Up Latina/o) (I&S) |
| B49. | LLS/AFR/HIS 263 | African Heritage in the Caribbean (revised title: Blacks in Latin America) (WCGI) |
| B50. | LLS 322 | Civil Rights and Civil Liberties in Urban Latina/o Communities (revised title: Latino/a Struggles for Civil Rights and Social Justice) (JCII) |
| B51. | HIS 217 | Three Hundred Years of New York City: A History of the Big Apple (revised title: History of New York City) (US Exp) |

The motion was seconded and approved unanimously.

A

A motion was made to present Courses Mapped to Gen Ed Learning Outcomes Only marked B52-B62 as a slate. Remove items B54 and B56 from the slate for further discussion. The motion to approve the slate as amended was seconded and approved unanimously.

A motion was made to adopt Courses Mapped to Gen Ed Learning Outcomes Only marked:

B52.	AFR 150	Origins of Contemporary Africa (LP)
B53.	MUS 103	American Popular Music from Jazz to Rock (CE)
B57.	MUS/LLS 110	Popular Music of the Caribbean (CE)
B58.	POL 318	Law and Politics of Sexual Orientation (JCII)
B59.	SPA 112	Introductory Spanish II for Heritage Students (COM)
B60.	FRE 201	Intermediate French I (WCGI)
B61.	ITA 201	Intermediate Italian I (WCGI)
B62.	SPA 201	Intermediate Spanish I (WCGI)

The motion was seconded and approved unanimously.

It was moved to adopt the courses mapped to Gen Ed learning outcomes only proposal marked "B54. MUS 140 Introduction to Guitar (COM)." The motion was seconded and failed.

In Favor: 21

Oppose:

Abstentions:

It was moved to adopt the courses mapped to Gen Ed learning outcomes only proposal marked "B56. MAT 108 Social Science Mathematics (SciWld)." The motion was seconded and failed.

In Favor: 26

Oppose: 16

Abstentions: 1

It was moved to adopt the new course proposal marked "B63. POL 3XX Politics of International Security." The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked "B64. SEC 3XX Private Security: Trends and Movements." The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked "B65. SEC 3XX Retail and Commercial Security." The motion was seconded and approved unanimously.

It was moved to adopt the revised course proposal marked "B66. SOC 301 Penology." The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked "B67. SOC 309 Juvenile Delinquency." The motion was seconded and approved unanimously.

It was moved to adopt the program revision marked "B68. Proposal to Revise the B.S. in Economics." The motion was seconded and approved unanimously.

It was moved to adopt the program revision marked “B69. Proposal to Revise the B.S. in Security Management.” The motion was seconded and approved unanimously.

IV. Report from the Committee on Graduate Studies (attachments C1-C3)

It was moved to adopt the new course proposal marked “C1. SEC 7XX Risk Threat and Critical Infrastructure.” The motion was seconded and approved unanimously.

A motion was made to present Course Revisions marked C2-C3 as a slate. The motion was seconded and approved unanimously.

It was moved to adopt the slate marked:

C2.	FCM 740	Data Communications and Forensic Security
C3.	FCM 745	Network Forensics

The motion was seconded and approved unanimously.

The meeting was adjourned at 3:35 p.m.

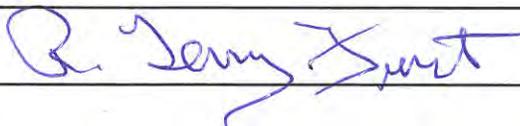
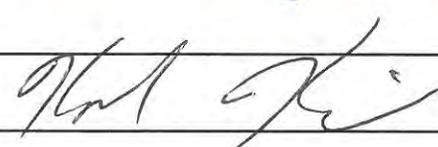
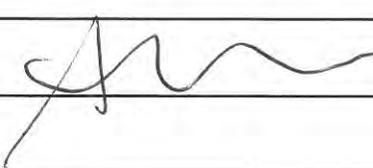
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

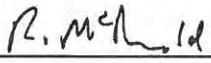
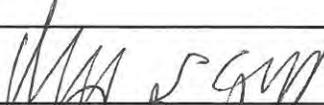
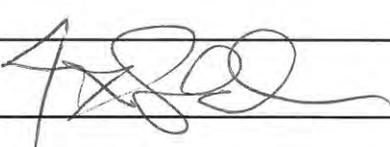
COLLEGE COUNCIL SIGN-IN SHEET

Thursday, February 14, 2013

Be

Aikens, Jeffrey
Ali, Zeeshan <i>Zeeshan</i>
Arsovska, Jana
Balis, Andrea <i>Andrea</i>
Beckett, Elton <i>Berlin, Adam</i> <i>AD</i>
Benjamin, Mark
Bowers, Jane P.
Brown, Whitney
Burleigh, Erica
Cauthen, James
Chandler, Kinya
Cheng, Demi <i>Demi</i>
Clarke, John
Collins, Kathleen
Davies, Lyell
DeLuca, Joseph
Diaz, Virginia
DiGiovanna, James
Domingo, Jannette <i>Jannette</i>
Dufour, Mathieu

<i>Dunham, Janice</i>	
Dysart, Jennifer	
<i>Frazier, Beverly</i>	
Furst, Terry	
<i>Gates, Jay Paul</i>	
Gideon, Lior	
Glasford, Demis	
Greenberg, Laura	
Groner, Norman	
Haberfeld, Maki	
Harner, Devin	
Haw, Richard	
Hendrick, Veronica	
Johnson Eanes, Berenecea	
Kan, Shaobai	
Kaplowitz, Karen	
Kapoor, Mehak	
Kinshasa, Kwando	
Lam, Nilsa	
Lee, Anru	
Li, Richard	
Lopes, Anne	
<i>Lopez, Sylvia</i>	
<i>Karim, Ammarah</i>	

Ma, Yue
Maiorino, Vincent 
Mandery, Evan
Mauvais, Marcelle
McDonald, Roger 
McDougall, Sara
McKiever, Shavonne
Melendez, Mickey
Montes, Brian
Mulder, Catherine
Munns, David 
Nieves, Rhonda
Ocejo, Richard 
Pignatello, Robert 
Quintian, Carina 
Richardson, Rick
Rubio, Raul
Saulnier, Richard 
Scaduto, Michael
Sheehan, Francis 
Singh, Davinder
Strobl, Staci
Terry, Karen

Nancy Marshall

Alternates are Italicized

Student Council Members are bolded

Thompson, Denise
Thompson, Donica
Tovar, Patricia
Travis, Jeremy
Tsang, Michelle
<i>Blush, Ned</i>
<i>Jameel, Shumei 19</i>
<i>Pyriacou, Angeles</i>
<i>C. A.</i>
<i>Shonna Trinch Ann</i>
<i>Maria Kiriakova Li Grady</i>
<i>Kashko Celinka Dept. of doc, Police Science & JTA</i>
<i>Jean Mills English</i>
<i>Hyunhee Park, History</i>
<i>LYEN DAVIES ML CTA</i>
WAQAS MAJIED
<i>D'cruze, Maria - Junior Rep.</i>
<i>Nicholas Celbro - Freshman Rep.</i>
<i>Tom Kucharski</i>

Emiliya Abramova Student Council

Amie Macdonald Philosophy.
CYRILCO PEREIRA ART & MUSIC
Amonda Stapleton Student Council

Salahdine Baroneh

Peggy Escher English

J. Kana

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The College Council

February 14, 2013
 1:40 p.m.
 630T

- I. Adoption of the Agenda
- II. Minutes of the December 12, 2012 College Council (attachment A), **Pg. 3**
- III. Adoption of the Middle States Self-Study Report (attachment B) – Associate Provost James Llana, **Pg. 8**
- IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachment C1 –C27) – Dean Anne Lopes

New Courses

- | | | |
|------|---------------|---|
| C1. | BIO 2XX | The Incredible Living Machine (SciWld), Pg. 134 |
| C2. | CHE 1XX | The Extraordinary Chemistry of Ordinary Things (SciWld), Pg. 151 |
| C3. | COM 1XX | Justice and Communication in Civic Life (JCI), Pg. 166 |
| C4. | ISP 2XX | Remembering and Forgetting in Public and in Private (LP), Pg. 184 |
| C5. | ISP 1XX | Ripped from the Headlines (Com), Pg. 197 |
| C6. | ISP 2XX | Truth and Creativity: How We Create Meaning (CE), Pg. 211 |
| C7. | ISP 3XX | Making Waves: Troublemakers, Gadflies and Whistleblowers (JCII), Pg. 227 |
| C8. | ISP 3XX | Violence in the Pursuit of Justice (JCII), Pg. 243 |
| C9. | LLS 2XX | Revolution and Social Change in Latin American Literature and the Arts (CE), Pg. 255 |
| C10. | POL 1XX | Struggles for Justice in the Workplace (JCI), Pg. 275 |
| C11. | SCI 1XX (114) | Scientific Principles of Forensic Science (Life/Phys Sci), Pg. 290 |

Courses Being Mapped to Gen Ed Outcomes

- | | | |
|------|---------|--|
| C12. | MAT 108 | Social Science Mathematics (changed to Math/Quant Reasoning), Pg. 307 |
| C13. | POL 320 | International Human Rights (JCII), Pg. 314 |

Course Revisions

- | | | |
|------|----------|--|
| C14. | CJBS 101 | Introduction to the American Criminal Justice System, Pg. 325 |
| C15. | SOC 216 | Probation and Parole, Pg. 327 |
| C16. | HIS 320 | The History of Crime and Punishment in the U.S. (JCII), Pg. 330 |
| C17. | LIT 327 | Crime and Punishment in Literature (JCII), Pg. 340 |
| C18. | LLS 325 | The Latina/o Experience of Criminal Justice (JCII), Pg. 349 |
| C19. | LLS 341 | Immigrants, Citizens, Exiles and Refugees in the Americas (JCII), Pg. 365 |
| C20. | SPE 201 | Argumentation and Debate (Com), Pg. 383 |

- C21. ART 113 Digital Photography I (Com), **Pg. 394**
 C22. ART 115 Introduction to Sculpture (Com), **Pg. 405**
 C23. ART 110 Ceramics (Com), **Pg. 413**
 C24. ART 111 Introduction to Drawing (Com), **Pg. 424**

Motions to be Renewed from December 12, 2012 College Council

- C25. ISP 2XX Technology and Culture (SciWld), **Pg. 436**
 C26. MUS 140 Introduction to Guitar (Com), **Pg. 458**

Academic Standards

- C27. Proposal to Revise the Undergraduate Dean's List Standards, **Pg. 466**

- V. Report from the Committee on Graduate Studies (attachments D1 – D2) – Dean Jannette Domingo

Programs

- D1. A proposal for a new program: The MS degree in Security Management., **Pg. 468**
 D2. The NYSED application for an online degree in Security Management., **Pg. 501**

- VI. Changes to the College Council Committees Membership list, **Pg. 513**

- VII. New Business

- VIII. Administrative Announcements – Provost Jane Bowers

- IX. Announcements from the Faculty Senate – Professor Karen Kaplowitz

- X. Announcements from the Student Council – President Mehak Kapoor

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Thursday, February 14, 2013

The College Council held its fifth meeting of the 2012-2013 academic year on Thursday, February 14, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Emiliya Abramova, Zeeshan Ali, Andrea Balis, Salahdine Baroudi, Warren Benton, Adam Berlin, Jane P. Bowers, Nicholas Calabro, Katarzyna Celinska, Shu-Yuan Cheng, Lyell Davies, Maria DCruze, Jannette Domingo, Margaret Escher, Robert Terry Furst, Charles Jennings, Shaobai Kan, Karen Kaplowitz, Ammarah Kaarim, Katherine Killoran, Kwando Kinshasa, Maria Kiriakova, Tom Kucharski, Angelos Kyriacou, Anru Lee, Anne Lopes, Cyriaco Lopes, Amie Macdonald, Vincent Maiorino, Nancy Marshall, Roger McDonald, Jean Mills, David Munns, Richard Ocejo, Hyun Lee Park, Robert Pignatello, Melinda Powers, Carina Quintian, Richard Saulnier, Francis Sheehan, Amanda Stapleton, and Shonna Trinch.

Absent were: Jeffrey Aikens, Schevaletta Alford, Erica Burleigh, Anthony Carpi, James Cauthen, Elise Champeil, Kinya Chandler, John Clarke, Lior Gideon, Maki Haberfeld, Jay Hamilton, Veronica Hendrick, Janice Johnson-Dias, Mehak Kapoor, Hashemul Khan, Ma'at Lewis, Yue Ma, Evan Mandery, Michael Maxfield, Brian Montes, Nicholas Petraco, Raul Romero, Thomas Stafford, Staci Strobl, Jeremy Travis, Michelle Tsang, and Antonio Welch.

I. Adoption of the Agenda

A motion was made to amend the agenda as follows:

- Withdraw items D1 and D2 from the agenda and resubmit to the College Council for the March 13, 2013 meeting.
- Nicolas Calabro, the freshman representative was recertified to serve on the College Council.

The amended agenda was seconded and approved unanimously.

II. Minutes of the December 12, 2012 College Council Meeting

It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Adoption of the Middle States Self-Study Report (attachment B)

It was moved to adopt the Middle States Self-Study Report as amended. The motion as seconded and approved unanimously.

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1 – C27)

A motion was made to present New Courses marked C1-C11 as a slate and remove items C1, C2, and C11 for further discussion. The motion to approve the slate as amended was seconded and approved unanimously.

A motion was made to adopt New Courses marked:

- | | | |
|------|---------|---|
| C3. | COM 1XX | Justice and Communication in Civic Life (JCI) |
| C4. | ISP 2XX | Remembering and Forgetting in Public and in Private (LP) |
| C5. | ISP 1XX | Ripped from the Headlines (Com) |
| C6. | ISP 2XX | Truth and Creativity: How We Create Meaning (CE) |
| C7. | ISP 3XX | Making Waves: Troublemakers, Gadflies and Whistleblowers (JCII) |
| C8. | ISP 3XX | Violence in the Pursuit of Justice (JCII) |
| C9. | LLS 2XX | Revolution and Social Change in Latin American Literature and the Arts (CE) |
| C10. | POL 1XX | Struggles for Justice in the Workplace (JCI) |

The motion was seconded and approved unanimously.

A motion was made to adopt C1, C2, and C11 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt courses marked:

- | | | |
|------|---------------|---|
| C1. | BIO 2XX | The Incredible Living Machine (SciWld) |
| C2. | CHE 1XX | The Extraordinary Chemistry of Ordinary Things (SciWld) |
| C11. | SCI 1XX (114) | Scientific Principles of Forensic Science (Life/Phys Sci) |

The motion seconded and failed.

In Favor: 34

Oppose: 3

Abstentions: 0

A motion was made to present Courses Being Mapped to Gen Ed Outcomes marked C12-C13 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt Courses Being Mapped to Gen Ed Outcomes marked:

- | | | |
|------|---------|--|
| C12. | MAT 108 | Social Science Mathematics (changed to Math/Quant Reasoning) |
| C13. | POL 320 | International Human Rights (JCII) |

The motion was seconded and approved unanimously.

A motion was made to present Course Revisions marked C14-C24 as a slate. The motion to approve the slate was seconded and approved unanimously.

A motion was made to adopt Course Revisions marked:

C14.	CJBS 101	Introduction to the American Criminal Justice System
C15.	SOC 216	Probation and Parole
C16.	HIS 320	The History of Crime and Punishment in the U.S. (JCII)
C17.	LIT 327	Crime and Punishment in Literature (JCII)
C18.	LLS 325	The Latina/o Experience of Criminal Justice (JCII)
C19.	LLS 341	Immigrants, Citizens, Exiles and Refugees in the Americas (JCII)
C20.	SPE 201	Argumentation and Debate (Com)
C21.	ART 113	Digital Photography I (Com)
C22.	ART 115	Introduction to Sculpture (Com)
C23.	ART 110	Ceramics (Com)
C24.	ART 111	Introduction to Drawing (Com)

The motion was seconded and approved unanimously.

A motion was made to present Motions to be Renewed from December 12, 2012 College Council marked C25-C26 as a slate. The motion to approve the slate was seconded and approved unanimously.

A motion was made to adopt Motions to be Renewed from December 12, 2012 College Council marked:

C25.	ISP 2XX	Technology and Culture (SciWld)
C26.	MUS 140	Introduction to Guitar (Com)

It was moved to adopt the Academic Standards proposal marked C27. Proposal to Revise the Undergraduate Dean's List Standards." The motion was seconded and failed.

In Favor: 33

Oppose: 3

Abstentions: 1

V. Changes to the College Council Committees Membership list

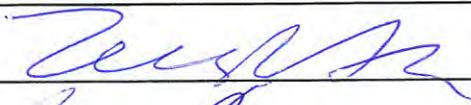
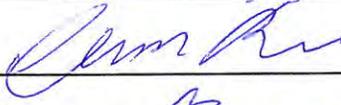
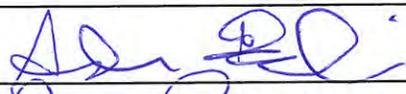
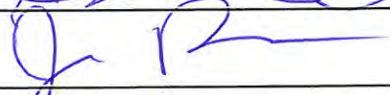
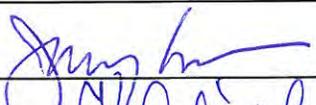
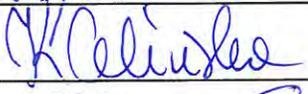
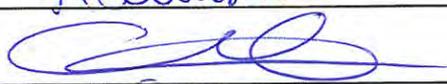
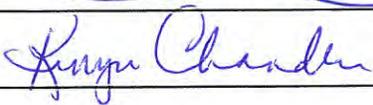
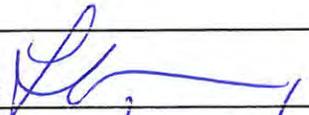
Tom Kurchaski resigned from his position on the Executive Committee of the College Council. Faculty Senate will nominate a faculty member to fill this vacancy at the next Faculty Senate meeting.

The meeting was adjourned at 3:04 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

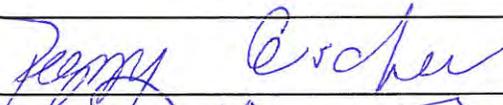
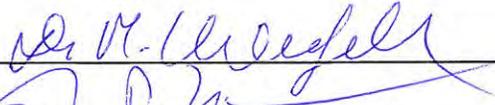
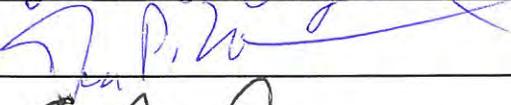
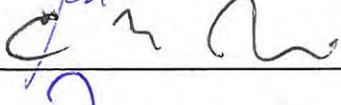
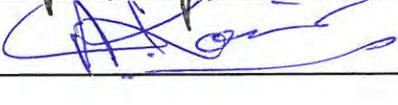
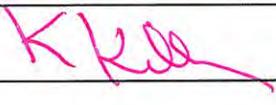
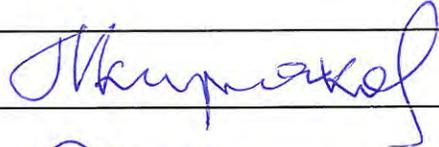
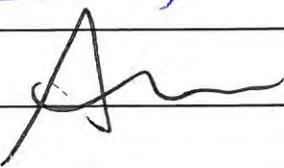
COLLEGE COUNCIL SIGN-IN SHEET

Wednesday, March 13, 2013

Abramova, Emiliya	
Aikens, Jeffrey	
Alford, Schevaletta	
Ali, Zeeshan	
Balis, Andrea	
Baroudi, Salahdine	
Benton, Warren	
Berlin, Adam	
Bowers, Jane P.	
Burleigh, Erica	
Calabro, Nicholas	
Carpi, Anthony	
Cauthen, James	
Celinska, Katarzyna	
Champeil, Elise	
Chandler, Kinya	
Cheng, Shu-Yuan	
Clarke, John	
Cook-Francis, Lynette	
Davies, Lyell	

Alternates are Italicized

Student Council Members are bolded

DCruze, Maria	
Domingo, Jannette	
<i>Dunham, Janice</i>	
Escher, Margaret	
Furst, Robert Terry	
Gideon, Lior	
Haberfeld, Maki	
Hamilton, Jay	
Jennings, Charles	
Johnson-Dias, Janice	
Kan, Shaobai	
Kaplowitz, Karen	
Kapoor, Mehak	
Karim, Ammarah	
Khan, Hashemul	
Killoran, Katherine	
Kinshasa, Kwando	
Kiriakova, Maria	
Kucharski, Tom	
Kyriacou, Angelos	
Lee, Anru	
Lewis, Ma'at	
<i>Li, Richard</i>	

Lopes, Anne	<i>Anne Lopes</i>
Lopes, Cyriaco	
Ma, Yue	<i>Yue Ma</i>
Macdonald, Amie	<i>Amie Macdonald</i>
Maiorino, Vincent	<i>Vincent Maiorino</i>
Majeed, Waqas	
Mandery, Evan	
Marrero, Marisol	<i>Marisol Marrero</i>
Marshall, Nancy	<i>Nancy Marshall</i>
Maxfield, Michael	
McDonald, Roger	<i>R. McDonald</i>
Mills, Jean	<i>Jean Mills</i>
Montes, Brian	
Munns, David	<i>David Munns</i>
Ocejo, Richard	<i>Richard Ocejo</i>
Petraco, Nicholas	
Pignatello, Robert	<i>Robert Pignatello</i>
Powers, Melinda	
Quintian, Carina	<i>Carina Quintian</i>
Romero, Raul	<i>Raul Romero</i>
Saulnier, Richard	<i>Richard Saulnier</i>
Sheehan, Francis	<i>Francis Sheehan</i>
Stapleton, Amanda	

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The College Council

March 13, 2013
 1:40 p.m.
 630T

- I. Adoption of the Agenda
- II. Minutes of the February 14, 2013 College Council (attachment A), **Pg. 3**
- III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1 –B19) – Dean Anne Lopes

New Courses

- | | | |
|------|---------|---|
| B1. | LIT 3XX | Comic Books and Graphic Novels, Pg. 6 |
| B2. | LIT 2XX | The Horror Film, Pg. 17 |
| B3. | MAT 2XX | Computer Architecture, Pg. 29 |
| B4. | PHI 4XX | Senior Seminar in Metaphysics & Epistemology, Pg. 39 |
| B5. | ISP 3XX | Just Intentions: Global Humanitarianism (JCII), Pg. 54 |
| B6. | LLS 3XX | Ethical Strains in U.S. Latino/a Literature (JCII), Pg. 72 |
| B7. | ANT 1XX | The Ethnography of Youth & Justice in NYC (JCI), Pg. 86 |
| B8. | MHC 2XX | Macauley Seminar 4: Shaping the Future of NYC (I&S), Pg. 99 |
| B9. | MHC 2XX | Macauley Honors Seminar 3: Science & Technology in NYC (SciWld), Pg. 113 |
| B10. | ART 1XX | Introduction to Painting (Com), Pg. 131 |
| B11. | ART 2XX | Museum & Curatorial Studies (Com), Pg. 147 |
| B12. | ART 2XX | Haitian Art (WC), Pg. 159 |

Courses Being Mapped to Gen Ed Outcomes

- | | | |
|------|---------|---|
| B13. | ART 105 | Modern Art (CE), Pg. 169 |
| B14. | ART 224 | African American Women in Art (USExp), Pg. 177 |
| B15. | SPA 211 | Intermediate Spanish I for Heritage Speakers (WC), Pg. 185 |

Course Revisions

- | | | |
|------|---------|--|
| B16. | POL 244 | Politics of Immigration, Pg. 196 |
| B17. | SPE 113 | Speech Communication (Com), Pg. 204 |
| B18. | MUS 102 | Music Skills (Com), Pg. 219 |
| B19. | MUS 115 | Introduction to Vocal Technique, Style and Song Literature (Com), Pg. 230 |

- IV. Report from the Committee on Graduate Studies (attachments C1 – C4) – Dean Jannette Domingo

Course Revision

- | | | |
|-----|---------|--|
| C1. | CRJ 791 | Criminal Justice Thesis Prospectus Seminar, Pg. 241 |
|-----|---------|--|

Programs

- C2. A NYSED application for curriculum revisions in the MPA-IO program, **Pg. 244**
- C3. A proposal for a new program: The MS degree in Security Management., **Pg. 265**
- C4. The NYSED application for an online degree in Security Management., **Pg. 297**

V. Elections to the College Council Committees (attachment D), **Pg. 309**

-Elise Champeil was nominated to fill the vacant position on the College Council Executive Committee as one of the seven full-time faculty members, **Pg. 314**

-Angela Crossman was named by the ECCC to fill the vacant position on the Committee on Faculty Personnel as one of the alternate at-large faculty members, **Pg. 318**

VI. Changes to College Council Committees Membership list

-Michael Scaduto was nominated to fill the vacant position on the Budget and Planning Committee as one of the two higher education officer representatives, **Pg. 321**

VII. New Business

VIII. Administrative Announcements – Provost Jane Bowers

IX. Announcements from the Faculty Senate – Professor Karen Kaplowitz

X. Announcements from the Student Council – President Mehak Kapoor

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Wednesday, March 13, 2013

The College Council held its sixth meeting of the 2012-2013 academic year on Wednesday, March 13, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Emiliya Abramova, Schevaletta Alford, Andrea Balis, Salahdine Baroudi, Warren Benton, Adam Berlin, Jane P. Bowers, Erica Burleigh, James Cauthen, Katarzyna Celinska, Elise Champeil, Kinya Chandler, Lynette Cook-Francis, Lyell Davies, Jannette Domingo, Margaret Escher, Robert Terry Furst, Lior Gideon, Maki Haberfeld, Jay Hamilton, Charles Jennings, Janice Johnson-Dias, Shaobai Kan, Karen Kaplowitz, Ammarah Karim, Katherine Killoran, Maria Kiriakova, Angelos Kyriacou, Anru Lee, Ma'at Lewis, Richard Li, Anne Lopes, Amie Macdonald, Vincent Maiorino, Marisol Marrero, Nancy Marshall, Roger McDonald, Jean Mills, David Munns, Richard Ocejo, Robert Pignatello, Melinda Powers, Carina Quintian, Raul Romero, Richard Saulnier, Francis Sheehan, Staci Strobl, and Shonna Trinch.

Absent were: Jeffrey Aikens, Zeeshan Ali, Nicholas Calabro, Anthony Carpi, Shu-Yuan Cheng, John Clarke, Maria DCruze, Hashemul Khan, Kwando Kinshasa, Tom Kucharski, Evan Mandery, Michael Maxfield, Brian Montes, Nicholas Petraco, Amanda Stapleton, Jeremy Travis, Michelle Tsang, and Antonio Welch.

I. Adoption of the Agenda

A motion was made to amend the agenda as follows:

- To group B1-B4 as New Courses; group B5-B12 as New General Education Courses; group B17-B19 as Revised General Education Courses.
- To switch item V. stating 'Angela Crossman was named by the ECCC to fill the vacant position on the Committee on Faculty Personnel as one of the alternate at-large faculty members' with item VI. 'Michael Scaduto was nominated to fill the vacant position on the Budget and Planning Committee as one of the two higher education officer representatives'.

The amended agenda was seconded and approved unanimously.

II. Minutes of the February 14, 2013 College Council Meeting

It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B19)

It was moved to adopt the new course proposal marked “B1. LIT 3XX: Comic Books and Graphic Novels.” The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “B2. LIT 2XX: The Horror Film.” The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “B3. MAT 2XX: Computer Architecture.” The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “B4. PHI 4XX: Senior Seminar in Metaphysics & Epistemology.” The motion was seconded and approved unanimously.

A motion was made to present New General Education Courses marked B5-B12 as a slate. The motion to approve the slate was seconded and approved unanimously.

A motion was made to adopt New General Education Courses marked:

B5.	ISP 3XX	Just Intentions: Global Humanitarianism (JCII)
B6.	LLS 3XX	Ethical Strains in U.S. Latino/a Literature (JCII)
B7.	ANT 1XX	The Ethnography of Youth & Justice in NYC (JCI)
B8.	MHC 2XX	Macauley Seminar 4: Shaping the Future of NYC (I&S)
B9.	MHC 2XX	Macauley Honors Seminar 3: Science & Technology in NYC (SciWld)
B10.	ART 1XX	Introduction to Painting (Com)
B11.	ART 2XX	Museum & Curatorial Studies (Com)
B12.	ART 2XX	Haitian Art (WC)

The motion was seconded and approved unanimously.

A motion was made to present Courses Being Mapped to Gen Ed Outcomes marked B13-B15 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt Courses Being Mapped to Gen Ed Outcomes marked:

B13.	ART 105	Modern Art (CE)
B14.	ART 224	African American Women in Art (USExp)
B15.	SPA 211	Intermediate Spanish I for Heritage Speakers (WC)

The motion was seconded and approved unanimously.

It was moved to adopt the course revision marked “B16. POL 244: Politics of Immigration.” The motion was seconded and approved unanimously.

A motion was made to present Revised General Education Courses marked B17-B19 as a slate. The motion to approve the slate was seconded and approved unanimously.

A motion was made to adopt Revised General Education Courses marked:

B17.	SPE 113	Speech Communication (Com)
B18.	MUS 102	Music Skills (Com)
B19.	MUS 115	Introduction to Vocal Technique, Style and Song Literature (Com)

The motion was seconded and approved unanimously.

IV. Report from the Committee on Graduate Studies (attachments C1-C4)

It was moved to adopt the course revision marked “C1. CRJ 791: Criminal Justice Thesis Prospectus Seminar.” The motion was seconded and approved unanimously.

It was moved to adopt the program proposal marked “C2.A NYSED application for curriculum revisions in the MPA-IO program.” The motion was seconded and approved unanimously.

It was moved to adopt the program proposal marked “C3.A proposal for a new program: The MS degree in Security Management.” The motion was seconded and approved unanimously.

It was moved to adopt the program proposal marked “C4. The NYSED application for an online degree in Security Management”. The motion was seconded.

Prof. Roger McDonald motioned to amend the proposal marked “C4. The NYSED application for an online degree in Security Management” to add a contingency that the program would not go into effect until the policies for online courses were in place. The motion was seconded and failed.

In Favor: 28

Oppose: 2

Abstentions: 6

It was then moved to adopt the program proposal marked “C4. The NYSED application for an online degree in Security Management”. The motion failed.

In Favor: 16

Oppose: 0

Abstentions: 16

V. Elections to the College Council Committees

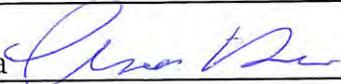
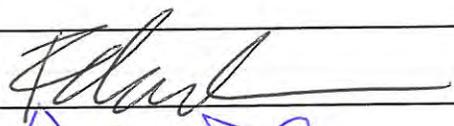
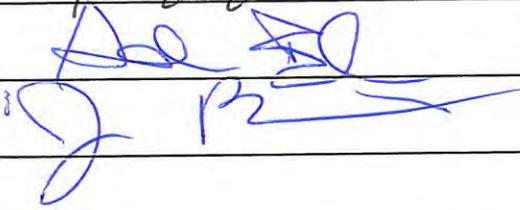
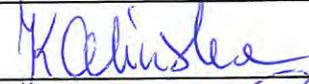
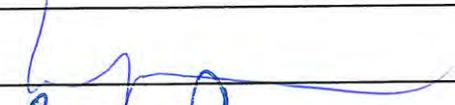
It was moved to nominate Elise Champeil to the College Council Executive Committee and Michael Scaduto to the Budget and Planning Committee. The motion was seconded and approved unanimously.

The meeting was adjourned at 3:15 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

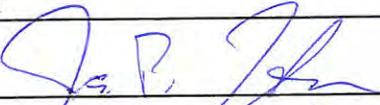
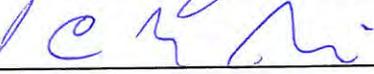
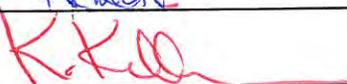
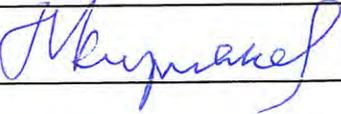
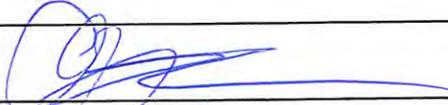
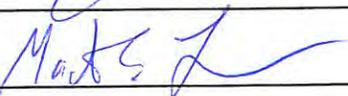
COLLEGE COUNCIL SIGN-IN SHEET

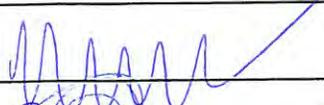
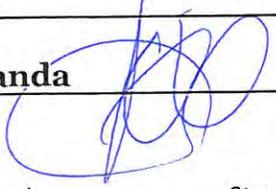
Monday, April 15, 2013

Abramova, Emiliya	
Aikens, Jeffrey	
Alford, Schevaletta	
Ali, Zeeshan	
Balis, Andrea	
Baroudi, Salahdine	
Benton, Warren	
Berlin, Adam	
Bowers, Jane P.	
Burleigh, Erica	
Calabro, Nicholas	
Carpi, Anthony	
Cauthen, James	
Celinska, Katarzyna	
Champeil, Elise	
Chandler, Kinya	
Cheng, Shu-Yuan	
Clarke, John	
Cook-Francis, Lynette	
Davies, Lyell	

Alternates are Italicized

Student Council Members are bolded

DCruze, Maria	
Domingo, Jannette	
<i>Dunham, Janice</i>	<i>Janice Dunham (for Anne Macdonald)</i>
Escher, Margaret	<i>Margaret Escher</i>
Furst, Robert Terry	
Gideon, Lior	
Haberfeld, Maki	
Hamilton, Jay	
Jennings, Charles	
Johnson-Dias, Janice	
Kan, Shaobai	
Kaplowitz, Karen	
Kapoor, Mehak	
Karim, Ammarah	
Khan, Hashemul	
Killoran, Katherine	
Kinshasa, Kwando	
Kiriakova, Maria	
Kucharski, Tom	
Kyriacou, Angelos	
Lee, Anru	
Lewis, Ma'at	
<i>Li, Richard</i>	

Lopes, Anne	
Lopes, Cyriaco	
Ma, Yue	
Macdonald, Amie	<i>Amie O. KSWP (PhD) int-sub.</i>
Maiorino, Vincent	
Majeed, Waqas	
Mandery, Evan	<i>Evan Mandery</i>
Marrero, Marisol	<i>Marisol Marrero</i>
Marshall, Nancy	<i>Nancy Marshall</i>
Maxfield, Michael	
McDonald, Roger	
Mills, Jean	<i>Jean Mills</i>
Montes, Brian	<i>Brian Montes</i>
Munns, David	<i>David Munns</i>
Ocejo, Richard	<i>Richard Ocejo</i>
Petraco, Nicholas	
Pignatello, Robert	<i>Robert Pignatello</i>
Powers, Melinda	
Quintian, Carina	
Romero, Raul	<i>Raul Romero</i>
Saulnier, Richard	<i>Richard Saulnier</i>
Sheehan, Francis	
Stapleton, Amanda	

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The College Council

April 15, 2013
 1:40 p.m.
 630T

- I. Adoption of the Agenda
- II. Minutes of the March 13, 2013 College Council (attachment A), **Pg.3**
- III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1 –B28) – Dean Anne Lopes

New Courses:

- B1. HON 2XX (298) Intellectual Foundations II: Leadership & the Common Good (WC), **Pg.6**
- B2. ISP 2XX The Stories We Tell (Com), **Pg.20**
- B3. CJBA 3XX (365) Change and Innovation, **Pg.35**
- B4. CJBA 3YY (380/381) Special Topics in Criminal Justice, **Pg. 49**
- B5. SEC 3XX Private Security and the Law, **Pg.65**
- B6. SEC 3XX Executive & Event Protection, **Pg.78**
- B7. SEC 3XX Private Security & Homeland Defense, **Pg.90**
- B8. SEC 3XX Risk & Vulnerability Analysis, **Pg.102**
- B9. SEC 3XX Security and Safety for Financial Institutions, **Pg.111**
- B10. SEC 3XX Security in Art Museums and Cultural Institutions, **Pg.122**
- B11. SEC 3XX Security Investigations and Consulting, **Pg.134**
- B12. PAD 3XX Workplace Investigations: tools, Techniques and Issues, **Pg.144**
- B13. ECO 1XX Introduction to Microeconomics, **Pg.154**
- B14. ECO 1YY Introduction to Macroeconomics, **Pg.164**

Courses Being Mapped to Gen Ed Outcomes

- B15. SPA 231 Interpreting I (Com), **Pg.174**

Course revisions:

- B16. ECO 170 Introduction to the Economics of Crime & Social Problems (rev title: Crime, Class, Capitalism: the Economics of Justice) (JCI), **Pg.186**
- B17. PHI 202 American Philosophy (rev title: Philosophical Visions of American Pluralism) (US Exp), **Pg.197**
- B18. PHI 302 Philosophy of Rights (JCII), **Pg.209**
- B19. SPA 207 The Spanish American Experience (rev title: Latin America through the Lens of Literature) (WC), **Pg.227**
- B20. SPA 212 Intermediate Spanish II for Heritage Students (Com), **Pg.239**
- B21. LAW 319 The Death Penalty, **Pg.251**

Motions from College Council Meeting on February 14th to be Renewed:

- B22. Motion to approve SCI 114 Scientific Principles of Forensic Science (L/P Sci), **Pg.262**
- B23. Motion to approve BIO 2XX The Incredible Living Machine: the Human Body (SciWld), **Pg.279**
- B24. Motion to approve CHE 1XX Extraordinary Chemistry of Ordinary Things (SciWld), **Pg.297.**

Academic Standards

- B25. Proposal to Allow Double Majors, **Pg.313**
- B26. Proposal to Revise the Undergraduate Grade Appeal Policy, **Pg.314**

Programs

- B27. Proposal to Revise Name of BA in Criminal Justice (Research and Policy), **Pg.317**
- B28. Proposal to Revise the Minor in Political Science, **Pg.318**

- IV. Report from the Committee on Graduate Studies (attachments C1a – C2) – Dean Jannette Domingo

New Courses

- C1a. PAD7XX Tools and Techniques of Policy Analysis-Course Proposal, **Pg.321**
- C1b. Syllabus Tools and Techniques of Policy Analysis, **Pg.327**

Programs

- C2. A NYSED application for curriculum revisions in the MPA-PPA program, **Pg.334**

- V. Proposal to approve the Comprehensive Assessment Report (attachment D)- Professor Carla Barrett, **Pg.360**
- VI. New Business
- VII. Administrative Announcements – Provost Jane Bowers
- VIII. Announcements from the Faculty Senate – Professor Karen Kaplowitz
- IX. Announcements from the Student Council – President Mehak Kapoor

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Monday, April 15, 2013

The College Council held its seventh meeting of the 2012-2013 academic year on Monday, April 15, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Emiliya Abramova, Schevaletta Alford, Andrea Balis, Warren Benton, Adam Berlin, Jane P. Bowers, , Katarzyna Celinska, Elise Champeil, Kinya Chandler, Shu-Yuan Cheng, Lynette Cook-Francis, Lyell Davies, Jannette Domingo, Janice Dunham, Margaret Escher, Lior Gideon, Jay Hamilton, Charles Jennings, Shaobai Kan, Karen Kaplowitz, Ammarah Karim, Mehak Kapoor, Hashemul Khan, Katherine Killoran, Maria Kiriakova, Angelos Kyriacou, Ma'at Lewis, Anne Lopes, Cyriaco Lopes, Vincent Maiorino, Evan Mandery, Marisol Marrero, Nancy Marshall, Amie McDonald, Jean Mills, Brian Montes, David Munns, Richard Ocejo, Robert Pignatello, Raul Romero, Richard Saulnier, Amanda Stapleton and Staci Strobl.

Absent were: Jeffrey Aikens, Zeeshan Ali, Salahdine Baroudi, Erica Burleigh, Nicholas Calabro, Anthony Carpi, James Cauthen, John Clarke, Maria DCruze, Maki Haberfeld, Janice Johnson-Dias, Kwando Kinshasa, Tom Kucharski, Anru Lee, Richard Li, Wagas Majeed, Hue Ma, Michael Maxfield, Roger McDonald, Nicholas Petraco, Melinda Powers, Carina Quintian, Francis Sheenan, Robert Terry-Furst, Jeremy Travis, Shonna Trinch, Michelle Tsang, and Antonio Welch.

I. Adoption of the Agenda

A motion was made to approve the agenda.

It was noted that the date on the agenda should read April 15 and not April 25.

The motion was seconded and approved unanimously

II. Minutes of the March 13, 2013 College Council Meeting

It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B28)

It was moved to adopt the new course proposal marked "B1. HON2XX (298): Intellectual Foundations II: Leadership & the Common Good (WC)". The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “B2. ISP 2XX: The Stories We Tell (Com)”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “B3. CJBA 3XX: Change and Innovation.” The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “B4. CJBA 3YY: Special Topics in Criminal Justice.” The motion was seconded and approved unanimously.

A motion was made to present new courses marked B5-B11 as a slate. The motion to approve the slate was seconded and approved unanimously.

B5.	SEC 3XX	Private Security and the Law
B6.	SEC 3XX	Executive & Event Protection
B7.	SEC 3XX	Private Security & Homeland Defense
B8.	SEC 3XX	Risk & Vulnerability Analysis
B9.	SEC 3XX	Security and Safety for Financial Institutions
B10.	SEC 3XX	Security in Art Museums and Cultural Institutions
B11.	SEC 3XX	Security Investigations and Consulting

A motion was made to adopt the new course proposals marked B5-B11. The motion was seconded and approved unanimously.

A motion was made to adopt the new course proposal marked “B12. PAD 3XX: Workplace Investigations: Tools, Techniques and Issues”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course proposal marked “B13. ECO 1XX: Introduction to Microeconomics”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course proposal marked: “B14. ECO 1YY: Introduction to Macroeconomics. The motion was seconded and approved unanimously.

A motion was made to adopt the course being mapped to Gen Ed “B15. SPA 231 Interpreting I (Com)”. The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked: “B16. ECO 170: Introduction to the Economics of Crime & Social Problems (rev title: Crime, Class, Capitalism: the Economics of Justice) (JCCI)”. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked “B17-B20” as a slate. The motion to adopt as a slate was seconded and approved unanimously.

B17.	PHI 202	American Philosophy (rev title: Philosophical Visions of American Pluralism) (US Exp)
B18.	PHI 302	Philosophy of Rights
B19.	SPA 207	The Spanish American Experience (rev title: Latin America Through the Lens of Literature) (WC)
B20.	SPA 212	Intermediate Spanish II for Heritage Students (Com)

A motion was made to adopt course revisions B17-B20. The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked: “B21. LAW 319 The Death Penalty”. The motion was seconded and approved unanimously.

A motion was made to present motions from College Council meeting on February 14th to be renewed marked B22-B24 as a slate. The motion to adopt as a slate was seconded and approved unanimously.

- B22. Motion to approve SCI 114 Scientific Principles of Forensic Science (L/P Sci)
- B23. Motion to approve BIO 2XX The Incredible Living Machine: the Human Body (SciWld)
- B24. Motion to approve CHE 1XX Extraordinary Chemistry of Ordinary Things (SciWld).

A motion to approve new course proposals “B22-B24” was seconded and approved unanimously.

A motion was made to adopt the Academic Standards proposal marked “B25: Proposal to Allow Double Majors”. The motion was seconded and approved unanimously.

A motion was made to adopt the academic standards proposal marked: “B26: Proposal to Revise the Undergraduate Grade Appeal Policy. The motion was seconded and approved unanimously.

It was moved to adopt the program marked “B27. Proposal to Revise Name of BA in Criminal Justice (Research and Policy)”. The motion was seconded and passed.

In Favor: 38

Oppose: 1

Abstentions: 3

A motion was made to approve program marked “B28. Proposal to Revise the Minor in Political Science”. The motion was seconded and approved unanimously.

IV. Report from the Committee on Graduate Studies (attachments C1a-C2)

It was moved to adopt the new course program marked “C1a: PAD 7XX. The motion was seconded and approved unanimously.

It was moved to adopt the new course program marked “C1b: Syllabus Tools and Techniques of Policy Analysis”. The motion was seconded and approved

It was moved to adopt the new course program marked “C2. A NYSED application for Curriculum Revisions in the MPA-PPA program”. The motion was seconded and approved unanimously.

V. Proposal to approve the Comprehensive Assessment Report.

Professor Carla Barrett presented a summary of the report.

A motion was made to change the wording from “approve” to “receive”. The motion was seconded and approved unanimously.

VI. New Business.

Vice President Lynette Cook-Francis put forth students selected for The Committee on Honors, Prizes and Awards as follows:

- Leonard E. Reisman Medal: John Cusick
- Scholarship & Service Award: Popy Begum
- Howard Mann Humanitarian Award: Sally Abdelghafar
- Graduate Student Service Award: Whitney Brown
- Distinguished Service Awards:
 1. Nayanny Bello-Paniagua
 2. Maria D’Cruz
 3. Nicholas Montano
 4. Shamara Nicholas
 5. Anaiss Rijo

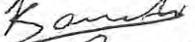
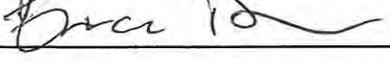
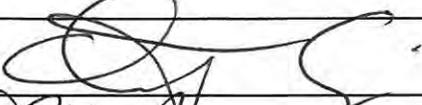
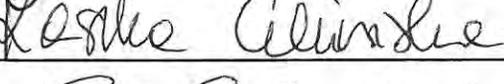
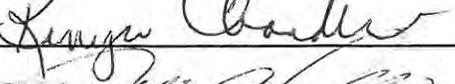
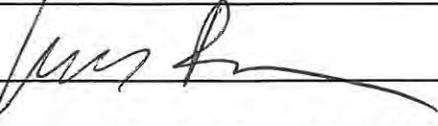
It was moved to adopt the recommendation as is. The motion was seconded and approved unanimously.

The meeting was adjourned at 3:00 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

COLLEGE COUNCIL SIGN-IN SHEET

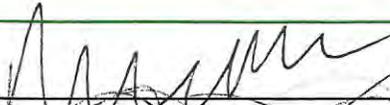
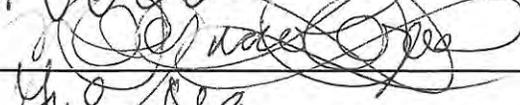
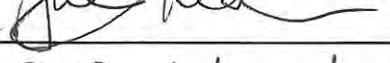
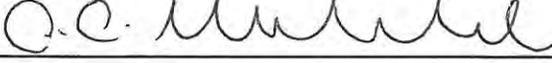
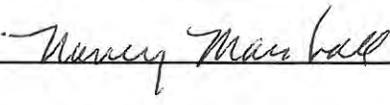
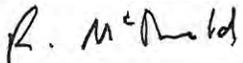
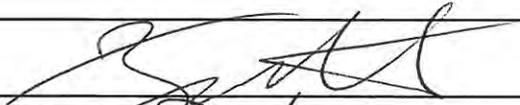
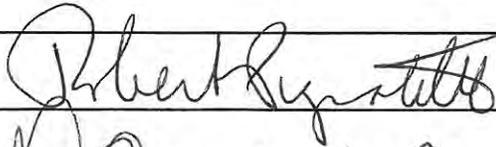
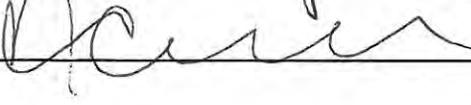
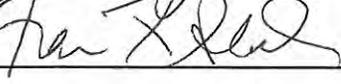
Thursday, May 16, 2013

Abramova, Emiliya	
Aikens, Jeffrey	
Alford, Schevaletta	
Ali, Zeeshan	
Balis, Andrea	
Baroudi, Salahdine	
Benton, Warren	
Berlin, Adam	
Bowers, Jane P.	
Burleigh, Erica	
Calabro, Nicholas	
Carpi, Anthony	
Cauthen, James	
Celinska, Katarzyna	
Champeil, Elise	
Chandler, Kinya	
Cheng, Shu-Yuan	
Clarke, John	
Cook-Francis, Lynette	
Davies, Lyell	

Alternates are Italicized

Student Council Members are bolded

DCruze, Maria	
Domingo, Jannette	
<i>Dunham, Janice</i>	<i>Janice Dunham</i>
Escher, Margaret	<i>Margaret Escher</i>
Furst, Robert Terry	<i>Robert Terry Furst</i>
Gideon, Lior	<i>Lior Gideon</i>
Haberfeld, Maki	<i>Maki Haberfeld</i>
Hamilton, Jay	<i>Jay Hamilton</i>
Jennings, Charles	<i>Charles Jennings</i>
Johnson-Dias, Janice	<i>Janice Johnson-Dias</i>
Kan, Shaobai	<i>Shaobai Kan</i>
Kaplowitz, Karen	<i>Karen Kaplowitz</i>
Kapoor, Mehak	<i>Mehak Kapoor</i>
Karim, Ammarah	
Khan, Hashemul	
Killoran, Katherine	<i>Katherine Killoran</i>
Kinshasa, Kwando	<i>Kwando Kinshasa</i>
Kiriakova, Maria	<i>Maria Kiriakova</i>
Kucharski, Tom	<i>Tom Kucharski</i>
Kyriacou, Angelos	<i>Angelos Kyriacou</i>
Lee, Anru	<i>Anru Lee</i>
Lewis, Ma'at	<i>Ma'at Lewis</i>
<i>Li, Richard</i>	

Lopes, Anne	
Lopes, Cyriaco	
Ma, Yue	
Macdonald, Amie	
Maiorino, Vincent	
Majeed, Waqas	
Mandery, Evan	
Marrero, Marisol	
Marshall, Nancy	
Maxfield, Michael	
McDonald, Roger	
Mills, Jean	
Montes, Brian	
Munns, David	
Ocejo, Richard	
Petraco, Nicholas	
Pignatello, Robert	
Powers, Melinda	
Quintian, Carina	
Romero, Raul	
Saulnier, Richard	
Sharma, Dev	
Sheehan, Francis	

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The College Council

May 16, 2013
 1:40 p.m.
 630T

- I. Adoption of the Agenda
- II. Minutes of the April 15 College Council (attachment A), **Pg.3**
- III. Election to the College Council and Executive Committee (attachment B), **Pg.7**

Dev Sharma was appointed to fill the position vacated by Antonio Welch on the College Council Committee and the Executive Committee of the College Council as the elected at-large student representative.

- IV. Approval of the 2012-2013 graduates (attachment C), **Pg.**
<https://johnjay.jjay.cuny.edu/registrar/graduationlist/htm>
- V. Report from the Undergraduate Curriculum and Academic Standards Committee and The Committee on Graduate Studies on the Policies for Online Programs and Courses – Dean Lopes and Dean Domingo (attachment D), **Pg.**
- VI. Report from the Committee on Graduate Studies (attachments E1 – E4) – Dean Jannette Domingo

New Courses

- E1. FOS 7XX Advanced Topics in Physical Evidence, **Pg.**
- E2. FOS 7XX Forensic Examination of Firearms and Toolmarks, **Pg.**

Renewals

- E3. A renewed motion for the NYSED Part B Distance Education application for the Security Management Program, **Pg.**

Programs

- E4. The 2011-2012 MPA IG online program evaluation, **Pg.**

- VII. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments F1 –F11) – Dean Anne Lopes

Programs

F1. Proposal to Revise the Minor in Public Administration, **Pg**

New Courses

- F2. COM 1XX Justice and the Outsider (JCI), **Pg.**
 F3. PSY 1XX Memory: Imperfections, Injustices and Improvements (JCI)
Pg.
 F4. ANT 1XX (190) Policing in a Multiracial and Multicultural City (NYPD
 Program), **Pg.**
 F5. PSC 1XX (191) Supervisory Leadership for Police Services (NYPD
 Program), **Pg.**
 F6. POL 3XX International Organizations, **Pg.**

Courses Being Mapped to Gen Ed Outcomes

- F7. MUS 104 Music in World Culture (CE), **Pg.**
 F8. SPA 230 Translating I (Com), **Pg.**

Course Revisions

- F9. PHI 201 Philosophy of Art (CE), **Pg.**
 F10. SPA 208 The Theme of Justice in 20th Century Spanish Literature
 (rev title: SPA 3XX The Theme of Justice in Spanish
 Literature (JCI), **Pg.**
 F11. Proposal to Revise the Prerequisites of Selected ENG and LIT Courses (200 &
 300) (due to change in Gen Ed), **Pg.**

VIII. College Council 2013-2014 Calendar (attachment G), **Pg.**

IX. New Business

X. Administrative Announcements – President Travis

XI. Announcements from the Faculty Senate – Professor Karen Kaplowitz

XII. Announcements from the Student Council – President Mehak Kapoor

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Thursday, May 16, 2013

The College Council held its final meeting of the 2012-2013 academic year on Thursday, May 16, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Schevaletta Alford, Zeeshan Ali, Andrea Balis, Salahdine Baroudi, Warren Benton, Adam Berlin, Jane P. Bowers, Erica Burleigh, Anthony Carpi, James Cauthen, Katarzyna Celinska, Elise Champeil, Kinya Chandler, Shu-Yuan Cheng, Lynette Cook-Francis, Lyell Davies, Jannette Domingo, Janice Dunham, Margaret Escher, Robert Terry Furst, Lior Gideon, Maki Haberfeld, Jay Hamilton, Charles Jennings, Janice Johnson-Dias, Karen Kaplowitz, Mehak Kapoor, Katherine Killoran, Kwando Kinshasa, Maria Kiriakova, Tom Kucharski, Angelos Kyriacou, Anru Lee, Ma'at Lewis, Anne Lopes, Cyriaco Lopes, Yue Ma, Amie MacDonald, Evan Mandery, Nancy Marshall, Roger McDonald, Brian Montes, David Munns, Robert Pignatello, Melinda Powers, Carina Quintian, Raul Romero, Richard Saulnier, Dev Sharma, Francis Sheehan, Staci Strobl, Jeremy Travis, Shonna Trinch, and Hyunhee Park.

Absent were: Emiliya Abramova, Jeffrey Aikens, Nicholas Calabro, John Clarke, Maria DCruze, Shaobai Kan, Ammarah Karim, Hashemul Khan, Vincent Maiorino, Michael Maxfield, Jean Mills, Richard Ocejo, Nicholas Petraco, Amanda Stapleton, and Michelle Tsang.

I. Adoption of the Agenda

A motion was made to approve the agenda. The motion was seconded and approved unanimously.

II. Minutes of the April 15, 2013 College Council

It was moved to amend the minutes as presented. Correct Amie MacDonald's and Francis Sheehan's names. The motion was seconded and approved unanimously with the amendments.

III. Election to the College Council and Executive Committee

It was moved to elect Dev Sharma to the vacant College Council and Executive Committee position. The motion was seconded and approved unanimously.

IV. Approval of the 2012-2013 graduates

It was moved to approve the 2012-2013 graduates list which was voted on by the faculty only. The motion was seconded and approved unanimously.

V. Report from the Undergraduate Curriculum and Academic Standards Committee and The Committee on Graduate Studies on the Policies for Online Programs and Courses

It was moved to adopt the Policy for Online Programs and Courses as presented. The motion was seconded and approved unanimously.

VI. Report from the Committee on Graduate Studies (attachments E1-E4)

It was moved to adopt the new course proposal marked “E1. FOS 7XX: Advanced Topics in Physical Evidence”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “E2. FOS 7XX: Forensic Examination of Firearms and Toolmarks”. The motion was seconded and approved unanimously.

It was moved to amend the renewed motion for item E3. the NYSED Part B Distance Education application for the Security Management Program to remove the line that reads “ and will be implemented when our new college-wide education policy is approved by College governance”. The motion was seconded and approved unanimously.

Item E4. The 2011-2012 MPA IG online program evaluation was for submission only. President Travis asked Provost Bowers and Senior Vice President Pignatello to make sure that this document goes on the Budget Planning Committee agenda from now on for further discussion.

VII. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments F1-F11)

It was moved to adopt the revision to the Minor in Public Administration. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “F2. COM 1XX: Justice and the Outsider (JCI)”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “F3. PSY 1XX: Memory: Imperfections, Injustices and Improvements (JCI)”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “F4. ANT 1XX (190): Policing in a Multiracial and Multicultural City (NYPD Program)”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “F5. PSC 1XX (191): Supervisory Leadership for Police Services (NYPD Program)”. The motion was seconded and approved unanimously.

It was moved to adopt the new course proposal marked “F6. POL 3XX: International Organizations”. The motion was seconded and approved unanimously.

It was moved to adopt the course being mapped to Gen Ed Outcomes marked “F7. MUS 104: Music in World Culture (CE)”. The motion was seconded and approved unanimously.

It was moved to adopt the course being mapped to Gen Ed Outcomes marked “F8. SPA 230: Translating I (Com)”. The motion was seconded and approved unanimously.

It was moved to adopt the course revision marked “F9. PHI 201: Philosophy of Art (CE)”. The motion was seconded and approved unanimously.

It was moved to adopt the course revision marked “F10. SPA 208: The Theme of Justice in 20th Century Spanish Literature (rev title: SPA 3XX The Theme of Justice in Spanish Literature (JCI)”. The motion was seconded and approved unanimously.

It was moved to adopt the course revisions marked “F11. Proposal to Revise the Prerequisites of Selected ENG and LIT Courses (200 & 300) (due to change in Gen Ed)”. The motion was seconded and passed.

In Favor: 51

Oppose: 0

Abstentions: 1

VIII. New Business.

Provost Bowers on behalf of the FPC motioned to adopt “Proposed Changes to the FPC Guidelines to Implement the Delegation of Case Consideration to Subcommittees”. A motion was made by Prof. Gideon to table the motion. That motion was seconded and passed.

In Favor: 32

Oppose: 12

Abstentions: 2

The meeting was adjourned at 3:24 p.m.

- 7. Additional AG comments
- 8. New business

Minutes:

SEOF Meeting Minutes
September 25, 2012
Conference Call – 10:00 – 12:00

Participants: Joshua Clegg, Roddrick Colvin, Alexander Long, Keith Markus, Ria Mewengkang.

Guests: Kevin Nesbitt

1. Acceptance of minutes from September 18, 2012.
2. The meeting began with Ria introducing herself. She works in the Office of the Associate Provost, and will be the staff person for this committee.
3. Committee reviewed and accepted draft request to Faculty Senate for discussion of standards related to student communication.
4. Student Members – The committee is still working on replacing student members. We need to find out whether or not we can choose our own students. Alex has agreed to contact Karen Kaplowitz about this query.
5. There will be no meeting on Thursday, September 27. For the month of October we have scheduled two meetings. The first meeting will be as a conference call on **Thursday, October 4, 10:00 – 12:00**. Ria will send the call-in information in a separate email. The next meeting after that will be an in-person meeting, on **Tuesday, October 9, 3:00**. Ria will book a space for that meeting.
6. Kevin joined our conversation and explained his online initiatives. Kevin wanted to know if we can move out of the pilot phase and move all courses to an online system. As the committee is in the final stages of fine tuning the form, Keith asked Kevin what he expects the timeline will be for governance and the process of moving all the courses. Kevin responded by saying that he is in the final stages of the pilot. The College Council is also asking him how he plans on implementing the on-line surveys. But he should have new information about the success rates of the online surveys this semester. While Kevin is unsure if the college can transition to online surveys for the spring semester, he feels that by fall 2013 we should be ready. Talk then moved to faculty concerns over moving to an online survey system. Faculty members worry that it may end up diminishing the quality of feedback. Kevin informed the groups that though numbers have gone down, the quality of comments have gone up. Kevin reported that many students completed surveys online using their smart phones during recent college events and that it may soon be possible for students to complete online SEOF evaluations in class using their smart phones, tablets, and notebook computers.
 The committee then discussed if Kevin's online initiatives should be brought to the College Council as well.

7. The committee made some changes to the instructions. Those changes will be reflected in the edited SEOF form. Also, the instructions need to be made neutral for regular courses, and hybrid and online courses.
8. The committee went through questions 1 – 15 on the SEOF form. Some edits were made and will be reflected on the edited version. Some questions will need to be discussed further as certain clarifications need to be made. These questions are: 8, 12, 13

We will have another conference call on **October 4, 10:00 – 12:00**. Until then, these are the assignments that were given out.

Keith: Send request to the Faculty Senate for discussion of standards regarding student communication
 Send prior item assignments and other relevant documents to Ria
 Contact DoIt about ListServe Issues if server does not come back up

Ria: Include all edits to the SEOF form an upload to blackboard
 Contact Helpdesk to set up conference call meeting on Oct. 4
 Book space for meeting on Oct. 9

Josh: Standardize language of SEOF form once an edited version has been put up

Alex: Contact Karen Kaplowitz about student members

October 4, 10am to 11:20
 Conference Call

1. Go over minutes from September 25, 2012.
2. Student members
3. Invitation from Kevin Nesbitt to meet with online evaluation vendor Tuesday October 23 morning
4. Discuss list of issues regarding AG feedback.
5. New business

Minutes:

SEOF Meeting Minutes
October 4, 2012
Conference Call – 10:00 – 11:20

Participants: Joshua Clegg, Roddrick Colvin, Alexander Long, Keith Markus, Ria Mewengkang.

1. Acceptance of minute from 9/25/2012.
2. Student Members: Alex informed us on 10/4/12 that he will contact Rulisa Galloway to get the names of information of our student members. He has since given us that information. Our student members are:
 Navila Abbas – navila.abbas@jjay.cuny.edu or navila.abbas@gmail.com

Joanna Madon – jmadon@jjay.cuny.edu

3. Invitation from Kevin – The committee agreed to decline Kevin’s invitation to meet with the online evaluation vendors. Alex has volunteered to tell Kevin of the committee’s decision.
4. AG Feedback – The committee went through each of the bullets Josh put together. Based on some of his recommendations, the SEOF has some changes. Some of these changes include:
 - distinguishing the difference between *materials* and *content*
 - clarifying what the letter grades stand for
 - changing the fifth anchor in questions 16 – 23
 - changing the word always, to usually, and never, to rarely
 These changes will be reflected in the edited version of the SEOF. Ria has agreed to make these changes.

The committee has also decided to add the two demographic questions Josh suggested to their pool of rotating questions, to be used in future semesters.

The call ended at 11:20

The next meeting will take place on Oct. 9, room 531T at 3:00 pm.

Agenda for October 9

Room 531T, 3:00 pm

1. Approval of minutes from October 4, 2012
2. Update on student members
3. Review revised form
4. Input from faculty senate re: student involvement
5. Scheduling meeting w/ Faculty Senate
6. Pretest
7. Scheduling additional meetings
8. New business

Minutes:

SEOF Meeting Minutes October 9, 2012, 3:00 pm 531T

Participants: Joshua Clegg, Roddrick Colvin, Alexander Long, Keith Markus, Ria Mewengkang.

1. Acceptance of Minutes from 10/4/2012
2. Update on Student Members: The committee still needs information regarding student members. The original information provided seems to be out of date, as Navila Abbas no longer serves. We have also not heard back from the other student member.
3. The committee discussed the feedback received from Faculty Senate. Based on Karen Kaplowitz’ email, some questions may need to be replaced as they are inconsistent with the Collective Bargaining Agreement. Karen’s email states “The contract does NOT require office hours or communicating with students outside of class. Of course most of us do. To have questions that

assess how well faculty do these things in effect requires faculty to do these things.” (Karen was presented with questions 8 & 12).

The committee then went through all the questions to ensure they are consistent with the contract. Questions 8, 12, 14, 15 & 20 were flagged as questions to review. A discussion was had about whether or not “flagged” questions should be removed, replaced, or reworded.

Josh suggested getting rid of the more controversial questions. In its place, we can use the questions from the original pool. Questions regarding student relations should be picked in a way that will be useful for junior faculty, but not be problematic for senior/tenured faculty.

The “flagged” questions were divided amongst the group for revision.

The assignments are as follows:

Alex: 8, 14

Rod – 11

Keith – 12, 20

Josh – 13 – 15

Alex has also agreed to send out a doodle for the next SEOF meeting.

Agenda for next meeting

1. Acceptance of minutes from 10/9/12
2. Student Members
3. Items for Faculty Senate
4. Pretest

October 23, 2012

Conference Call – 3:00

Agenda

1. Approve minutes from last meeting.
2. Update on student members: there is no update; waiting to hear back from Kenneth Holmes regarding who the new student member might be.
3. Discuss revisions of the eval instrument.
4. Discuss Karen's email regarding online issues.
5. Discuss Kevin's email regarding online issues.

October 23, 2012

Conference Call – 3:00

Minutes

Participants: Joshua Clegg, Roddrick Colvin, Alexander Long, Keith Markus, Ria Mewengkang.

1. Minutes from 10/09/12 were approved.
2. Update on student members. Alex is still working on getting the names of the students who have been nominated to be student members. Dean Holmes has not yet provided him with this information. The question was raised again about whether the committee members can ask students from their class to be a student member.
3. The committee discussed the revisions they made to the SEOF form. Questions 8, 11, 12, 14, 20 have been completely revised. Those changes will be reflected in the updated SEOF form.

4. Online Evaluation Issues. – On Tuesday, October 23, the College Council unanimously voted that they will be the body who votes on the decision to move the faculty evaluations completely online. College Council will vote on that motion at the recommendation of the SEOF committee. Based on that decision, the SEOF committee will request a proposal from Kevin Nesbitt, as well as the data he has been collecting from the pilot. The committee agreed that they would review Kevin's documents and meet with him before presenting the College Council with an official recommendation. Alex has agreed to get in contact with Kevin to request the information.

Assignments:

- Alex – Continue to inquire about the Student Members.
Email Kevin Nesbitt to request a proposal and his data.
- Ria – Update the SEOF form on Blackboard

April 9, 2013
Meeting/ Conference Call – 2:00 pm
Minutes

Participants: Joshua Clegg (via phone), Roddrick Colvin, Alexander Long, Keith Marcus, Mariani Mewengkang, Kevin Nesbitt

The committee came together to discuss various items. These include – reviewing data from last term's pilot, making decisions based on those results. The committee also invited Kevin Nesbitt to meeting so he can discuss the Online Student Evaluations he is in charge of.

Joshua told the committee he would circulate the results of the pre-test. The most useful aspect has been the feedback given by the students. The general feedback indicated that the students seemed to like this format more than the other one, as it was more detailed and complex. Though some students were initially confused they were able to figure it out. Keith said that the committee should figure out which evaluation model the students would prefer. This would be done by administering three different evaluations to the students. Alex, Josh, and Rod agreed to use their students to pilot these tests. Between the three of them, they have a range of about 200 students that go from freshman to graduate students.

The committee decided that the three evaluation forms will be : 5 options with two anchors at the end, 5 options with 3 anchors, and 9 options with 3 anchors.

The evaluations should be given out sometime between April 22 – April 29 so that analysis and feedback can be ready by May. It would be ideal of have results ready before the last College Council so that we can make plans for the Fall.

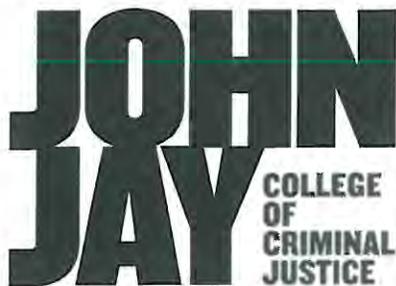
Kevin agreed to provide the committee with a work-study student to log the results of the evaluations.

The committee will also reach out to the Office of Institutional Research for assistance with the assessment and analysis of the evaluations.

Kevin then discussed the pilot online evaluations. He will send the results to the committee. Because the online evaluations have a less than 50% response rate, the committee discussed providing incentives for students to do the evaluation. They also discussed having the faculty member bring the class to a computer lab so evaluations can be done on the spot.

A resolution has not been made. The committee will continue to discuss this matter at the next meeting.

Alex will send out a doodle to determine the best date for the next SEOF meeting.



FACULTY PERSONNEL COMMITTEE

AGENDA

September 14th, 2012

Room 610 T, Haaren Hall

9:30AM-12:00PM

- I. Welcome New Chairs, At Large, & Alternate Members for Fall 2012 & Spring 2013**
- II. Fall 12 Meeting Dates & Subcommittee Assignments & Guidance**
 - a. Schedules Attached
 - b. Conducting Business Memo
 - c. Subcommittee Expectations
- III. New Fall 2012 Appointments: Vote**
 - a. Candidate List
- IV. Review of Actions for 2012**
 - a. Candidate List
 - b. Digital Measures Walkthrough: 2nd, 3rd, 5th, 6th and tenure appointments
 - i. Dept. Process
 - ii. Subcommittee Process
 - iii. FPC
- V. Structure of FPC & Reconfiguring Reappointment Review Process and Schedule: Vote**
 - a. Proposal for Handling 1st, 2nd, and 3rd year reappointments at the subcommittee level.
- VI. Proposed Integration of Working Group Reports & Statements into Guidelines**
 - a. Issues to Be Discussed
 - i. Relative weight of legs of the stool
 - ii. Progressively higher standard as one moves toward tenure and up through ranks
 - b. Proposed General Value Statements on Teaching, Research, and Service
 - c. Next steps

Next FPC Meeting: 9/28/12

Dept Votes on: 2nd, 3rd, and 4th year reappointments due by 9/20/12

Dept Votes on: 5th, 6th, tenure, CCE, and/or promotion due by 9/28/12

Notes:

FPC Attendance and Minutes

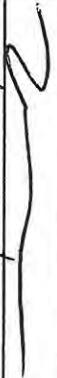
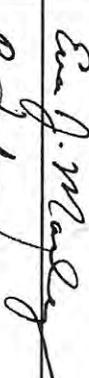
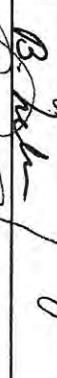
Fall 2012 Committee on Faculty Personnel
 Friday, September 14, 2012

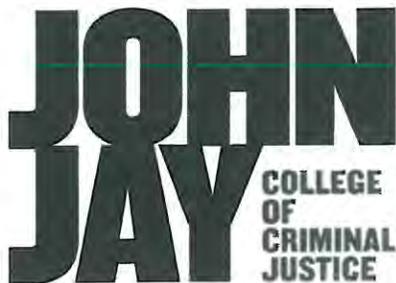
Attendance and Minutes

Meeting Begin Time: 9:40
 Meeting End Time: 12:03 (KAL)



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adams, Carlton Janna			
2 Baumrin, Seth			
3 Benton, Warren			
4 Bowers, Jane			
5 Brotherton, David			
6 Carpi, Anthony			
7 Curtis, Ric			
8 Dapia, Silvia			
9 Domingo, Jannette			
10 Farrington, Lisa			
11 Garfield, Gail			
12 Green, Amy			
13 Haberfeld, Maki			
14 Hamilton, Jay			
15 Jacobs, Jonathan			
16 Kavey, Allison			
17 Kobilinsky, Larry			
18 Kocak, Ali			

Members of Committee		Signature	Left at (time)	Returned (time)
19	Kueharski, Tom			
20	Larkin, Susan			
21	Lila Kazemian			
22	Lopes, Anne			
23	Majumdar, Nivedita			
24	Mandery, Evan			
25	Nelson, Bonnie			
26	Nemeth, Charles			
27	Pease, Allison			
28	Perez, Lisandro			
29	Raghavan, Chitra			
30	Shenkin, Peter			
31	Stafford, Thomas			
32	Staines, John			
33	Sullivan, Harold			
34	Travis, Jeremy			
35	Velazquez-Torres, Nancy			



FACULTY PERSONNEL COMMITTEE
AGENDA
September 28th, 2012
Room 610 T, Haaren Hall
9:30AM-1:00PM

- I. New Appointments (vote announcement)
II. Missing Form Cs
a. Candidate List
III. Digital Measures Walkthrough: 2nd, 3rd, 5th, 6th and tenure appointments
a. Processes at Dept., Subcommittee and FPC Level
b. FPC Demo
i. Running Form C
ii. Form C attachments in DM
iii. Annual Evaluations and Observations of Teaching in DM
iv. Adhoc Reports
IV. 2nd and 3rd Reappointment Votes
a. Candidate Lists
i. 2nd year votes
ii. 3rd year votes
V. Subcommittee Reassignments
VI. Proposed Integration of Working Group Reports & Statements into Guidelines
a. Issues to Be Discussed
i. Relative weight of legs of the stool
ii. Progressively higher standard as one moves toward tenure and up through ranks
b. Proposed General Value Statements on Teaching, Research, and Service
c. Next steps

Next FPC Meeting: 10/5/12 9:30am- 2:30pm

Votes on 4th year Reappointments (Full Case Presentations)

Notes:

Four horizontal lines for taking notes.

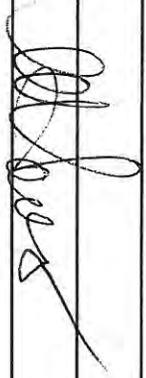
Fall 2012 Committee on Faculty Personnel
 Friday, September 28, 2012

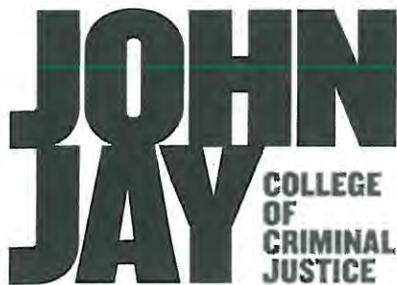
Meeting Begin Time: 9:30 AM
 Meeting End Time: 1:00 PM



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adams, Carlton Jama			
2 Baurnin, Seth			
3 Benton, Warren			
4 Bowers, Jane			
5 Brotherton, David			
6 Carpi, Anthony			
7 Curtis, Ric			
8 Dapia, Silvia			
9 Domingo, Jannette			
10 Farrington, Lisa			
11 Garfield, Gail			
12 Green, Amy			
13 Haberfeld, Maki		12:20 pm	
14 Hamilton, Jay			
15 Jacobs, Jonathan			
16 Kavey, Allison			
17 Koblinsky, Larry			
18 Kocak, Ali			

FPC Attendance and Minutes

Members of Committee		Signature	Left at (time)	Returned (time)
19	Kucharski, Tom			
20	Larkin, Susan			
21	Lila Kazemian			
22	Lopes, Anne			
23	Majumdar, Nivedita			
24	Mandery, Evan		11:45 Am	
25	Nelson, Bonnie			
26	Nemeth, Charles			
27	Pease, Allison			
28	Perez, Lisandro			
29	Raghavan, Chitra			
30	Shenkin, Peter			
31	Stafford, Thomas			
32	Staines, John			
33	Sullivan, Harold			
34	Travis, Jeremy			
35	Velazquez-Torres, Nancy			



FACULTY PERSONNEL COMMITTEE
AGENDA
October 5th, 2012
Room 610 T, Haaren Hall
9:30AM-2:30PM

- I. Subcommittee Reassignments
- II. 4th Year Reappointment Votes (Full Case Presentations)
 - a. Candidate List
- III. Continued Discussion of Personnel Guidelines Revisions

Next FPC Meeting: 10/19/12 9:30AM – 2:30PM
5th and 6th (Full Case Presentations) Year Reappointments

Possibilities: Digital Measures Clinic week of 10/11/12

Notes:

Fall 2012 Committee on Faculty Personnel
 Friday, October 05, 2012

Attendance and Minutes

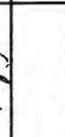
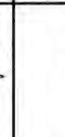
Meeting Begin Time: 9:30 AM
 Meeting End Time: 2:30 PM

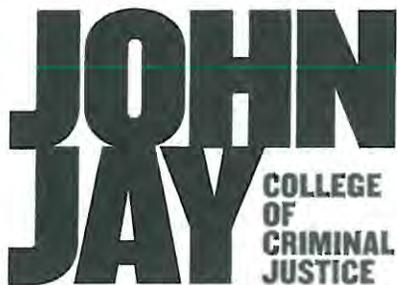
9:37 AM
 2:05 PM



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adams, Carlton Jama			
2 Baumrin, Seth			
3 Benton, Warren			
4 Bowers, Jane			
5 Brotherton, David			
6 Carpi, Anthony			
7 Curtis, Ric			
8 Dapia, Silvia			
9 Domingo, Jannette			
10 Farrington, Lisa			
11 Garfield, Gail		10:57	10:59
12 Green, Amy			
13 Habertfeld, Maki			
14 Hamilton, Jay			
15 Jacobs, Jonathan			
16 Kavey, Allison			
17 Kobilinsky, Larry			
18 Kocak, Ali			

FPC Attendance and Minutes

Members of Committee	Signature	Left at (time)	Returned (time)
19 Kucharski, Tom			
20 Larkin, Susan		10:42	
21 Lila Kazemian			
22 Lopes, Anne			
23 Majumdar, Nivedita			
24 Mandery, Evan		absent	1:00
25 Nelson, Bonnie			
26 Nemeth, Charles			
27 Pease, Allison			
28 Perez, Lisandro			
29 Raghavan, Chitra			
30 Shenkin, Peter			
31 Stafford, Thomas		10:39	10:42
32 Staines, John			
33 Sullivan, Harold		10:57	11:00 AM
34 Travis, Jeremy			
35 Velazquez-Torres, Nancy			



FACULTY PERSONNEL COMMITTEE

AGENDA

October 19th, 2012

Room 610 T, Haaren Hall

9:30AM-2:30PM

- I. Reminder regarding Voting Protocol**
 - a. Please check the appropriate action (reappointment, tenure, promotion etc.)
 - b. Not checking the appropriate vote option registers as an abstention
 - c. Abstention Functions as a Negative vote

- II. 5th Year Reappointment Votes (Using Digital Measures)**
 - a. **Candidate List** (Slate Vote-Unanimous Positive Votes)
 - b. **Candidate List** (Individual Case Vote-Negative/Split Votes at Dept./Review Committee)

- III. 6th Year Reappointment Votes (Using Digital Measures)**
 - a. **Candidate List** - Full Case Presentations

Next FPC Meeting: 11/2/12 9:30AM – 1:00PM

**4 Stand Alone Tenure, 1 CCE,
Commence review and vote of Combined Tenure and Promotion Cases
Holdover 4th, 5th and 6th year reappointment cases**

Notes:

Fall 2012 Committee on Faculty Personnel
 Friday, October 19, 2012

Attendance and Minutes

Meeting Begin Time: 9:30 AM
 Meeting End Time: 2:30 PM

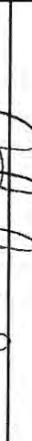


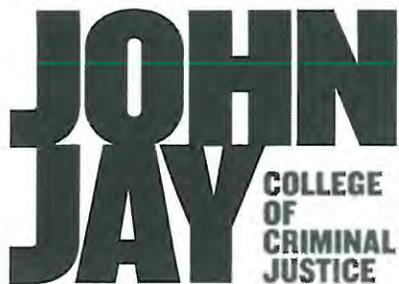
Members of Committee	Signature	Left at (time)	Returned (time)
1 Adams, Carlton Jama			
2 Bauman, Seth	will NOT ATTEND		
3 Benton, Warren	will NOT ATTEND		
4 Bowers, Jane			
5 Broherton, David			
6 Carpi, Anthony	Anthony Carpi		
7 Curtis, Ric	Ric Curtis		
8 Dapia, Silvia			
9 Domingo, Jannette			
10 Farrington, Lisa		12:25	
11 Garfield, Gail	Garfield		
12 Green, Amy	A. Green	10:45 AM	
13 Habertfeld, Maki			
14 Hamilton, Jay			
15 Jacobs, Jonathan	Jonathan Jacobs		
16 Kavey, Allison	will NOT ATTEND		
17 Kobilinsky, Larry	Larry Kobilinsky		
18 Kocak, Ali			

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Members of Committee	Signature	Left at (time)	Returned (time)
19 Kucharski, Tom			
20 Larkin, Susan			
21 Lila Kazemian			
22 Lopes, Anne			
23 Majumdar, Nivedita			
24 Mandery, Ewan			
25 Nelson, Bonnie			
26 Nemeth, Charles			
27 Pease, Allison			
28 Perez, Lisandro			
29 Raghavan, Chitra			
30 Shenkin, Peter			
31 Stafford, Thomas			
32 Staines, John			
33 Sullivan, Harold			
34 Travis, Jeremy			
35 Velazquez-Torres, Nancy			



FACULTY PERSONNEL COMMITTEE
AGENDA
November 19th, 2012
Room L.61, New Building
1:40PM- 2:50PM

- I. Combined Tenure and Promotion Votes (Full Case Presentations)
 - a. Candidate List

- II. Appeal Case 2:15PM
 - a. 4th Year Reappointment

Next FPC Meetings: 11/26/12 Community Hour 610 Haaren

12/14/12 Community Hour L.61 New Building
Promotions to Full Professor (6), Emeritus Application & Appeals

Notes:

Fall 2012 Committee on Faculty Personnel
 Friday, November 09, 2012

Attendance and Minutes

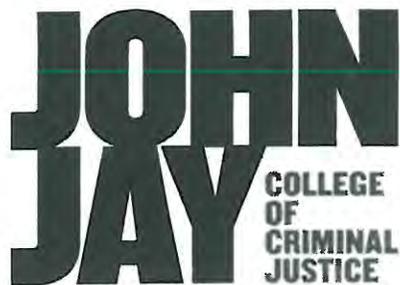
Meeting Begin Time: 9:30 AM
 Meeting End Time: 2:00 PM

9:43
 2:35 pm



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adams, Carlton Jama	<i>KAJ</i>		
2 Baumrin, Seth	<i>KAJ</i>		
3 Benton, Warren	<i>Warren Benton</i>		
4 Bowers, Jane	<i>KBW</i>		
5 Brotherton, David	<i>KBW</i>		
6 Carpi, Anthony	<i>Anthony Carpi</i>		
7 Curtis, Ric	<i>RC</i>		
8 Dapia, Silvia	<i>KBW</i>		
9 Domingo, Jannette	<i>Jannette Domingo</i>		
10 Farrington, Lisa	<i>Lisa Farrington</i>		
11 Garfield, Gail	<i>KAJ</i>		
12 Green, Amy	<i>KAJ</i>		
13 Habberfeld, Maki	<i>Maki Habberfeld</i>		
14 Hamilton, Jay	<i>Jay Hamilton</i>		
15 Jacobs, Jonathan	<i>KAJ</i>		
16 Kavey, Allison	<i>KAJ</i>		
17 Kobilinsky, Larry	<i>Larry Kobilinsky</i>		
18 Kocak, Ali	<i>KAJ</i>		

Members of Committee	Signature	Left at (time)	Returned (time)
19 KucharSKI, Tom			
20 Larkin, Susan	KN		
21 Lila Kazemian	KN		
22 Lopes, Anne	KN		
23 Majumdar, Nivedita	KN		
24 Mandery, Evan			
25 Nelson, Bonnie	KN		
26 Nemeth, Charles	KN		
27 Pease, Allison			
28 Perez, Lisandro			
29 Raghavan, Chitra	left at 9:55 AM		
30 Shenkin, Peter	left at 5:21		
31 Stafford, Thomas			
32 Staines, John	KN		
33 Sullivan, Harold			
34 Travis, Jeremy	KN		
35 Velazquez-Torres, Nancy	KN		



**FACULTY PERSONNEL COMMITTEE
AGENDA
November 26th, 2012
610, Haaren Hall
1:40PM- 2:50PM**

- I. Combined Tenure and Promotion Votes (Full Case Presentations)**
 - a. Candidate List**

**Next FPC Meetings: 12/14/12 Community Hour L.61 New Building
Appeals
Promotions to Full Professor (6)
Emeritus Application**

Notes:

Fall 2012 Committee on Faculty Personnel
 Friday, November 26, 2012

Attendance and Minutes

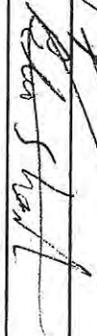
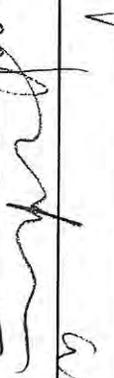
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 Meeting End Time: 2:50 PM

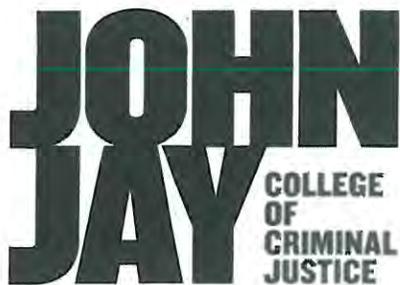
1:50
 2:58



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adams, Carlton Jama			
2 Baumrin, Seth			
3 Benton, Warren			
4 Bowers, Jane			
5 Brotherton, David			
6 Carpi, Anthony		2:40pm	
7 Curtis, Ric			
8 Dapia, Silvia			
9 Domingo, Jannette			
10 Farrington, Lisa			
11 Garfield, Gail			
12 Green, Amy			
13 Habertfeld, Maki		approved	
14 Hamilton, Jay			
15 Jacobs, Jonathan			
16 Kavey, Allison			
17 Kobilinsky, Larry			
18 Kocak, Ali			

Members of Committee

	Signature	Left at (time)	Returned (time)
19	Kucharski, Tom		
20	Larkin, Susan		
21	Lila Kazemian		
22	Lopes, Anne		
23	Majumdar, Nivedita		
24	Mandery, Eran		
25	Nelson, Bonnie		
26	Nemeth, Charles		
27	Pease, Allison		
28	Perez, Lisandro		
29	Raghavan, Chitra		
30	Shenkin, Peter		
31	Stafford, Thomas		
32	Staines, John		
33	Sullivan, Harold		
34	Travis, Jeremy		
35	Velazquez-Torres, Nancy		



**FACULTY PERSONNEL COMMITTEE
AGENDA**

**December 14, 2012
610, Haaren Hall
9:30AM- 2:30PM**

- I. Faculty Emeritus Case**
- II. New Faculty Tenure Appointment**
 - a. Candidate List
- III. Appeals**
 - a. Candidate I **9:45**
 - b. Candidate II **10:30**
 - c. Candidate III **11:15**
 - d. Candidate IV **12:00**
 - e. Candidate V **1:00**
- IV. Combined Tenure and Promotion Case (Full Case Presentations)
Candidate List**
- V. Promotion to Associate Professor Case (Full Case Presentations)**
 - a. Candidate List
- VI. Full Professor Cases (Time Permitting)**
 - a. Candidate List

**Next FPC Meetings: 02/08/12
Continuation Promotions to Full Professor**

**03/15/12
Appeals: Candidates**

Notes:

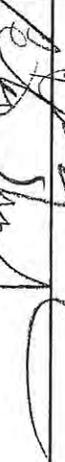
Fall 2012 Committee on Faculty Personnel
Friday, December 14, 2012

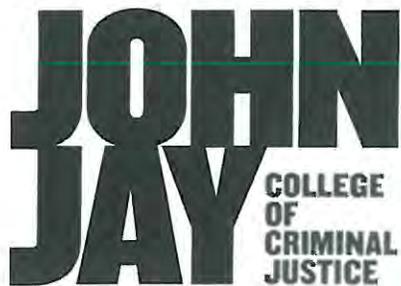
Attendance and Minutes

Meeting Begin Time: 9:30 AM - 9:38
Meeting End Time: 2:30 PM 2:48



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adams, Carlton Jama			
2 Baumin, Seth			
3 Benton, Warren			
4 Bowers, Jane			
5 Brotherton, David			
6 Carpi, Anthony			
7 Curtis, Ric			
8 Dapia, Silvia <i>NA</i>			<i>Absent approved</i>
9 Domingo, Jannette			
10 Farrington, Lisa			
11 Garfield, Gail			
12 Green, Amy			
13 Haberfeld, Maki			
14 Hamilton, Jay			
15 Jacobs, Jonathan			
16 Kavey, Allison			
17 Kobilinsky, Larry			
18 Kocak, Ali <i>Arrived At 10:30am</i>			

Members of Committee		Signature	Left at (time)	Returned (time)
19	Kucharski, Tom			
20	Larkin, Susan	N/A		
21	Lila Kazemian			Absent
22	Lopes, Anne			
23	Majumdar, Nivedita			
24	Mandery, Evan			
25	Nelson, Bonnie			
26	Nemeth, Charles			
27	Pease, Allison			
28	Perez, Lisandro			
29	Raghavan, Chitra			
30	Shenkin, Peter			
31	Stafford, Thomas			
32	Staines, John		10:50 Am	
33	Sullivan, Harold			
34	Travis, Jeremy			
35	Velazquez-Torres, Nancy			



FACULTY PERSONNEL COMMITTEE

AGENDA

**February 8, 2013
610, Haaren Hall
9:30AM- 1:00PM**

- I. Combined Tenure and Promotion Case (Full Case Presentations)**
- II. Promotion to Associate Professor Case (Full Case Presentations)**
- III. Full Professor Cases**
- IV. Review and Discussion on Faculty Personnel Guidelines**

**Next FPC Meetings: 03/15/13
Appeals**

Other Dates for Spring 13 FPC Meetings: 4/12, 4/26, 5/10 (as per June 2012 memo)

Notes:

Fall 2012 Committee on Faculty Personnel
 Friday, February 08, 2013

Attendance and Minutes

Meeting Begin Time: 9:30 AM
 Meeting End Time: 1:00 PM



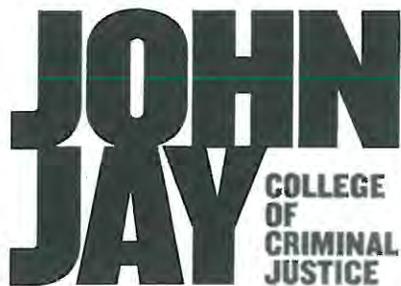
Members of Committee	Signature	Left at (time)	Returned (time)
1 Adams, Carlton Jama			
2 Baumrin, Seth			
3 Benton, Warren			
4 Bowers, Jane			
5 Brotherton, David			
6 Carpi, Anthony			
7 Curtis, Ric			
8 Dapia, Silvia			
9 Domingo, Jannette			
10 Farrington, Lisa			
11 Garfield, Gail			
12 Green, Amy			
13 Habertfeld, Maki			
14 Hamiton, Jay			
15 Jacobs, Jonathan			
16 Kavey, Allison			
17 Kobilinsky, Larry			
18 Kocak, Ali			

(ABSENT)

I #1

143

Members of Committee		Signature	Left at (time)	Returned (time)
19	Kucharski, Tom			
20	Larkin, Susan			
21	Lila Kazemian	— SABBATIC —		
22	Lopes, Anne			
23	Majumdar, Nivedita	ABSENT		
24	Mandery, Evan			
25	Nelson, Bonnie			
26	Nemeth, Charles	— NO ABSENT —		
27	Pease, Allison			
28	Perez, Lisandro			
29	Raghavan, Chitra			ARRIVED AT 10:15 AM
30	Shenkin, Peter			
31	Stafford, Thomas			
32	Staines, John	OUT (ABSENT)		
33	Sullivan, Harold	15 — 		
34	Travis, Jeremy	ABSENT		
35	Velazquez-Torres, Nancy			



FACULTY PERSONNEL COMMITTEE

AGENDA

**March 15, 2013
610, Haaren Hall
9:30AM- 1:00PM**

- I. **First Year Reappointments**
 - a. Candidate List

- II. **Review of Personnel Actions for Fall 2013**
 - a. Focus on Tenure and Promotion and CCE

- III. **Combined Tenure and Promotion Case (Full Case Presentation)**
 - a. Candidate List

- IV. **Appeals**
 - a. **Case I: 5th Year Reappointment (10:15AM)**
 - b. **Case II: Promotion to Associate Professor (11:00 AM)**
 - c. **Case III: Promotion to Full Professor (11:30 AM)**

- V. **Review and Discussion on Faculty Personnel Guidelines**

Next FPC Meeting: 4/12 (Fellowship leaves and Guidelines Discussion Continued)

Remainder Spring 13 FPC Meetings: 4/26, 5/10 (as per June 2012 memo)

Notes:

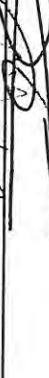
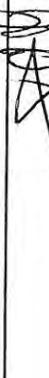
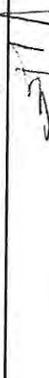
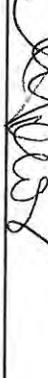
Fall 2012 Committee on Faculty Personnel
 Friday, March 15, 2013

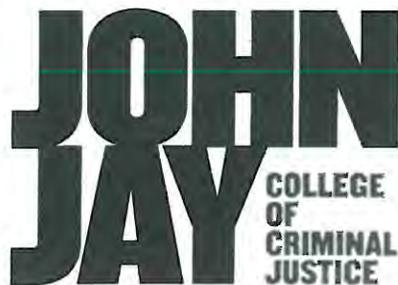
Attendance and Minutes

Meeting Begin Time: 9:30 AM 9:44 AM
 Meeting End Time: 1:00 PM



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1 Adams, Carlton Jama		11:45 AM	
2 Baumrin, Seth			
3 Benton, Warren		11:45 AM	
4 Bowers, Jane			
5 Brotherton, David		APRIOR 10:20 AM	
6 Carpi, Anthony			
7 Curtis, Ric			
8 Dapia, Silvia			
9 Domingo, Jannette			
10 Farrington, Lisa			
11 Garfield, Gail			
12 Green, Ann			
13 Habertfeld, Maki			
14 Hamilton, Jay			
15 Jacobs, Jonathan	absent		
16 Kavey, Allison			
17 Kobilinsky, Larry			
18 Kocak, Ali			

Members of Committee	Signature	Left at (time)	Returned (time)
19 Kucharski, Tom			
20 Larkin, Susan			
21 Est. Keesee			
22 Lopes, Anne			
23 Majumdar, Nivedita	 # 8		
24 Mandery, Eyan	 # 2		
25 Nelson, Bonnie			
26 Nemeth, Charles			
27 Pease, Allison	 # 3		
28 Perez, Lisandro			
29 Raghavan, Chitra			
30 Shenkin, Peter			
31 Sefford, Thomas			
32 Staines, John			
33 Sullivan, Harold			
34 Travis, Jeremy			
35 Velazquez-Torres, Nancy			



**FACULTY PERSONNEL COMMITTEE
AGENDA**

**April 12, 2013
610, Haaren Hall
9:30am - 1:00pm**

- I. Confirmation of Personnel Actions for Fall 2013**
 - a. Focus on Tenure and Promotion and CCE
- II. Associate to Full Promotion Case**
 - a. Candidate List
- III. Review and Discussion on Faculty Personnel Guidelines**
 - a. Proposed Clarifications Document
- IV. Discussion on Faculty Personnel Process Mapping (Taskforce)**
 - a. FPC Survey Final Report
 - b. Survey Feedback to Appeal Process

Next FPC Meeting 4/26/13:

**Fellowship Leaves
Guidelines Discussion Continued**

Remainder Spring 13 FPC Meetings: 5/10 (as per June 2012 memo)

Notes:

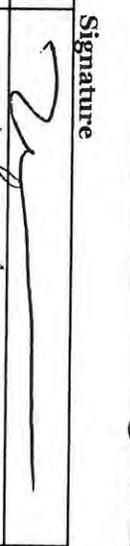
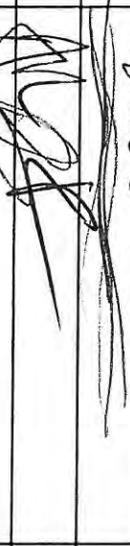
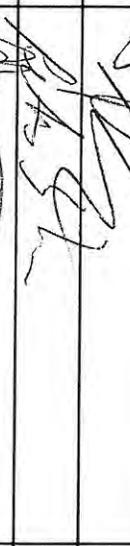
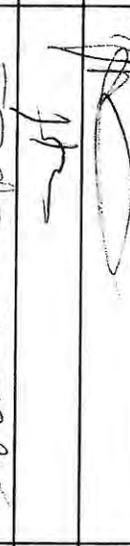
Spring 2013 Committee on Faculty Personnel
 Friday, April 12, 2013

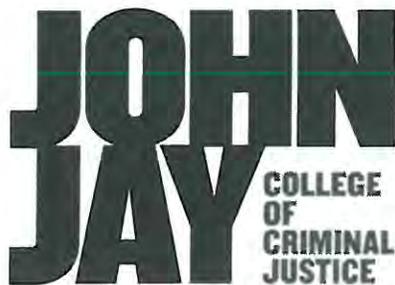
Attendance and Minutes

Meeting Begin Time: 9:30 AM
 Meeting End Time: 1:00 PM



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1 Adams, Carlton Jama			
2 Baumrin, Seth			
3 Benton, Warren			
4 Bowers, Jane	JANE BOWERS		
5 Brotherton, David	ABSENT		
6 Carpi, Anthony			
7 Cook-Francis, Lynnette			
8 Crossman, Angela			
9 Curtis, Ric			
10 Dapia, Silvia	ABSENT		
11 Domingo, Jannette			
12 Farrington, Lisa			
13 Garfield, Gail			
14 Green, Any			
15 Haberfeld, Maki			
16 Hamilton, Jay			
17 Jacobs, Jonathan			
18 Kavey, Allison			

	Members of Committee	Signature	Left at (time)	Returned (time)
19	Kobilinsky, Larry		_____	
20	Kocak, Ali	ABSENT		
21	Members of Committee			
22	Kucharski, Tom			
23	Larkin, Susan			
24	Lopes, Anne			
25	Majumdar, Nivedita			
26	Mandery, Evan			
27	Nelson, Bonnie			
28	Nemeth, Charles			
29	Pease, Allison	PRESENT		
30	Pease, Alessandro	ABSENT		
31	Raghavan, Chitra			
32	Shenkin, Peter			
33	Staines, John			
34	Sullivan, Harold			
35	Travis, Jeremy	JEREMY TRAVIS		
36	Velazquez-Torres, Nancy			



**FACULTY PERSONNEL COMMITTEE
AGENDA
April 26, 2013
610, Haaren Hall
9:30am - 1:00pm**

- I. Fellowship Leaves**
 - a. Candidate List

 - II. Faculty Personnel Process**
 - a. Workgroup Models Presented

 - III. Review and Discussion on Faculty Personnel Guidelines**
 - a. Guiding Questions
 - b. Proposed Clarifications Document(s)
-

Next FPC Meeting 5/10/13:

Discussion on Faculty Personnel Process

- a. Models Based on Objectives

Continued Review and Discussion on Faculty Personnel Guidelines

- c. Proposed Clarifications Document(s)

Notes:

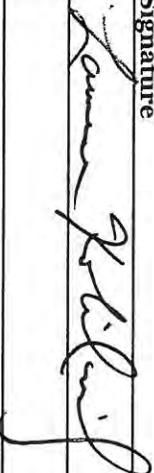
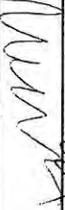
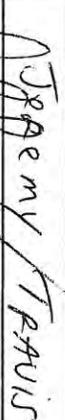
Spring 2013 Committee on Faculty Personnel
 Friday, April 26, 2013

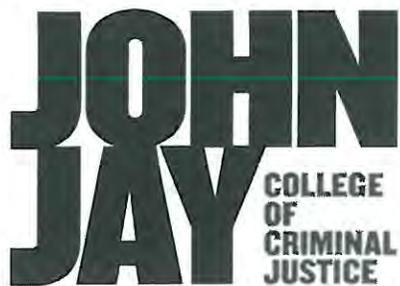
Attendance and Minutes

Meeting Begin Time: 9:30 AM
 Meeting End Time: 1:00 PM



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adams, Carlton Jama			
2 Baumrin, Seth			
3 Benton, Warren			
4 Bowers, Jane	Jane Bowers 		
5 Brotherton, David			
6 Carpi, Anthony			
7 Cook-Francis, Lynnette			
8 Crossman, Angela	Angela M Crossman 		
9 Curtis, Ric			
10 Dapia, Silvia			
11 Domingo, Jannette			
12 Farrington, Lisa (absent)			
13 Garfield, Gail (absent)			
14 Green, Amy			
15 Haberfeld, Maki			
16 Hamilton, Jay			
17 Jacobs, Jonathan			
18 Kavey, Allison			

Members of Committee	Signature	Left at (time)	Returned (time)
19 Kobilinsky, Larry			
20 Kocak, Ali	_____		
21 Kucharski, Tom (absent)	_____		
22 Larkin, Susan			
23 Lopes, Anne			
24 Majumdar, Nivedita			
25 Mandery, Eran			
26 Nelson, Bonnie			
27 Nemeth, Charles (absent)	_____		
28 Pease, Allison			
29 Perez, Lisandro			
30 Raghavan, Chitra (absent)	_____		
31 Shenkin, Peter			
32 Staines, John			
33 Sullivan, Harold			
34 Travis, Jeremy			
35 Velazquez-Torres, Nancy			



**FACULTY PERSONNEL COMMITTEE
AGENDA
May 10, 2013
610, Haaren Hall
9:30am - 12:10pm**

- I. At Large & Alternate Members Announcement**
- II. Attendance of Non-FPC Members at Scheduled Meetings**
- III. Associate to Full Promotion Case**
- IV. Faculty Personnel Process : Workflow and Decision-making Process Models**
- V. Review and Discussion of Revised Faculty Personnel Guidelines**

Next FPC Meeting: Possibility of an additional spring 2013 meeting to continue to cover agenda

Agenda item for Potential Meeting:
Continued Review and Discussion of Revised Faculty Personnel Guidelines

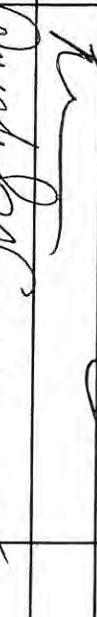
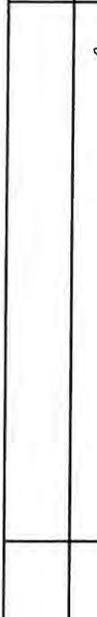
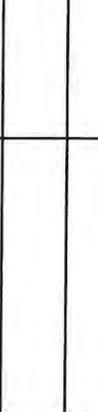
Notes: Schedule of Fall 13 and Spring Meetings will be emailed to all members in June

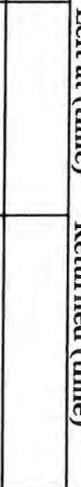
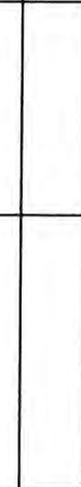
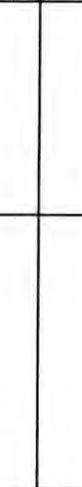
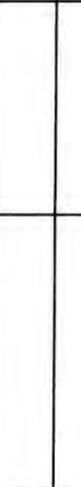
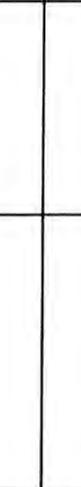
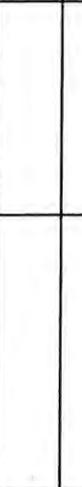
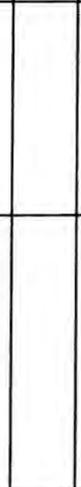
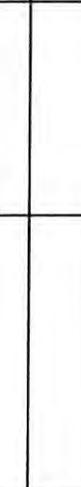
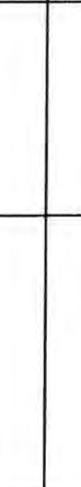
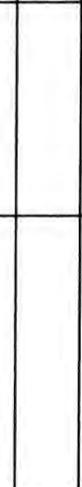
Spring 2013 Committee on Faculty Personnel
 Friday, May 10, 2013

Attendance and Minutes

Meeting Begin Time: 9:30 AM
 Meeting End Time: 12:10 PM



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adams, Carlton Jama			
2 Baumrin, Seth			
3 Benton, Warren			
4 Bowers, Jane			
5 Brotherton, David			
6 Carpi, Anthony			
7 Cook-Francis, Lynnette			
8 Crossman, Angela			
9 Curtis, Ric			
10 Dapia, Silvia			
11 Domingo, Jannette			
12 Farrington, Lisa			
13 Garfield, Gail			
14 Green, Amy			
15 Haberfeld, Maki			
16 Hamilton, Jay			
17 Jacobs, Jonathan			
18 Kavey, Allison			

	Members of Committee	Signature	Left at (time)	Returned (time)
19	Kobilinsky, Larry			
20	Kocak, Ali			
21	Kucharski, Tom			
22	Larkin, Susan			
23	Lopes, Anne			
24	Majumdar, Nivedita			
25	Mandery, Evan			
26	Nelson, Bonnie			
27	Nemeth, Charles			
28	Pease, Allison			
29	Perez, Lisandro			
30	Raghavan, Chitra			
31	Shenkin, Peter			
32	Straines, John			
33	Sullivan, Harold			
34	Travis, Jeremy			
35	Velazquez-Torres, Nancy			

Committee on Graduate Studies

Report of attendance of committee members by date of meeting

September 19, 2012:

Dean Jannette Domingo, Vice President Richard Saulnier, Dean Kenneth Holmes, Interim Chief Librarian Bonnie Nelson and Professors Warren Benton, Avram Bornstein, William Heffernan, Richard Lovely, Charles Nemeth, Chitra Raghavan, Marilyn Rubin, Gabrielle Salfati, Margaret Wallace and James Wulach; Student Representatives Pasang Tsering and Amanda Stapleton.

October 25, 2012:

Dean Jannette Domingo, Dean Kenneth Holmes, Interim Chief Librarian Bonnie Nelson and Professors Warren Benton, Avram Bornstein, William Heffernan, Richard Lovely, Charles Nemeth, Chitra Raghavan, Marilyn Rubin, Gabrielle Salfati, Margaret Wallace and James Wulach; Student Representatives Pasang Tsering and Amanda Stapleton

November 19, 2012:

Dean Jannette Domingo, Vice President Richard Saulnier, Dean Kenneth Holmes, Interim Chief Librarian Bonnie Nelson, Professors Warren Benton, Avram Bornstein, William Heffernan, Richard Lovely, Charles Nemeth, Marilyn Rubin, Margaret Wallace and James Wulach

December 18, 2012:

Dean Jannette Domingo, Professors Warren Benton, Avram Bornstein, William Heffernan, Richard Lovely, Bonnie Nelson, Chitra Raghavan, Marilyn Rubin, Gabrielle Salfati, Margaret Wallace and James Wulach, Student Representative Pasang Tsering

February 9, 2012:

Dean Jannette Domingo, Professors Warren Benton, Rosemary Barberet, Diana Falkenbach, William Heffernan, Richard Lovely, Bonnie Nelson, Chitra Raghavan, Marilyn Rubin, Margaret Wallace, and James Wulach, Student Representatives Pasang Tsering and Sebastien Auguste

March 19, 2013:

Dean Jannette Domingo, Vice President Richard Saulnier, Professors Warren Benton, Rosemary Barberet, Diana Falkenbach, William Heffernan, Richard Lovely, Bonnie Nelson, Marilyn Rubin, Margaret Wallace, and James Wulach, Student Representative Pasang Tsering

April 17, 2013:

Dean Jannette Domingo, Vice President Richard Saulnier, Dean Kenneth Holmes, Professors Warren Benton, Rosemary Barberet, Diana Falkenbach, William Heffernan, Bonnie Nelson, Marilyn Rubin, Margaret Wallace, and James Wulach, and Student Representative Sebastien Auguste

May 20, 2013:

Dean Jannette Domingo, Vice President Richard Saulnier, Professors Rosemary Barberet, Ned Benton, Diana Falkenbach, William Heffernan, Richard Lovely, Bonnie Nelson, Marilyn Rubin, Margaret Wallace, and James Wulach and Student Representative Sebastien Auguste.



DOCUMENT 1

COMMITTEE ON GRADUATE STUDIES

September 19, 2012

12:15 pm to 2:00 pm

Room 630

1. Dean's Announcements
2. Minutes of the May 3, 2012 meeting
3. New Program proposal from the Protection Management Program
4. New NYSED application to offer the Protection Management Program as an online program
5. Overtally
6. New graduate faculty – CRJ Program

Carmen Solis

Lunch will be available

DOCUMENT 2

COMMITTEE ON GRADUATE STUDIES

Minutes of the Meeting

September 19, 2012

Present: Dean Jannette Domingo, Vice President Richard Saulnier, Dean Kenneth Holmes, Interim Chief Librarian Bonnie Nelson and Professors Warren Benton, Avram Bornstein, William Heffernan, Richard Lovely, Charles Nemeth, Chitra Raghavan, Marilyn Rubin, Gabrielle Salfati, Margaret Wallace and James Wulach; Student Representatives Pasang Tsering and Amanda Stapleton.

Also Present: Linda Mitchell, Graduate Career Advisor, Mary Ann Triest, Assistant Director for MPA Career Services, Professor Karen Kaplowitz, President, Faculty Senate, Inez Brown, Interim Associate to the Dean

AGENDA ITEMS:

The meeting began at 12:30 p.m.

1. The Dean's Announcements

- a. The Dean began the first meeting of the academic year by welcoming committee members and by extending a special welcome to the new committee members: Kenneth Holmes, Dean of Students; Avram Bornstein, I C & J Interim Program Director (*Rosemary Barberet is on sabbatical*); Charles Nemeth, the new Protection Management Program Director and Bonnie Nelson, Interim Chief Librarian. Karen Kaplowitz, President of the Faculty Senate was welcomed as a guest to the meeting. Also welcomed to the meeting were Linda Mitchell, the

Graduate Career Advisor, (reassigned to the Center for Career and Professional Development) and Mary Ann Triest, the Assistant Director for the MPA Career Services and the two student representatives from Student Government.

- b. The Dean called the attention of the committee to the Provost's welcome message. She emphasized that the message is to and about graduate studies. The tone of this year's message is different and is a reaffirmation that the mission of John Jay is about educating for justice. In her letter the Provost wanted to ensure that the committee is working with a cohesive vision and she reminded us that we are Educating for Justice. She believes we owe it to our students and the public to ensure that the graduate curriculum delivers on the promise that John Jay is about the business of Educating for Justice.

The Dean observed that most of our programs have not had a self-study for some years and our communities of practice need to be strengthened. This review has been part of an ongoing process with our programs and with this in mind there have been discussions with the CRJ and IC & J programs to ensure that we develop these communities of practice. This semester, there were meetings scheduled for the smaller programs to ensure that all faculty were engaged in the process.

Overall, the graduation rates for our programs are lower than the other senior colleges. We are losing about 25% of the students annually. We need to follow up on the outcomes assessments that we worked on last year. We must also examine the services that we offer students so that we can say that the success of our students contributes to the overall success of the college.

2. The Agenda

The members agreed to modify the agenda to allow the committee to take up the two new proposals as first readings. The proposals will be resubmitted for a vote at the next meeting of the committee.

3. Minutes of the Meeting

The minutes of the meeting for May 3rd, 2012 were approved unanimously.

4. A new program proposal for the MS in Security Management

The proposal was discussed extensively and the committee agreed to table the proposal for a final vote at the next meeting.

5. A proposal for a new NYSED application to offer the Protection Management Program as an online program

The committee agreed this item should also be tabled since the proposal for the MS in Security Management had not yet been approved by the Committee.

6. Review of the Overtally Policy

The Committee agreed to table consideration of the policy until the next meeting.

7. New Graduate Faculty

The Committee agreed to submit Professor Carmen Solis a new graduate faculty member in the Criminal Justice Program for the approval of the Provost as follows:

There was no further business; the meeting was adjourned at 2:00 p.m.

Respectfully submitted,
Janice Carrington, Administrative Director



DOCUMENT 1

COMMITTEE ON GRADUATE STUDIES

October 25, 2012

12:15 pm to 2:00 pm

Room 610

1. Dean's Announcements
2. Minutes of the meeting held on September 19, 2012
3. Proposal for a course revision from the Forensic Science Program
FOS 730: Molecular Biology for Forensic Scientists
4. Resubmission of course proposals for the Protection Management Program *
 - a. SEC 7XX: Private Security: Function and Role in Homeland Defense
 - b. SEC 7XX: Risk, Threat and Critical Infrastructure
 - c. SEC 7XX: Privatization: Models and Applications for Private Security
5. Proposal for a change in the Overtally policy

* These proposals were not approved by college council because incorrect syllabi were attached. They are resubmitted for your reaffirmation.

DOCUMENT 2

COMMITTEE ON GRADUATE STUDIES

Minutes of the Meeting

October 25, 2012

Present: Dean Jannette Domingo, Dean Kenneth Holmes, Interim Chief Librarian Bonnie Nelson and Professors Warren Benton, Avram Bornstein, William Heffernan, Richard Lovely, Charles Nemeth, Chitra Raghavan, Marilyn Rubin, Gabrielle Salfati, Margaret Wallace and James Wulach; Student Representatives Pasang Tsering and Amanda Stapleton.

Also Present: Linda Mitchell, Graduate Career Advisor, Mary Ann Triest, Assistant Director for MPA Career Services.

AGENDA ITEMS:

The meeting began at 12:30 p.m.

1. The Dean's Announcements

- a. The Dean announced that with effect from this semester, Student Activities Budget Committee will no longer support the funding of food for the committee. She proposed that the committee can either look into other sources of funding or members can elect to bring in their own lunch.
- b. The Dean's List Reception was scheduled for that evening. The faculty speaker is Professor Salfati. The Dean's List will honor a member of the Registrar's Office who has been particularly helpful to the graduate students and the Office of Graduate Studies.

- c. She hoped that the reports for Middle States were being prepared in the given time. The Office of the Associate Provost is instituting a portfolio submission assessment plan to ensure that these plans are also moving ahead. There will be a repository area for all documents to be lodged for the visiting team to access the information. Chuck Nemeth objected to the request for additional information. He asked for the objection to be put in the records. He felt that the additional information was unnecessary and there was no need for all the additional work. Another director offered to share her experiences with other members so that the process would appear to be less painful.
- d. The two items which were tabled at the last meeting will not be considered at this meeting but will be submitted at the November meeting. There have been ongoing discussions between several members of the committee, as well as with 80th Street, to ensure that all questions are clarified.

2. Minutes of the Meeting

The minutes of the meeting for September 19, 2012 were approved unanimously.

3. A Proposal for a course revision in the Forensic Science Program

The committee agreed to submit the following to the College Council:

A change in title for the course FOS 730: Molecular Biology for Forensic Scientists to FOS 730: *Forensic DNA Technology*.

4. Resubmission of three new courses in the Protection Management Program

The Committee agreed to resubmit the revised courses at the next College Council meeting. The courses were not approved at the last College Council meeting because of discrepancies in the syllabi. The courses are:

- a. SEC 7XX: Private Security: Function and Role in Homeland Defense
- b. SEC 7XX: Risk, Threat and Critical Infrastructure
- c. SEC 7XX: Privatization: Models and Applications for Private Security

5. Review of the Overtally Policy

The Committee agreed to change the existing policy regarding overtally. The new additions to the policy are in italics.

EXISTING POLICY:

Permission to enroll in a closed class is regularly given only to students who have already completed at least 24 credits when requesting overtally permission. Overtallies are approved only by the Dean of Graduate Studies, with the exception of in person Arena Registration (once in the semester). At that time overtallies can be approved by the appropriate Program Director.

PROPOSED POLICY:

~~Permission to enroll in a closed class is regularly given only to students who have already completed at least 24 credits when requesting overtally permission.~~ Overtallies are approved ~~only by~~ *at the discretion of* the Dean of Graduate Studies, in which case the Dean will normally authorize overtallies for students who have already completed at least 24 graduate credits with the exception of in person Arena Registration (once in the semester). ~~At that time overtallies can be approved by the appropriate Program Director~~ providing, however, that the faculty of a graduate program may vote to also authorize the Program Director(s) to approve overtallies, and in the authorizing resolution may set out guidelines for granting of such overtallies.

There was no further business; the meeting was adjourned at 2:00 p.m.

Respectfully submitted,
Janice Carrington, Administrative Director



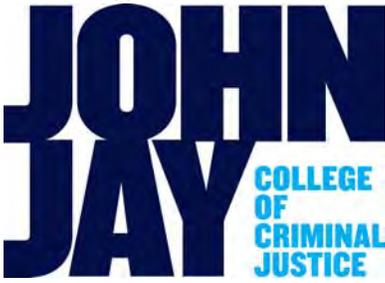
DOCUMENT 1

COMMITTEE ON GRADUATE STUDIES

November 19, 2012
12:15 pm to 2:00 pm
Room 610

1. Dean's Announcements
2. Minutes of the meeting held on October 25, 2012
3. Proposal for a new Master of Science in Security Management (2nd reading)
4. Proposal to Add the Distance Education Format to the MS in Security Management (2nd reading)
5. Discussion of the reorganization of Graduate Admissions
6. New Business

Remember to bring your lunch!



COMMITTEE ON GRADUATE STUDIES

Minutes of the Meeting

November 19, 2012

Present: Dean Jannette Domingo, Vice President Richard Saulnier, Dean Kenneth Holmes, Interim Chief Librarian Bonnie Nelson, Professors Warren Benton, Avram Bornstein, William Heffernan, Richard Lovely, Charles Nemeth, Marilyn Rubin, Margaret Wallace and James Wulach

Not Present: Professors Chitra Raghavan and Gabriel Salfati, Student Representatives Pasang Tsering

Also Present: Linda Mitchell, Graduate Career Advisor, Carmen Solis, Faculty Associate to the Dean and Inez Brown, Executive Associate to the Dean.

AGENDA ITEMS:

The meeting began at 12:30 p.m.

1. The Dean's Announcements

- a. Anila Duro has returned from maternity leave and has resumed her duties as the Executive Associate to the Dean.
- b. Inez Brown represents the Office of Graduate Studies on the Grad Connect Committee, and has requested input – greeting email for prospective students - from all Program Directors.
- c. Materials from CGS → College Council → CUNY and beyond
- d. Last day of classes is December 12th; December 13th & 14th are the make-up days.
- e. Faculty should have received communication directly from the administration (President/Provost) regarding the impact of Hurricane Sandy on the college community. A council was established to address Sandy and future Student Support Coordinating Council. There remains work to be done with regard to student support, but in the meantime a committee has been established. Blackboard is also an option for making up classes and/or coursework.

The question was raised concerning requests for incomplete grades. Committee members wanted to know what the guidelines were for granting incompletes to students who had experienced hardship as a result of the storm. It was suggested that there should be sufficient flexibility to allow students to complete their coursework. The point was made that although classes had resumed the lives of many of our students continue to be disrupted and we must be mindful of the difficulties they are experiencing.

The VP for Enrollment Management reported that there were less requests for withdrawals although the deadline had been extended to November 16, 2012. Enrollment Management was concerned that the number did not reflect those students who were unable to file electronically for withdrawal. CUNY has provided the policy for 100% refund of tuition for those students who were totally devastated by the hurricane. Students should be referred to the Office of the Registrar for assistance.

Dean:

- At what point do we advise students that an INC may not be the best option?
- Hardship withdrawal information is on the website, as per Richard. Students may apply for a waiver (adhering to Financial Aid regulations) for this semester as a result of Hurricane Sandy. File waiver; submit paperwork/letter from counselor/advisor.
- Permission was granted from the regulatory authority; loan(s) may be deferred.

Ned:

- Posed a question, “Could we get a document listing options to be presented to students?”
- I think it is important to identify the available options.
- Dean will respond by the Monday after Thanksgiving – 11/26. She will attempt to pull together all the concerns, including those voiced at the Provost’s meeting.
- Point people for students who have academic, financial, psychological issues etc...related to
- Kenneth Holmes—Dean of Students
- Thanks to Inez Brown for serving as the Executive Associate to the Dean in Anila Duro’s absence. Anila has returned and will again be the point person in Graduate Studies.
- Lovely will need to leave early

2. Minutes of the Meeting

The minutes of the meeting for November 19, 2012 were approved unanimously.

3. 2nd Reading of the New Program in Security Management

The course proposals have been placed on the appropriate forms.

An overview of responses to feedback received between first and second reading:

- Incorporated 99% of suggestions
- Reviewed by faculty
- Reviewed by outside entity.

Issue of privatization In response to questions raised on the issue of privatization, the Program Director felt that this must be more critical. All the administrative and structural concerns have been addressed

- Must be more critical.

Issue of Racial Profiling

- Ari submitted some literature regarding critical thinking on this matter.

Feedback from 80th Street revealed that NYS approval for a new degree takes approximately 2 years. Since 70% of the Program of Study already exists, it would be wise to call it a new program as opposed to a new degree.

Proposal Feedback/Suggestions

Ned

- Paginate document
- The budget at the very end
- Enrollment numbers.

Appendix F

- Question: 70-90 sections of courses; 4th year credit delivery. Will those be normal size sections? Chuck's response: YES; with a normal 25 maximum capacity. University of Maryland and George Washington University pull similar numbers.

Appendix G

- Faculty salary...how is it calculated? FT & adjunct?
 - The numbers were proposed by Feng Wang.
 - The numbers are proposed as a combination of FT and ADJ faculty.
 - Ned is concerned that there are no details/explanations in the document.
- 1 tenure track line this year as per the Provost.
- Note here needed regarding faculty salaries.
- Principles should be stated her.
 - Maximum section size (25); on the Distance proposal
 - Need to distinguish ADJ from regular faculty
 - Equivalent of % of faculty as in other programs, i.e. 40% of 80

- Currently 3 FT faculty and 1 coming. One would presume that additional faculty would be hired.

It was suggested that the increased faculty size should be included as a footnote in the Appendix. The suggestion was accepted.

Dean

- Explicit connection between expenditure projections; ENR and text in the document
- The program could be close to CRJ in terms of number of students. Important because SM currently has the smallest staff.

Bonnie

- Include statement regarding faculty growth as it relates to ENR growth.

Lovely

- No evidence of strategic assumption or relationship; this should be embedded in the document.

Chuck

- If you want to go into the online world, you must spend money.
- Clarification that this application is for a registered program.

Dean

- The processes require a degree program first then applying to have that program online.

Marilyn

- In terms of the target market (4 markets identified) it seems as though there is really only one market. In your proposal you identify baccalaureate degree graduates as a potential market. Is this really the market if you are expecting prospective students to have experience?
- Suggest “preferable” rather than required with regard to the work experience criteria.

Learning Goals

- Chuck and Marilyn will meet to discuss learning goals; Chuck also stated that he would meet with Jim Llana (Associate Provost).

Marilyn

- Make everything consistent (Ref pg. 5), i.e. Program goals stated as 5 in some places and 6 in other places.
- Need to make sure that the program goals are not learning outcomes assessment goals.
- Management component: would like a specific management course included, i.e. Organization Theory.

Bonnie

- Projected expenditures for library services are flat for 4 years. Chuck will increase the dollar amount to accommodate the increase in services—STAFFING.

Marilyn

- Will the College approve these types of recruitment expenses?

Chuck

- Explained that it includes approximately 10-20 conferences per year - a \$100,000 budget.
- Must get into the electronic advertising world. The money in the proposal is very conservative.

Dean's Concerns: We look at online as revenue-generating and having the ability to contribute to the overall budget. Start-up dollars are not budgeted; it is very speculative regarding what would be available to support this effort. No dollars are currently set aside for this marketing effort.

Bill H.

- Faculty recruitment money must be spent here. It is beyond our jurisdiction because it is a commitment the President and Provost made to this. This does not seem to be our issue right now; we are spectators.

Richard

- With some editorial and substance changes we can approve. We agree in principle of the proposal can pass with stipulations. The motion was moved (Richard) and seconded (Avi).
- All in favor; one oppose (Ned); no abstentions.

Chuck

- Two individuals would be responsible for ensuring that the program is presented uniformly; curriculum designers and not faculty.

Marilyn

- Would like to know if recruitment expenses are part of the individual program budgets?

Dean

- Overlapping domains; conscious development of marketing.

Ned

- The Faculty Senate passed a resolution that the college should not be approving new programs until we approve policies.
- Ned will be voting "no" because of his concerns.
- Thesis option?

- Suggested a writing examination as part of the admissions process; not something done afterwards. It is how one “does” that needs to be thought through. Is it the implication of the budget that faculty ADJ will be compensated in the same way.

Dean

- Programs must conform to the current policy.
- Avi called the question.
- The vote is on the floor. Approve with the following stipulations?
 - Experience
 - OA language
 - Management component
 - Library budget
 - Tying expenses and ENR.

In Favor:

Opposed: Ned

Abstentions: None

4. CATEGORY?

- IT was noted that 15 weeks is not the norm for online courses; 8 weeks is the norm.

Avi

- How do we reckon 30 (graduate) hours online?

Ned

- This is what the policy project is attempting to find out.
- Online sections are asynchronous. In the MPA program we utilize discussion boards (analogous online discussion)

Linda

- Offered her experience regarding online experience. The standard online term is 8, 12, or 15 weeks. Time is measured in terms of weekly/daily. Students typically log-in to their classroom; online hours are substantially more as a student and instructor.

Avi

- The format requires 2 separate documents; they are linked. How are we going to standardize in the future should not prevent us from approving the Distance Education proposal?

Ned

- Learning objectives need to be aligned. Alerting CGS that you will be asked to review the College’s policy on this.

Dean

- We are not requiring the online experience to be analogous. The expectation is that the program will be consistent with current policies.

Wulach

- Preliminary accepts and other things tweaked and resent to the entire CGS prior to submission to the CC.

Dean

- Making sure the two proposals are consistent. Submit the online application while online policies are being reviewed. Should we wait? The program must be compatible with standards adopted in the future.



DOCUMENT 1

COMMITTEE ON GRADUATE STUDIES

December 18, 2012

12:30 p.m. to 2:00 p.m.

Room 610

1. Dean's Announcements
2. Minutes of the meeting held on November 19, 2012
3. Discussion of the reorganization of Graduate Admissions
4. Self-Study Schedule for Graduate Programs
5. Outcomes Assessment Update

Remember to bring your lunch!

DOCUMENT 2

COMMITTEE ON GRADUATE STUDIES

Minutes of the Meeting

December 18, 2012

Present: Dean Jannette Domingo, Vice President Richard Saulnier, Dean Kenneth Holmes, Professors Warren Benton, Avram Bornstein, William Heffernan, Richard Lovely, Bonnie Nelson, Marilyn Rubin, Gabrielle Salfati, Margaret Wallace and James Wulach, Student Representative Pasang Tsering

Not Present: Professor Chitra Raghavan and Student Representative Sebastien Auguste

Also Present: Carmen Solis, Faculty Associate to the Dean; Linda Mitchell and Mary Ann Triest, Graduate Career Advisors; and Janice Carrington, Administrative Director.

AGENDA ITEMS:

The meeting began at 12:30 p.m.

1. The Dean's Announcements

- a. Graduate Orientation will be held on Tuesday, January 22, 2013. Graduate Studies has been in correspondence with Student Development regarding the program; there is flexibility to use the program time as desired.
- b. Assessment Portfolios: Program directors were reminded that each graduate program is responsible for creating an assessment portfolio. Each program must also move to the next step, i.e., assessment should be used to further develop graduate programs.
- c. The program directors were reminded that faculty were invited to attend the Associate Provost Candidate interviews. An interview was scheduled for 3:45 pm on that day.
- d. Dean Domingo thanked Prof. Wulach for his acknowledgement of the announcement of her retirement at the end of the current academic year.

- e. Prof. Carla Barrett Chair of the Outcomes Assessment Committee has been invited to meet with the committee at its first meeting in the Spring semester.

2. Minutes of the Meeting

The minutes of the meeting for November 19, 2012 were approved without comments and/or corrections; 0 opposed and 1 abstention.

3. Reorganization of Graduate Admissions

Vice President Saulnier reported on the following changes in Admissions:

- Undergraduate and graduate admissions have been combined into one office in the interest of using technological and staff resources more efficiently.
- A Director of Admissions will be on board as of January 1st, 2013. D4CS Program Director Richard Lovely is on the search committee.
- The Admissions organizational structure approved by CUNY will include two associate directors. Fay Williams will remain as the Associate Director for Graduate Admissions.
- A graduate admissions recruiter was hired; a 2nd recruiter will spend 50% of his/her time on graduate students.
- The College is using Hobson's (a communications relationship management software) to improve communications with prospective and current students. The 'Grad Connect' software tool went live last week; it presents information about the College to students in a customized format. Connect has been used at the undergraduate level for approximately two years and has led to a successful yield of students accepted to enrollment. 'Retain' is another Hobson's software tool that will be used in support of retention efforts.
- The Apply Yourself (AY) electronic application process has worked very well over the last year; this has supported a high yield on the applications.
- The Office of Admissions is working with EHS to provide housing for John Jay students; two potential sites have been identified: The New Yorker on 34th street and the St. George in Brooklyn.
- Student Affairs will hire someone to work with out-of-state students regarding housing and other processes that may present challenges for these students.
- Graduate recruitment literature is currently being revised.

VP Saulnier was asked what recruiters could do to improve the quality of applicants. He responded that Admissions would spend more time reaching out to institutions; the upstate tour, including SUNY Albany, had been successful.

However, the primary point of contact for potential students is currently the website. The challenge is to expand the college's reach and web presence. The college has hired a web design team to redesign the JJC website. There will be further college-wide discussion about how the college can improve/increase its presence to prospective audiences.

4. Outcomes Assessment Update

- MPA-PPA Director Marilyn Rubin presented an example of how MPA programs used assessment to make some significant changes to the program. (Handout)
- Prof. Rubin volunteered to write a replacement piece for the current Middle States paragraph that implies that graduate programs have not done any assessment. She asked that program directors email her a summary of their assessment activity.

Meeting adjourned at 2:00 pm

Respectfully submitted by
Inez Brown
Associate to the Dean



DOCUMENT 1

COMMITTEE ON GRADUATE STUDIES

February 13, 2013

12:30 p.m. to 2:00 p.m.

Room 610

1. Dean's Announcements
2. Minutes of the meeting held on December 18, 2012
3. MPA Curriculum Revisions
4. A course revision in the CRJ Program: CRJ 791
5. An experimental course proposal – IC & J program
6. Differential Tuition first year evaluation report
7. New graduate faculty
 - (i) Digital Forensics & Cybersecurity
 - a. Adam Zion
 - (ii) IC & J Program
 - a. Hung-En Sung
 - b. Desmond Arias
 - c. Veronica Michel-Luviano
 - d. Jennifer Geist Rutledge
 - e. Patricia Rovar
 - f. Stacy Strobl
 - g. Amy Adamczyk
 - (iii) Forensic Psychology Program:
 - a. Michael Chajewski
 - (iv) Forensic Science
 - a. Katherine Joubin
8. Provost Jane Bowers

Remember to bring your lunch!



ITEM 2

COMMITTEE ON GRADUATE STUDIES

Minutes of the Meeting

February 13, 2013

Present: Dean Jannette Domingo, Professors Warren Benton, Rosemary Barberet, Diana Falkenbach, William Heffernan, Richard Lovely, Bonnie Nelson, Chitra Raghavan, Marilyn Rubin, Margaret Wallace, and James Wulach, Student Representatives Pasang Tsering and Sebastien Auguste

Not Present: Vice President Richard Saulnier and Dean Kenneth Holmes

Also Present: Carmen Solis, Faculty Associate to the Dean and Janice Carrington, Administrative Director

AGENDA ITEMS

The meeting began at 12:30 p.m.

1. Dean's Announcements

The new schedule for graduate exam finals was distributed to the committee members who expressed concerns about the schedule as it relates to room availability.

2. Minutes of the meeting held on December 18, 2012

The minutes of the meeting for December 18, 2012 were approved without comments and/or corrections.

3. Proposal for Curriculum Revision: MPA: Public Policy and Administration

The Program Director advised that the changes in the curriculum were being introduced to fulfill in part the expectations that accompanied the renaming of the program which now incorporates Public Policy. The new course in the Policy Specialization would be the first course to build this area of the program.

After a lengthy discussion the members agreed to approve the submission of the curriculum revisions to College Council with the following changes: no abstentions.

- a. The removal of the course Issues in Urban Governance on page 16
- b. Insertion of the course PAD 751 Concepts and Cases on page 16
- c. Revision of the course descriptions on page 33

4. Proposal for Curriculum Revision: MPA: Inspection and Oversight

The Program Director informed the members that the revisions accomplished the following:

- a. Advising/Housekeeping
- b. Eliminate the fiscal policy specialization.
There would be only one *required* course in the specialization and 3 courses needed to satisfy the specialization.
- c. The second required course on the proposal was removed.

The members agreed to submit the proposal for the consideration of the College Council. There were five abstentions, one opposed.

5. Course Revision for CRJ Program: CRY 791

The proposal aims to make the CRJ thesis track much more rigorous. CRJ 791 is now required course. Students will now be required to complete CRJ 715, 716 and 717 with an average of A- or better to be able to register for the thesis track.

After some discussion, the committee agreed unanimously to submit the proposal for the consideration of the College Council.

6. Experimental Course Proposal for ICJ Program

After some discussion the committee agreed that the IC & J program should offer the experimental course 8XX: Models of International Crime and Justice for the next semester.

7. The Dean announced that consideration of the new graduate faculty will be deferred to the next meeting to allow time for Provost Jane Bowers to address the committee members.

8. Provost Jane Bowers

The Provost advised the members that in the coming academic year after the retirement of Dean Domingo, the Office of Graduate Studies will be reorganized. The search for the Associate Provost for the Extended College had been a failed search. She has decided that this position and the position of Dean of Graduate Studies will be merged to form a new position, Associate Provost and Dean of Strategic Initiatives and Graduate Studies. An Associate Dean would also be hired to do the “on the ground” work for Graduate Studies and manage the day-to-day student interactions. The position of Faculty Advisor to the Dean was eliminated. The components of the new position will include:

- a. Adult Continuing & Professional Education
- b. Online Education

Committee members expressed the view that the scope of responsibilities appeared to be too expansive. The Provost informed the members that she would take their suggestions under consideration.

There being no further business the meeting was adjourned at 2:10 p.m.

Respectfully submitted,
Inez Brown, Executive Associate to the Dean



ITEM 1

COMMITTEE ON GRADUATE STUDIES

March 19, 2013

12:30 p.m. to 2:00 p.m.

Room 610

1. Dean's Announcements
2. Minutes of the meeting held on February 13, 2013
3. New graduate faculty
 - (i) Digital Forensics & Cybersecurity
 - a. Adam Zion
 - (ii) IC & J Program
 - a. Hung-En Sung
 - b. Desmond Arias
 - c. Veronica Michel-Luviano
 - d. Jennifer Geist Rutledge
 - e. Patricia Tovar
 - f. Stacy Strobl
 - g. Amy Adamczyk
 - h. Marcia Esparza
 - (iii) Forensic Psychology Program:
 - a. Michael Chajewski
 - (iv) Forensic Science
 - a. Katherine Joubin
 - b. Artem Domashevskiy
4. Course proposal and syllabus for the MPA- PPA program
PAD 7XX Tools and Techniques of Policy Analysis
5. Internships Guidelines
6. Amendment of cross program registration resolution.



ITEM 2

COMMITTEE ON GRADUATE STUDIES

Minutes of the Meeting

March 19, 2013

Present: Dean Jannette Domingo, Vice President Richard Saulnier, Professors Warren Benton, Rosemary Barberet, Diana Falkenbach, William Heffernan, Richard Lovely, Bonnie Nelson, Marilyn Rubin, Margaret Wallace, and James Wulach, Student Representative Pasang Tsering

Not Present: Dean Kenneth Holmes, Professor Chitra Raghavan, and Student Representative Sebastien Auguste

Also Present: Linda Mitchell and Mary-Ann Triest

AGENDA ITEMS

The meeting began at 12:30 pm.

1. Dean's Announcements.

- a) Spring Break begins March 25th.
- b) The new Admissions Director, Stephanie Autenrieth, will attend the next CGS meeting. She was also encouraged to meet with each of the program directors individually. [Prof. Benton noted the Financial Planning Committee's concern that not just long term, but also more aggressive short term recruitment graduate recruitment efforts be organized]
- c) At the March College Council meeting, the application to offer the new Security Management MS in a distance format was defeated. Opposition was based on the fact that college-wide policies are not yet in place.

2. Revision of the Agenda

A change in the agenda to add discussion of the Provost's redefinition of the graduate deanship was moved and unanimously approved.

3. Minutes of the meeting held on February 13, 2013

The minutes of the meeting held on February 13, 2013 were approved with the following modifications:

The last line of item #3

"...would be the first course to build..." should be replaced with

"...*would be one of the two required courses to build...*"

Approved: 9- 0- 1

4. Discussion of Provost's Redefinition of Graduate Deanship

Committee members expressed disappointment that the Provost had not incorporated any of their concerns expressed to her at the February meeting of the CGS into the job description for the new Associate Provost for Strategic Initiatives and Dean of Graduate Studies. The following sense of the body resolution was passed:

The **Dean of Graduate Studies** should Chair the Committee on Graduate Studies and be responsible only for graduate degree and graduate degree related programs and should report directly to the Provost.

Approved: 11 - 0 - 0

5. New Graduate Faculty

a) Digital Forensics & Cybersecurity – *Approved: 11 - 0 - 0*

1. Adam Zion

b) IC & J Program – *Approved: 11 - 0 - 0*

1. Hung-En Sung

5. Patricia Tovar

2. Desmond Arias

6. Stacy Strobl

3. Veronica Michel-Luviano

7. Amy Adamczyk

4. Jennifer Geist Rutledge

8. Marcia Esparaza

c) Forensic Psychology Program – *Approved for both programs (Psychology and Forensic Mental Health Counseling): 11 - 0 - 0*

1. Michael Chajewski

d) Forensic Science – *Approved: 11 - 0 - 0*

1. Katherin Joubin
2. Artem Domashevskiy

6. Course Proposal and Syllabus for the MPA-PPA Program PAD 7XX Tools and Techniques of Policy Analysis

The following objectives were deleted from the syllabus for consistency with the proposal:

- i. Carry out the cost-benefit analysis
- ii. Design and implement surveys

Approved: 11 - 0 - 0

7. Internships Guidelines (1st reading)

- a) Professor Barberet offered an abridged version of the 24 page document under review by UCASC Policies, Procedures, and Practice subcommittee for consideration by the Committee on Graduate
- b) The Graduate Career Advisors' suggested revisions to the document will also be circulated to the CGS.
- c) Concerns were expressed that guidelines should ensure that students engage in meaningful graduate level experiences, accommodate national standards where applicable, and address faculty workload.

8. New Business

Professor Nemeth proposed resubmitting the New York State Application for Distance Format for the new Security Management MS with the following amendment inserted in Part B: Program Specific Issues, Section II. Learning Design:

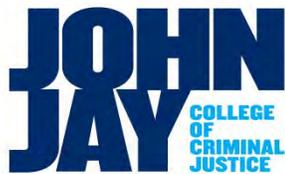
...and will not be implemented until college wide distance education policies are approved by the College governance.

After discussion, the language was modified to the following:

... will be implemented when our new college-wide distance education policy is approved by College governance.

Approved: 10 - 1 - 0

The meeting was adjourned at 2:00 pm.



ITEM 1

COMMITTEE ON GRADUATE STUDIES

April 17, 2013

12:30 p.m. to 2:00 p.m.

Room 610

1. Dean's Announcements
2. Minutes of the meeting held on March 19, 2013
3. New course proposals –
Forensic Science Program
 - a) Advanced Topics in Physical Evidence
 - b) Forensic Examination of Firearms and ToolmarksMPA: PPA Program
 - c. PAD 7XX Issues in Urban Governance and Planning
4. Cross Program Registration
5. Annual Report on the MPA:IG program



ITEM 2

COMMITTEE ON GRADUATE STUDIES

Minutes of the Meeting

April 17, 2013

Present: Dean Jannette Domingo, Vice President Richard Saulnier, Dean Kenneth Holmes, Professors Warren Benton, Rosemary Barberet, Diana Falkenbach, William Heffernan, Bonnie Nelson, Marilyn Rubin, Margaret Wallace, and James Wulach, and Student Representative Sebastien Auguste

Not Present: Professor Richard Lovely and Student Representative Pasang Tsering

Also Present: Linda Mitchell and Mary-Ann Triest

AGENDA ITEMS

The meeting began at 12:30 pm.

1. Dean's Announcements

- a) A flyer for the job fair organized by the Center for Career and Professional Development was distributed by Linda Mitchell.
- b) Members were advised that the Middle States meeting was scheduled for Graduate Program Directors on Monday, April 22nd @ 2:30 pm in Room L61. All Program Directors were invited to attend.
- c) Course registration began on Monday 15th; overtally requests were already being received.
- d) Members were reminded that Commencement will be on May 28th at the Jacob Javits Center.
- e) Commencement Awards ceremony will be held on Monday, May 13th in Room L63.
- f) Dates and locations have been confirmed for incoming advisement sessions.
- g) Graduate orientation will be held on August 20th from 5-8 pm.
- h) An adjustment was made to the published agenda – the MPA course proposal was withdrawn. The Distance Learning proposal and the nomination of new graduate studies faculty was added at the end of the agenda as new business.

- i) Professor Barberet expressed concern that ICJ students did not know that they had to **apply** for graduation. It was suggested that CGS should provide feedback to Student Affairs regarding graduation communications.
- j) The committee was informed that the Distance Ed proposal would not be on the upcoming College Council agenda. The Provost decided to defer this item until college-wide policies on distance education are approved.

2. Minutes of the meeting held on March 19, 2013

The minutes were unanimously adopted.

12 - 0 - 0

3. New Course Proposals

- a) FOS 7XX – Professor Diacuzk has addressed all concerns regarding the syllabus, the learning objectives, reading assignments, computation of the final grade and a bibliography has been added.

4. Cross Program Registration

The current policy does not address concerns of the “receiving” program. The following was proposed: both programs must approve cross-program registration.

- a. 1st Step: Student consults with his or her Program Director.
- b. 2nd Step: Permission from student’s Program Director and the Director of the Program in which the course is housed.

It was agreed that the office of Graduate Studies would continue to assist students in negotiating the process. The committee approved the proposal that both programs must approve cross program registration:

12 - 0 - 1

5. Online MPA: Inspector General Program

The annual report of the program as of last June was presented to the Committee. The members reviewed the report and agreed to submit for the information of College Council.

- a. CGS voted to acknowledge receipt of the annual report of the MPA online program.

12 - 0 - 0

6. New Business

- a. The Distance Education Advisory Committee, chaired by Dr. Feng Wang has been meeting regularly since it was formed about one year ago. The committee is currently

developing policies and guidelines on the ways to implement best practices. The committee also agreed to the suggestion that CGS authorize the Dean to approve minor language changes UCASC might propose.

A question was raised about faculty compensation for copyrighted materials developed for a specific course. The policies do not define specifically how much faculty is paid; the process is defined by CUNY. Members expressed the opinion that there should be payment for a license to use the property instead of paying for development of the course. It was noted that PSC has already worked out an Intellectual Property Policy with CUNY.

A question was posed about the concept of revenue sharing which is mentioned on page 7 of the report. No decisions have been made as of yet.

A vote to approve the policy document with recommendation.

12-0-0

- b. The Interim Chief Librarian observed that the library component of orientation is no longer included in graduate orientation.

- c. A New Experimental Course in the MPA:IO program:

There was a motion to authorize the experimental PAD course: the first methods course of the doctorate program. This would enable JJC to provide a doctoral course in the evening since the Graduate Center only offers the course during the day. It is the same course that the doctoral program offers; same syllabus.

The course would consist of JJC grad (possibly honors students only) and doctoral students; there would be a maximum of five doctoral students in an MA class. There would have to be enough masters students in order to run the course. Doctoral students would get credit for this course. There would be a need for oversight in this blended course.

The difference between this course and CRJ 716 is that this course is far more demanding than CRJ 716. There was a brief discussion regarding the possibility of ICJ students taking this course. There was concern regarding prerequisites; currently none have been identified. The request to allow a faculty member to waive any prerequisites was agreed on by the committee.

The committee agreed to approve the experimental course PAD 8XX: Survey of Quantitative Methods in Criminal Justice I

There were two abstentions and one negative vote.

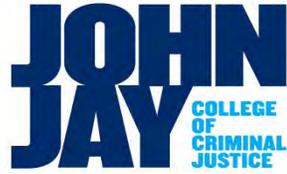
7-2-1

- d. New Graduate Faculty

Members agreed to submit the following faculty for the approval of the Provost

Jeremy Porter – MPA: IO program

- e. The CGS acknowledged the passing of former President Gerald W. Lynch.



ITEM 1

COMMITTEE ON GRADUATE STUDIES

May 20, 2013

12:30 p.m. to 2:00 p.m.

Room 610

1. Dean's Announcements
2. Minutes of the meeting held on April 17, 2013
3. A proposal from the Library regarding graduate orientation
4. An application to add the Distance Education Format to the Advanced Certificate in
Terrorism Studies
5. An Experimental course proposal and syllabus from the I CJ program
ICJ 8XX – Environmental Crime

**John Jay College of Criminal Justice
Committee on Honors, Prizes, and Awards**

Minutes for February 4, 2013 Meeting

The meeting was called to order by IVP Stafford.

Present:

Interim Vice President Thomas Stafford, Student Affairs
Dean Kenneth Holmes, Student Affairs
Professor Marta Bladek, Library
Professor Shuki Cohen, Psychology
Professor Sanjana Nair, English
Danielle Officer, Student Life
Michael Scaduto, Scholarships
Zeeshan Ali, Student Representative
Rue-ann Garbriel, Student Representative
Melissa Kong, Student Representative

Introduction & Responsibilities

Interim Vice President Stafford welcomed the members of the Committee and provided the group with an overview of responsibilities.

Michael Scaduto explained the award process to the Committee. HPA selects recipients and the names are forwarded to the College Council who confers them.

Awards

Michael Scaduto provided the Committee with descriptions of each Commencement Award.

Distinguished Service Award (5 available)
Graduate Student Service Award
Howard Mann Humanitarian Award
Leonard E. Reisman Medal
Scholarship & Service Award

The deadline for student applications is Friday, March 8, 2013. Application information is posted on the College website under Graduation section. Further outreach will take place via email, kiosks, and flyers on campus.

Professor Nair suggested that the information be shared with Department Chairs. IVP Stafford agreed and stated that he would share at next Council of Chairs meeting.

Professor Shuki Cohen also mentioned that Committee members should be invited to the Awards Ceremony.

Michael Scaduto will provide the Committee with applications via email the week of March 11 for review.

Future Meetings

March 19, 2013 at 1:40PM – Selection of recipients

April 22, 2013 at 1:40PM – Future Planning Meeting

Christina Mujica will confirm the above dates with the Committee.

Respectfully submitted:

Michael Scaduto, Scholarship Coordinator

**John Jay College of Criminal Justice
Committee on Honors, Prizes, and Awards**

Minutes for March 19, 2013 Meeting

The meeting was called to order by VP Cook-Francis.

Present:

Vice President Lynette Cook-Francis, Student Affairs
Dean Kenneth Holmes, Student Affairs
Professor Marta Bladek, Library
Professor Shuki Cohen, Psychology
Professor Sanjana Nair, English
Danielle Officer, Student Life
Michael Scaduto, Scholarships
Rue-ann Garbriel, Student Representative
Melissa Kong, Student Representative

Introduction

Vice President Lynette Cook-Francis welcomed the committee.

Selection of Award Recipient Nominees

Michael Scaduto provided the Committee with descriptions of each Commencement Award.

The committee selected Professor Alexa Capeloto for the Faculty Service to Students Award.

The committee selected the following students for Commencement Awards:

- Leonard E. Reisman Medal - John Cusick
- Scholarship & Service Award - Popy Begum
- Howard Mann Humanitarian Award - Sally Abdelghafar
- Graduate Student Service Award - Whitney Brown
- Distinguished Service Awards -
 - (1) Nayanny Bello-Paniagua
 - (2) Maria D'Cruze
 - (3) Nicolas Montano
 - (4) Shamara Nicholas
 - (5) Anaiss Rijo

An official memorandum will be prepared and forwarded to the College Council for approval.

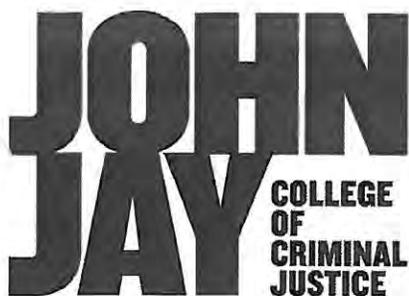
Proposed agenda items for next meeting

The Honors, Prizes, and Awards Committee plans to meet April 22, 2013 at 1:40PM. The proposed agenda items include:

- **Revision of Faculty Service to Students Award – “Preference to student nomination letters”**
- **Recommendation that BA/MA students be eligible for Graduate Awards**
- **Revision of minimum GPA for awards**
- **Increase in the number of awards offered/Award creation process**
- **Proposed monetary component (check, gift card, etc) to awards**

Respectfully submitted:

Michael Scaduto, Scholarship Coordinator



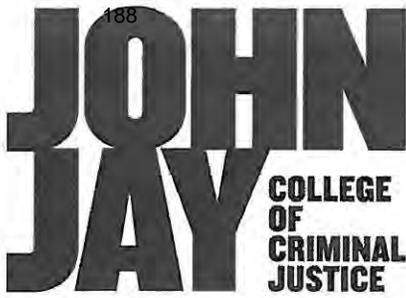
Committee on Student Interests (C.O.S.I)

Committee Members 2012-2013

Chair - Kenneth Holmes, Dean of Students
Anthony Phillips, Athletics
Danielle Officer, Director of Student Life
Artem Domashevskiy, Faculty, Science Department
Rick Richardson, Faculty, Sociology Department
Alaa Alamin
Rue-Ann Gabriel
Cesar Irigoyen
Jennifer Rosado
Rashmini Sookraj

Meeting Dates

October 21, 2012
November 14, 2012
December 6, 2012
February 19, 2013
March 11, 2013 – canceled
April 24, 2013
May 16, 2013



Committee on Student Interests Meeting
Monday, October 22, 2012
Room L.65.08NB
1:40 pm

Committee Members

Chair - Kenneth Holmes, Dean of Students

Anthony Phillips, Representing Director of Athletics/Vice President Thomas Stafford

Danielle Officer, Interim Director of Student Life

Artem Domashevskiy, Faculty, Science Department

Rick Richardson, Faculty, Sociology Department

Alaa Alamin

Clinton Dyer

Rue-Ann Gabriel

Cesar Irigoyen

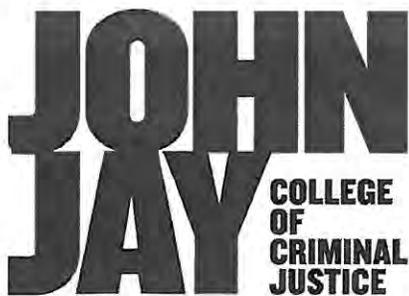
Jennifer Rosado

Rashmini Sookraj

Agenda

- 1) Introductions
- 2) What is Committee on Student Interests (COSI) ?
- 3) New Business
 - Ritual pre-prayer wash station

Next meeting: Wednesday, November 14, 2012
 Time: 1:40PM
 Room: L.65.08.NB



MINUTES FOR:

**Committee on Student Interests Meeting
Monday, October 22, 2012
Room L.65.08NB
1:40pm**

Meeting was called to order at 1:43pm

1) Introductions of Committee Members

2) Review of Minutes from April 2012

Academic Advisement Issues

- Majors changed names but students didn't know about it
- Curriculum remained the same

Eco-friendly Flushers

- Toilets that use less water depending on how you flush

Elections / Online Elections

- Currently have online elections
- Every student council seat has been filled
- Working on how to improve the election process and make it more efficient
- John Leebens is giving a presentation to CUNY on how John Jay has managed to have internally maintained online elections

Jay Walk – now open

**Committee Members - Don't wait until next meeting date to discuss concerns.
Contact Dean Holmes at kholmes@jjay.cuny.edu**

3) Updates

Lactation Rooms

- Proposal is in place; There is a space in North Hall

Gender Neutral Bathrooms

- Proposal in place; Moving forward on this need

4) New Business

Ritual Pre-prayer Wash Stations

- Background presented by Alaa Alamin
- See attached articles
- It is necessary on campus
- Need to develop a proposal
- Queens College has wash stations
 - Find out how they financed it
- Part of the Muslim Student Association Club on campus
- Dean Holmes, Danielle Officer will contact their counterparts at Queens College
- Alaa Alamin will ask the MSA executive at Queens College to work with us

White Boards

- Classrooms should be equipped with board cleaner

Room Availability for Clubs

- Not enough spaces available for clubs to meet and have events
- More spaces have opened up according to Danielle Officer
 - Black Box, Westport, L61, Cafeteria and North Hall are available to students
- Office of Student Life reduced the event requirement to one per semester instead of 2 events per semester
- New event management system will come online soon so it will be easier for clubs to book their events
- Clubs can also use classroom space; can reserve through Registrar Office

John Jay App

- Develop a more user friendly and comprehensive app for students to know what is going on around campus
- Will invite Executive Director of Marketing, Vivian Todini, to join Committee at next meeting to discuss

Meeting adjourned at 2:27pm

Next meeting: Wednesday, November 14, 2012
Time: 1:40 pm
Room L.65.08NB

Committee on Student Interests Meeting

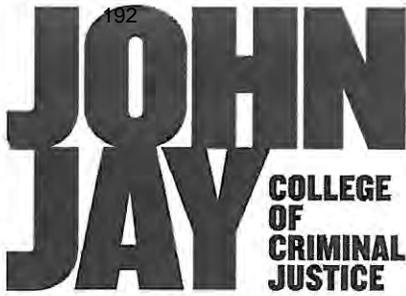
Date: October 22, 2012

Place: Room L.65.08NB

Time: 1:40 pm

Attendees:

	Yes	No
Chair - Kenneth Holmes Dean of Students	✓	
Anthony Phillips Representing Director of Athletics/Vice President Thomas Stafford	✓	
Danielle Officer Interim Director of Student Life	✓	
Artem Domashevskiy Faculty, Science Department	✓	
Rick Richardson Faculty, Sociology Department		✓
Alaa Alamin	✓	
Rue-Ann Gabriel		✓
Cesar Irigoyen	✓	
Jennifer Rosado	✓	
Rashmini Sookraj		✓



**Committee on Student Interests Meeting
Wednesday, November 14, 2012
Room L.64.00NB
1:40 pm**

Committee Members

Chair - Kenneth Holmes, Dean of Students

Anthony Phillips, Representing Director of Athletics/Vice President Thomas Stafford

Danielle Officer, Interim Director of Student Life

Artem Domashevskiy, Faculty, Science Department

Rick Richardson, Faculty, Sociology Department

Alaa Alamin

Clinton Dyer

Rue-Ann Gabriel

Cesar Irigoyen

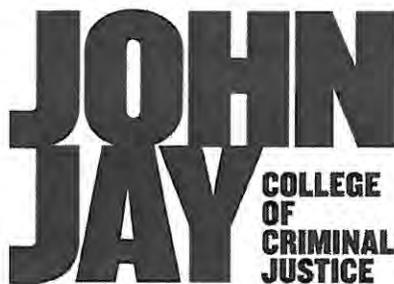
Jennifer Rosado

Rashmini Sookraj

Agenda

- 1) Review of October 22, 2012 Minutes
- 2) Updates
- 3) New Business

Next meeting: Thursday, December 6, 2012
Time: 1:40PM
Room: L.65.08.NB



MINUTES FOR:

**Committee on Student Interests Meeting
Wednesday, November 14, 2012
Room L.65.08NB
1:40pm**

Meeting was called to order at 1:45pm

1) Review of Minutes from October 22, 2012

Correction to Item #4 – New Business - Room Availability for Clubs
Clubs can also use classroom space; can reserve through OSL.

2) Updates

Lactation Rooms

- Space is painted, will be operational soon.

Ritual Pre-prayer Wash Stations

- Danielle Officer will be at Queens College and will view and give update

White Boards

- Boards are being replaced College wide

John Jay App

- Invited Executive Director of Marketing, Vivian Todini, to join Committee at next meeting on December 6 to discuss

3) New Business

Vending Machines

- Machines in North Hall, 3rd Floor taking money
There is a phone number on the machine students can call to get money back
- Vending prices should be reduced
Danielle Officer is Co-chair of Food Services Committee and will talk to MJB about price reduction on items in vending machines.
Also encouraging MJB to do a student survey on their service.

Hurricane Sandy

- Student feedback on how College is handling issues pertaining to Hurricane Sandy.
Overall – Good Job

Meeting adjourned at 2:04pm

Next meeting: Thursday, December 6, 2012
Time: 1:40 pm
Room L.65.08NB

Committee Members - Don't wait until next meeting date to discuss concerns.
Contact Dean Holmes at kholmes@jjay.cuny.edu

Committee on Student Interests Meeting

Date: November 14, 2012

Place: Room L.65.08NB

Time: 1:40 pm

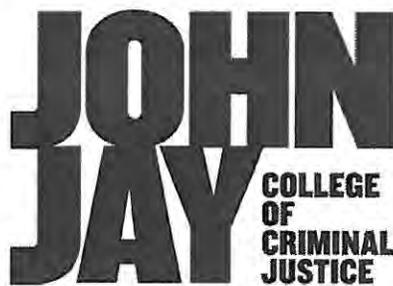
Attendees:

	Yes	No
Chair - Kenneth Holmes Dean of Students	✓	
Anthony Phillips Representing Director of Athletics/Vice President Thomas Stafford	✓	
Danielle Officer Interim Director of Student Life	✓	
Artem Domashevskiy Faculty, Science Department	✓	
Rick Richardson Faculty, Sociology Department		✓
Alaa Alamin		✓
Rue-Ann Gabriel		✓
Cesar Irigoyen		✓
Jennifer Rosado	✓	
Rashmini Sookraj		✓

Committee on Student Interests Meeting
Thursday, December 6, 2012
Room L.65.08NB
1:40 pm

Agenda

- 1) Review of November 14, 2012 Minutes
- 2) Updates
 - Foot Washing Station – Danielle Officer
 - John Jay App
 - Invited Executive Director of Marketing, Vivian Todini, to join Committee at this meeting – will setup for spring
- 3) Old Business – Danielle Officer
 - Vending Machine price reduction / MJB Student survey – Danielle Officer
 - Hurricane Sandy
- 4) New Business
 - Student Concerns – Danielle Officer
 - 59th street entrance there was a hot dog truck and it needs to be put back
 - Distances are still too long for students to travel from Westport to New Building, we should move to a 15 minute schedule
 - Signage in the new building is very confusing. The brochure has no room numbers. Things should be hanging.
 - Toilet paper rolls are too thin.
 - The ATM has been out and needs to be serviced.
 - Elevators – the sonic alert is too soft. For those with disability issues it presents a problem.



Minutes for:

**Committee on Student Interests Meeting
Thursday, December 6, 2012
Room L.65.08NB
1:40 pm**

- 1) Review of November 14, 2012 Minutes
 - Correction to Item #3 New Business – “MJB” should be “MBJ”
 - Correction was noted and made. Minutes were accepted by Committee.
- 2) Updates
 - Foot Washing Station

Good location for Foot Washing Station is in the room next to the Café on L2. There is a water hookup already installed. Alaa Alamin to put together a proposal.
 - John Jay App

Invited Executive Director of Marketing, Vivian Todini, to join Committee at this meeting – will setup meeting for spring semester.
 - Cornel West Event

Went very well; 40-50 people were in overflow.
- 3) Old Business
 - Vending Machines

Danielle Officer to follow-up with MBJ about vending machine price reductions and a student survey. Soda machine credit card readers are not working properly.
 - Hurricane Sandy

Student Support Council still helping students.

- New Business - Student Concerns brought to the attention of Danielle Officer
 - 59th street entrance there was a hot dog truck and it needs to be put back
Hot dog truck has returned; may have been on vacation or sick.
 - Distances are still too long for students to travel from Westport to New Building, we should move to a 15 minute schedule
Issue should be presented to Faculty Senate. Dean Holmes to send a note to Karen Kaplowitz offering a suggestion about scheduling staggered classes
 - Signage in the new building is very confusing. The brochure has no room numbers. Things should be hanging.
Signs were supposed to be hanging. Contact Facilities and Space & Planning.
 - Toilet paper rolls are too thin.
Danielle Officer will contact Elmer Phelon
 - The ATM has been out and needs to be serviced.
ATM is now working.
 - Elevators – the sonic alert is too soft. For those with disability issues it presents a problem.
Elmer Phelon should be contacted about this.
Students complain that the cell service is bad in the elevators. Need a way to boost reception.

4) Other Discussions

- Students using their laptop or WiFi were losing service, having trouble signing in or experiencing slow speeds. DoIt should review its bandwidth and traffic.
- Jay Express Complaints
Turnover time is too long; Those who work at Jay Express are rude or unapproachable.
COSI students should send an email to Dean Holmes with their concerns so he can follow-up with Nilsa Lam.

Committee on Student Interests Meeting

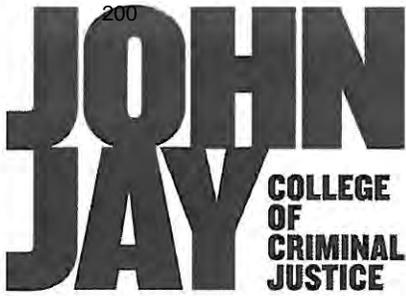
Date: December 6, 2012

Place: Room L.65.08NB

Time: 1:40 pm

Attendees:

	Yes	No
Chair - Kenneth Holmes Dean of Students	✓	
Anthony Phillips Representing Director of Athletics/Vice President Thomas Stafford	✓	
Danielle Officer Interim Director of Student Life	✓	
Artem Domashevskiy Faculty, Science Department		✓
Rick Richardson Faculty, Sociology Department		✓
Alaa Alamin		
Rue-Ann Gabriel	✓	
Cesar Irigoyen	✓	
Jennifer Rosado		✓
Rashmini Sookraj		✓

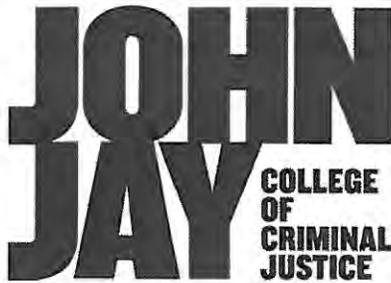


**Committee on Student Interests Meeting
Tuesday, February 19, 2013
Room L.65.08NB
1:40 pm**

Agenda

- 1) Review of December 6, 2012 Minutes
- 2) Updates
 - John Jay App
 - Vivian Todini, Executive Director of Marketing and Johnny Taveras, Web Manager, Marketing & Development
- 3) New Business
 - Proposal for evening Community Hour

Next meeting: Monday, March 11, 2013 @ 1:40PM in Room L.65.08.NB



Minutes for:

Committee on Student Interests Meeting Thursday, February 19, 2013 Room L.65.08NB 1:40 pm

Dean Holmes called the meeting to order at 1:45pm

- 1) Review of December 6, 2012 Minutes
Minutes approved by Committee
- 2) Updates
 - Danielle Officer was unable to attend meeting but sent the following updates:
 - Food Service Committee will be meeting in March to discuss vending machines and conducting a student survey (which MBJ is developing).
 - She spoke with the hot dog vendor and he has had problems with selling in front of John Jay.
 - Toilet paper is through a contracted vendor. More cost effective.
 - ATMs have been working fine. She has personally used them and monitored them as the OSL office is right near them.
 - Elevators typically have bad cell reception. Not sure if that is something that can be done.
 - Elevators
 - Feedback from students on the new elevator system
 - Still issues with elevator speed; are getting used to new system
 - John Jay App
 - Presentation was given by Vivian Todini, Executive Director of Marketing and Johnny Taveras, Web Manager, Marketing & Development and Lenis Perez, Marketing & Development
 - JJ App has improved - built with all comments in mind
 - Want feedback on this new app; Phone friendly
 - Blackboard was removed - students pay for Blackboard app - this issue should be brought to the Technology Advisory Committee
 - No 'J' Stop on App - may have to create another avenue for students to advertise using App

- Still working on how to streamline the emails students get
- Currently adding a clearer campus map to App
- Testing mini-screens in the elevators

3) New Business

➤ Graduate Student Community Hour

- Proposal was offered to have a community hour for graduate students.
- Danielle Officer will move forward with a formal survey
- VP Saulnier championed the current community hour may get behind this one
- Thoughts are it is a great idea
- Survey will shed light on community opinion

Meeting adjourned at 2:31pm

Committee on Student Interests Meeting

Date: Feb. 19, 2013

Place: Room L.65.08NB

Time: 1:40 pm

Attendees:

	Yes	No
Chair - Kenneth Holmes Dean of Students	✓	
Anthony Phillips Representing Director of Athletics/Vice President Thomas Stafford	✓	
Danielle Officer Interim Director of Student Life	✓	
Artem Domashevskiy Faculty, Science Department	✓	
Rick Richardson Faculty, Sociology Department		✓
Alaa Alamin		✓
Rue-Ann Gabriel	✓	
Cesar Irigoyen	✓	
Jennifer Rosado	✓	
Rashmini Sookraj		✓

Committee on Student Interests Meeting

Date: March 11, 2013

Place: Room L.65.08NB

Time: 1:40 pm

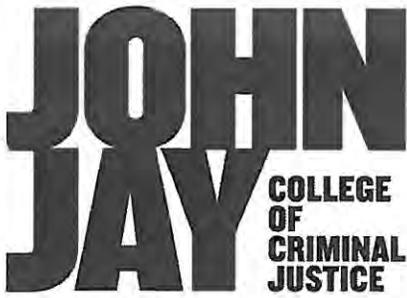
CANCELED

Attendees:

Yes

No

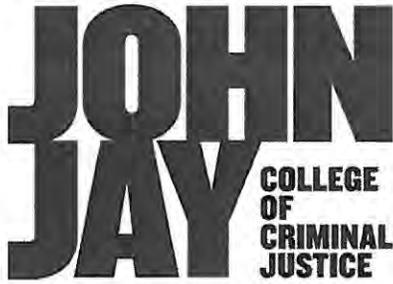
	Yes	No
Chair - Kenneth Holmes Dean of Students		
Anthony Phillips Representing Director of Athletics/Vice President Thomas Stafford		
Danielle Officer Interim Director of Student Life		
Artem Domashevskiy Faculty, Science Department		
Rick Richardson Faculty, Sociology Department		
Alaa Alamin		
Rue-Ann Gabriel		
Cesar Irigoyen		
Jennifer Rosado		
Rashmini Sookraj		



**Committee on Student Interests Meeting
Wednesday, April 24, 2013
Room L.65.08NB
1:40 pm**

Agenda

- 1) Review of February 19, 2013 Minutes
- 2) Middle States
- 3) Residential Life
 John Jay @ the New Yorker
- 4) Updates
 Graduate Student Community Hour
 Foot Washing Stations
- 5) New Business
 Game Room ideas



Minutes
Committee on Student Interests Meeting
Wednesday, April 24, 2013
Room L.65.08NB
1:40 pm

Dean Holmes called the meeting to order at 1:45pm.

Review of February 19, 2013 Minutes

Minutes approved by Committee with the line revision to Item #2 Updates referring to whether the hotdog vendor had difficulty selling in front of John Jay.

Middle States

John Jay College Middle States accreditation visit was April 21-24, 2013. During a student meeting with the middle state team a graduate student complained about the lack of services for graduates (offices closed, labs not available, cannot get college officials to respond).

Residence Life

John Jay at the New Yorker

Contact information: (p) 212.393.6339 email: RLHP@jjay.cuny.edu

Updates

Graduate Student Community Hour

- Suggested times – 6:00 – 7:00pm or 5:00 – 6:00pm.
- A graduate student survey was done in 2011 and according to it a majority of graduate students have class during these times (146 have class; 79 don't have class)

Foot Washing Stations – no updates

New Business

Game Room Ideas

- Lounge on 1st floor next to café
- Room will have TV, pool table, ping pong
- Did have a game room in the 1990s but was taken away to make classrooms

Ongoing Issues

Bathrooms – not clean

John Jay website still not accessible from outside

Meeting adjourned at 2:40pm

Committee on Student Interests Meeting

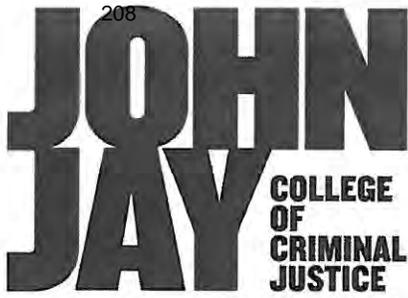
Date: April 24, 2013

Place: Room L.65.08NB

Time: 1:40 pm

Attendees:

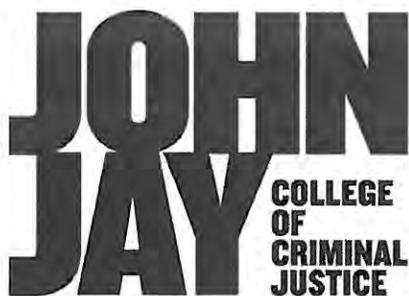
	Yes	No
Chair - Kenneth Holmes Dean of Students	✓	
Anthony Phillips Representing Director of Athletics/Vice President Thomas Stafford	✓	
Danielle Officer Interim Director of Student Life	✓	
Artem Domashevskiy Faculty, Science Department	✓	
Rick Richardson Faculty, Sociology Department		✓
Alaa Alamin		✓
Rue-Ann Gabriel	✓	
Cesar Irigoyen		✓
Jennifer Rosado		✓
Rashmini Sookraj		✓



**Committee on Student Interests Meeting
Thursday, May 16, 2013
Room L.65.08NB
1:40 pm**

Agenda

- 1) Review of April 24, 2013 Minutes
- 2) Residential Life
 John Jay at the New Yorker
- 3) Updates
- 4) New Business
 John Jay "zoo" room - Artem Domashevskiy
 Jay Express – Anthony Phillips



**MINUTES FOR:
Committee on Student Interests Meeting
Thursday, May 16, 2013
Room L.65.08NB
1:40 pm**

Meeting was called to order at 1:45pm. Paul Wyatt, Director of Student Relations filled in as Chair for Dean Holmes who was unable to attend.

- 1) Review of April 24, 2013 Minutes
 - Minutes were approved by the committee
- 2) Residential Life - John Jay at the New Yorker
 - Overview of John Jay housing
 - 100 beds
 - Residence Life Coordinator hired – Jessica Carson – beginning May 20, 2013
 - May 8, 2013 housing website went live
- 3) Updates
 - Elevators – still slow
Students don't know which elevator bank to take to get to certain floors
Poor signage
- 4) New Business
 - John Jay "zoo" room - Artem Domashevskiy
 - Several fish tanks and terrariums (with geckos, frogs, turtles, fish, etc.) that he wants to donate to the college
 - Provost Bowers suggested he discuss with COSI
 - Possibility of John Jay having a 'zoo' room or be part of animal study in forensic psychology
 - Will speak with other departments to see if there is interest
 - Jay Express – Tony Phillips
 - Students should write and complain about service
 - Coordinate their complaints through student government
 - Students waiting hours to be served – 2-3 hour wait - need more staff
 - Dean of Students will speak to Marisol Marreo or Nilsa Lam

Meeting adjourned at 2:20pm.

Committee on Student Interests Meeting

Date: May 16, 2013
 Place: Room L.65.08NB
 Time: 1:40 pm

Attendees:

	Yes	No
Chair - Kenneth Holmes * Dean of Students		✓
Anthony Phillips Representing Director of Athletics/Vice President Thomas Stafford	✓	
Danielle Officer Interim Director of Student Life	✓	
Artem Domashevskiy Faculty, Science Department	✓	
Rick Richardson Faculty, Sociology Department		✓
Alaa Alamin		✓
Rue-Ann Gabriel	✓	
Cesar Irigoyen	✓	
Jennifer Rosado	✓	
Rashmini Sookraj		✓

*Paul Wyatt chaired. on behalf of Dean Holmes

COUNCIL OF UNDERGRADUATE PROGRAM COORDINATORS

MEETINGS FOR Fall-Spring 2012-2013

Meeting #1:

Tuesday September 11th from 1:30pm to 2:50pm in room L.61NB

Meeting #2:

Tuesday October 23RD from 1:30pm to 2:50pm in room 630T

Meeting #3:

Tuesday November 13th from 1:30pm to 2:50pm in room L.61NB

Meeting #4:

Tuesday December 11th from 1:30pm to 2:50pm in room L.61NB

Meeting #5:

Tuesday February 19th from 1:30pm to 2:50pm in room 630T

Meeting #6:

Tuesday March 19th from 1:30pm to 2:50pm in room 630T

Meeting #7:

Tuesday April 23rd from 1:30pm to 2:50pm in room 630T

Meeting #8:

Tuesday May 14th from 1:30pm to 2:50pm in room 630T

Anne Lopes
X 1347
alopes@jjay.cuny.edu

Council of Major Coordinators Meeting

Agenda

September 11, 2012

1. Introductions
2. Announcements
3. Current Priorities
4. Closing the Loop on Assessment of Majors
5. CUNY Macaulay Honors Program
6. Innovating Pedagogy
7. Assessment Update

Council of Major Coordinators Meeting September 11th, 2012

Meeting Minutes

Present: David Barnet, James Cauthen, Serguei Cheloukhine, Maria Josephine D'Agostino, Katie Gentile, Salomon Guajardo, Jay Hamilton, Lawrence Kobilinsky, Robert McCrie, Sarah McDougall, Virginia Moreno, Karen Okamoto, Peter Romaniuk, Shamik Sengupta, Jon Shane, Deryn Strange, Staci Strobl, Hung-En Sung, Margaret Tabb, Robert Till, Joshua Wilson, Virginia Moreno

I. Introductions

II. Announcements (Letter)

- A. The Dean encouraged all present to read through her letter. She highlighted a few different portions of the letter:
1. Retention and graduation rates (both increasing).
 2. Growth of Academic Advisement office
 3. The new roles of David Barnet and Katherine Killoran
 4. The two new majors in development - The Dean will soon be putting out a call for developmental work in these majors. The new majors should be modeled after the Gender Studies Major (interdisciplinary).
 5. Latino/Latina Retention – Recommendations from the Task Force will hopefully be put into effect this academic year.
- B. Integrating Communities of Practice: Involving experts and employers in specific fields in discussions about the majors offered at JJAY. Those interested in this program should contact the Dean for more information.
- C. Prior Learning Assessment: Currently going through governance. This program would involve looking at student's world experience and determining what type of academic credit would best serve them.
- D. FYE is now a part of Student Academic Success Program (SASP).
- E. The Dean will be requesting meetings with the Interdisciplinary Major Coordinators in the near future.

III. Current Priorities

For both the Office of Undergraduate Studies and the Provost's Office include:

- A. Advisement: specifically the pilot for major advisement
- B. Sophomore programming: a program similar to First Year Experience that caters to the needs of 2nd year students, to hopefully launch during the 2013-2014 academic year
- C. The Assessment of Minors: will begin soon.
- D. Increasing the transfer rate of Justice Academy Students
- E. Increasing Math Learning Outcomes: Innovative learning strategies are currently being developed with the help of the new Director of the Math Foundations and Quantitative Reasoning Program, Dante Tawfeeq.

IV. Closing the Loop on Assessment of Majors

- A. The Dean will be reaching out to Departmental Chairs this week to begin scheduling meetings regarding this.
- B. The Dean is looking to discuss making the assessment work already completed in each department more transparent. She would like it to be clear throughout each department what work has already been done, and what work still need to be done.

V. CUNY Macaulay Honors Program

- A. The Dean encouraged all staff members to take an active interest in the Honors Program. She suggested that they stop by the Honors Lounge (located on the 8th floor of the new building) to not only enjoy the beautiful view, but to get to know some of the students currently in the program.
- B. Recruiting for the class of 2013-2014 academic year has already begun.
 - 1. We currently have approximately 175 students in the John Jay Honors Program. John Jay is looking to have a program of 220 students next year (the program is capped at 220 due to monetary reasons, though the eventual goal is to have 10% of the John Jay student body in an Honors Program).
 - 2. There will be 20 additional students from the Macaulay Honors Program beginning at John Jay next year. They will be required to take 4 John Jay honors courses in addition to the 4 honors seminars required by Macaulay.
- C. Merger with Macaulay Honors Program
 - 1. The new director is Ms. Dara Byrne.
 - 2. Q: Will Macaulay students be considered stronger academically than our Honors students?
 - a) Yes, Macaulay students, on average, score 200 points higher than our Honors students on their SAT's (usually scoring around a 1300-1400 total).
 - 3. Jay Hamilton noted that it would be good for the Major Coordinators to know what they can do to support not only the Honors Program, but also the students within it. The Dean suggested that be placed on an agenda of a future meeting.

VI. Interim CAT Director: Jessica Kovler (330 T)

- A. Ms. Kovler first told the staff members that she would appreciate any input they would be willing to give about CAT. Specifically how CAT can be a better resource for their department and major.
 - 1. They will be addressing things found in the NESSY report.
 - 2. A number of new programs are being implemented: CAT Faculty Fellows (research into new pedagogical strategies will be funded through both CAT and the University), a new program just for GTF's.
 - 3. The office has recently partnered with a number of different offices (ITSS, OAR, OUR, etc.) to become a better resource to faculty members.
 - 4. The office will also be doing developmental course work for new First Year Seminars and also new seminars at the 300 level.

VII. Innovating Pedagogy

- A. The Dean shared a brief synopsis of her new idea to incentivize faculty members to develop novel teaching strategies.
 - 1. The Dean is looking to take a portion of the Discretionary Fund to set up a faculty incentive (such as a scholarship) of \$1000. The faculty members will be required to create a proposal (due in March) of the types of new pedagogy strategies they would like to learn, and how they will implement them into their curriculum. The money will most likely be distributed in two installments of \$500 (during the summer semesters) and will only be fully paid out once the Dean receives the written proposal and the assessment of the results.
- B. A committee of faculty members who have previously won awards would be created.
 - 1. A concern regarding the breakdown of adjunct and full time professors was noted. Professor Hamilton suggested that the breakdown should reflect the current adjunct to full time faculty ratio (meaning having slightly more adjunct faculty).
- C. Jessica Kovera reminded faculty that CAT is available to help them with both the development of their ideas and the writing of the proposal.
- D. Jim Caughen suggested that incentivizing the dissemination of their results would also be helpful. Virginia Moreno agreed and further suggested bringing faculty members who teach key courses in the curriculum into the program as a strategy to recruit.

- VIII. Open House for Undergraduates
- A. The Dean urged those present to mark off the Sunday, November 11th as the Open House will be held on that day.
 - B. The planning for this even is currently in progress, the Dean will send out periodic updates to faculty members as to what the event will be like this year.
- IX. Additional Course Release for Assessment Activities
- A. Major Coordinators will receive additional course release for assesement activities. It will be Instructional Funding from the Provost's budget. Some faculty members may be required to work with their Department chairs, depending on the department.
 - B. The Dean reminded those present that assessment release time MUST be taken in the Spring.
- X. Assessment Update
- A. Virginia Moreno received most of the 2011-2012 academic year reports over the summer. She applauded the staff members because she believes that the reports reflect a general understanding of what the assessments are to be used for. She stated that more of the reports are talking about Learning Outcomes and Learning Goals, relating past experiences to their classroom teaching, proposing new reading materials, reflecting back on to information discussed in prior courses, etc.
 - B. A Rubric for the Western Association for assessing the use of Capstone experiences was passed out (attached to this outline). Virginia asked that all those present review the rubric and get back to her with feedback as to whether the rubric is good and should be implemented.
 - C. Ms. Moreno still needs a handful of assessment revisions for Middle States (within the next 1-2 weeks).
 1. Student papers are also needed from a handful of departments
 2. A reminder of what is still due will be sent to each department very soon.
 - D. Ms. Moreno reminded those present that part of the summary report will reflect how many assessments have actually been done (if you proposed 5 assessments and only completed 4 that will be noted) and also what assessments have been implemented.
 - E. Both the Dean and Ms. Moreno stressed that it is important that students be informed of the Learning Outcomes and grading rubrics for each major. They should constantly be asking themselves: Why am I learning this? What is its purpose? How does it fit with the other things I'm learning?
 1. And on this note the faculty were reminded that as far as Middle States is concerned Student Experience could be improved.
- XI. Middle States
- A. The campaign is starting now (began with the letter from the President sent out last week). A sheet of the basic information regarding Middle States was passed around (attached).
 - B. A graph showing the number of citations and follow up actions since 2007 was also shown. It was noted that Student Learning Assessment (14) had 16 follow up actions and standard 7 had 8 citations since 2007.
- XII. Gender Studies Handbook
- A. The Dean believes that this will be particularly helpful to students. She encouraged each department to reach out to the Gender Studies, English and History departments to get examples of this handbook to make their own.
 1. It was reminded that Learning Outcomes and grading rubrics should be included in any handbooks created.
 2. It was also reminded that Learning Outcomes and grading rubrics (how the students will be assessed) should be included on the departmental websites now.

COORDINATORS OF UNDERGRADUATE MAJORS 2012-2013 (Attendance 09/11/12)

PROGRAM	COORDINATOR	PHONE NUMBER	Initials/Signature
Computer Information Systems	Shamik Sengupta	212-237-8826	✓
Correctional Studies	Lior Gideon	212-237-8991	
Criminal Justice (B.A.)	Hung-En Sung	212-237-8412	✓
Criminal Justice (B.S.)	Serguei Cheloukhine	212-237-8391	✓
Criminal Justice Management	Salomon Guajardo	646-557-4783	✓
Criminology	Douglas Thompkins	212-484-1118	
Culture and Deviant Studies	Elizabeth Hegeman	212-237-8289	
Economics	Jay Hamilton	212-237-8093	✓
English	Caroline Reitz	646-557-4755	
Fire Science	Robert Till	212-484-1379	✓
Fire and Emergency Services	Robert Till	646-557-4638	✓
Forensic Psychology	Deryn Strange	212-484-1345	✓
Forensic Science	Lawrence Kobilinsky	212-237-8884	✓
Gender Studies	Katie Gentile	212-237-8110	✓
Humanities and Justice Studies	Margaret Tabb	212-237-8702	✓
International Criminal Justice	Peter Romaniuk	212-237-8189	✓
Judicial Studies	James Cauthen	212-484-1109	✓
Library	Karen Okamoto	646-557-4777	✓
Legal Studies	Joshua Wilson	212-484-1109	✓
Philosophy	Catherine Kemp	212-237-8908	
Police Studies	Jon Shane	646-557-4625	✓
Political Science	Andrew Sidman	646-557-4613	
Public Administration	Maria Josephine Dagostino	212-237-8068	✓
Security Management	Robert McCreie	212-237-8386	✓
World History	Sara McDougall	212-237-8817	✓

Outcome Assessment
Undergrad Studies
LPS Assessment Coordinator

Virginia Moreno
David Barnett
Staci Strobl

✓
 ✓
 ✓

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Council of Major Coordinators Meeting

Agenda

October 23, 2012

1. Announcements
 - Open House for Undergraduates—Sunday, November 11, 2012
2. Review of Minutes
3. Latino/Latina Retention Committee Recommendations
4. General Education and the Major
5. Middle States Self Study—Educational Offerings Chapter Draft
6. Assessment update—Carla Barrett—The Role of the College-wide Assessment Committee
7. New Business

Next: Prior Learning Assessment Report

**Council of Major Coordinators Meeting
October 23rd, 2012**

Meeting Minutes

Present:

Shamik Sengupta, Hung-En Sung, Serguei Cheloukhine, Salomon Guajardo, Elizabeth Hegeman, Jay Hamilton, Caroline Reitz, Robert Till, Deryn Strange, Lawrence Kobilinsky, Katie Gentile, Peter Romaniuk, James Cauthen, Margaret Tabb, Karen Okamoto, Joshua Wilson, Andrew Sidman, Maria Josephine D'Agostino, Robert McCrie, Sara McDougall, Virginia Moreno, David Barnet, Staci Strobl

1. Announcements

A. Open House for Undergraduates

1. The Dean reminded all present that this year's Open House for Undergraduate Students will be taking place on November 11th from 11-3pm in the T Building Gym.

2. Review of Minutes

- A. The Dean apologized for last meeting's minutes being sent out late and promised to review them as soon as possible. She asked those present to please review them and email her if any errors are found.

3. Latino/Latina Retention Committee Recommendations

- A. The attached report was commissioned because of a noted disparity of Latino/Latina students at John Jay (as compared to those of other ethnicities) and looks at the college from multiple perspectives.

- B. The Dean highlighted issues that should be of particular interest to those present:

1. Curricular Issues: Faculty need to add links to Latino/Latina students and their experiences in the curriculum.
 - a. We have a major and minor being proposed that revolve around the study of Latino/a culture, but we must expand even more.
 - b. If students can only read about their culture or make links to their experiences within the proposed major and minor, then they may feel as though they are segregated from the other cultural populations of John Jay Students.
 - c. It is important that students realize that not only do they exist within the discourses of the different disciplines at John Jay, but that they also have the potential to be leading these discourses in the future.
 - d. The Dean urged those present to not only consider these "links" within their own curriculum, but to also encourage their colleagues to incorporate links to Latino/Latina culture in their curriculum as well.
2. CRT: pedagogies of what should be implemented curriculum wise, for better learning for particular ethnicities (in this case Latino/Latina students).
 - a. The Dean highlighted the need for culturally responsible teaching.
3. Recruiting: Faculty wise, we are slightly underrepresented by Latino/Latina's, but this bridge can be gapped by culturally responsible teaching.

- C. A question was raised regarding the percentage of faculty that are Latino/Latina and also the percentage of faculty who may not be Latino/Latina, but are bilingual in Spanish.

1. The Dean expressed a need for more bilingualism within the college. She highlighted the fact that a number of sessions (both academic and informative) at this year's Undergraduate Open House will be conducted in Spanish in an effort to be more inclusive of Spanish speaking families (particularly parents who may not speak English).

- D. The Dean welcomed any further ideas or strategies to help with these issues.

4. General Education and the Major

- A. This report (to be looked at during the next meeting) will be sent out to those present as soon as possible.

- B. The PPP (Policies, Procedures and Principles Committee) of UCASC has adopted the attached guidelines to be used when developing 100, 200, 300 and 400 level courses.

1. Purpose: The purpose of these guidelines is to highlight what is appropriate for courses at the different levels in order to create differences in depths of learning at each level.

2. It will also contain practical learning skills guidelines for each level:

- Suggested** appropriate page limits for papers at each level
- UCASC/PPP is attempting to use this as a way to help "scaffold" or move students through the levels (100 to 400) of courses.
- Reports show that students in 400 level courses have difficulty writing papers of 10 pages in length because they have not had this "scaffolding".

- C. The Dean opened this topic up for discussion:

R. Till expressed a concern that many of his students tend to have difficulty not with longer papers, but writing shorter, more succinct papers. He suggested that these guidelines are not going to be helpful to those students.

L. Kobilinsky stated that these types of guidelines were attempted in the past (in terms of minimum page limits), not met with great enthusiasm, and may not be helpful now.

J. Hamilton reminded those present that these would simply be *guidelines*, not mandated rules.

R. McCrie stated that Writing Across Curriculum already has suggested page guidelines that a number of faculty members currently recognize.

S. Guajardo raised a concern regarding whether or not the guidelines were created with assessment in mind, to which the **Dean** responded that yes, they were created with assessment in mind.

Dean Lopes reminded those present that the (with the exception of the last column) guidelines have already gone through UCASC and that things may change based on assessment.

S. Guajardo raised the issue as to whether the guidelines take into account the specific Learning Outcomes of the different departments. He also expressed concern it may be a disservice to students if they do not.

V. Moreno stated that as information is collected more courses at the different levels will be assessed. This assessment will be looking across the different programs to determine if the guidelines are working with the Learning Outcomes.

Dean Lopes noted that there are currently vast differences of expectations of capstone classes between departments. Some type of standardization is of these expectations (particularly concerning capstone papers) is needed. She suggested meeting as a group to look at these differences in papers (with any identifying information redacted).

C Reitz brought up that the capstone is typically a treat for faculty members who in reality only get to teach one about every 10 years. She stressed that the course should reflect the interest of the faculty member and the guidelines that they have personally created for their own course.

Dean Lopes commented that the capstone should be a synthesis and integration of the students learning. She expressed concern that the word “capstone” is often used interchangeably with “400 level advanced topics course” and that the difference between these two needs to be made more distinct.

V. Moreno noted that they are looking for basic skills within the papers regardless of the discipline.

D. The Dean ended this discussion with a reminder that the PPP is trying to move forward with these guidelines and taking a closer look at capstone courses in order to begin “closing the loop”.

5. Middle States Self Study – Educational Offerings Chapter Draft

- A. The Dean reminded everyone that drafts of most of the chapters can be found online.
- B. She placed a call to all present to review this draft of Chapter 11 (drafted by the Dean) and to either submit their feedback online or to submit a hard copy of the chapter with notes on it to her.
- C. The chapter deals with research questions that her subcommittee laid out for themselves (the underlined phrases or portions will send you to any documents or appendixes that may exist). The Dean urged those present to contact her if they are unable to find any of the documents. She also agreed to send out the research questions in digital form to those present.
- D. She highlighted the need for feedback and stated that the questions the chapter deals with are of the utmost importance (especially those found towards the end regarding the inclusion of liberal arts majors at John Jay).
- E. The rest of the report can also be found online and those working on the other chapters would also appreciate feedback.
- F. The chapter regarding the General Education requirements is currently being worked on (the Dean has about $\frac{3}{4}$ of it done) and will be sent electronically to those present as soon as possible,

J. Cauthen reminded everyone that the drafts and a place for comments and feedback can be found on Inside John Jay (<http://inside.jjay.cuny.edu>)

V. Moreno stated that part of the document is to record where the school is in terms of assessment of each program. She may need to contact any of you about things that may still be missing. She urged everyone present to be patient and as cooperative as possible during this time as we are finally in the “last stretch”.

- If any of your assessments revolve around student papers, please send at least 1 or 2 papers that exemplify each level of the rubric for each Learning Outcome you are assessing.

6. Assessment Update (Carla Barrett) – The Role of the College Wide Assessment Committee
“Assessment has to be driven by faculty and as faculty we need to own this process” – C. Barrett

- A. Today’s guest, Carla Barrett is the chair of the College Wide Assessment Committee. She has stopped by to explain the role of the committee.
 - 1. The committee is in its second year of existence. It is comprised of 7 faculty members who have been nominated by the faculty senate.
 - 2. The committee works very closely with V. Moreno.
 - 3. A big part of the committees work involves responding to department assessment reports in a timely fashion.
 - 4. They are currently working on finalizing a statement on policy and designing a website on assessment.
 - 5. The committee is working to create a culture of assessment at John Jay.
- B. Ms. Barrett stated that she would like to find out what the departments feel would help them with their assessments. She suggested hosting mini workshops on best practices, creating a team JJAY faculty who would help departments through the assessment process or having a website that faculty could go on to see other departments assessment reports.
 - 1. She urged those present to let her know if they had any ideas about things that may be useful to them.
- C. The Dean congratulated the departments for their “spectacular work” so far and agreed that showcasing best practices is a great idea to highlight and reward faculty members and departments who have done great work. She asked that any suggestions for ways to help recognize the hard work be sent to her.
 - E. Hegeman** asked if Ms. Barrett had any suggestions to help motivate faculty members to participate in the assessment or get them to do things such as putting Learning Outcomes on their syllabi.
 - C. Barrett** suggested creating a “check list” based on the model syllabus to help bring attention to the learning outcomes. She stated that the more practice faculty members get with these practices, the easier they will become. She also suggested creating an internal document to be sent out within the department that has all of the model syllabus information on it (the learning outcomes and a link to the catalogue description, for example). She offered to send a copy of the document she made for her department.
 - a. Ms. Barrett reminded those present that if the faculty members do not take control of the assessment process, someone from outside the college will be the one creating the learning outcomes for the majors and minors.
 - b. She would also like to see more rotation of faculty members from the departments, so that eventually the entire department will understand the process of assessment.
 - V. Moreno** noted that there was an attempt a few years back to standardize assessment at John Jay. It is crucial that the faculty support the accreditation procedure by taking responsibility of the assessment.
 - C. Barrett** thanked everyone present for their cooperation and the amazing work that has already been done so far.

7. New Business

- A. **J. Cauthen** handed out a copy of the Middle States Preparation Update that was handed out at the Provost Advisory Council on 10/22/12.
 - 1. He asked that departments create and submit an assessment report of what work they have done for the Fall 2012 semester so far.
 - a. The report does not need to be longer than 1 page long and must be handed in to him by February 1st, 2013.
 - b. We are doing this in order to provide a “flow” from year to year, showing differences between semesters. We do not want to provide a report to Middle States (who are coming in April) that does not include information concerning the Fall semester.
 - c. The Dean reminded those present to just detail where they are in the assessment process so far and that course revisions are an acceptable thing to place in this report. If you have any questions please talk to your Department Chair or J. Cauthen.
- B. At the next meeting we will be looking at the prior learning assessment of the General Education Requirements. This document has already been sent to those present, so please make sure to look it over before the next meeting.

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Council of Major Coordinators Meeting

Agenda

November 13, 2012

1. Announcements
2. Minutes
3. General Education and the Major--- Guidelines for capstones
4. Report: Prior Learning Assessment at John Jay
5. Assessments

Council of Major Coordinators Meeting
November 13th, 2012
Room L.61
1:30-3:00

In Attendance: Shamik Sengupta, Cathy Kemp, Josh Wilson, James Cauthen, Katie Gentile, Caroline Reitz, Jon Shane, Sara McDougall, Cathy Mulder, Andrew Sidman, Maria D'Agostino, Sal Guarjardo, Karen Okamoto, Virginia Moreno, Robert Till, Lawrence Kobilinsky, Robert McCrie, Staci Strobl, Peter Romaniuk, Elizabeth Hegeman, Anne Lopes

- I. Announcements
 - a. Anne began by discussing the importance of contact with the Honors students (program is growing with the addition of the Macaulay program next year)
 - i. Also encouraging the coordinators to stop by the Honors office and speak to Litna McNickle
 - b. Great interest from the Open House about law and science (international human rights/social justice, CIS, sciences)
 - c. Big thank you to all who were at the Open House helping out, whether speaking or sitting at tables
 - i. Cathy Mulder: could Open House be moved away from Veteran's day if possible?
 - ii. Cathy Kemp: revisit the organizing of the majors at Open House (smaller groups get overwhelmed)
 1. Not alphabetical, but maybe by department or area of study?
 2. Seconded by Maria and Katie
 - iii. Sal Guajardo: bigger spacing between tables
 - iv. Cathy Mulder: bigger tables for the more popular majors
 - v. Caroline Reitz: scheduling of the talks/academic sessions (length, closeness together)
 - vi. Cathy Mulder: timing/organizing of the sessions (based on popularity, necessity→i.e. what is at the same time as Financial Aid might get ignored)
 - vii. Katie Gentile: purpose of the Open House classes?
 1. Anne: for students to come meet our faculty and hear them teach, learn about John Jay, get the exposure of a college classroom setting
 - viii. Robert Till: putting information online from Open House (recording the more popular talks)
 - d. Jon Shane: no official notice of course releases for working on major assessment (Anne is going to write to everyone and their chairs that explains the dates/releases since the system does not)
 - i. Chairs remain in the dark otherwise
 - e. James Cauthen: serious gaps at the College in terms of advising students

- i. Students are signing up for advising, getting electronic notifications of when people in the department are free to advise, get credit for doing this (can pre-register), two step process from the department to Sumaya to Registrar to get the pre-registration in the SIMS system
 - ii. Major coordinators should be trained on SIMS so they can simply do it themselves and skip all of those steps
 - iii. Staci Strobl: general access to SIMS for other things as well such as assessment/class numbers
 - iv. Caroline Reitz: more regular SIMS trainings (weekly?)
 - 1. Maybe every week for the first five weeks of the semester?
 - f. James Cauthen: as major coordinators, are a part of the Governance structure of the College and should take a larger role in certain things (like the Internship office)
 - i. Should carry more influence
 - g. Cathy Kemp: institutional research/numbers about major and minors?
 - i. Anne has received this information and once she can get the codes translated, will be providing it
 - h. Anne: the College has made improvements in terms of data of minors (who is enrolled at any one time, not just when they graduate)
 - i. Also, Academic Standards is discussing allowing students to double major (more coherent degree plans, better ability for students to plan their coursework)
- II. Minutes
- a. Cathy Mulder was present at the last meeting (*correction*)
 - b. Robert McCrie: page 2, general education discussion (“Writing Across **THE** Curriculum”)
 - i. Anne: very few students have a chance to write (has not been fully implemented)
- III. General Education and the Major--Guidelines for Capstones
- a. PPP is putting these forward (in response to Gen Ed Outcome reports)
 - b. Needs for integration and synthesis at the capstone level
 - c. Distinguishing these from other 400-level courses
 - d. Anne: very little agreement about what a Capstone is; rigor of the courses itself varies greatly across the majors (some are at the 200-level not the 400-level)
 - i. UCASC has course guidelines for all levels online
 - ii. Trying to implement the same things for capstone courses (unify the rigor of the course and what a capstone really is)
 - iii. Assessments are uneven major-to-major
 - e. Robert Till: focus of assessments on literacy skills as opposed to other skills (is different based on disciplines)
 - i. Gen Ed Outcomes: improvements from start to finish are not significant enough
 - f. Sal Guajardo: first section of the capstone requirements

- i. Consider adding “quantitative or qualitative” (application of techniques)
- g. James Cauthen: the College as a whole needs to produce students who can read and write well (not only concerned with capstone performance)
 - i. Need students who can communicate well when they graduate
 - ii. Anne: requires improvements to the core structure of the College (know how to get it done, but we don’t always have the resources/money to put it into effect)
- h. Cathy Mulder: writing intensive classes at other Colleges in their Junior years; can’t do bibliographies, can’t do literature reviews by the time they get to Capstone level
 - i. Anne: these are scaffold skills that need to be reinforced at every level/every class
 - ii. James Cauthen: students struggles at writing thesis statements (needs reinforcement in every course)
 - 1. Shown in assessments of Law and Society/Political Science
 - 2. Look at it not just at a College level but a program level as well
 - 3. Anne: basic Gen Ed skill (not going to learn by osmosis— need to be taught in every course and reinforced)
 - iii. Caroline Reitz: huge spectrum of kids in every course in terms of writing abilities (as shown by assessments)
 - 1. New course: “Grammar, Syntax, and Writing” to handle issues at the sentence level (winter: ENG 395, spring: ENG 396)
 - 2. Also ENG 233: Journalism (4th lab hour for the newspaper—proofreading)
 - 3. Any student can be suggested for it (referral forms available for professors to give to them)
 - 4. All about mechanics (not research/literature)
 - 5. Should count towards their 12 credits of major requirements to encourage enrollment
 - 6. Anne: should also include peer tutors in these classes to help on the individual level (contact Olivia Katz to work directly with a writing tutor for your courses)
 - iv. Cathy Kemp: formation of a learning center here at John Jay?
 - 1. Issue again comes back to money/lack of endowment
 - 2. Anne: those students who do peer-to-peer tutoring learn better, so even if we can’t pay them, they definitely benefit from the process
 - v. Katie Gentile: whole courses don’t have paper requirements
 - 1. Uneconomical structure now
 - 2. Anne: 120 faculty trained in Writing Intensive Courses (they have lower classroom size to deal with extra papers)
 - a. Those trained are still not teaching writing intensive syllabi

- b. Need more writing tutors to help lighten the load
 - c. Working on cultivating new donor sources
 - vi. James Cauthen: basing a writing tutor in the department itself (so that they are well-versed in department courses)
 - 1. Like ISP has now
 - vii. Anne: CUNY does have writing fellows (limited resource, but all who asked last year did get them)
- IV. Report attached: Prior Learning Assessments at John Jay
 - a. Anne attached for everyone to read
 - b. Expert that Anne had come in reported that we are very deficient in PLA
 - c. Don't have systems in place for this (don't have regularized ways of assessing)
 - d. No criteria in place, no coordinated effort, no centralized tracking of applicants, no training materials for students, etc.
 - e. What is PLA?
 - i. Assessing your college level learning in the past to be put towards your current studies (very important in order to have adults come to the College)
 - ii. Converting non-college work to college work
 - iii. We are the youngest college in CUNY (not attracting the adults)
 - f. Staci Strobl: alienated the "cops" (are not the go-to institution for them anymore)
 - i. Reduced the adult population
 - g. Anne: long-term adults are important (changing demographic make-up of the city, add to the discussions, diversification is important)
 - i. A lot of other CUNY senior schools aren't doing much of this either
 - ii. Other issue is the resource usage (don't use our space as well as we could at nights or on the weekends)
 - h. Cathy Mulder: veterans' issues with the lack of PLA (not getting a fair shake)
 - i. Assessor recommended a pilot program with them
 - i. Staci Strobl: went from police-friendly to veteran-friendly
 - j. Anyone who would like to work on the PLA issue please let her know
- V. Assessments
 - a. Virginia Moreno: carefully taking a look at each program (creation of assessment portfolio)
 - i. Curricular revisions (provide a copy for Virginia)
 - ii. Papers that should be attached to the reports already sent in
 - iii. The idea is to show the engagement of faculty in the assessment of majors

Attendance - Major Coordinators

11/13/12

1. SHAMIK SENGUPTA - CLS
2. Cathy Kemp - PHIL
3. Josh Wilson - Legal Studies
4. James Carthen - Law + Society
5. Kurt Gaudin - GS
6. Caroline Peitz - ENGLISH
7. JON M. SHANE - LPS
8. Sara McDougall - HIS
9. Cathy Mulder - ECO
10. Andrew Sidman - Poli Sci
11. Mana Das - PAD
12. Salomon GUJARDO - CSM
13. KAREN OKAMOTO - LIBRARY
14. Virginia Moreno - Outcomes Assessment
15. Robert Till - FIRE SCIENCE / FIRE + EMS
16. Lawrence Kobilinsky - Forensic Science
17. Robert McEnie - Security, Fire + Emergency
18. Staci Strobl - UPS / Managerial
19. Peter Romanink - ICT
20. Elizabeth Hegeman - ANTH

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Council of Major Coordinators Meeting

Agenda

February 19, 2013

1. Announcements---Assessment--Virginia Moreno
2. Announcements—Anne Lopes
 - Policy updates—double majors (GPA and LA)
 - Faculty development and General Education Orientations
 - CUE Conference—RFP--Registrations
3. Major data
4. General Education--Overview of Implementation Plans
5. New business

Major Coordinators Meeting
February 19th, 2013
Minutes

In Attendance: Sal Guajardo, Andrew Sidman, Deryn Strange, Cathy Kemp, Josh Wilson, Cathy Mulder, Shaobai Kan, Marny Tabb, Karen Okamoto, Robert McCrie, Shu-Yuan (Demi), Sara McDougall, Virginia Moreno, Jon Shane, Maria D'Agostino

Absent:

- I. Announcements (Anne Lopes)
 - a. Policy update: double major proposal that we talked about in December that would allow students for double majoring with those who have a 3.0 GPA
 - i. After feedback, was lowered to 2.0 before UCASC (wouldn't be fair to those who are interested in double major and in good standing)
 1. UCASC rejected the 2.0 GPA requirement (about to return to UCASC soon)
 - ii. Other contentious issue: "if a student takes a second major, that major must be in a liberal arts discipline"
 1. Studies show that employers want liberal arts majors when hiring—critical thinking, writing, reasoning, etc.
 - iii. Thoughts?
 1. Marnie Tabb: what kinds of double majors are being considered?
 2. Josh Wilson: why did it fail at UCASC?
 - a. More so the 2.0 issue than the liberal arts issue
 - b. JW supportive of both
 3. Jon Shane: Where does our proposal match other colleges?
 - a. AL: very trendy, new thing amongst other college
 - b. AL: most other schools have a good academic standing requirement/2.0
 - c. AL: research shows that the more structure you give the student and the more you tell them what to take, the better it is for them to succeed
 - d. AL: we would make sure that students have their primary/secondary degrees set-up so that even if they only finish one, they can graduate
 4. Jon Shane: Being in good academic standing is not the same as being able to handle a double major (need to demonstrate a higher level of understanding)
 5. Cathy Mulder: could students come back after graduating to finish the second major?
 - a. AL: wouldn't have financial aid anymore; we want to try and support them to finish in the 120-credit limit

- b. AL: advisement in the major has been piloted, potentially happening soon
 - c. AL: non-liberal arts degree (50 % only is liberal arts—mostly the BS) (75 % liberal arts for BA)
 - 6. Deryn Strange: most kids are probably be hoping to do dual-Criminal Justice and Forensic Psychology
 - 7. Demi: liberal arts and sciences are under the same general heading (forensic science students would not be able to double major—too many requirements by itself)
 - a. *Said something else that LF couldn't catch (Anne wrote down)*
 - 8. Marnie Tabb: could we require students to minor in the liberal arts?
 - a. AL: university will not allow it
 - b. AL: working around that (possibly suggesting having majors suggest it—the current state of some capstone papers is atrocious)
 - 9. Josh Wilson: if the GPA standard won't pass, emphasize the liberal arts aspect more (strategically speaking)
 - a. AL: in the next assessment cycle, want to work with departments to improve the state of writing intensive classes
 - 10. Sal Guajardo: Anne should meet with departments individually (chairs are having trouble getting faculty to show up for assessment meetings to begin with)
- II. Announcements (Assessment) Virginia Moreno
 - a. Capstone Papers
 - i. Those who submitted capstones for the Gen Ed exercise got them back today
 - ii. We are developing the gen ed assessment plan as we speak (will be running the capstone experience exercise again soon)
 - iii. By now, some of you may have received feedback from the assessment committee
 - 1. Is it helpful?
 - 2. What do you think about the feedback?
 - 3. Any comments? Should we continue?
 - a. Deryn: continue with it
 - b. Demi: a lot of good comments (can we make an appointment with the assessment committee to review reports?)
 - iv. We are building a website that will have resources for faculty to support the assessment process
 - v. Jim Llana made an appeal to the chairs or coordinators for more documents to be provided to the assessment process (can still send things that can be added to major portfolios)
- III. Faculty Development Workshops
 - a. Created to support the new gen ed program (chart included in the packet received at the beginning of the meeting)

- b. If you are teaching in the gen ed, definitely important to attend
 - c. Different than what we have had in the past, so its important to orient yourself
 - d. On the other side of the gen ed is a list of workshops being offered by the Office of Academic Advisement
 - e. Attendance will be paid, but space is limited because there should be big returns
- IV. CUE Conference
- a. Conference on Evidence-based Practices (CUNY is paying John Jay to host, Undergraduate Studies is in charge)
 - b. Keynote speaker is Dr. Charles Blaich
 - c. Proposals due March 15th
 - d. Register soon! Space is limited
- V. Major Distribution by Admissions Type (Fall 2012)
- a. Data table that tells you how many freshman/transfers come into each major
 - b. Good for scheduling purposes
 - c. Law and Society is growing rapidly
- VI. Enrollment/Retention in the Major Statistics (Fall 2011)
- a. Provides total head count
 - b. High school data too (college-credit accumulating courses)
 - c. Third column from the right—credit accumulation (correlates with retention and degree retention)
 - i. Faster you accumulate credits, the better your overall success is (John Jay has the lowest accumulation rate of any college in the University)
 - ii. Math is an abysmal area for many of our students (with our new math coordinator, 6 percent increase in pass rate)
 - iii. Classes will have students with both low and high SATs scores (large spectrum)
 - d. Cathy Kemp: experienced students with 18 credits and working full-time
 - i. AL: advisement encourages students to take 12 credits (and only take 15 if they are exceptional)
 - ii. AL: students pay the same for 12-18 credits (capped)
 - iii. Should be taking 15 credits (12 and they won't finish on time)
 - e. Cathy Mulder: what were the union's issues with advisement?
 - i. Workload issue, payment plan
 - ii. AL: we are going forward even with the contention
 - iii. Forensic science had success (was very effective)
- VII. Gen Ed Diagram
- a. Describes the program, will be reviewed next time and at some of the workshops

COORDINATORS OF UNDERGRADUATE MAJORS 2012-2013 (Attendance 02/19/13)

PROGRAM	COORDINATOR	PHONE NUMBER	Initials/Signature
Computer Information Systems	Shamik Sengupta	212-237-8826	
Correctional Studies	Lior Gideon	212-237-8991	
Criminal Justice (B.A.)	Hung-En Sung	212-237-8412	
Criminal Justice (B.S.)	Serguei Cheloukhine	212-237-8391	
Criminal Justice Management	Salomon Guajardo	646-557-4783	✓
Criminology	Douglas Thompkins	212-484-1118	
Culture and Deviant Studies	Elizabeth Hegeman	212-237-8289	
Economics	Jay Hamilton	212-237-8093	
English	Caroline Reitz	646-557-4755	
Fire Science	Robert Till	212-484-1379	
Fire and Emergency Services	Robert Till	646-557-4638	
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Gender Studies	Katie Gentile	212-237-8110	
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Judicial Studies	James Cauthen	212-484-1109	
Library	Karen Okamoto	646-557-4777	✓
Legal Studies	Joshua Wilson	212-484-1109	✓
Philosophy	Catherine Kemp	212-237-8908	✓
Police Studies	Jon Shane	646-557-4625	✓
Political Science	Andrew Sidman	646-557-4613	✓
Public Administration	Maria Josephine Dagostino	212-237-8068	✓
Security Management	Robert McCrie	212-237-8386	✓
World History	Sara McDougall	212-237-8817	✓

outcome Assessment

Virginia Moreno

Cathy Mulder

Shabai Kan

Shu-Yuan (Demi)

Comp. Inf. Systems

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Council of Major Coordinators Meeting With Invitation to Minor Coordinators

Agenda

March 19, 2013

- 1. Welcome**
- 2. Approval of Minutes**
- 3. Announcements**
 - **Assessment Reports updates now and this year July**
 - **UCASC News**
 - **Internship guidelines**
 - **Dean's list**
 - **Double majors**
 - **Grade appeal policy**
 - **Justice Initiative PPP--UCASC**
- 4. New majors planning process**
- 5. New majors under development
Processes**
- 6. MS Self Study Report
General Education Assessment Plan**
- 7. Advisement pilot—What's next?**
- 8. New business
Program review guidelines--reviewers**

Council of Major and Minor Coordinators
March 19th, 2013

In Attendance: Anne Lopes, Shamik Sengupta, Cathy Mulder, Sal Guajardo, Robert McCrie, Matthew Perry, Sara McDougall, Cathy Kemp, Andrew Sidman, Peter Romaniuk, Marny Tabb, Lawrence Kobilinsky, Deryn Strange, Caroline Reitz, Jim Cauthen

Minutes taken by: Lauren Fischer

- I. Announcements
 - a. Attached are the minutes from the last Major coordinators meeting for your review (will also be sent out over email)
 - b. Assessment reports: due by July for this semester (Virginia and Jim, CC: Anne)
 - i. To those of you who submitted for the fall, thank you!
 - c. UCASC News
 - i. Internship guidelines: in your packets, have been through many levels of governance (in compliance with Standards)
 1. We will have a new person in charge of Academic Internships (in Career Services, supervised part-time by Kathy Killoran)
 2. Emphasizing theory-practice guidelines
 3. All programs are in compliance now
 4. Proposal going to UCASC this Friday, March 22nd
 - ii. Dean's list: want it to happen every semester, not only every year
 1. Students defeated this at College Council
 - a. Argued that part-time students should be on Dean's List
 - b. Could develop an honors recognition for part-time students as opposed to having them be on Dean's List (part-time and full-time is not the same thing)
 - c. How does the group feel about part-time students being on Dean's List?
 - i. Marny: could we start to consider PT students as they complete 12 credits?
 - ii. Cathy M.: students respond well to awards and recognition so it could be worthwhile to somehow include PT
 - iii. Anne: it's important that our Dean's List standards match up to other institutions (have gotten complaints about that in the past from law students)
 - iii. Double majors: been through UCASC twice, now up to a third reading (GPA requirement has been left out, must have a minimum

of 12 credits to start, cannot share more than 6 credits between majors)

1. If it passes College Council, it will be active for Fall 2013
 2. Lawrence: only one FOS major, but three tracks→ we have students who want to take two tracks→ will now be allowed barring their personal financial aid issues
 3. Approved by UCASC March 1st
 4. Caroline: issue of advising for double majors (need a better plan for fitting in all of their credits)
 - a. Additionally, students are struggling when told to take all of their Gen Eds upfront and then their major after (taking so many LIT courses is very difficult)
 5. Anne: their financial aid should cover 8 semesters of college credits (no matter what they are taking, as long as they are classes recognized by the degree)
 6. Glitches will be raised with Financial Aid/Enrollment Management
 7. Marny: are courses taken towards a minor counted for electives?
 - a. AL: yes.
 8. For financial aid to be applied, a certain number of credits must be attempted and a certain number must be earned (it's a ratio)
 - a. Are only paying for eight semesters of work (summers will not count unless they end up skipping a standard semester)
 - b. Students are actually more likely to succeed when they take 15 credit semesters as opposed to taking less credits (even those who are underprepared/not as academic)
 9. All degree plans are being updated to fit the new gen ed program
- iv. Grade appeal policy: also got through UCASC (effective Fall 2013)
1. Proposes there is a college-wide grade appeal committee (if working within the department has not met a resolution→ talking to faculty member, talking to department chair)
 2. Former policy that had students wait up to a year for results was far too long
 3. Headed to College Council on April 15th
 4. Jim C: current policy is that department's ruling is binding
 5. Will all happen electronically (departments have 30 days to deal with the issue or it heads to this new committee)
 - a. ISP will follow their own established governance procedures

6. New policy allows for students to circumvent their own professor to speak to the chair if they are uncomfortable with their faculty member
 7. **Deadline to file will go into the next academic semester** (30 days in → excluding summer)
- d. Justice Initiative (PPP—UCASC)
- i. Want to work on the themes of what “justice” really means
 - ii. New justice core curriculum in the Gen Ed will address talking about justice
 - iii. Need to get a conversation going on the topic
 - iv. What is justice?? What does it mean in curriculum?
 - v. Cathy K: in the philosophy department, we found the justice core curriculum objectives vague. Can we improve that?
 - vi. Jim: gets back to the mission of the college (“educating for justice”)
 1. Needs to be updated → built to include everyone’s voice
 2. Contradicts the objectives of our majors/minors
 3. Still want to be a liberal arts college
 4. Want our students to be able to build a just society
 - vii. Caroline: in an ideal world, conversations like this would shape the curriculum
 1. Utilize the new justice core classes to help drive the discussion (what they are teaching)
 - viii. Peter: feels like we are retrofitting the curriculum to the mission statement
 - ix. Jim: making educating for justice the theme was a way to avoid the discussion on changing the name of the college
 1. Any organization has a mission that people need to look to (ours doesn’t really accomplish that)
 - x. Anne: conversations on this can end up being very pragmatic (could be more effective to work from the side of what is actually happening)
- II. New Majors planning process/under development
- a. UCASC has developed a committee to start meeting next month to develop new liberal arts majors (will move on to other kinds of majors after)
 - i. Three have been stuck at CUNY for awhile now: Anthropology, Sociology, and Latin American/ Latino/a Studies (finally making headway)
 1. Anthropology is circulating through LOI
 2. Sociology is making progress, too
 - ii. There are whole areas in the public service that we barely touch (really need development)
 - iii. Have to consider the marketing aspect, as well as what our faculty are interested in teaching
 - iv. Bring ideas up the chain

- v. Jim: will we be using current faculty or hiring new faculty to address staffing these majors?
 - 1. Anne: planning to use existing resources at this point (a lot of interest from faculty already at the College)
- vi. Additional majors: Fraud and Forensics is working on its Letter of Intent now; Human Service and Community Justice faculty have just started meeting last semester
 - 1. HCJS: want students who are able to analyze big amounts of data and synthesize ideas from it (also big systems issues, how government functions and works, the new health care system)
 - 2. Contact Nancy Velazquez-Torres if interested in it (she's taken the lead)
- vii. If you are working on revising your major, could be helpful to facilitate with other faculty to get ideas growing (Undergraduate Studies will be happy to help with the facilitation)
 - 1. Employment, graduate school focus in planning
 - 2. David Barnett will also help

III. Advisement Pilot

- a. Need feedback!
- b. Has been going on for about a year → need to know how to move forward
- c. Have done student/faculty questionnaires, looked at the data, etc.
- d. Looking to expand, don't have the funding at the moment for the incentives (considering prorating the \$2000 pilot rate)
- e. Working by major, not department
- f. Jim: has worked well in Law and Society (cash incentive is good, gets more faculty involved)
 - i. Problem L and S saw is low response rate from students (definitely a learning curve to deal with, but was helpful)
 - ii. Anne: about 50 % of eligible students were advised
 - iii. Marny: delay registration (keep the stops on until they come in)
 - iv. Cathy K: incentivize students as well (example → see your faculty, register earlier)
 - v. Caroline: English has been doing it (now harder to get faculty on board than before)
 - 1. Anger stemming from financial aid/degreeworks/other intense crises
 - 2. Consider dropping the 80 % requirement and instead assign certain faculty with the appropriate training to handle all students who need it (have a smaller, more informed cohort)
- g. Deryn: need better preparation materials/meetings
- h. Anne: departments should get to decide how they want to structure their advising

IV. Middle States Self-Study Report

- a. Will need to be discussed at the next meeting

ATTENDANCE (3/19/13)

SHAMIK SENGUPTA	CIS
Cathy Mulder	Economics
SAL GUAYARDO	CSM
Robert McCrie	Security Management
Matthew Perry	Gender Studies
Sara McDougall	History
Cathy Kemp	Philosophy
Andrew Sidman	Political Science
Peter Romaniuk	ICJ
Merry Talsb	Eng
Lauren Kobilin	Science
Deryn Strange	Psychology
Cavoline Reitz	English
Jim Cauthen	Law + Society
Anne Lopez	UGS

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Council of Major Coordinators Meeting With Invitation to Minor Coordinators

Agenda

April 23, 2013

- 1. Welcome**
- 2. Approval of Minutes**
- 3. Announcements**
 - **UCASC News**
 - **Double majors**
 - **Grade appeal policy**
 - **Online policy**
 - **New majors planning process**
- 4. Linking General Education and the Major**
- 5. Report from Spring 2013 Communities of Practice Meetings**
 - **Implications for programs?**

**Council of Major and Minor Coordinators Meeting Minutes
April 23rd, 2013**

Attendance: Anne Lopes, Shamik Sengupta, Cathy Kemp, Deryn Strange, Angela Crossman, Marny Tabb, Jay Walitalo, Vince Maiorino, Shu-Yuan Cheng, Hung En Sung, David Barnet, Sal Guajardo, Maria D'Agostino, Sara McDougall, Caroline Reitz, Virginia Moreno, Matthew Perry, Angela Crossman, Cathy Mulder, Lawrence Kobilinsky

Minutes By: Lauren Fischer

- I. Welcome
 - a. Middle States update: all appears to be going well
 - b. Minor coordinators are here today because Middle States meeting will be tomorrow during their usual time
 - c. Take a look at the Middle States document (available online → very good read)
- II. Approval of Minutes
 - a. Let Lauren know if there are any issues
- III. Announcements
 - a. Double Majors: UCASC Approved!!
 - i. Open to any student with at least 12 college credits
 - ii. Caroline: when they are planning for a double major early in their academic career, need to understand how the structuring will change as a result of fitting in all the credits
 - iii. Anne: students have been shown to succeed further from the high structuring needed for double majors
 - iv. Caroline: we need to get the information out to students early about how to properly plan for all the requirements (i.e. can't be taking 4 or 5 upper-level LIT courses all at once)
 - v. Discussion tabled for now (writing intensive courses in the curriculum)
 - vi. Issues of advisement within the major (better preparing students of all majors)
 - vii. Writing across the curriculum is still a work in progress
 - viii. Effective as of this Fall
 - ix. Affect on minors should be positive
 - b. Grade Appeal Policy
 - i. Has also gone through governance
 - ii. Has had a long history of attempts to reform
 - iii. Timeliness factor is the biggest concern from Middle States/Dean Lopes/student retention
 - iv. Committees to discuss grade appeals don't meet regularly (process needs to be sped up)
 - v. College-wide committee to back up the Departmental committee on grade appeals if they are taking too long

- vi. The entire packet from today (and now on) will be sent via email for circulation throughout your departments
 - vii. This information will be available to students in the new bulletin
 - viii. If a student has an appeal standing, they can “retroactively graduate” according to when the course was taken
- c. Online Policy
- i. Also passed governance!
 - ii. The College currently only has one online program: MPA-IG
 - iii. There were no guidelines though for this program and any online courses, until now
 - iv. A college-wide committee made up of people from undergraduate and graduate programs met and structured a program to UCASC/Graduate Studies Council and on to College Council (approved last week)
 - v. Swift approval through various councils
 - vi. Committee attempted to strike a balance between giving faculty a lot of room while still assuring standards
 - vii. Also important that the faculty teaching coursework online have done so before and are trained to do so (again to maintain standards)
 - 1. Very different skill set of work to do online vs. classroom teaching
 - viii. The College is developing a lot of support for online classes (both for students and faculty)
 - ix. Sound enrollment size based on best practices
 - x. Susan Ko: does the CUNY-wide training for faculty if anyone is interested in being certified
 - 1. Gabrielle Salfati recently received an award for her online teaching skills (learned a lot from Ms. Ko)
- d. New Majors Planning Process
- i. We have been trying to a lot of planning around majors through UCASC
 - ii. UCASC has a subcommittee to plan for new liberal arts majors (what we have and what we should develop)
 - iii. Will become a regular UCASC planning function
 - iv. Looking at things like: “what are the hot new majors?”, “what are cutting edge areas in liberal arts fields (as they lead to graduate school or professional paths)”
 - v. Trying to look at larger kinds of areas as well (we currently have some boutique-style liberal arts majors)
 - vi. Also want to focus on *amalgam areas* (blend professional studies with the liberal arts areas)
 - vii. If you are interested in joining this subcommittee, contact Anne
 - viii. Reports will be given to this council as the committee progresses
 - ix. We only have one science major (very problematic)
 - x. Need to be concerned with the job market and how its changing

IV. Linking General Education and the Major

- a. In your packet are the Gen Ed Learning Outcomes
- b. Are now at the place where we can think about linking the Gen Ed program to the majors (need to match the outcomes and make sure students are learning the critical skills)
- c. The 42-credit Gen Ed is not going to cut it alone → need to draw the bridge to the majors
- d. Focusing specifically on the three learning outcomes of the “flexible core”
 - i. How do these show up in the majors?
- e. Virginia: interesting how we are thinking of how we are trying to push these outcomes into the major when they are already there?
 - i. Need to use the content of the major as the context for building these key skills
- f. Are your majors doing this?
 - i. Do your capstone papers show this?
- g. Caroline: English is considering altering the course plan and changing the introduction courses students are required to take based on their study plan (re: variety of sources)
- h. Virginia: go back to your curricular maps/curriculum as a whole and raise awareness for these outcomes’ presence in your majors
- i. Appreciation of multiple perspectives
- j. Making John Jay “international” (discussion continues on)
- k. Marta Bladek does a lot of work in this area and can be a resource for this skill set (faculty development in this area is continuing)

V. Report from Spring 2013 Communities of Practice Meetings

- a. We have been meeting with the communities of professional in which our students tend to lean towards for employment to find out more about what they are looking for
 - i. Including fraud and forensics and community/human services
- b. Important points:
 - i. Ability of students to process and synthesize large amount of data (same as held true for many of the criminal justice agencies)
 - ii. Ability to write coherently (at a skill level of real literacy)
- c. Marny: potential minor in data analysis? (Major? Certificate program?)
 - i. Hung: that would be great
 - ii. Make them much more data literate
 - iii. Sal: don’t limit only qualitative (focus on quantitative too → would very much like to be apart of this)
 - iv. Marny: interdisciplinary? (Yes) what departments would be apart of this? (Hard skills, interpretive skills, library engaged, math engaged)
- d. Other communities of practice: the Secret Service
 - i. Hard skills, not law enforcement skills, cyber skills/computer literacy, writing skills, don’t hire people straight out of college → need to wait 3 years, just as interested in students with philosophy degrees as criminal justice degrees, some internships, love when

- students go to law school first, love the NYPD, think the most brilliant major we have is ICJ/internships abroad/study abroad, foreign language fluency
- e. ATF (Alcohol, Tobacco, and Firearms)
 - i. Loved our law and literature course, writing sample eliminates a vast majority of applicants, strong oral skills, foreign language is great (Arabic!), digital abilities, people tend to be “lifers” who work at ATF, really liked mental health and forensics (forensics should go first)
 - f. The World Bank
 - i. Ivy league graduates (possess the appropriate education), had one John Jay intern in 2010-2011, would like us to raise our student profile to make the more competitive for these opportunities, study abroad, foreign language (Spanish and French), multiple countries not just one, must have a masters degree, two-year positions are available out of college, like economics as a major (management, asset recovery, poverty reduction, other policy programs), issues of governance and how it works, worldwide financial security analysis, interested in people who do research and can analyze data well
 - g. Working on an online database with all of this information to better connect what these employers are looking for with what we are doing in our courses (get job descriptions online, too)
 - i. Students are motivated by this (so are their parents)
 - ii. Graduate school as it relates to job preparation
 - iii. Continue our work on the data-literacy issue (Undergraduate Studies priority for next year)

VI. Virginia's Notes

- a. From reports received so far: were mostly all good
- b. Few things missing: sample papers, grading rubric
- c. Assessment plans: we have been implementing them (if they are changing from years past, send updates to Virginia)
- d. When thinking about what is required (oral communication) they are listed in the learning outcomes, but not in the assessment plans
- e. Speaker this Friday about oral skills
- f. Establishing “major” portfolios (exhibits that show learning outcomes that are happening)
 - i. Would be good to post on the website for students, professionals, parents about what the major stands for (speak to outcomes success)
 - ii. Want to make sure we aren't allowing for plagiarism from an endeavor like this
 - iii. Thinking of science's PRISM program (student research week)
 - iv. Presenting students work online (possibly abstracts, no names)

COORDINATORS OF UNDERGRADUATE MAJORS 2012-2013 (Attendance 04/23/13)

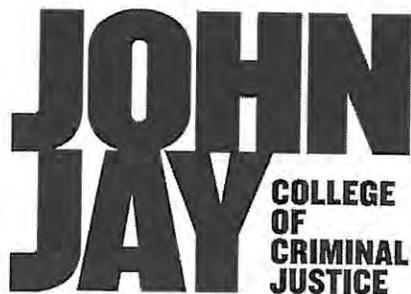
+ Minors

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Political Science	Andrew Sidman	646-557-4613	
Public Administration	Maria Josephine Dagostino	212-237-8068	✓
Security Management	Robert McCrie	212-237-8386	
World History	Sara McDougall	212-237-8817	✓

Justine Assessment
Psychology
Undergrad. Studies

Virginia Moreno
Angela Crossman
David Barnett
Jay Walitalo
Vince Majorino
Shu-yuan Cheng
~~David Barnett~~ *Matthew Perry*

✓ Kathy Mulder



Anne Lopes
X 1347
alopes@jjay.cuny.edu

Council of Major Coordinators Meeting

Agenda

May 14, 2013

- 1. Announcements**
- 2. Minutes**
- 3. New Liberal Arts Majors**
- 4. Retention, the Academic Journey and Student Success**
- 5. Assessment**

Council of Major Coordinators Meeting Minutes
May 14th, 2013

In Attendance: Anne Lopes, David Barnet, Marny Tabb, Deryn Strange, Sara McDougall, Matthew Perry, Karen Okamoto, Jon Shane, Hung-En Sung, Cathy Mulder, Maria D'Agostino, Sal Guajardo, Robert McCrie, Andrew Sidman, Cathy Kemp, Josh Wilson, Virginia Moreno, Jim Cauthen, Peter Romaniuk, Caroline Reitz, Lawrence Kobilinsky

Minutes by: Lauren Fischer

- I. Announcements
 - a. Middle States = SUCCESS!!
 - b. Virginia: are there issues with sharing assessment reports with your colleagues? (Would not be open to the public). The idea is to learn through each others' majors and not be as isolated (get at the problems that overlap in different majors)
 - i. Removal of identifying information from student papers
- II. New Liberal Arts Majors
 - a. UCASC Committee designated for this (two meetings so far)
 - i. Report coming soon
 - ii. Will morph into a larger committee responsible for all majors
- III. Planning Issues for Undergraduate Studies (Goal: Improve Retention) PPT Presentation
 - a. Primary Objectives
 - i. Increase credit accumulation (should take more credits not less → academic momentum → need to balance work and school)
 1. "Finish in 4" initiative (15 credits per semester)
 - ii. Improve academic success outcomes
 - b. UGS Strategies
 - c. Analysis of Course Outcomes
 - i. Grades/marks/courses
 - d. Math (gateway math → MAT 104)
 - i. 7 point difference in the pass rate after steps taken by UGS to improve the situation
 - e. English
 - i. Students who take ENG composition in their first semester do better than those who do not (sooner the better → opposite results from Math)
 - ii. Helps to have a course coordinator for those courses with a high fail rate (improves the numbers)
 - f. High Impact Course: Learning Communities
 - i. Much higher retention
 - ii. In this study (2009) put in randomly to these communities
 - iii. In the future, they were self-selected
 - iv. Strategies: increased the number of LCs and FYS in first year, reorganize to build capacity for student academic success

- throughout the entire academic journey (switch from FYE to SASP → emphasize sophomore experience first)
 - v. Want to expand the high impact practices to keep retention up (and serve as many students as possible)
 - g. Changed Academic Policies to “close the loop” for students (things like incompletes, grade appeal, extra credit, required first year advisement)
 - i. Support culture for retention
 - h. Course and Internship Guidelines
 - i. Available on the UCASC website (need to get pushed out to the community)
 - ii. Making sure the syllabi are appropriate for the level the course is at (100, 200, 300, 400, capstone)
 - i. Revised Advisement Protocols
 - j. Early Start Program
 - i. Students take a difficult course over the summer to kick start their academic career (get used to campus, acclimation activities, get the hard course out of the way)
 - ii. Some complete the course in the summer and have activities with their faculty during the school year, while others start during the summer and finish six weeks into the Fall
 - iii. One year retention is extremely high (bottom 50 % of the class according to High School marks)
 - iv. Biggest benefit: learning how to be a college student before being thrown into the mix in the Fall
- IV. Supporting the Academic Journey to Increase Retention
- a. Developing the map and compass
 - b. Pre-matriculation through freshman year up until senior year
 - c. We will start “Sophomore Signature” courses in the Fall (pilot program) to help get the road map out
 - d. All freshmen will take first year seminars in the Fall as part of the Gen Ed (predominantly taught by full-time faculty)
 - e. Sophomore success workshops this summer, too
 - f. SASP (Kate Szur) is leading the way on all of these programs
 - g. Academic Momentum is what we need to push for our students
 - h. High Impact practices work: we need the funding to make it happen
 - i. Jim: needs to be a culture throughout the college (HIP will work for writing) → writing tutors in the departments
 - ii. Anne: the College is committed to a larger High Impact study for CUNY to fund (President Travis is supporting these initiatives)
 - iii. Anne: no justification for not going full-time (they only get 8 semester of financial aid money before it runs out)

Attendance For Major Coordinators Mtg on 5/14/13.

Marny TABB

Deryn Strange

Sara McDonnell

Matthew Perry

KAREN OKAMOTO

JON M. SHANE

HUNG-TU SUNG

Gail Mulder

Lois

SAL GUJARDO

Robert McCre

Andrew Sidman

Cathy Kemp

David Barnett

Josh Wilson

Virginia Moreno

Jim Cauthen

Deborah Witt

Caroline Reitz

Lawrence Koblenzky

HJ Wagner

Psyc

Global History

Gender Studies

LIBRARY

LPS

CRJ

ECO

PAID.

CSM

SFEM

Poli Sci

Philosophy

Undergrad

Legal Studies

Outcomes Assessment

Law Society

ICJ

ENGLISH

ROS Major

**Interim Executive Committee of the College Council
September 5, 2012**

Statutory Members (4)

<input checked="" type="checkbox"/> President & Chair	Jeremy Travis
<input checked="" type="checkbox"/> Provost & Senior Vice President of Academic Affairs	Jane Bowers
<input checked="" type="checkbox"/> Senior Vice President for Finance and Administration	Robert Pignatello
<input checked="" type="checkbox"/> Interim Vice President for Student Affairs	Thomas Stafford

Faculty Representatives (4)

Andrea Balis, History/ISP
 Ned Benton, Public Management
 Karen Kaplowitz, Faculty Senate President
 Francis Sheehan, Faculty Senate Vice-President

Higher Education Officers (2)

Carina Quintian, HEO Council President
 Nilsa Lam, HEO Council Vice President

Students (2)

Mehak Kapoor, President of the Student Council
 VACANT, Vice President of the Student Council

Total Membership: 12 out of 12 seats
 Q=7

Guests

Rosemarie Maldonado, AVP
 Antonio Welch, Student Council at Large Representative

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Interim Executive Committee of the College Council
Agenda

Wednesday, September 5, 2012

1:40 p.m.

610T

- I. Adoption of the Agenda for the Interim Executive Committee, ***Pg.1***
- II. Minutes of the May 2, 2012 Executive Committee, ***Pg.2***
- III. Policies Approved by the May 15, 2012 College Council, ***Pg.4***
- IV. Adoption of the Agenda for the September 20, 2012 College Council, ***Pg.5***
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE INTERIM EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Wednesday, September 5, 2012

The Interim Executive Committee of the College Council held its first meeting of the 2012-2013 academic year on Wednesday, September 5, 2012. The meeting was called to order at 1:50 p.m. and the following members were present: Warren Benton, Jane Bowers, Karen Kaplowitz, Mehak Kapoor, Nilsa Lam, Robert Pignatello, Francis Sheehan, Thomas Stafford, and Jeremy Travis.

Absent were: Andrea Balis and Carina Quintian.

- I. Adoption of the Agenda for the Interim Executive Committee
It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.
- II. Minutes of the May 2, 2012 Executive Committee
It was moved to amend the minutes as follows:
Mehak Kapoor stated she was late not absent for the meeting.

Item III should read "Review of Proposals approved by the College Council on April 25, 2012".

The first line under the heading should read "The proposals approved on April 25, 2012 by the College Council were reviewed by the Executive Committee of the College Council for implementation".

Change the heading for items B8 and B9 to read "Program Revisions".

The heading over item C1 should read "Policies".

The Effective Date should read "Publication of the next Graduate Bulletin".

Move items C2 and C3 under the "Program Revisions" heading.

The motion was seconded and approved as amended.
- III. Policies Approved by the May 15, 2012 College Council
It was moved to amend the heading to read "Review of Proposals Approved by the College Council on May 15, 2012".

New Courses and Course Revisions are to have an Effective Date that reads “Semester following BOT approval”.

To change the “Programs” heading to read “Program Revisions”.

Item B17 should read “Revision to the B.S. in Criminal Justice Management”. The Effective Date should read “Semester following BOT and as appropriate NYSED approval”.

Item C1 should read “CRJ 739: Crime Mapping”. The course revision Effective Date should read “Semester following BOT approval”.

The motion was seconded and approved as amended.

IV. Adoption of the Agenda for the September 20, 2012 College Council

It was motion to withdraw item VI. The motion was seconded and approved as amended.

V. New Business

Prof. Karen Kaplowitz handed out the list of faculty for the College Council Committees that were to be approved the following day at the Faculty Senate Meeting.

The meeting was adjourned at 2:30 p.m.

Executive Committee of the College Council
October 3, 2012

Statutory Members (4)

<input checked="" type="checkbox"/>	President & Chair	Jeremy Travis
<input checked="" type="checkbox"/>	Provost & Senior Vice President of Academic Affairs	Jane Bowers
<input checked="" type="checkbox"/>	Senior Vice President for Finance and Administration	Robert Pignatello
<input checked="" type="checkbox"/>	Interim Vice President for Student Affairs	Thomas Stafford

Faculty Representatives (7)

Andrea Balis, History/ISP
 Warren Benton, Public Management
 Karen Kaplowitz, Faculty Senate President
 Tom Kucharski, Psychology
 Anru Lee, Anthropology
 Ma'at Lewis, Counseling
 Francis Sheehan, Faculty Senate Vice-President
 Shonna Trinch, Anthropology

Higher Education Officers (2)

Katherine Killoran
 Nancy Marshall

Students (3)

Mehak Kapoor, President of the Student Council
 Zeeshan Ali, Vice President of the Student Council
 Antonio Welch, Elected Council at-large Representative

Total Membership: 16 out of 16 seats

Q=9

NA - Not Attending

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda

Wednesday, October 3 2012

1:40 p.m.

610T

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of September 5, 2012 Interim Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on September 20, 2012, **Pg. 4**
- IV. Adoption of the Agenda for the October 18, 2012 College Council, **Pg. 5**
- V. Discussion on the Faculty-Student Disciplinary Committee and the Faculty Personnel Committee actions to be reported
- VI. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Wednesday, October 3, 2012

The Executive Committee of the College Council held its second meeting of the 2012-2013 academic year on Wednesday, October 3, 2012. The meeting was called to order at 1:50 p.m. and the following members were present: Zeeshan Ali, Jane Bowers, Karen Kaplowitz, Mehak Kapoor, Tom Kucharski, Anru Lee, Ma'at Lewis, Nancy Marshall, Francis Sheehan, Thomas Stafford, Jeremy Travis, Shonna Trinch, and Antonio Welch.

Absent were: Warren Benton, Katherine Killoran, and Robert Pignatello.

- I. Adoption of the Agenda for the Executive Committee
It was moved to table Item V. pending further research on this topic. The motion to approve the agenda with the amendment was seconded and approved unanimously.

- II. Minutes of the September 5, 2012 Interim Executive Committee Meeting
It was moved to amend the minutes as presented. Item V. New Business should read: "Prof. Karen Kaplowitz handed out the list of faculty for the College Council Committees that were to be considered for approval the following day at the Faculty Senate Meeting." The motion was seconded and passed.

In Favor: 12	Oppose: 0	Abstentions: 1
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- III. Review of Proposals Approved by the College Council on September 20, 2012
It was moved to amend the title under Program Revisions to read: "Revisions to the specializations of the CRJ program." All new courses and course revisions will appear in the next bulletin and certificate programs will be certified by the NYSED. The motion was seconded and approved as amended.

- IV. Adoption of the Agenda for the October 18, 2012 College Council
It was moved to amend the agenda to have the following headings: "New General Education Courses; Revised General Education Courses; New Courses; and then Course Revisions." The motion was seconded and approved as amended.

- V. New Business
 - The Committee discussed the letter from Dean Lopes regarding the amount of courses that will be coming to College Council for approval. It was decided to schedule an additional College Council meeting to divide up the workload. The Committee recommended that a reference guide/chart be included to help everyone understand which category the courses fits into.

- In addition, there was discussion regarding filling Faculty and Student alternate positions to ensure adequate attendance.

The meeting was adjourned at 3:06 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda

Monday, November 12, 2012

1:40 p.m.

610T

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the October 3, 2012 Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on October 18, 2012, **Pg. 4**
- IV. Adoption of the Agenda for the November 20, 2012 College Council, **Pg. 5**
- V. Discussion on the Faculty-Student Disciplinary Committee and the Faculty Personnel Committee actions to be reported
- VI. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Monday, November 12, 2012

The Executive Committee of the College Council held its third meeting of the 2012-2013 academic year on Monday, November 12, 2012. The meeting was called to order at 1:50 p.m. and the following members were present: Zeeshan Ali, Jane Bowers, Warren Benton, Karen Kaplowitz, Mehak Kapoor, Tom Kucharski, Anru Lee, Ma'at Lewis, Nancy Marshall, Robert Pignatello, Francis Sheehan, Thomas Stafford, Jeremy Travis, Shonna Trinch, and Antonio Welch.

Absent were: Nancy Marshall.

I. Adoption of the Agenda for the Executive Committee

It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.

II. Minutes of the October 3, 2012 Executive Committee Meeting

It was moved to amend the minutes as presented. Item V. New Business should read: "The Committee discussed the letter from Dean Lopes regarding the number of courses that will be coming to College Council for approval..." The motion was seconded and passed.

In Favor: 13

Oppose: 0

Abstentions: 1

III. Review of Proposals Approved by the College Council on September 20, 2012

It was moved to amend the document to include Item II. "Report of the Faculty Senate Karen Kaplowitz: Proposed Resolution on Online Student Evaluation of the Faculty" with an effective date of immediately. All other proposals are to be given an effective date of Fall 2013. The motion was seconded and approved as amended.

IV. Adoption of the Agenda for the October 18, 2012 College Council

It was moved to amend the agenda as follows:

- Include a report from the Associate Provost James Llana regarding the Middle States self-study as item IV on the agenda.

- To remove item C3. marked “Risk Threat and Critical Infrastructure.” The document submitted did not address the concerns of the September 20, 2012 College Council meeting. The motion was seconded and approved as amended.

V. Discussion on the Faculty-Student Disciplinary Committee and the Faculty Personnel Committee

The Committee discussed what type of information can be released and what needs to remain confidential. It was decided that the decision would need to be evaluated each year. The Committee requested that the number of hearings, dispositions, and the attendance of these committees be reported.

VI. New Business

The Committee discussed the chart that was provided by Kathy Killoran. It was asked that the chart be revised to add an additional column indicating new course, mapped, or revision.

The meeting was adjourned at 2:40 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda

Monday, December 3, 2012

1:40 p.m.

610T

- I. Adoption of the Agenda for the Executive Committee, ***Pg. 1***
- II. Minutes of the November 12, 2012 Executive Committee Meeting, ***Pg. 2***
- III. Review of Proposals Approved by the College Council on November 20, 2012, ***Pg. 4***
- IV. Adoption of the Agenda for the December 10, 2012 College Council, ***Pg. 6***
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Monday, December 3, 2012

The Executive Committee of the College Council held its fourth meeting of the 2012-2013 academic year on Monday, December 3, 2012. The meeting was called to order at 1:50 p.m. and the following members were present: Zeeshan Ali, Jane Bowers, Warren Benton, Karen Kaplowitz, Mehak Kapoor, Katherine Killoran, Tom Kucharski, Ma'at Lewis, Nancy Marshall, Robert Pignatello, Francis Sheehan, Thomas Stafford, Jeremy Travis, and Antonio Welch.

Absent were: Anru Lee and Shonna Trinch

I. Adoption of the Agenda for the Executive Committee

It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.

II. Minutes of the November 12, 2012 Executive Committee Meeting

It was moved to amend the minutes as follows:

- Remove Nancy Marshall's name from the list of those that were present
- Item V should read, "The Committee discussed what type of information should be included in the annual report and what needs to remain confidential. The Committee requested that the number of hearings, dispositions, and the attendance of these committees be reported. The motion was seconded and approved as amended.

III. Adoption of the Agenda for the December 10, 2012 College Council

- The Committee discussed possibly canceling the December 10th meeting.
- President Mehak Kapoor proposed to add two new items to the College Council agenda:
 - The new Student Council logo. It was advised that Student Council consult with Marketing and Development to create a new logo within our new brand.
 - Proposal to amend the College Council Bylaws. It was advised that Student Council consult with Counsel Maldonado regarding changes to the College Council Bylaws. The Committee discussed that this issue may already be addressed within the bylaws as they are written.

- Kathy Killoran moved to change the document “Proposal to Revise the B.S. in Security Management” provided in the ECCC agenda as it was an incorrect document. Kathy provided revised copies of the document to the ECCC members. The motion was seconded and approved unanimously.

IV. New Business

- Provost Bowers distributed a list of General Education courses to be discussed at the December 7, 2012 UCAS meeting.
- The Provost proposed adding the courses that are on the UCASC agenda scheduled for December 7 to go onto the agenda for the December 12 College Council meeting.
- The Committee decided to cancel the December 10 College Council meeting.
- In order to make a distinction between the courses that were approved and the courses that were pending approval at the time of print the Committee decided to have the courses separated by different headings, [i.e. New General Education Courses (Approved at the November 16, 2012 UCASC Meeting) and New General Education Courses (Pending approval at the December 7, 2012 UCASC Meeting).]

The meeting was adjourned at 2:50 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda

Thursday, January 31, 2013

1:40 p.m.

610T

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the December 3, 2012 Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on December 12, 2012, **Pg. 4**
- IV. Adoption of the Agenda for the February 14, 2013 College Council, **Pg. 7**
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Thursday, January 31, 2013

The Executive Committee of the College Council held its fifth meeting of the 2012-2013 academic year on Thursday, January 31, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Zeeshan Ali, Jane Bowers, Warren Benton, Karen Kaplowitz, Mehak Kapoor, Katherine Killoran, Ma'at Lewis, Nancy Marshall, Robert Pignatello, Thomas Stafford and Shonna Trinch.

Absent were: Tom Kucharski, Anru Lee, Francis Sheehan, Jeremy Travis, and Antonio Welch.

I. Adoption of the Agenda for the Executive Committee

It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.

II. Minutes of the December 3, 2012 Executive Committee Meeting

It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Adoption of the Agenda for the February 14, 2013 College Council

It was moved to amend the agenda as follows:

- Revise the heading for item IV to read "Adoption of the Middle States Self-Study Report" and move to item III of the agenda.
- It was moved to add the UCASC courses that are to be approved at the February 1, 2013 UCASC meeting.

The motion for the revised agenda was seconded and approved unanimously.

The meeting was adjourned at 2:15 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda

Wednesday, February 27, 2013

1:40 p.m.

610T

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the January 31, 2013 Executive Committee Meeting, **Pg.**
- III. Review of Proposals Approved by the College Council on February 14, 2013, **Pg.**
- IV. Adoption of the Agenda for the March 13, 2013 College Council, **Pg.**
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Wednesday, February 27, 2013

The Executive Committee of the College Council held its sixth meeting of the 2012-2013 academic year on Wednesday, February 27, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Zeeshan Ali, Jane Bowers, Warren Benton, Karen Kaplowitz, Mehak Kapoor, Katherine Killoran, Ma'at Lewis, Nancy Marshall, Robert Pignatello, Francis Sheehan, and Thomas Stafford.

Absent were: Anru Lee, Jeremy Travis, Shonna Trinch, and Antonio Welch.

I. Adoption of the Agenda for the Executive Committee

It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.

II. Minutes of the January 31, 2013 Executive Committee Meeting

It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Adoption of the Agenda for the March 13, 2013 College Council

It was moved to amend the agenda as follows:

- Add the approved courses from the March 1, 2013 UCASC meeting to the agenda.
- Insert additional heading as Item V, "Elections to the College Council Committee". Angela Crossman was named by the ECCC to fill the vacant position on the Committee on Faculty Personnel as one of the alternate at-large faculty members.
- Item VI becomes "Changes to the College Council Committees Membership list". Michael Scaduto was nominated to fill the vacant position on the Budget and Planning Committee as one of the two higher education officer representatives".

The motion to revise the agenda was seconded and approved unanimously.

IV. New Business

Karen Kaplowitz moved to nominate Angela Crossman to fill the vacant position on the Committee on Faculty Personnel as one of the alternate at-large faculty members.

The motion was seconded and approved unanimously.

The meeting was adjourned at 2:15 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda

Wednesday, April 3, 2013

1:40 p.m.

610T

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the February 27, 2013 Executive Committee Meeting, **Pg.2**
- III. Review of Proposals Approved by the College Council on March 13, 2013, **Pg.3**
- IV. Adoption of the Agenda for the April 15, 2013 College Council, **Pg.5**
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Wednesday, April 3, 2013

The Executive Committee of the College Council held its seventh meeting of the 2012-2013 academic year on Wednesday, April 3, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Zeeshan Ali, Jane Bowers (via conference call), Warren Benton, Elise Champeil, Lynette Cook-Francis, Karen Kaplowitz, Mehak Kapoor, Katherine Killoran, Ma'at Lewis, Nancy Marshall, Robert Pignatello, Francis Sheehan, and Shona Trinch.

Absent were: Anru Lee, Jeremy Travis and Antonio Welch.

I. Adoption of the Agenda for the Executive Committee

It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.

II. Minutes of the February 27, 2013 Executive Committee Meeting

It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Adoption of the Agenda for the March 13, 2013 College Council

It was moved to amend the agenda as follows:

- Item B15 is on Pg. 181 and not Pg. 15
- Item B24 is on Pg. 304 and not Pg. 99
- Item C3, "A memorandum re the implementation for the delivery of the MS in Security Management using the Distance Learning Format and Resubmission of the Application for a new online degree in Security Management" was withdrawn.
- Attachment D will be attached at CC and listed as "Proposal to approve the Comprehensive Assessment report" at John Jay.

The motion to revise the agenda was seconded and approved unanimously.

IV. New Business

There were no new business items.

The meeting was adjourned at 2:10 p.m.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda

Thursday May 2, 2013

1:40 p.m.

610T

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the April 3, 2013 Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on April 15, **Pg.3**
- IV. Adoption of the Agenda for the May 16, 2013 College Council, **Pg.5**
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Thursday, May 2, 2013

The Executive Committee of the College Council held its eight meeting of the 2012-2013 academic year on Thursday, May 2, 2013. The meeting was called to order at 1:45 p.m. and the following members were present: Zeeshan Ali, Jane Bowers Elise Champeil, Lynette Cook-Francis, Karen Kaplowitz, Mehak Kapoor, Katherine Killoran, Ma'at Lewis, Anru Lee, Nancy Marshall, Robert Pignatello, Dev Sharma, Francis Sheehan, Jeremy Travis, and Shona Trinch

Absent were: Warren Benton

I. Adoption of the Agenda for the Executive Committee

It was moved to adopt the agenda as presented. The motion to approve the agenda was seconded and approved unanimously.

II. Minutes of the April 3, 2013 Executive Committee Meeting

It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Adoption of the Agenda for the May 16, 2013 College Council

It was moved to amend the agenda by adding a link to the Approval of the 2012-2013 Graduates, capitalizing the words Programs and Courses under the Report from the Online Programs and Courses, and changing the order of items III to VII as follows:

- III. Appointment of Dev Sharma (attachment B)
- IV. Approval of the 2012-2013 Graduates (attachment C) (add link)
- V. Online Programs Report (attachment D)
- VI. Report from the Committee on Graduate Studies (attachments E1-E4)
- VII. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments F1-F11)

The motion to revise the agenda was seconded and approved unanimously.

IV. New Business

Vice President Cook-Francis announced that Mehak Kapoor was selected by the Chancellor for the honor of "Student Leader of the Year"

The meeting was adjourned at 2:14 p.m.

SPS/FPS Joint Meeting
Agenda – October 2, 2012
Rm. 630H – 1:40 pm

1. Approval of Minutes for July 10, 2012. Minutes and related documents were emailed on July 10; minutes are attached here as well.
2. Discussion of Process Used to Develop Recommendations for the FY2013 Financial Plan. With an eye on improvements, we should review the process we went through during the spring and summer, leading up to the recommendations to BPC. Were there enough meetings? Did we have the relevant information? Should there have been broader consultation with other groups, either directly or indirectly? Please raise other issues.
3. Review of Middle States “preliminary” draft on planning and budgeting. Comments? Suggestions? The draft was emailed yesterday and is available as Chapter 2 on “Inside John Jay,” under the Middle States section (Resource Center). This draft is the first of several to be developed over the next few months.
4. New Business.

**Joint Meeting: SPS – FPS
Minutes
October 2, 2012**

Present: James Llana (*SPS Chair*), Ricardo Anzaldua, Jane Bowers, Kinya Chandler, Jay Hamilton, Pat Ketterer, Tehmoor Nawaz, Carina Quintian, Richard Saulnier, Mariani Mewengkang (*Recorder*)

Associate Provost Jim Llana called the meeting to order at 1:50 pm.

1. Approval of minutes for July 10, 2012. Minutes were approved as proposed.
2. Introduction of New Member. Jim introduced and welcomed Mr. Tehmoor Nawaz, our new student member on SPS.
3. Discussion of Process Used to Develop Recommendations for the FY2013 Financial Plan. Jim led the review of how the committee handled the process for financial plan recommendations. Jay said “there have been some definite improvements to the process. Information flow will always be a problem, but progress has been made.” Jim mentioned his disappointment with the “unimportance of information.” John Jay had results from the PMP and an extensive analysis of progress on the Master Plan but not a lot of reference was made to the data. Provost Jane Bowers said that PMP data was looked at by the SPG to determine if money was being used effectively. She also mentioned the importance of relying on each other for data so we can see if the investments made is actually improving what we invested in.
Pat Ketterer also said that it was necessary to have discussions which include data. As most of the discussions in the spring revolve around financial plans, fall could be used to discuss data. Pat also recommended a continuation of the process we did this past year, because it has been much better than it has been in the past. Kim Chandler suggested streamlining data and information in an electronic format. In doing so, information can be shared in a timely fashion. In the past, the committee has gotten stuck on certain topics and has spent multiple meetings discussing the same thing.
Jim mentioned the need of having discussions “pre-compact.” Pat said that last year the college early on committed itself to expenses for the following year, in effect pre-spending the Compact funds before they were announced by the University. By the time discussions started in earnest on the financial plan recommendations, there was already a list of expenditures locked in; this will often be unavoidable, but the committee should be aware of all the proposed expenditures funded by the Compact at the time the Compact is announced. The college needs to be careful about how we “obligate” our funds. Provost Bowers told the committee that last year John Jay had to replace people, but this year the college should be more stable. She also told the committee that they were invited to think about the college’s 3- 5 year hiring plan.
4. Review of Middle States “preliminary” draft on planning and budgeting. Jane said that on pg. 7 of the report, the story isn’t clear enough. John Jay will not be getting North Hall so our space issues will not be getting any better. The college is in the process of creating new initiatives and programs, so there needs to be a story on how the college plans on dealing with these issues. Pat voiced her concerns about our current space issues. John Jay is in need of space, but we have no control of getting more space without the University. VP Richard Saulnier also mentioned his concern that we do not have enough classroom space as the college is expecting 300 FTEs for next fall. Jane said that classroom size and utilization needs to be taken into consideration. VP Saulnier agreed and said that analysis needs to be done on how rooms are

being utilized. Maximum class sizes are often much lower than the capacities of the rooms assigned to them, and therefore we start with under-utilization.

Jim told the committee that the SPS is holding meetings to discuss the space issues. The Middle States chapter on planning will be rewritten as the space planning story unfolds. Scheduling and distance learning will be included in the revised version.

Kim also said that research spaces need to be included in the narrative. As John Jay is pushing to be a research-oriented institution we need the facilities to accommodate that expectation.

Discussion also centered on the discrepancies between reports provided by CUNY First, and John Jay's Human Resources. We need to know how many full-time faculty members we currently have, but the two reports differ. Ric Anzaldúa suggested using IPEDS as that information comes from the DOE. Jim suggested a meeting is in order to sort this out.

5. New Business. The committee discussed—strictly speaking this was just SPS business--whether or not the committee wanted to invite Chairs to attend the SPS meetings on space planning. This was prompted because Maki Haberfeld, chair of LPS asked to attend and present her concerns about space.

The committee decided that the chairs will be invited to a meeting late in the semester after some of the broad recommendations have taken shape. The chairs will be given an opportunity to speak after the members of the committee have spoken, and the chairs will be allotted a set amount of time to speak.

VP Saulnier then gave the committee a brief presentation. While John Jay can grow enrollment for 2013, space will be an issue, especially considering we will be losing North Hall.

Currently we have a problem between scheduling vs. capacity. John Jay does not schedule based on capacity, instead it is based on faculty recommendations. We need to look at section capacity and how many sections are being filled. We also need to consider if we are utilizing our seats as efficiently as we need to. In order to maximize utilization, we will need to reschedule some things. We will need to have utilization data as well as data regarding seat demands in order to develop strategies for fall 2013.

The meeting ended at 3:00

Strategic Planning and Financial Planning Subcommittees Meeting**Agenda: October 22, 2012****4:00 – 5:30 pm, Room 610T**

1. **Approval of Minutes for October 2, 2012.** Proposed minutes are attached.
2. **Discussion of Potential Planning Issues.** Following on Pat's suggestion from last meeting that we work on programmatic matters in the fall as preparation for financial plan recommendations in the spring—of course, the two need to be closely related—we will review progress on aspects of the Master Plan which may require further attention or adjustments to current activities. For Monday I will present results from the recent administration of NSSE; they reveal some areas of student engagement which may invite proposals to address "Student Success" in the next financial plan. Time permitting, we will look at PMP results in the same light; I did this rather quickly at BPC because we were running out of time, but we should slow down and think about what our responses to some of the PMP metrics might be.
3. **A Budgeting and Planning Website.** We have I think been justly criticized for failing to communicate information about budgeting and planning to the College community. To start a discussion on what a public Planning and Budgeting website could include, I have prepared a draft (attached) for discussion. The new website would not replace the current limited-access one on Inside John Jay.
4. **Adjustments to Financial Plan.** Changes to budget related to TAP and Veterans' tuition.
5. **Agenda Items for Balance of Fall.** Please suggest items for discussion that will get us thinking about possible planning initiatives.

**Joint Meeting: SPS – FPS
Minutes
October 22, 2012**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldúa, Tom Kucharski, Jane Bowers, Kinya Chandler, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Mariani Mewengkang (*Recorder*)

1. Approval of Minutes for October 22, 2012. Minutes were approved as proposed.

2. Presentation of NSSE Results. Jim presented the latest NSSE (National Survey of Student Engagement) results from earlier this year. NSSE is administered to freshman and senior students, but it may be useful to survey sophomores and juniors next time since there is no reason to believe that changes occur suddenly to seniors. The survey was administered by sending it to the students' college email address, which can be inefficient since our students do not tend to check their college email accounts. The response rate was 15%, which is lower than we would like, but the number of responses does allow reliable conclusions. Tom asked if we are allowed to give the students some incentive to participate in the survey. Ric said that while it isn't recommended, the NSSE board wouldn't stop it. The data for John Jay is compared with data from three other groups of schools, with the "Mid East Publics" (3 of the 9 are CUNY schools) most closely resembling John Jay.

Compared to students at other colleges, John Jay students, especially at the senior level, spend more time working for pay. On another context indicator, John Jay has a relatively low level of student participation in clubs and extracurricular activities. Rob mentioned that there has been an increase in the number of clubs at the college. The relatively large amount of time spent commuting probably holds down this participation, but students who do not participate miss out on an important part of the John Jay education. Tom suggested that being in New York City, the students have so many other options, and that they live within their own social circles off campus.

The presentation, which is being sent in Powerpoint to SPS/FPS members, reviewed the five NSSE "benchmarks," which reflect the results from groups of questions: Student-Faculty Interaction; Level of Academic Challenge; Active and Collaborative Learning; Enriching Educational Experiences; and Supportive Campus Environment. In addition, we looked at responses to some particular questions where differences between John Jay and comparator institutions were striking.

Many of the largest differences between John Jay students and the comparator groups occurred for seniors; areas of weakness in previous years often turned up weak in 2012. Active and Collaborative Learning showed a large difference for seniors, as did Enriching Educational Experiences.

The NSSE results also indicated that John Jay students do poorly on things where time needs to be scheduled outside of class, such as team-based projects. Because a majority of our students spend a fair amount of time commuting, and many work, scheduling time outside class may prove to be a challenge. However, it is important to try to improve these numbers as working with other students has proven to be beneficial.

Jim said that these results will be shared with Student Affairs. We will do some focus groups with the students to understand better the reasons for some of the results. In overall terms, we should incorporate NSSE results into our planning discussions in the spring.

3. Budget Planning Website. In order to effectively communicate information regarding the College's budget plan, Jim is creating a budgeting/planning website. We need to discuss how we want the site to look and what types of information we should include. Karen suggests adding dates for when the fiscal periods start and end. There should also be information about the membership of the different committees. We should include the Charter of Governance so we can know how membership is defined, and how the committees are put together. Jay recommended building the website like a blog to break up the text into smaller sections. Karen also said the website shouldn't be intimidating. With general approval of the text and information, Jim will return with a proposal that will convey a better sense of the look and feel of the website before moving to posting.
4. Adjustments for Financial Plan. Recently the rules regarding veteran benefits have changed. TAP used to cover the difference in tuition for out-of-state veterans. If John Jay chooses to honor the coverage cost, our tuition revenue will be reduced by about \$300,000. The committee agreed that John Jay must honor the commitments we've made to our veteran students. It is also important because our reputation as a veteran-friendly school is something we've included in our narrative.
There is another development that will result in a revenue reduction. The full CUNY tuition rate now exceeds the NYS maximum TAP award of \$5,000. As a result of the University policy to waive the tuition increase for those students who cannot afford it, the college waives \$600 of the tuition for those students who have unmet need after they receive their TAP Award. Given our population of students, this has a large impact on the revenue collected.
5. Agenda Items for Balance of the Fall. The first quarter reports should be coming in soon. Enrollment, marketing and space need to be on parallel tracks. Jane would also like ideas and proposals for new academic programs. Suggestions for agenda items should be made to Jim.

SPS/FPS Joint Meeting
Meeting Agenda – Tuesday, Nov. 13, 2012
Rm. 610T -- 1:40 pm - 3:00 pm

1. Approval of Minutes for Oct. 22, 2013. Proposed minutes are attached.
2. Informal Budget Report on First Quarter.
3. Review of PMP Results for 2011-12. Some of us saw this very quickly presented at the BPC meeting; we will have time for discussion this time. The aim is to consider initiatives that may address areas of weakness as we shape the FY2014 financial plan in the spring.
4. Review of CUNY Student Experience Survey, 2012. This survey, administered at the same time as NSSE, allows us to understand our students relative only to those in other CUNY institutions. It can serve as a check on NSSE for a few categories of student experience, but does not overlap with NSSE to a significant degree. The purpose in reviewing this is again to inform discussion of planning in the spring.
5. Final Meeting of Semester. When we set up the meeting schedule for the semester, we couldn't find a good time to meet in December. Let's try to see if we can find a few possible dates and discuss what the agenda might be.

(The NSSE presentation from last meeting is attached and referenced in the minutes.)

**Joint Meeting: SPS – FPS
Minutes
November 13, 2012**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Jane Bowers, Kinya Chandler, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Tom Kucharski, Patricia Ketterer, Richard Saulnier, Mariani Mewengkang (*Recorder*)

1. Approval of Minutes for October 22. Minutes were approved as proposed.

2. Informal Budget Report on First Quarter. Rob gave a brief report on the college's budget for the first quarter. The college needs to discuss what effects the out-of-state veteran issue will have beyond next year. The college is currently looking at a \$340,000 cost if we cover the remaining tuition for the veterans; we want to encourage them to come back, so a plan should be made to handle the issue. Other factors which will affect the budget include funds we need to allocate to the science department for new labs, CLTs, facility support, laborers, etc. TAP and the tuition increase are also affecting our budget. Most of our students are already receiving the maximum TAP allowance, but it is not enough to cover the entire cost of the new tuition, and the agreement that framed the tuition hike called for holding harmless students with unmet need. At this point, we have to absorb the difference between TAP awards and the higher tuition. As out-of-state students pay higher tuition, the college should work on targeting more of these students to offset some our budget concerns. The question was raised about whether or not CUNY can lower John Jay's revenue target.
The college also needs to be mindful that our budget will be affected by the hiring plans. Currently the college is looking to hire 80 positions. The tech fee budget, and distance learning will also affect the budget. We should try to come up with a plan to offset the tax levy.
Ned is encouraging the group to handle these issues early, before the Vice Presidents can create their own wish lists. But before plans can be made, we need to deliberate about what comes first. Our academic vision affects enrollment, which affects our budget. Our budget will affect our hiring plans, and how we hire affects our space issues. We must consider all these factors when creating our plans.

3. Review of PMP Results for 2011-12. Jim gave a presentation of the PMP results. The PMP allows us to get a sense of the areas where we are doing well, and areas which need improvement. As we stand, John Jay is at the bottom of the list for full-time faculty coverage. Jay asked if faculty workload, or reassigned time affected these results. Jane said that an analysis should be provided to see how many faculty members teach 5 – 7 courses a year. There should also be an inventory of how much assigned time there is. According to the PMP John Jay needs to do a better job of tracking our Post Graduate students. John Jay should also look into the rates of first year credit accumulation. Some reasons why John Jay has a lower average for credit accumulation is because Math and Science sometimes acts as a roadblock. John Jay students also do not typically take summer courses. We will need data regarding how many credits the students initially register for. Are we challenging them to register for 15 credits a semester? Do they register for 12 credits and end up dropping a course? If it is the latter perhaps we need to discuss strategies to keep them from dropping courses. In regards to summer courses, students

are more inclined to take classes in the fall and spring semester because it is paid for by Financial Aid. Students need to pay for summer courses out-of-pocket.

Ned suggested that it would be helpful if there was a clear idea of what items we need to concentrate on. Tom also mentioned that there are factors that we cannot control. These include things like a student's income, or socioeconomic status. Jane mentioned that the college should think about our sophomore year programs. We should also do more about the math and science roadblocks. The college plans on investing in more lecturers to help resolve the latter issues.

4. Review of CUNY Student Experience Survey, 2012. John Jay has the highest non-participation rate in extra-curricular activities among senior colleges. In order to determine why that is, we must know what makes our student profile different than our counterparts. Is it a matter of the types of students we are attracting? (Last fall John Jay students came from 356 different high schools) The internship rate for John Jay students is half that of the average for the other senior colleges. It is important for us to figure out how their time is spent outside of JJ. We should also look for data which breaks down how much time a student spends studying at each grade level.
5. New Business Item. Ynes Leon will send communication to the departments about how their space is being used. They should give serious and thoughtful analysis to the response they will return to Ynes.

One final SPS/FPS meeting should be held before the end of the semester. The First Quarter Report will be presented at this meeting. A doodle poll will be sent to decide on the best possible date to hold the meeting.

**SPS/FPS Joint Meeting
Agenda – December 21, 2012
Rm. 610T – 2:00 pm**

1. Approval of Minutes for Nov. 13, 2012. Proposed minutes were sent earlier today.
2. Discussion of First Quarter Budget Documents. Documents are attached.
3. Discussion of Assessment Document from College-Wide Budget Committee. Although it rarely comes up, we have assessment in our Committee portfolio. The document for discussion was sent out earlier this week, and we need to act on it before it can go to the College Council.
4. New business.

SPS/FPS Joint Meeting**Agenda****Friday, Feb. 8, 2013****2:30 pm – Room 610T**

1. Approval of Minutes for December 21, 2012. Proposed minutes are attached.
2. Mid-Year Budget Report and Discussion.
3. Enrollment Report for Spring 2013. VP Saulnier will report. See attached numbers.
4. Committee Planning Activities for FY2014 Financial Plan. We will discuss schedule of activities and meetings for balance of semester and summer. As a framework we can use the calendar from last year that is posted on the draft planning/budgeting website and in Chapter 2 of the current Middle States Self-Study draft on Inside JJ. We should think about whom we might want to invite to make presentations and about information that we would like to have.
5. Space Planning. Update on where we are, status of responses to questions on space assignments , and where we go from here in terms of meetings and tasks. This is intended as a broad, procedural discussion, not a substantive one.
6. Brief Middle States Update.
7. Assessment Document. At the last meeting the committee discussed the assessment guidelines presented by the College-Wide Assessment Committee. We proposed some minor changes to it, and the Assessment Committee has responded with a new version (attached). If it seems all right to us we should vote to forward to College Council for consideration. The Chair of the Committee, Prof. Carla Barrett, tells me she is submitting the document to the Senate, as we recommended.

SPS/FPS Joint Meeting
February 20, 2013 (rescheduled from Feb. 8, 2013)
Revised Agenda
3:30 pm – Rm. 610T

Several items on the original agenda were covered in the recent BPC meeting; therefore, the agenda is reduced for tomorrow, but we now have an added discussion of the current year's budget and plans.

1. Approval of Minutes for Dec. 21, 2012. Sent previously.
2. Adjustments to Financial Plan for current year. The Budget Office is providing two documents that may help with this discussion (attached). The revised mid-year report contains targets for budget reductions needed to balance the budget. We will be looking for an approach to develop recommendations on how to close the budget gap for this year.
3. Committee Planning Activities for FY2014 Financial Plan. Same as described in original agenda. The goal here is to map meetings--in terms of desired information, strategies, and consultations--that will lead late in the semester to recommendations on the FY2014 financial plan.
4. Space Planning. Same as described in original agenda.
5. Assessment Document. Same as described in original agenda. The document was sent previously. We should see if we can now endorse this document for consideration by the College Council.

**Joint Meeting: SPS – FPS
Minutes
February 20, 2013**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Jane Bowers, Kinya Chandler, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Tom Kucharski, Virginia Moreno, Carina Quintian, Richard Saulnier, Mariani Mewengkang (*Recorder*)

1. Approval of Minutes for December 21, 2012. Minutes approved as proposed.

2. Adjustments to Financial Plan. The FTE value has resulted in decreased revenue for the college. Therefore it is important that a plan be made now so we can be in a better place next year. We need to come up with ideas that will generate a saving of at least \$1,000,000 to roll over into next year's budget.
 An idea mentioned was to hold off on hiring. Right now, John Jay has 80 vacancies, but we need to maintain 40 of them. Also, by delaying some administrative hires, the college can save a few hundred thousand dollars.
 Other ideas include delaying some of the branding plans, under spending at the honors college, delaying the purchase of copiers, and delaying the conversions in Public Safety. It was also suggested that the college delay the funding for maintenance in the Science department.
 The investments the college makes need to be tied to increasing revenue. Funding for marketing and recruitment initiatives should not be delayed. We need to look for ways to increase graduate enrollment and summer enrollment. We should also support the Distance Learning initiatives.
 Tom said that nothing was being done to market the master's programs. A robust marketing plan needs to be created. He suggested giving stipends to students, or using master's students as teaching assistants as a way to attract more graduate students. In response to this Pat said that the Aux Corp budget has money for graduate scholarships. Perhaps some of that money can be used to give students a stipend.
 Rob questioned how we should develop a marketing plan. Ned suggested using Feng Wang's marketing ideas. Jane suggested using a marketing research firm that specializes in higher education, or educational marketing companies. They can help answer questions such as: who is the market we are targeting? How do we reach them? How many touches should we do?
 Karen asked how Baruch was able to get a 75% increase in transfers. The committee agreed that it would be a good idea to find out how Baruch was able to do this.
 It was mentioned that the college hopes to have a block of dorm rooms by the fall semester. Hopefully this will attract more students to John Jay. Out-of-state students would receive first priority for student housing.
 Karen asked if anything was being done to recruit veterans. Richard replied that nothing was being done at the moment. He said that it might be difficult because veteran pay is determined by date. Other factors that make it difficult are that veterans are only allowed to attend public institutions, and that there is a limit on the number of credits they can take.
 The committee decided to have a longer discussion on graduate students, and veterans, at the next meeting. The results from the VPs meeting should also be shared at the next meeting.

A motion was made to approve the approach by the Budget Office to identify personnel and OTPS cuts in the current financial plan, with the expectation that the results would be presented at the next meeting.

7 members of the committee voted unanimously in favor of the motion.

3. Committee Planning. It was mentioned that the faculty members will be given the chance to weigh in on the financial plan for FY2014.
4. Space Planning. Rob told the committee that he has spoken to Scott Paige. Rob has also agreed to prepare a draft to define the elements of a proposal for the space consultant. The information we need to include in the proposal are:
 - the future of office needs based on a 3 – 5 year plan
 - status of current rental properties
 - how to rethink what we do at Westport
 - information from the department heads and chairpersons
 - the amount of space we have currently
 - academic initiatives
 - our research needs
 - plans for enrollment growth
 - freshman experience information (60 sections in fall 2013)The committee also asked that separate meetings to specifically discuss space be set up.
5. Assessment Document. Tom made a motion for recommendation that the committee endorse the “Comprehensive Assessment at John Jay College” document for consideration by the College Council.

7 members of the committee voted unanimously in favor of the motion.

SPS/FPS Meeting
Agenda
Tuesday, March 5, 2013
1:30 p.m. – Room 610T

1. Budget report. Rob and Pat will lead discussion and report on progress concerning reduction of expenses for this fiscal year and possible initiatives for revenue generation in FY2014. Unfortunately, Richard will be away so we will not have his thoughts on future enrollment targets and strategies. To the extent possible, we need to understand the role of the Committee in this uncertain environment; establishing priorities is always important when money is tight, so that may be one step.
2. Space planning. Ynes Leon will report on survey results, and we can hopefully gain some understanding of what it will take to define a proposal for a consultant.

(We may not have the minutes from last meeting this week. Everyone in my office has been completely consumed with Middle States work leading up to the Self-Study submission at the end of the week. Jim)

**SPS/FPS Joint Meeting
Proposed Meeting Minutes
March 5, 2013**

Present: Tom Kucharski, Ned Benton, Karen Kaplowitz, Jane Bowers, Rob Pignatello, Jim Llana, Ric Anzaldua, Pat Ketterer, Janice Dunham, Kim Chandler, Zeeshan Ali, and guests Ynes Leon and MaryAnn DiMaggio

Jim announced that due to his office being swamped with Middle States work that the minutes are not yet ready. He hopes everything will be back to normal after this week.

Ms. DiMaggio, our new Business Manager, and Mr. Ali were introduced. Mr. Ali is the new student representative on the Subcommittee.

Budget Update and Discussion. Jim opened the meeting by saying that it was important for the Subcommittee to find a clear role and direction in this difficult budget year. We would certainly be making recommendations about curtailing expenditures, but we would also be likely looking for ways to enhance revenues. It was important too that we try to preserve some “stay-the-course” initiatives, however modest, so that we make progress toward our goals.

Rob reviewed the progress made since the last meeting in terms of controlling expenses for this fiscal year. The target is to save about \$1.2 million, with about \$500 thousand coming from delayed hiring and the rest from OTPS. There are about 60 vacancies over which we can potentially exert some control. Rob has asked the VPs to recommend opportunities for slowing down the hiring or even postponing some hires indefinitely. Two VPs have not yet responded. Hiring restraints will have to continue next year, especially given our very ambitious enrollment targets. Next year we'll face a deficit of more than \$2 million even if we make the enrollment targets. In his area Rob sees savings, for example, by delaying branding work, by not replacing some Peace officers, and by not buying service contracts for new science equipment.

The compact will be important for FY2014, but new faculty hiring will account for much of it. Rob does not think we can hire more new faculty than what is recommended in the Compact guidelines. We thought we could do more, but that does not seem likely.

In response to Ned's question about the amount of the savings for this year so far, Pat replied that we didn't know yet. We do not have to wait for that information, however, before making recommendations. The subcommittee can see the vacancy list and begin to frame recommendations at the same time that some VPs are looking at the same list and deciding on possible savings. Rob said he would right away send the Subcommittee the list of vacancies (an earlier list was provided to the subcommittee) and of other items that he mentioned. We noted that there is a tension between next year's initiatives and this year's unmet needs.

Ned recalled that last year we invested in programs to increase enrollment but the students didn't materialize. Jane responded that we met our enrollment target, but the anticipated FTEs (=revenue) didn't follow. The SPG effort resulted in more students with better academic profiles. Tom asked to see the current recruitment plan: whom we will target, when, and by what means.

Karen raised a concern about the academic preparation of the students we're admitting. She argued that we don't honor the standards approved by the College Council. Admitting

unprepared students is expensive. She asked to see a distribution of admitted students by CAA band.

Rob believes we can influence outcomes that lead to new revenue. He mentioned the recruitment of veterans, transfer students, graduate students (especially out-of-state); better summer/winter and ACE programming; and improved conversion of Justice Academy students. Jane responded that we have a plan for out-of-state recruitment and we're working on the Justice Academy.

Karen proposed a motion, which found a second: "That the President assign the VP for Enrollment Management to poll students on their preferences for courses in summer and winter and that the survey should go out by March 18, 2013." It passed after some discussion 7-0-0.

Ned commented that we have no plan for graduate recruitment and that we should do some advertising. Tom said we have an emergency in marketing. Jane responded that we now have a plan to create recruitment materials for graduate students, and that VP Saulnier has a list of feeder schools to align with our recruitment effort. She suggested that Saulnier provide the recruitment plan to the Subcommittee. Tom added that we have a short-term and a long-term problem. Jane said she gave Graduate Studies the assignment of finding people to support the graduate programs; we have nothing going on now.

After some discussion of what Marketing and Development could do along with Enrollment Management, Jim suggested that the VP for M & D should come to the next Subcommittee meeting to discuss the capacity and vision of her Division, so that our expectations are better informed.

Karen again proposed a motion for a recommendation. After a friendly amendment to broaden it the motion was discussed: "That the President direct Marketing and Development and Enrollment Management to invest in appropriate marketing activities to enhance enrollment and revenue for FY2014 and to report back to the Subcommittee." The motion carried 7-0-0.

Space Planning. Rob opened the discussion by reviewing the activities of the Space Planning office to communicate plans and to consult with affected units on the temporary move to North Hall. Documents were distributed, block assignments were made. We are now waiting to receive specific room assignments with a March 15 deadline. There has been lots of consultation and extensive publicity in the Finance and Administration newsletter.

Those offices that are moving will begin to do so in June and be out of their permanent space for about a year. We will have a move consultant and hire professional movers. The Registrar has vetted classroom swaps. We are now looking for a North Hall conference room.

Ned urged that we have to plan space according to the needs of departments, and he added that nobody consults departments that are already in North Hall and that have new space needs. Kim responded at length, saying that her priority now is finding space for those who have to move in June. She is well aware that departments in North Hall have concerns, but she will reach out to them after she addresses the more pressing concerns of those who will be vacating their offices in June. She is the space coordinator for Academic Affairs, and there is just so much she can handle at once. Ned observed that we always seem to be behind the work curve; it's the role of the Subcommittee to get space planning ahead of the work curve. Kim responded that the Committee could help by suggesting ways to make the back-and-forth process of space

allocation more formal. Jane said that sometimes individuals get in the way of an orderly process. They refuse to move at a particular time or in some other way they slow down the process, which means changing the process. Ynes joined the discussion by pointing out how difficult it is to get faculty to sign off on space plans due often to change requests. Right now if we don't get approvals and specific assignments by March 15, we won't be able to move in June.

Rob argues that we are a strategic planning committee and should not be concerned with the day-to-day business of executing a space transition plan. We should concern ourselves with the larger process of getting a consultant for space planning, and we were successfully on that path during the fall semester. Ned replied that we have responsibility for space planning.

Tom pointed to the problem that we will have no writing intensive courses offered in the fall, and they are badly needed. This is essentially a space problem, and the question came up of whether or not there are "surplus" classrooms in North Hall. Jane explained that we can't offer writing intensive courses in the fall but that we haven't stopped offering them; we have just shifted them in time. The competition between first-year seminars and writing intensive courses means that they have to be distributed differently across the academic year. Ynes assured everyone that there are no surplus classrooms. They are all being scheduled.

Meeting was adjourned about 3:20 pm. The next meeting is March 20, 2013.

Joint Meeting: SPS/FPS
Agenda
March 20, 2013
3:30 pm – 531T

1. Approval of Minutes for Feb. 20, 2013 and March 5, 2013. Proposed minutes for Feb. 20 are attached; minutes for March 5 were emailed on March 6. Attached are some documents distributed at the March 5 meeting.
2. VP for Marketing and Development. Jayne Rosengarten will stop by the meeting to discuss the role and capacity of her division in aiding recruitment and marketing. This comes out of the discussion we had last time about enrollment and especially about grad student recruitment. One question we were interested in is the working relationship between M& D and Enrollment Management.
3. Budget Discussion. Rob and Pat will provide an update. I should be able to email you the vacancy list of administrative positions later today; remember that the main strategy for closing the budget gap for this year is to delay hiring and save on OTPS. While discretionary funds for next year may be in very short supply, please think about priorities. Hiring new faculty under the compact seems to be a given, but beyond that choices will have to be made among filling vacancies from this year, new initiatives, and continuing longer-term investments begun previously.
4. Update on Proposal for Space Planning Consultant.

**Joint Meeting: SPS – FPS
Minutes
March 20, 2013**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Jane Bowers, Kinya Chandler, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Tom Kucharski, Virginia Moreno, Carina Quintian, Richard Saulnier, Mariani Mewengkang (*Recorder*)

Guest: Jayne Rosengarten (Vice President of Marketing and Development)

1. Approval of Minutes for February 20, 2013 & March 5, 2013. Minutes approved as proposed.

2. Budget Discussion. Rob started the meeting by informing the committee that the state budget should become available by the weekend of March 21, 2013. The budget will not have any major surprises, and will not have any capital money except for CUNY 20/20. The Compact is also likely to stay the same. Due to the revenue shortfall this year, the college will delay some hires. However, the delay will not affect faculty hiring. Right now, the plans are to hire 18 new faculty members, in addition to replacing the faculty members who leave. The college must also come up with a solution to cover the TAP waivers, and will need to think of ways to generate more revenue to offset the deficits we will face in the upcoming years.
 As enrollment is the key to getting more revenue, we need to discuss strategies to increase FTEs. John Jay's current FTE targeted increase is 400 for next year. In order to attract more students we first need to think about what kind of institution we want John Jay to be. This can then help us decide which direction to drive our recruitment initiatives. We should look into recruiting out-of-state, graduate, and veteran students. The college should also make investments in advisors, and strengthening our online programs.
 The committee then discussed the hiring delays that will take place. Ned asked if some positions can be combined into one position, or if positions could be reassigned. Pat also encouraged everyone to think about whether or not a position is really necessary for the department. Jim said that perhaps the VP's can be invited to a later meeting to explain their proposed spending for FY2014.
 Kim suggested beginning work on a timeline so that we can meet the 10 – 12 week deadline for the financial plan. She also suggested creating a template to use for submitting proposals. (Rob, Pat, and Jim agreed to work on creating this template)
 The biggest priority right now is to generate revenue, although Jim urged the importance of pursuing our goals to the extent that we can, so we can make some progress each year. As retention = revenue, we need to focus on retention as well, and other indirect connections to revenue.
 Richard said that retention is a huge factor in any enrollment plan. Retention also allows the college to become more selective. Richard expressed his concern about the Justice Academy. The students are not coming in the way we thought they would. There is worry about the transfer numbers.
 Ric told the committee that the college will begin assessing the Justice Academy. CUNY will want to know how each group did academically.

3. VP for Marketing and Development. Jayne Rosengarten attended the meeting to discuss ways in which her department will play a role in our recruitment and marketing strategies. She said that her department is working with SPG. Because this is almost like a start-up project, it is taking some time to determine how to best use the funds. Jayne emphasized the importance of raising money. Restricted and unrestricted money needs to be raised. She also mentioned that something needs to be done to increase alumni giving.

Another area that needs to be worked on is marketing John Jay. Since enrollment is very important, we need to promote the college. John Jay is currently working on building a new website as a way to promote the college. The website will be more student friendly, and will have an easier interface.

Carina asked about the investments being made. Jayne responded by discussing the Viewbook. The Viewbook is targeted towards undergraduate students, but a graduate Viewbook will be created as well. The Viewbooks include John Jay branding and marketing language, and are created with the help of recruiters.

Richard also mentioned that the admissions packets have been redesigned. While marketing for undergraduate programs has been simple, marketing for the graduate programs will be more difficult as each program will require its own marketing strategy. Ned said that there have been problems with executing the plans that are created. He asked for a step-by-step approach on how the college will go about implementing the plans.

Jayne responded to this comment by telling Ned that SPG is supposed to cut across and tackle piece by piece what it is that needs to be done.

Kim also mentioned that the new Associate Provost position is going to tie in the marketing and graduate programs.

Jane B. informed the committee that this year SPG is working on the Macaulay Honors College and the graduate programs. She also said that each program will have its own brochure. SPG is collecting data from the program directors so that Vivian Todini can develop a brochure for each program. The college will also hire a research firm to help. SPG is also developing pieces about the programs to give to potential employers of our students.

Ned emphasized the need for advertising. He mentioned wanting ads placed in SUNY newspapers, as well as other forms of media, as soon as possible. Richard agreed to give Ned the name of the person to contact for SUNY newspapers.

Jayne said that it is a slippery slope when it comes to advertising, because there is no telling what kind of results it will yield.

Ric asked if it would be possible to have John Jay's name mentioned when shows or movies use our buildings for filming. Jayne said that she would talk to Nancy Marshall to see if it is something that can be negotiated in the contracts.

Rob asked Jayne about scholarships, since the Compact requires philanthropy targets. Jayne told Rob that the college does have scholarships but they are not marketed.

Richard also added that the scholarships are mostly for students who are already enrolled in the college, and not for new students. Discussions will need to be had about potential scholarships we can offer to new students.

4. Update on Proposal for Space Planning Consultant. We will need to list what we need. We will also need to have space guidelines for each department. New language will be drafted for these guidelines. The Office of Space Planning is seeking guidance from CUNY concerning the content of a proposal for a consultant.

Next Meeting: - April 11, 2013 at 3:30 in room 531T.

Items to discuss: - Enrollment & Revenue
List of Vacancies

**SPS/FPS Meeting
Agenda
May 1, 2013
3 pm – Rm. 531 Haaren**

1. Approval of Minutes for March 20, 2013. Proposed minutes were sent to committee on April 7 in anticipation of the April 11 meeting, which was cancelled.
2. Report on Space Inventory. Ynes Leon
3. Discussion of VP Expenditure Proposals. Pat will send documents on April 30.
4. Working with Space Consultant. Time permitting, we will have a preliminary discussion of building in progress reports and consultation. According to the calendar that Pat presented on April 11, the consultant may begin work around July 1, so we have some time to work this out.

**Joint Meeting: SPS – FPS
Minutes
May 1, 2013**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Jane Bowers, Kinya Chandler, Mary Ann DiMaggio, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Virginia Moreno, Carina Quintian, Mariani Mewengkang (*Recorder*)

Guest: Ynes Leon

1. **Approval of Minutes from March 20, 2013.** Minutes were approved as proposed.

2. **Report on Space Inventory.** Ynes Leon attended the meeting to update the committee on the space situation at John Jay. Ynes said that she is still missing some pieces of information, but she will send out a report soon. Based on the information she does have, it appears that a majority of the departments have no office vacancies. Some departments though have several empty offices or faculty members with multiple offices. Rob asked Ynes if there was a rampant problem with one professor occupying multiple offices. Jane responded and said that a professor should only have one office unless they need more than one. This is typically the case for grant related needs, but even then it will still need the Provost's approval.
 Ynes said that in order to consolidate space, we may need to move departments. Currently we have lots of adjuncts occupying a lot of space. Additional information will be necessary so we can see the adjunct picture.
 We also need to consider what our contract states when it comes to these discussions. Our contract says that each faculty member will be given 120 sq. feet of space.

3. **Discussion of VP Expenditure Proposals.** Rob began this discussion and told the committee that John Jay would be receiving the same Compact next year. Since we were originally expecting less, this is good news. The committee will need to have discussions on proposals.
 Jim agreed and said that it is important to have independent requests and suggestions. This process will be over by summer's end, when we will bring recommendations to the BPC. There will also be an SPG proposal, and an Internationalization proposal. Though these proposals are still incomplete, it is important that we have a sense of what they look like.
 Pat began to discuss the requests from the Vice Presidents. She also suggested that maybe we should invite the other VPs in to discuss their requests.
 Pat said that she is continuing to see spending on College Assistants, and overtime expenditures. She stressed the importance of getting a handle on the College Assistant situation as the overspending on College Assistants is worse this year. There seems to be a disconnect between the PAF and allocation.
 Jane suggested having HR create Temp allocations.
 Kim said that the college relies heavily on College Assistants. In some departments such as SEEK it is hard to determine how many CAs will be needed, and for how many hours. Things get complicated when the CAs are not consistent.
 Another issue that needs to be addressed is Annual Leave for the College Assistants. Any money that needs to be paid out for Annual Leave is counted as part of the current fiscal year. Often times that money has not been budgeted in.
 Janice raised concern over this issue because most of the CAs in her department do not hit the 500 hour mark until May (at 500 hours, College Assistants earn leave). However it is in May that the Library needs CAs the most.

Kim told Janice that she would try to come up with a solution for the Library. Pat also said that some College Assistants work in two different departments which also adds some complications.

Jim asked Jane to review the spending proposals she has for the upcoming year. Last year Jane slowed down online initiatives at the committee's request, but she would like to continue developing the online programs this year. In order to do this she is requesting a line for a Director of Academic Technology and a line for a Lead Recruiter. Also, by next spring the college will have 2 online masters programs and certificate programs. Therefore it is important for us to have additional staff as we begin to roll out additional online programming.

Karen asked about Bill Pangburn, but Rob said that Bill is responsible for laptop loans, classroom technology, and doing tech support.

Jane also mentioned the need for Directors of Year-Round and Adult, Continuing, and Professional Studies. These have the potential to generate considerable revenue, and CUNY is encouraging everyone to develop and grow their Continuing Education programs.

Rob said that he anticipates a barebones year. He is only requesting hires if it is necessary for safety or maintenance. His department is requesting some College Assistants as John Jay is required to move to CUNY First. Rob is looking to invest \$90,000 to hire students to do the data clean-up necessary for this transition. He is also requesting another \$15,000 to fix up the Moot Court so we can take advantage of the technology in the room.

We may also need to allocate money for new signs. The cost of signage for doors, etc. is about \$1 million, but Rob said he would ask CUNY for funding. CUNY is also funding our backfill initiatives as Haaren Hall moves to North Hall, but they will not be paying for furniture. Most of the requests are for adjunct workstations, but if we just decide to give them desks and chairs we can save money.

Karen raised concern over the cut backs on cleaning people. She has noticed that since the cut, John Jay has not been as clean.

Rob addressed her concern and said that hours in facilities needed to be cut back. He needs to determine if an overnight shift and a day shift is too much. Their presence is also not spread evenly. Problems with supervision have also come up, so these are all issues that Rob said he would try and fix.

The committee agreed that an invitation should be extended to the other VPs so they can discuss their budget requests.

4. **Working with Space Consultant.** A draft has been submitted where John Jay has written a broad list of needs. We still need an idea of how much it will cost. We also need to get a sense of what CUNY wants. The hope is that the consulting project can begin by July 1.

Strategic and Financial Planning Subcommittees
Meeting Agenda
May 13, 2013
4 pm – Rm. 610T

1. Approval of Minutes for May 1, 2013. Proposed minutes are attached.
2. Report on Budget. Rob and Pat will report on status of financial plan for current and next fiscal year and on cost-saving actions.
3. Report from Student Affairs on Spending Proposals. VP Lynette Cook-Francis will review her spending proposal for the 2014 Financial Plan.
4. Report from Enrollment Management on Spending Proposals. Richard Saulnier will review his spending proposal for the 2014 Financial Plan, and Stephanie Autenrieth, Director of Admissions, will present the recruitment proposal (with significant OTPS components). Stephanie's Powerpoint is attached.

Subcommittee members received the VP spending proposals for the May 1 meeting.

**Joint Meeting: SPS – FPS
Minutes
May 13, 2013**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Zeeshan Ali, Ricardo Anzaldúa, Ned Benton, Jane Bowers, Kinya Chandler, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Tom Kucharski, Virginia Moreno, Carina Quintian, Richard Saulnier, Mariani Mewengkang (*Recorder*)

Guest: Stephanie Autenrieth, Lynette Cook-Francis

1. **Approval of Minutes from May 1, 2013.** Minutes were approved as proposed.

2. **Report on Budget.** Rob began by telling the committee that the financial situation at the college has worsened. We need to prepare for some serious challenges over the next year as we have reached a \$4 million deficit for next year if actions are not taken. The realities of our enrollment numbers, as well as expenditures contributed to our deficit. The Executive Team has been asked to lag 36 hires until July 1 as a means of saving some money. Thirty-four other positions will be held for further review. If these positions remain unfilled the college has the potential to save \$1.9 million. If we are able to save this money it would have an impact on our compact budget since most of the compact money will be used to help balance our budget. Though we are not able to hire at the moment, searches are being authorized. Along with lagged searches, John Jay will not hire substitute faculty this year. Rob also mentioned that we need to look at our discretionary spending. The SPG Program will also be reviewed to determine whether or not there are things we can cut back on. We will also look at the tech fee to see if we can free up some of that money. The committee still needs to hear the vacancy list, and requests from the executive offices. Perhaps if we have strong enrollment numbers we may be able to revisit some things, but currently it looks as if it will be an austere year.
 Ned asked how we reached a \$4 million deficit when a few meetings ago the number was not much lower. Pat responded and said that the inability to reach targets is what is causing such a big deficit. Tom asked about the disparity between the money used for administrative staff and faculty. In 2012, \$25 million was used for the administrative staff; this year the number jumped to \$32 million, but Faculty spending only went up by \$3 million. Rob answered Tom and told him that with the expansion of the new building additional staff needed to be hired. Tom also raised concern that the number of adjuncts keeps increasing. Rob said that hiring more adjuncts is not the direction John Jay wants to go, but because of our current budget issues we may have to.
 Jane asked if the Phased Retirement program will have an impact on the budget, but Pat told Jane that we do not have that information yet.

3. **Report from Enrollment Management on Spending Proposals.** Stephanie Autenrieth did a PowerPoint report for the committee. The Office of Enrollment Management is requesting \$303,520 for recruitment initiatives for the 2013 – 2014 year. This money will be used for everything including travel for recruitment purposes, advertising and marketing, and market research.
 Richard told the committee that John Jay needs to make a choice between moving forward or remaining at the status quo. It is important that John Jay invests this money because these initiatives are necessary for John Jay's future.
 Rob agreed and said that John Jay can't afford not to make these investments, but at the same time we can't afford to make the investment.
 Also there is no way for us to determine what the return of these investments would be. This information has not been tracked in the past so it is difficult to determine what the results will look like.

Another meeting will need to be scheduled as we have not finished discussing the budget requests. VP Cook –Francis and VP Saulnier will discuss their requests at the next meeting.

**SPS/FPS Meeting
Meeting Agenda
June 5, 2013 - 4:00
Location 610T**

1. Approval of Minutes for May 13, 2013. Will be provided later.
2. Report on Budget situation. Rob and Pat. Pat will likely send along the most up-to-date projections before the meeting, but there are other budget documents attached, including our allocation letter and a Powerpoint on the general CUNY Budget Process, which was prepared earlier this year.
3. Report on Student Affairs Expenditure Proposal. VP Lynette Cook-Francis will review her plans for the Division in the upcoming year.
4. Report on Enrollment Management Expenditure Proposal (in addition to Admissions Office). VP Richard Saulnier
5. PMP Report. Attached are the recent Preliminary 2012-2013 PMP Report from the University and a Powerpoint summary of key indicators. As we put together our goals and targets for 2013-14, due on June 26, I am interested in proposals from the committee.

**Joint Meeting: SPS – FPS
Minutes
June 5, 2013**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldúa, Ned Benton (via telephone), Kinya Chandler, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Virginia Moreno, Carina Quintian, Richard Saulnier, Mariani Mewengkang (*Recorder*)

Guest: Lynette Cook-Francis

1. **Approval of Minutes from May 13, 2013.** Minutes were approved as proposed.

2. **Report on Budget.** John Jay will be receiving the same allocation as last year. The enrollment projections are the same as well, so it looks as if the college will be facing a tough year. We need to look for ways we can use our compact budget to overcome our deficits. We currently have 69 non-instructional vacancies. Though many are lagged, some through September, the vacancies close to being completed will still go through pending the President's approval. We also have 34 vacant faculty lines. Karen K. asked if the 15 faculty lines from the compact would be affected, but Rob told her that they would not be affected. Expenditures on College Assistants and OTPS will need to go down. These cuts will need to happen strategically rather than all across the board. We will need to find ways to leverage some of the compact money. We also need to make sure we are investing our funds in ways that can promote more collaboration, as well as program enhancement. The college also has to meet the philanthropy offset. Jayne Rosengarten will be contacted to talk about things that may be appealing to a donor. We will ask for a \$150,000 donation to contribute to the offset. Karen then told the committee that the Board of Trustees has decided to raise the Tech Fee by \$25 for full-time students and \$12 for part-time students in spring 2014. Rob confirmed this information and said that the increase will bring in an extra \$300,000. Ned expressed concern that these issues may present a "fork in the road" for him. If money is spent for MPA programs it will not help the college with their fund shortage, and if it's spent on things outside the MPA program then that would violate our own rules. Janice asked if funding for textbooks comes out of the compact. Pat said that textbooks and online subscriptions both come out of the compact. Karen also asked about the revised veteran's tuition. Rob said that the revised tuition will affect John Jay. Some money in the compact has been set aside for the veteran's financial aid, but not a lot. The discussion then moved to the TAP waiver. As John Jay students are more in need than students at the other senior CUNYs, John Jay waives more of these fees which in turn impacts our money and investments. The University sympathizes with us on this issue and seems to understand that it is especially unfair to John Jay. They will write a report to the Governor's Office to discuss how the TAP is affecting the CUNY colleges. There was also discussion that becoming a senior college affected John Jay too. We ended up losing some business and giving it to the community colleges instead. Jim asked Richard of the enrollment numbers will hold up. Richard answered and said that we have 430 more first choice students, and the highest yield rate last year. But our graduate applications have gone down. Transfer students have also been an interesting and tricky challenge. Many of the community college students cannot get mathematics qualifications. The University has also informed us that they cannot process the transfers due to hurricane Sandy. The college will stay open as late as possible for transfers. The transfer numbers will determine whether or not we make it in the next year. Though the transfer numbers are taking a bit longer, things are picking up. In the end, Richard thought that if we make the numbers for the next year, the following year's enrollment targets could remain.

Karen asked for clarity on how long transfers stay open. Richard told her that they stay open until the second week of August.

Jim asked Rob what the role of the committee should be in regards to budget planning. Rob said that he is interested in the feedback the committee may have. The larger committee (BPC) will be engaged in these discussions more heavily, but we should see how this committee interplays with the larger committee. We do not want the Chairs to think they are not included in these talks.

We should try to get recommendations as soon as possible so they can be presented to the BPC.

Some items that have already been recommended are:

- \$125,000 to retain the space consultant
- CUNY First Investments
- Initiative to increase International Programs
- College Assistant conversion programs
- Moves and construction in Haaren Hall (the University is only covering part of this)
- Investments in Educational Technology
- Investments in Student Affairs
- Teaching load reductions
- Veterans and support for the veterans

We will need to discuss which items are high priority before presenting these recommendations.

3. **Report on Student Affairs Expenditure Proposal.** VP Lynette Cook-Francis presented her budget requests to the committee. Student Affairs is a division going through growth. They recently received a grant for .75 million dollars. They are also preparing for John Jay's new dormitories. They are looking to engage students in the John Jay experience so they can become alums who remember the college. Student Affairs is poised to do more work with the students but they lack money for infrastructure.

Lynette wants some investments made for initiatives that will promote student and faculty interaction. This investment would align us with the goals of the institution.

She would also like investments made for communications and marketing. Student Affairs is the primary connection to students so it is important that we have better focus on communication. Having a communications consultant would help determine the best modes of connecting with our students.

Investments in assessment would also help the Student Affairs department. Assessment is the bedrock of what Student Affairs does. It helps us see what we're doing, what needs work, and how we can fix those problems.

Lynette is also requesting some money go towards professional development initiatives, veterans support, and an Assistant Dean of Students. Currently the veteran's program only has one person. They need more counselors, as well as counselors who specialize in specific fields, such as a career counselor, women's trauma counselor, etc. In regard to the Assistant Dean of Students, with John Jay moving in a new direction that has a residence life, we will require a different level of staffing. Perhaps in future years the college will consider hiring someone for this position.

Jim asked Lynette which of her suggestions is the biggest priority. She answered by saying that communications and assessment are her biggest priorities, but overall assessment is the number one priority.

Kim asked Jim if assessment is something that needs to be done throughout the entire college, considering the Middle States team made some comments about assessment. Jim said that the comments were about student learning, but it is still worth a conversation about it.

Virginia added that we do not talk about assessment enough.

Ned asked Lynette what her requests would mean for graduate students. She told Ned that the grad students are on her radar, but a lot of what they do is done through the Graduate

Student Council. She then asked Ned what he thinks would be appropriate. Ned said that a conversation needs to be had. Student services usually deals with the undergraduate students, but we need to be more deliberate about who does what. Kim suggested having the graduate students, program directors, student life, and dean all meet to discuss these issues.

4. **Report on Enrollment Management and Expenditure Proposal.** In addition to the presentation that Stephanie Autenrieth gave at the May 13 meeting, VP Richard Saulnier presented his budget requests to the committee. He stressed the fact that he considered Stephanie's proposals to be the biggest priority, but he also had some additional requests. His department currently has 8 vacancies open for positions for services to students. John Jay has increased its emphasis on transfer students. Therefore we need to be able to evaluate and counsel these students.
The J Express also has 9 call center positions open. The wait time for phone calls is 20 – 30 minutes. We want it to drop down to 15 minutes. In order to do so we will need more staff. Richard is also asking for money for DegreeWorks. They will need someone who will be able to do the coding for this program and be on hand to fix problems as they arise. As these programs are dynamic, they will need someone who will be able to do the programming and coding.
Richard encouraged the committee to think about the decisions we are making. We need to think about what will happen if we do not have services for our students. Consequences can include drops in enrollment.

Another meeting will be held before the financial plan is due. Some factors we should think about are - how can we generate money? How much uncommitted money do we have? How much money will open up once we cut back on OTPS and College Assistants? Which positions can be used more effectively, and which positions do no need to be filled? Perhaps we can ask the President to have the VPs look at their staff and review the vacancies in their domain.

We should also finalize our high priority requests, and list our low priority requests as well. Furthermore once the Financial Plan is done, this committee should have specific meetings dedicated to long term planning. It could be a healthy exercise for our institution.

SPS/FPS Joint Meeting
Agenda
June 27, 2013
Room 431T – 10 am

1. Approval of Minutes for June 5, 2013. Attached.
2. Budget Report and Discussion. We will hear a budget update from Rob and Pat.

The purpose of the discussion is to begin to frame some recommendations and priorities for the FY2014 financial plan. This will almost certainly require another meeting as well. Pat will send out some numbers probably later tomorrow, but I want to define the frame of the discussion in advance. To help with that I attach a narrative summary of the proposals from the Vice Presidents; you have all seen the details concerning their proposed positions and OTPS expenditures, and you have heard each of them talk about their plans. There are additional spending proposals, which we will hear about at the meeting, but the bulk of the expenditures are contained in the VP proposals.

You should know that FY2013 ended in balance, as it must, with a surplus of about \$860,000. This of course did not happen by accident; the Budget Office took steps to achieve this, some of which were described in previous meetings. The problem right now is a projected deficit of about \$2.6 million for FY2014. We also have a long list of proposed expenditures. If we want to spend anything extra (investments) we have to balance that spending with reductions elsewhere, but first we have to worry about that big deficit.

Pat will present a list of potential reductions that will bring down the deficit considerably: things like a reduction in OTPS spending, CA work reductions, offsets, and various other possibilities. Among those possibilities will be the option of not filling vacant positions until well into the future, if at all. Considerable savings can be realized from such actions, but of course it may be difficult to do without anticipated staff. Pat will have a vacancy list for us to consider. (Incidentally, 15 new faculty hires will be authorized and searched but not filled until fall 2015.)

So the task we have is to find savings to eliminate the deficit for next year and to cover any additional investments we may care to make. Realistically, we won't get to vote on formal recommendations until the next meeting, but there is a great deal of important ground we have to cover on Thursday.

3. Update on space consultant.

**Joint Meeting: SPS – FPS
Minutes
June 27, 2013**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Jane Bowers, Kinya Chandler, MaryAnn Di Maggio, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Virginia Moreno, Mariani Mewengkang (*Recorder*)

1. **Approval of Minutes from June 5, 2013.** Minutes were approved as proposed.

2. **Budget Report and Discussion.** As of today, June 27, instructions for the Financial Plan and its due date have not been announced. Rob told the committee that he has met with the Associate Vice Chancellor to discuss the state of John Jay's budget. The AVC sees that John Jay is facing a deficit. They discussed the ways that the University might be able to help us. One area where they may be able to offer assistance is with the tuition waiver. Because John Jay has a higher rate of Pell eligible students than most other CUNY colleges, we receive 67% of the tuition increase, while the CUNY average is 76%. Because CUNY hasn't made a commitment to fix this, we cannot operate on the assumption that they will help us, but we would like to know if they can or can't before our financial plan is due. We have two years left to the tuition increase as part of our deal with the state. The University will present a report as to how the increased tuition is affecting the college.
 Rob also announced that the President has agreed to a 5% reduction in the OTPS and College Assistant budget. This cut will be the same across the board. However, each department can decide how they want the 5% cut to be divided between their OTPS and CAs.
 The VPs need to exercise better management of the College Assistants. They should think about how many CAs they really need, and for how many hours. We've gotten into a habit of using the CAs as backfill, but we should be more purposeful and not allocate all of the CA funds. Instead we should save some of those funds for a "rainy day."
 As we stand there should be a \$900,000 surplus at the end of the year. This is a major improvement compared to where we were at mid-year; the cuts and changes made since January have allowed us to return to a surplus. We will, however, face a great deficit next year.
 Pat said that the college is facing a \$2 million dollar deficit for 2014. Lagging vacancies will not solve this problem unless we defer these positions for two years. What the college should do is fix our hiring plans so that it aligns with our budget. Jane said that it needs to be conveyed that if we do not hire for "x" position, then we will not be doing "x" initiatives. Ned questioned if it would just be possible to do "x" in a different way. To that Pat responded that we will need to look at how we provide our resources and services within the college. Rob agreed and said that we should look at what services can be shared. The other CUNY institutions have been working with consultants to discuss this issue. The AVC is also making this a top priority.
 Though we are lagging positions, we can do some things to help our numbers for the next years. The investments we make should focus on initiatives that will help generate revenue for the college. These things include recruitment, continuing education, distance learning, etc.
 Karen asked if we should charge an "Excellence Fee" for certain programs offered. It was decided that the discussion of an "Excellence Fee" would take place at the next meeting. The discussion then moved to allocations in the Tech Fee and Tax Levy budget.
 Kim said that we should look for ways to generate money without spending money. It is important to understand that the reductions made are not just about money, but about the ways they affect our programs too. Jane added that we will need to invest in order to gain, but this is something that will take time. Revenue generation is something that needs to be worked on for many years.

Jim said that the college needs to have a fundamental realignment between expenditures and programs. We keep moving from crisis to crisis. We commit ourselves to paying for things before we see the revenue. We need to decide too on a target level of enrollment and structure the college based on that level, both in terms of numbers and the types of students we recruit. As these are long term issues, serious discussions should be had in the fall on how to fix these problems.

Pat suggested the college create a new model. After a year the new model should be evaluated to determine whether or not it is working. She also asked if the college should absorb the costs for the staff and faculty who run the centers.

Jane responded and said that the faculty-led centers are the only ones that are supported by CUNY. Kim said that we should have a discussion with Anthony Carpi. The new model for distribution of indirect charges is aimed at putting more money into the PI, and less money into the college. Ned asked if people were taking into consideration the costs of space. Jane told him that CUNY is no longer allowing cost sharing. We will not be allowed to write grants that charge for space.

Ned then suggested we look through the list of administrative vacancies and see if we can lag 30 positions rather than 20. He also asked if we were comfortable with the risk and payoff we are investing in the Distance Learning program. He would like us to think about what we hope to achieve, what enrollment numbers we hope for, and whether or not it will draw more students. Jane said that John Jay has already made investments in Distance Learning. It would not be wise to forego the next steps since we have already made major commitments to the program.

Ned inquired about what the return on investment would be and how soon the college would see the results of these investments. He was informed that revenue does not come into fruition until three years.

Pat asked if there is a revenue plan for Distance Learning. Jane told Pat that the Lead Recruiter position will fall under Feng Wang's unit because Richard and Stephanie's shop does not have an online initiatives expert. To this Ned suggested that Feng be used to promote all of our online programs. He also asked if this position can also be used to do recruiting for our winter and summer courses.

Jane also said that maybe we could look into providing admissions counseling for the online programs, but for now the focus should be on hiring a recruiter, and the programs we have in the pipeline, and the hybrid courses.

The committee then moved on to discuss the next series of requests. Administrative support is being requested in a few of our academic departments. Positions are also being requested for the CUNY First and Degree Works initiatives.

To these requests it was suggested that departments who are housed next to each other share an Administrative Assistant. Ned then suggested having a member of our current IT staff attend training sessions for CUNY First rather than hiring new people.

Kim asked if Kevin Hauss has looked at this list to see if certain functions can be supported in a different way. The answer to this was no, but Rob said he would ask the VPs to look into this concept as well.

The committee decided that the full BPC should be engaged in these discussions. We will ratify the proposed expenditures at the next meeting, before presenting the recommendations to the BPC. But two things we will need to invest in absolutely are enrollment and recruitment.

The committee also asked to have these discussions take place with a level of discretion.

3. **Update on Space Consultant.** Rob told the committee that we will be engaging with the space consultants soon. Work needs to be done on the scope of this project, and the University has agreed to help us. A draft will be shown to the SPS/FPS group at one of our upcoming meetings. We are bidding with five firms, and hope to begin engaging with them in the fall semester. But so far the global space issues, as well as the issues regarding Westport are looking good.

SPS/FPS Meeting Agenda
July 10, 2012 – Room 610H
10:00 am

1. Approval of Minutes for June 20, 2012. Proposed Minutes are attached.
2. Continued Discussion of Recommendations for Financial Plan FY2013.

Strategic Planning/Financial Planning Subcommittees Meeting
Meeting Agenda - Thursday, July 25, 2013
Room: 630H
Time: 10 am

1. **Approval of Minutes for June 27, 2013.** Proposed minutes are attached.
2. **Minutes Format of SPS/FPS Meeting**. The minutes frequently specify who said what during the course of the meetings. At the request of one member, we will briefly discuss whether this practice should be continued during the budget discussions. To dispose of this issue, there should be a resolution put forward.
3. **Budget Update.** Rob and Pat will report.
4. **CUNY 2020.** We will have a brief report.
5. **Recommendations for Financial Plan.** The main business of the day is to develop and vote on recommendations on the Financial Plan for FY2014, for presentation to the BPC. The BPC will meet on July 31 to consider and vote on those recommendations, so it is important that we act. It probably makes sense to recommend strategic areas for investment, as opposed to going through each item in the various lists submitted over the past couple months. Please give this some thought in advance so we can all hear everyone's best thinking for spending priorities.

**Joint Meeting: SPS – FPS
Minutes
July 25, 2013**

Present: James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Jane Bowers, Kinya Chandler, Maryann DiMaggio, Janice Dunham, Karen Kaplowitz, Thomas Kucharski, Virginia Moreno, Carina Quintian, Richard Saulnier, Mariani Mewengkang (*Recorder*), Alison Blachut

Jim opened with a note about the budget recommendations: they can be expressed as priorities, principles, cuts or in other way, but whatever the form, they should be strategic and coherent. The plan is to take the recommendations developed today to the BPC meeting on July 31, where they will be discussed and voted on. Whatever the BPC does will constitute the recommendation to the President. He reminded all that it is important for the planning sub-committees to work in the context of our budget/planning guidelines set forth in the Middle States Self-Study. The Middle States Commission report essentially approved our approach to budget and planning but at the same time requested a progress report (due April 2015) to document continued adherence to our stated process and plans.

1. **Approval of Minutes from June 27, 2013.** Minutes were approved as proposed.
2. **Minutes format of SPS/FPS Meeting.** The committee informally agreed that when particular names or other personal information come up in conversations around the budget that those details not be recorded in the minutes.
3. **Budget Update.** A revised list of recommendations was presented at the latest Budget ESM meeting; however, the President has not signed off on anything. A due date has not been set for the Financial Plan, but it should be done before the semester starts. Since the last meeting we've gotten a better FY2013 year-end surplus projection: \$1.2 million. Though we will be able to carry that into the new year we will still need to anticipate a \$2 million deficit. This deficit is based on the assumption that we will hit our FTE numbers, and that we will not fill our vacant positions. We need to find ways to balance the budget while still making small investments.
Ned said that he was having some difficulty understanding the numbers. He also said that our plans should describe what we will fund rather than what we will not be funding.
Rob said that we need to have a deficit reduction plan. The 10% reduction in OTPS is not built into the plan but is proposed to offset the deficit. We will have an estimated \$600,000 in surplus to use towards new investments.
Tom asked if the Phased-Out Retirement plan had any effect on our budget. Jane said no one has signed up for it this year.
It was then said that we can't keep spending money we do not have. There is a gap between our expenses and the revenue we produce. Ned agreed and said that there is a salary annualization problem. We do not have a position control system in place. Rob responded to this statement by noting that there were expectations for revenue based on enrollment and vacancies. Kim said that it isn't about vacancy control. We have too many vacancies, but we are not doing anything to change. We need to change the culture of how we do things because we are not addressing why we are still in a deficit. We are not planning for the out-year revenue to fund people we are employing. Tom said that we also have to look at our general enrollment plan. There are costs that go along with a higher enrollment number. We need to have specific targets of students

who bring in different revenue. We really need to think about redefining our enrollment targets and a different population of students.

4. **CUNY 2020.** Jane led this discussion and told the committee that John Jay has been invited to submit a proposal for state funding to create new space for workforce and economic development. John Jay is partnering with the School of Professional Studies to work on this project, which will revolve around our research centers. If successful, we will be getting money from the state to redevelop Westport space for the centers and for training.

5. **Recommendations for Financial Plan.** Ned distributed a document to the committee which highlights the proposals from the faculty members on the subcommittee. (attached)

Ned said that we need to find areas where we can generate revenue quickly. He also suggested using a faculty member to do our internal marketing (for summer/winter enrollment development) rather than hiring a full-time, high-paying position, and he urged restraint especially with regard to the proposed expenditures for online programs. Rob then told the committee that John Jay has received \$800,000 in capital money; \$500,000 will go to the library.

Kim said that we can't say we aren't going to make the investments for our online initiatives. Are we going to focus our efforts and do something well, or scale back and do little parts of things. It is up to us to create a balanced budget. We need to focus on the strategic planning aspect.

Janice said that there seem to be two paradigms for our online programs. Jane responded that our plans get smaller and slower because of our money issues.

Karen said that we should not spend on investments where we will not see any return. Richard turned to another proposal, namely CUNYFirst. The obligatory costs are significant across the College and the implementation project will have a huge impact on enrollment going forward. The implementation of CUNY First affects summer enrollment too. The other colleges have seen a lag of 1500 – 2000 students after CUNY First. Enrollment Management is also losing 4 to 5 staff members a week because they are attending classroom sessions for CUNY First. He is proposing having some money for overtime and College Assistants for CUNY First training.

Ned asked for an administrative list of spending priorities. Kim said that there shouldn't be a faculty proposal vs. an administrative proposal. It should be just one college proposal that goes to the BPC. Rob agreed and said that we should not have two competing interests. He also said that he does not want to go into the BPC with a list of recommendations without asking the BPC committee members for their input. It was suggested that we should have a second BPC meeting. The first one should be used to engage them and ask for their proposals. We can use the second meeting to actually vote on the items, and have the President decide if he will make those recommendations.

The committee will keep having consultation via email, but in the meantime a second BPC meeting will be planned. Intended to enlarge the conversation around the budget, the currently scheduled BPC meeting on July 31 will be devoted to discussion of, and consultation on, the various ideas for shaping the financial plan.



Faculty and Student Disciplinary Hearings

Dates for Academic Year
2012-2013

Fall 2012

December @ 3:30PM in Room L65.08NB

--Monday, December 10th

Chair: Professor Jeffrey Kroessler

Faculty

Professor Ali Kocak

Professor Lori L. Martin

Student/s

Tehmoor Nawaz

Sabrina Pestel--

--Wednesday, December 12th

Chair: Prof. Schevaletta Alford

Faculty

Professor Effie Cochran

Professor Sandy Lanzone

Student/s

Clinton Jr. Dyer

Tehmoor Nawaz

--Thursday, December 13th

Chair: Professor Robert McCrie

Faculty

Professor Ali Kocak

Professor Lori L. Martin

Student/s

Rayait Hossain

Elma Zapata

Spring 2013

March @ 3:30 PM in Room L65.08NB

--*Thursday, March 7th*

Chair: Professor Robert McCrie

Faculty

Professor Effie Cochran

Student/s

Clinton Jr. Dyer

Elma Zapata

April @ 3:30 PM in Room L65.08NB

--*Thursday, April 4th*

Chair: Professor Jeffrey Kroessler

Faculty

Professor Effie Cochran

Student/s

Clinton Jr. Dyer

Elma Zapata

--*Monday, April 8th*

Chair: Professor Jeffrey Kroessler

Faculty

Professor Lori Latrice-Martin

Professor Sandra Lanzone

Student/s

Sabrina Pestel

Elma Zapata

--*Thursday, April 11th*

Chair: Professor Jeffrey Kroessler

Faculty

Professor Effie Cochran

Student/s

Clinton Jr. Dyer

Elma Zapata

--*Thursday, April 25th*

Chair: Professor Robert McCrie

Faculty

Professor Effie Cochran

Student/s

Clinton Jr. Dyer

Elma Zapata

May @ 3:30 PM in Room L65.08NB

--*Monday, May 1st*

Chair – Professor Chevy Alford

Faculty

Professor Lori Latrice-Martin

Professor Sandra Lanzone

Student/s

Rayait Hossain

Elma Zapata

--*Monday, May 8th*

Chair – Professor Chevy Alford

Faculty

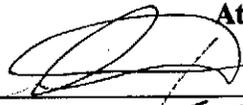
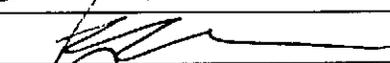
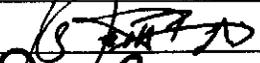
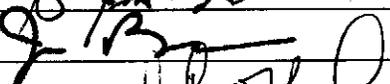
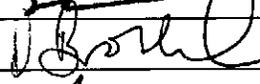
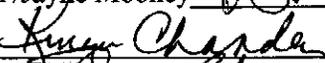
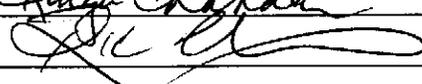
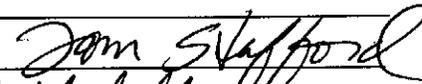
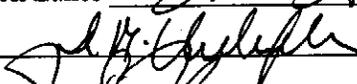
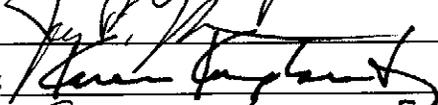
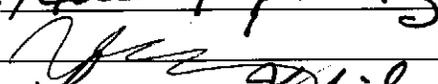
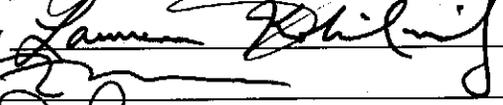
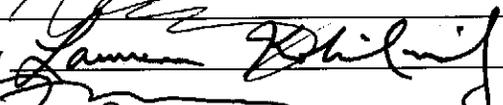
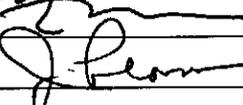
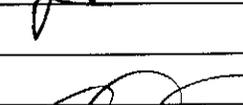
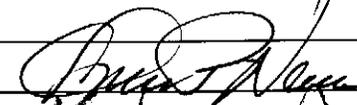
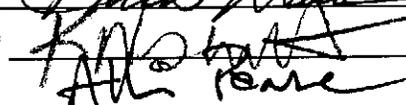
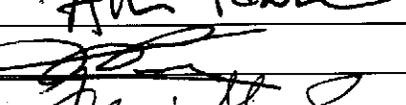
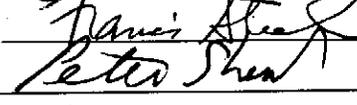
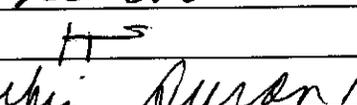
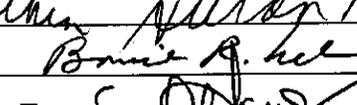
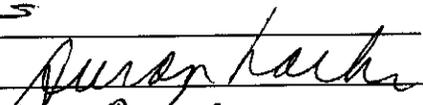
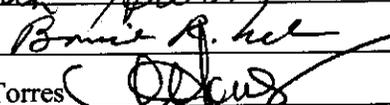
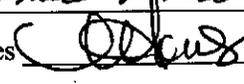
Professor Lori Latrice-Martin

Student/s

Sabrina Pestel

Elma Zapata

Provost Advisory Council
09-10-12
Attendance Sheet

1. C. Jama Adams 
2. Ned Benton 
3. Seth Baumrin 
4. Jane Bowers, Chair 
5. David Brotherton /Jayne Mooney 
6. Kim Chandler 
7. Richard Curtis 
8. Silvia Dapia _____
9. Lisa Farrington _____
10. Amy Green 
11. Jonathan Jacobs _____
12. ~~Bereniceea Johnson Eanes~~ ^{Tom Stafford} 
13. Maki Haberfeld 
14. Jay Hamilton 
15. Karen Kaplowitz 
16. Allison Kavey 
17. Larry Kobilinsky 
18. Tom Kucharski 
19. James Llana ** 
20. Evan Mandery _____
21. Patti Myatt * _____
22. Charles Nemeth 
23. Kevin Nesbitt ** 
24. Allison Pease 
25. Lisandro Perez 
26. Francis Sheehan 
27. Peter Shenkin 
28. Harold Sullivan 
29. ~~James Sheehan~~ ^{Susan Kachin} 
30. Larry Sullivan 
31. Nancy Velazquez-Torres 

Guests:

1. Anthony Carpi 
2. Maureen Coyle Maureen Coyle
3. Anne Lopes here - spoke -

* recorder

** visiting member

Provost's Advisory Council

September 10, 2012

2:00 – 4:00 p.m., Room 610T

Agenda

1. Approval of 04/24/12 Minutes
2. Provost's Announcements
3. Faculty/Chair Matters
4. J-1 Visa holders – Maureen Coyle
5. Travel Policies – Anthony Carpi
6. Productivity Recording – Anthony Carpi
7. GEN ED – Anne Lopes
8. Academic Affairs Annual Strategies

Provost's Advisory Council
Meeting Minutes – September 10, 2012

Present: C. Adams, N. Benton, S. Baumrin, J. Bowers, K. Chandler, D. Brotherton, R. Curtis, A. Green, M. Haberfeld, J. Hamilton, K. Kaplowitz, A. Kavey, L. Kobilinsky, T. Kucharski, S. Larkin, J. Llana, C. Nemeth, K. Nesbitt, B. Nelson, A. Pease, L. Perez, F. Sheehan, P. Shenkin, T. Stafford, H. Sullivan, N. Velazquez-Torres
 Guests: A. Carpi, M. Coyle, A. Lopes
 Absent: S. Dapia, L. Farrington, J. Jacobs, E. Mandery

1. Welcome from the Chair and Approval of 4.24.12 Minutes

Introduction of Patti Myatt, new recorder of minutes; Discussion of minutes from last meeting, minutes approved.

2. Provost's Announcements

Jim Llana, Associate Provost, will be providing an update on Middle States at every PAC meeting until the actual visit in April 2013. An awareness campaign has begun, and he handed out an information sheet, asking to make it available to those in the departments. He outlined significant dates over the next few months. Drafts of the Self-Study will be published on the Middle States website and faculty and staff will be invited to comment. The Provost noted that meetings would be scheduled with governance groups on the drafts. As the teams can and will drop in on classes, departments, etc. to ask questions, everyone is encouraged to read the self-study and know about the 14 standards. Karen K. reminded everyone to be on campus and to not schedule anything in order to preclude any conflicts. There was some discussion over ID cards for the visitors.

Syllabi need to be submitted to Jim Llana's office. There should be one for each course, not for each section. They need to contain learning goals that line up to the program and curriculum map. Once departments have submitted them, their productivity credits will be restored. There was discussion about a review of the syllabi and it was agreed that the Chairs already were responsible for that review.

John Jay has been admitted to McCaulay Honors College. There will be 20 students starting here in fall 2013. Four seminars are required of all Honors College students, and they will be taught on campus. Anne Lopes will be reaching out to relevant departments to find potential faculty members to lead these courses.

Highlights of the Chancellor's Letter to the President. Very good news, and a positive evaluation, celebrating the new building, the new vision, and the achievement of stunning successes, such as the new degree programs that have been implemented, as well as those still in the pipeline. There was also acknowledgment of the excellent fund-raising efforts. However, there was some bad news – the low percentage of instruction by

full-time faculty, the decline in grants and contracts, and a low-level of scholarly production due to flaw in reporting, as it was the lowest among all CUNY colleges, and showed the lowest rate of reporting. There also has been a 2.2% decline in enrollment, which is being worked on.

New titles – Research Professorships – non-tenure bearing, non-teaching, with responsibility for research. These are appointments for people who bring grants.

3. Faculty/Chair Matters

Community Hour – the question was raised as to its effectiveness. It was pointed out that some opposed the idea as it shortened classroom time and space. They wanted to know if the results were measurable. It was also stated that it was a disturbing trend to consider that the college did not need a community hour, in light of the fact that there were students who needed counseling and more than academics. The Provost indicated that perhaps this was not the time to study it, as it was still new. The library is apparently overwhelmed at Community Hour.

Faculty Club – the idea put forward, again, of a place at the college where faculty could have a social area, with alcoholic beverages available.

Security – there are issues around the level of security at the college, with some faculty stating their dissatisfaction with the present overly tense attitudes exhibited by campus security, and the difficulty in having their concerns listened to by the chair of the Faculty Security Council, who is also the head of Public Safety. The Provost indicated that more voices around this issue would be helpful, and Karen K. said that the Faculty Senate would invite Mr. Hollowell, and that they should come and repeat these points. The Provost also said that Rob Pignatello could be invited to a PAC meeting to hear these concerns.

4. J-1 Visa Holders – Maureen Doyle

Maureen Doyle introduced herself as the Director of the Study Abroad and International Study Program. She described the J-1 visa: a non-immigrant visa for students and scholars, some of whom frequently come out of the Fulbright program. The philosophy is that visitors come here – then return. She is a designated “Responsible Officer” authorized to deal with immigration issues. This visa concerns visiting professors, scholars, graduate student researchers, research scholars, research professors, short-term and non-degree scholars. There is a limit to the number of visas issued – John Jay is allocated 30. There are two forms to use – one for short term scholars who would teach one semester and be in the country for six months; the second, for research scholars/professors who could be here for five years. The length of time needed to obtain this visa varies from country to country, with a minimum of three months. They need exact dates, as well as financial documentation. There are also some limits on travel outside of the US when the visa is in place. She is in North Hall, Room 1101, and asked faculty to contact her with any questions or concerns. Anne Lopes pointed out that the

organization and application process takes staff time, as Sandrine in her office spends around 20% of her time on these issues, so attention to these details was appreciated.

5. Travel Policies – Anthony Carpi

Interim Dean Carpi spoke about the changes to the CUNY travel policy. The college could no longer purchase plane tickets for a third party on a credit card. You can advance people money. Each department will be told what their travel allocation budget is. There is no other money for travel besides what is allocated. The new contact person for travel in OAR is Nicola Perilla. Tax Levy travel funds are not handled through OAR, but go through Kim Chandler. The issue of student travel funds was brought up. These are available through the Scholarship Committee (a small amount of scholarship money is set aside for student travel to present papers at conferences) and through the Office for Undergraduate Research. The Provost proposed that Chairs discuss the pros and cons of the 9th ledger model for handling travel funding at a future meeting.

6. Productivity Recording – Anthony Carpi

John Jay seems to have the least productive faculty in the University in terms of faculty scholarship as reported in the PMP. The basic problem is that faculty members are not reporting what they are doing when asked to report. We have the lowest reporting rate in the University as well. Chairs will be asked to participate more actively in the reporting process. The Provost will be sending out a memo to the faculty on this serious issue. It was suggested that the Chairs should be informed who in their departments has not filled in a report and they could then encourage reporting.

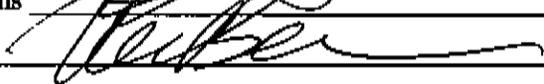
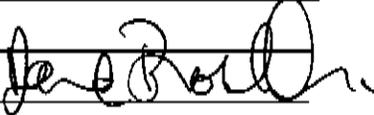
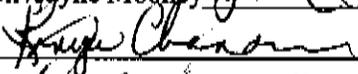
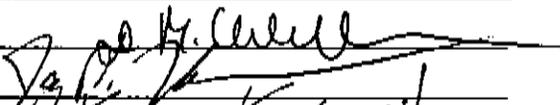
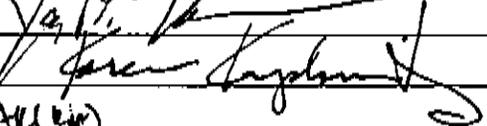
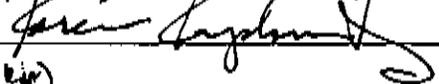
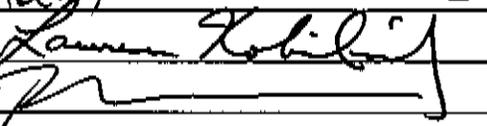
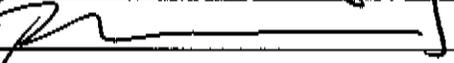
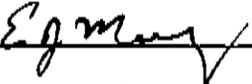
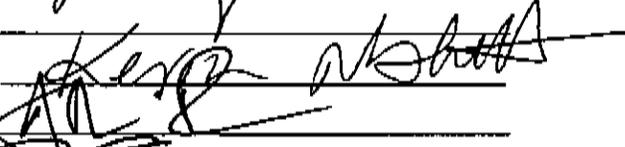
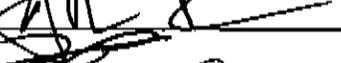
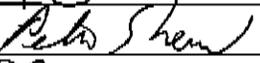
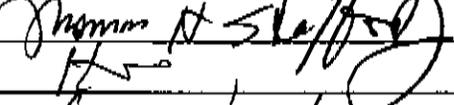
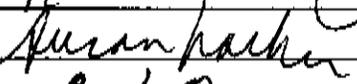
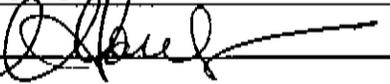
7. GEN ED – Anne Lopes

Amy Green is now chairing the Committee reviewing courses. They only have a few months to get 100 courses through the process. The sub-committee looks at how the course meets the learning outcomes. There was a question on submitting courses to the wrong category. Dean Lopes asked that the Chairs work closely with the Gen Ed committee to help them as much as possible. She also stated that the College needs more 100/300 courses in the college option. Richard Saulnier will assist with the scheduling. It was mentioned that it was important to take a broader look at General Education and that the principal problem was that Pathway was rushed through. Therefore it is important to make sure that we are doing the right job. There are concerns, and it will be interesting to see how the new schedule plays itself out, especially as we don't know how many students will opt in to the Gen Ed., meaning that there would be an unknown number of students, taught by an unknown number of faculty. Dean Lopes said that the timeline was that the courses go first to the General Education Committee, then to UCASC, then to the College Council. It was pointed out that perhaps all the committees would need to meet more often. Dean Lopes also said that an assessment of majors took place last year, and the plans for this year included an assessment of minors. This needs

to happen for Middle States Accreditation and is a strategic initiative of Undergraduate Studies.

Meeting adjourned at 355pm.

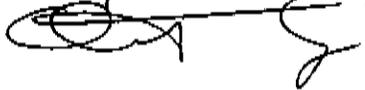
Provost Advisory Council
10-22-12
Attendance Sheet

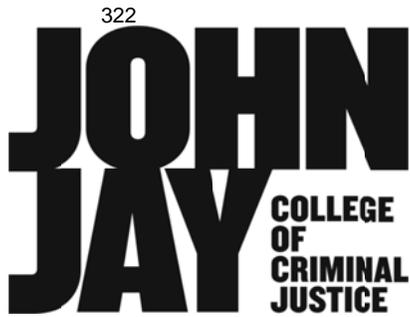
- 1. C. Jama Adams 
- 2. Ned Benton 
- 3. Seth Baumrin _____
- 4. Jane Bowers, Chair _____
- 5. David Brotherton / Jayne Mooney 
- 6. Kim Chandler 
- 7. Richard Curtis 
- 8. Silvia Dapia _____
- 9. Lisa Farrington _____
- 10. Amy Green _____
- 11. Jonathan Jacobs _____
- 12. Maki Haberfeld 
- 13. Jay Hamilton 
- 14. Karen Kaplowitz 
- 15. Allison Kavey 
- 16. Larry Kobilinsky 
- 17. Tom Kucharski 
- 18. James Llana
- 19. Evan Mandery 
- 20. Charles Nemeth _____
- 21. Kevin Nesbitt ** 
- 22. Allison Pease 
- 23. Lisandro Perez 
- 24. Francis Sheehan 
- 25. Peter Shenkin 
- 26. Tom Stafford 
- 27. Harold Sullivan 
- 28. ~~David Birch~~  Susan Laeken
- 29. ~~Bonnie Nelson~~  B. Hoff
- ~~Larry Sullivan~~
- 30. Nancy Velazquez-Torres 

Guests:

- 1. Jayne Rosengarten
- 2. Vivian Todini

** visiting member

Anthony Corpi




Provost's Advisory Council

October 22, 2012

2:00 – 4:00 p.m., Room 610T

Agenda

1. Introduction of Vice President for Marketing and Development, Jayne Rosengarten and Marketing Director , Vivian Todini
2. Approval of 09/10/12 Minutes
3. Provost's Announcements
4. Faculty/Chair Matters
5. Open Access – Bonnie Nelson
6. New Distribution Model – Anthony Carpi
7. Middle States Update – Jim Llana
8. COACHE Survey

Provost's Advisory Council
Meeting Minutes – October 22, 2012

Present: J. Adams, N. Benton, J. Bowers, K. Chandler, D. Brotherton, R. Curtis, M. Haberfeld, J. Hamilton, K. Kaplowitz, A. Kavey, L. Kobilinsky, T. Kucharski, S. Larkin, J. Llana, E. Mandery, K. Nesbitt, B. Nelson, A. Pease, L. Perez, F. Sheehan, P. Shenkin, T. Stafford, H. Sullivan, N. Velazquez-Torres

Guests: A. Carpi, J. Rosengarten, V. Todini

Absent: S. Baumrin, S. Dapia, L. Farrington, A. Green, J. Jacobs, C. Nemeth

1. Introduction of Vice President for Marketing and Development, Jayne Rosengarten and Marketing Director, Vivian Todini
VP Rosengarten and Vivian Todini introduced themselves to the committee and described what their specific roles are.
2. Approval of 09/10/12 Minutes
Minutes were approved as proposed
3. Open Access Presentation by Bonnie Nelson
Bonnie Nelson gave a presentation about Open Access and encouraged the committee members to participate in Open Access Week.
Her presentation can be found at: <http://tinyurl.com/chiefsir>
4. Preliminary Departmental Allocation Summary
Kim Chandler handed out a document with information relating to the departmental allocations for FY2013. As this is a preliminary draft, Kim asked the chairs to let her know in writing if they have any concerns.
Ned wanted to know what the breakout for College Assistants and OTPS would be for departments who also have graduate programs.
Tom K. expressed concern about some of the Print Shop's policies. The print shop is only allowed to print materials for course work which caused some issues for his research groups.
5. Middle States Update – Associate Provost Llana
Jim requested assessment data for fall 2012, due Feb. 1, 2013, from the department chairs since without a mid-year update we will have nothing to report to Middle States for fall 2012 assessment activity. Our track record of assessment is relatively brief so he is interested in extending the record. Normally the reports are submitted in July and they cover the previous academic year. The July report would cover only the spring semester. The proposed change is for this year only. Some chairs objected strongly to the "sudden" request and said they had not planned on doing this. Jim responded that the document could be a short report on the fall, but some chairs said it would be a lot of unplanned work. There was concern over the integrity of doing a half-year assessment, and Jim responded that it was a report on whatever assessment work was done in the

semester. Concern was also raised because faculty members are “suspicious of assessment.”

Jim also asked that Chairs have updated CV’s for their faculty. The chairs were also asked to visit their departmental website to ensure that it is up to date. The site may contain the CVs of all their full time faculty members and learning goals, pending clarification of whether it’s practical and advisable for chairs to update the website. Jane or Jim will follow up to resolve that. The chairs mentioned their frustration over their inability to have access to their site. There is also no clear answer as to who the contact person is for issues regarding their departmental website.

6. Visiting Scholars & New Distribution Model - Interim Dean Anthony Carpi

The document titled “Procedures for Visiting Scholars” was distributed. Anthony discussed and explained the procedures to the committee. The question was raised about who has the right to sponsor a visiting scholar. Jane informed the committee that individual faculty members cannot sponsor a scholar, only a chair can. It was suggested that visiting scholars be given access to everything within the college, including an email address, ID, library access, etc.

As the college has a limited number of spots, there should be a discussion of the approval process. Anthony assured the committee that they can ask for more slots if necessary. There was also discussion about the “Policies on Research Facility Access” document. Some language may need to be changed as some of the policies can be open for interpretation.

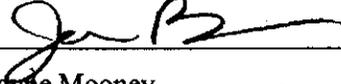
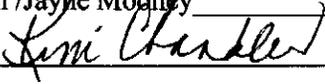
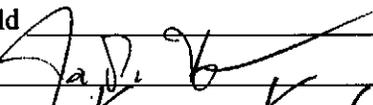
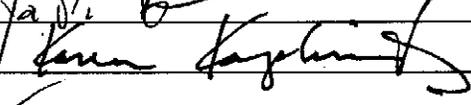
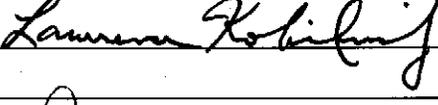
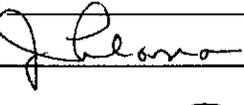
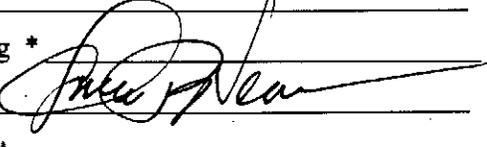
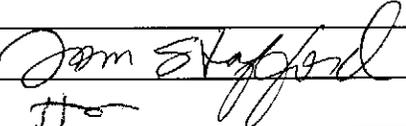
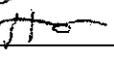
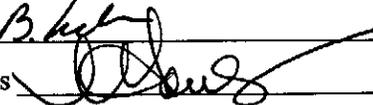
New Distribution Model – We are piloting a new grant recovery distribution model. Faculty and departments only recovered a portion of indirect charges after subtracting out RF fees and a College allotment under the old model. The new model pools both indirect charges and release surplus charges (those charges above the cost of replacement adjuncts). After subtracting out RF fees, faculty and Departments receive an allocation, thus providing recoveries from a potentially larger pool of money.

7. COACHE Survey

Provost Bowers asked the committee if they would like to see the comment sections of the COACHE survey since some of the comments relate to conditions in the department. She also encouraged the chairs to come to one of the sessions. The chairs do not have to speak, but it would be a good opportunity for them to listen, and maybe get some insight on how to create a better environment for the faculty both in their department and college-wide. Jane will discuss the results of the survey with the chairs at the next PAC meeting.

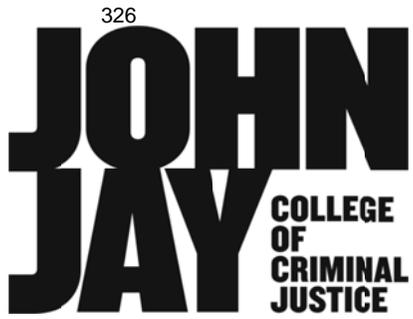
Meeting adjourned at 3:52 pm.

**Provost Advisory Council
11-14-12
Attendance Sheet**

1. C. Jama Adams _____
2. Ned Benton _____
3. Seth Baumrin _____
4. Jane Bowers, Chair  _____
5. David Brotherton / Jayne Mooney _____
6. Kim Chandler  _____
7. Richard Curtis _____
8. Silvia Dapia _____
9. Lisa Farrington _____
10. Amy Green _____
11. Jonathan Jacobs _____
12. Maki Haberfeld _____
13. Jay Hamilton  _____
14. Karen Kaplowitz  _____
15. Allison Kavey _____
16. Larry Kobilinsky  _____
17. Tom Kucharski _____
18. James Llana  _____
19. Evan Mandery _____
20. Mariani Mewengkang *  _____
21. Charles Nemeth  _____
22. Kevin Nesbitt ** _____
23. Allison Pease  _____
24. Lisandro Perez  _____
25. Francis Sheehan _____
26. Peter Shenkin _____
27. Tom Stafford  _____
28. Harold Sullivan  _____
29. David Umeh _____
30. ~~Larry Sullivan~~ ^{Bonnie Nelson}  _____
31. Nancy Velazquez-Torres  _____

* recorder

** visiting member



Provost's Advisory Council

November 14, 2012

2:00 – 4:00 p.m., Room 610T

Agenda

1. Provost's Announcements
2. Faculty/Chair Matters
3. Middle States Update (Llana)
4. Sandy Aftermath
5. COACHE Discussion Sessions
6. New Business

Provost's Advisory Council
Meeting Minutes – November 14, 2012

Present: J. Bowers, K. Chandler, J. Hamilton, K. Kaplowitz, A. Kavey, L. Kobilinsky, J. Llana, B. Nelson, C. Nemeth, K. Nesbitt, A. Pease, L. Perez, T. Stafford, H. Sullivan, N. Velazquez-Torres
Absent: J. Adams, N. Benton, S. Baumrin, D. Brotherton, R. Curtis, S. Dapia, L. Farrington, A. Green, J. Jacobs, M. Haberfeld, T. Kucharski, S. Larkin, E. Mandery, F. Sheehan, P. Shenkin,

1. Approval of Minutes. Minute were approved as proposed.
2. Provost's Announcements – The ASC conference will be going on at the end of the week. Many of our faculty will be presenting at this conference.
3. Faculty/Chair Matters. There were no matters discussed.
4. Middle States Update. Jim updated the committee on the status of Middle States. Right now, the working groups are rewriting and editing the drafts of their reports. The “First Draft” should be on Inside John Jay, and the Jay Stop very soon. A draft of the report will be given to the team chair in early January, and the final report will be ready for the Middle States visiting team in March. Jane asked the committee to make comments on the substance of the report thus far. She also urged the department chairs to encourage their faculty members to comment as well. Comments will be accepted until December 30. Jay asked if any other CUNYs are going through the reaccreditation process as well. He raised concern about the transition to Pathways and what it could mean for Middle States. Jane said that The College of Staten Island went through reaccreditation last year and made the Middle States team aware of our new Gen-Ed program.
5. Sandy Aftermath. Hurricane Sandy has impacted the fall semester. Because some students have been without electricity, shelter, or transportation, it is important for us to be flexible. Lisandro mentioned that there has been a higher number of drops this semester, but since he has no way of contacting the students, he doesn't know if it was directly related to issues with the hurricane. Jay asked when North Hall will stop being used as a shelter. The faculty and staff who reside in North Hall should be given more information. Kim said that as of today, there is no official word on when the shelter will be shut down. However, the college is aware of the effects it is having on North Hall. Chuck has not been able to hold his training sessions. The levels of cleanliness have also been compromised. But Jane assured the committee that a professional cleaning company will be hired to clean the building. It was also asked if the staff who worked throughout the storm will receive recognition. Kim said that VP Pignatello will send an email giving an update on the status of the shelter, and thanking those members of the staff who stepped up during the time of need.
Faculty have also been asking about how to make up a day on line. Jane mentioned that there will be resources for special sessions on Blackboard. Allison P. said that many of the English faculty do not know how to use Blackboard. She asked if there is an obligation to have electronic records or proof. VP Saulnier will send an email about how to make up the classes. Chuck mentioned that there is no black and white resolution to this matter. Though that may be the case, it is still important that we show we are thinking of ways to make up class time. Our attendance numbers affects Financial Aid.

6. COACHE Discussion Sessions. Jane gave the committee a report on the results of the COACHE survey. Over a three day period, there were seven different sessions, with 75 faculty members attending. The faculty were earnest, sincere and eloquent, but they were upset about a number of things.

Some themes that came up during COACHE were:

- a. Teaching Load
- b. Lack of recognition and appreciation
- c. Growing Pains
- d. Transition – What is the identity of the college?
- e. Unease with expanding bureaucracy in CUNY and John Jay.
- f. Disconnection between Administration and Faculty.

In terms of teaching load, there is a petition to President Travis to reduce the load to a 3/3 work load rather than a 4/3, as it would give the faculty some relief.

The faculty also mentioned that the research aspirations are ludicrous. Also, once a faculty member becomes a full professor, there are no rewards. These are some issues that have made the faculty unhappy. Dysfunction in the department through bullying, intimidation, and hazing also needs to be addressed.

The committee agreed that teaching a 4-course semester is very difficult. However, if we move to a 3/3 load it would cost the college money. With enrollment increasing, it would limit faculty growth. Also, with new majors in the works, and a changing curriculum John Jay may not be able to do this right now.

Many of the junior faculty also feel pulled. They are expected to teach, research, and provide service to both their department and the college in order to be reappointed and receive promotions. With a 4/3 load it can be difficult to do all these things. Lisandro suggests having clear distinctions on how workload time should be spent. Perhaps 50% teaching, 40% research, 10% service would help the faculty.

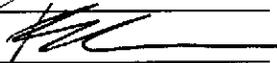
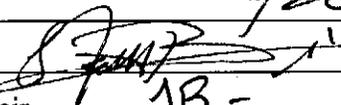
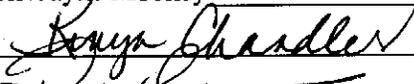
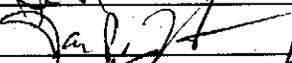
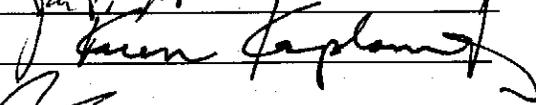
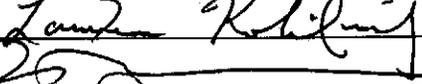
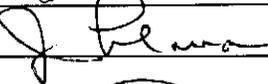
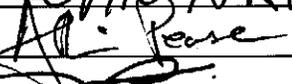
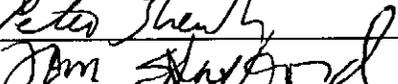
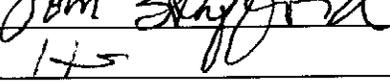
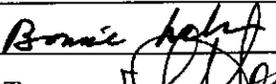
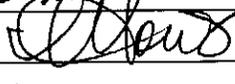
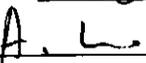
Allison P. suggested having a large pool of reassigned time as a means of rewards for productivity. Recently promoted and tenured faculty are concerned about having fewer rewards, but maybe pools of reassigned time can be used for those who deserve it.

Chuck mentioned that once a professor is tenured, they no longer have office hour requirements, or post tenure reviews. There are also no merit raises for them.

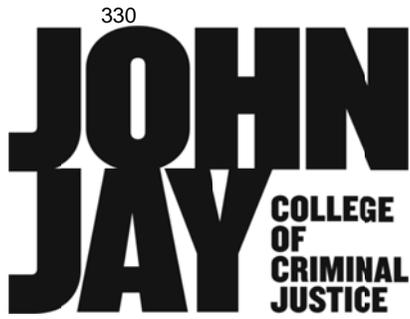
Jane said that she is in favor of merit based rewards, but Bonnie asked how do we count and measure rewards. Jane agreed and said that some sort of metrics would need to be developed.

7. New Business. There was no new business brought to the table.

**Provost Advisory Council
12-10-12
Attendance Sheet**

- 1. C. Jama Adams 
- 2. Ned Benton 
- 3. Seth Baumrin 
- 4. Jane Bowers, Chair JB -
- 5. David Brotherton /Jayne Mooney
- 6. Kim Chandler 
- 7. Richard Curtis 
- 8. Silvia Dapia
- 9. Lisa Farrington
- 10. Amy Green 
- 11. Jonathan Jacobs
- 12. Maki Haberfeld 
- 13. Jay Hamilton 
- 14. Karen Kaplowitz 
- 15. Allison Kavey 
- 16. Larry Kobilinsky 
- 17. Tom Kucharski 
- 18. James Llana 
- 19. Evan Mandery
- 20. Mariani Mewengkang *
- 21. Charles Nemeth 
- 22. Kevin Nesbitt ** 
- 23. Allison Pease 
- 24. Lisandro Perez 
- 25. Francis Sheehan 
- 26. Peter Shenkin 
- 27. Tom Stafford 
- 28. Harold Sullivan 
- 29. David Umeh ^{Susan Larkin}
- 30. Larry Sullivan 
- 31. Nancy Velazquez-Torres 
- Guest: Anne Lopes 

* recorder
** visiting member



Provost's Advisory Council

December 10, 2012

2:00 – 4:00 p.m., Room 610T

Agenda

1. Provost's Announcements
2. Faculty/Chair Matters
3. Middle States Update – Jim Llana
4. General Education Assessment Report – Anne Lopes
5. New Business

Provost's Advisory Council
Meeting Minutes – December 10, 2012

Present: J. Bowers, J. Adams, S. Baumrin, K. Chandler, R. Curtis, A. Green, M. Haberfeld, J. Hamilton, K. Kaplowitz, A. Kavey, L. Kobilinsky, T. Kucharski, J. Llana, B. Nelson, C. Nemeth, K. Nesbitt, A. Pease, L. Perez, F. Sheehan, P. Shenkin, T. Stafford, H. Sullivan, N. Velazquez-Torres, M. Mewengkang*
Guest: A. Lopes

1. Provost's Announcements-

- There has been concern over faculty members canceling classes frequently. A complaint was received about a class which was canceled 7 times. It is important to let the faculty members know that it is inappropriate to cancel classes that frequently as we have state regulations we must comply with.
- The college will again have study abroad opportunities in 2013. The programs will take place in Bali, Dominican Republic, and Serbia.
- John Jay has received 3 NEH Grants. Prof. Ben Lapidus has received one for faculty research. Prof. Fritz Umbach received a grant for "learning about Latin American history through food." And the ISP Department has earned a grant, helped by Betsy Gitter, to support curricular innovation in the ISP department.
- Faculty Development Day will take place on January 25, 2013. Chairs should encourage their faculty members to participate in FDD.

2. Faculty/Chair Matters –

- Space concerns were raised again. A floor plan for NH was requested. As Hunter College will be using the science labs in NH, it would be helpful to know how the space will be divided.
- T. Kucharski brought up the security protocols at John Jay. The guards standing near the entrance come off as rude and intimidating. It seems as though they have had no training, or supervision. This then led to discussion on the "culture of no" on campus. It was suggested that perhaps HR may need to hold Customer Service Orientations.
- The committee then discussed the policies about filming on campus. When John Jay rents out space to outside companies, that money is put into the Aux Corp fund. Aux Corp is used to fund commencement, food, entertainment, study abroad, reassigned time, legal, and visa related expenses. There has been a great demand for space at John Jay, but before space can be rented, the rental must first be approved by the Aux Corp committee. The questions was raised as to who sits on the Aux Corp committee. The members 3 faculty members (Liza Yukins and Susan Will and one other), 3 students, and 7 staff/admin. More information on Aux Corp will be available on the Budget website.

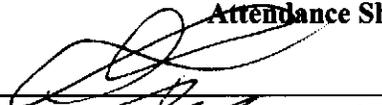
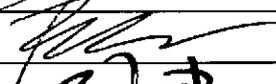
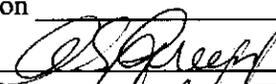
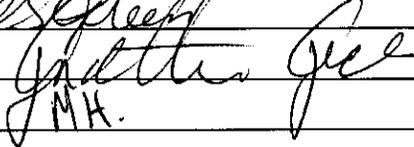
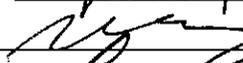
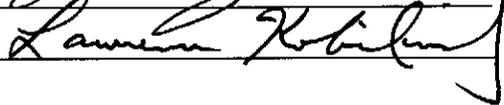
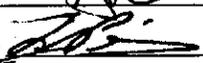
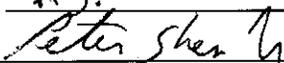
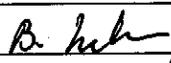
3. Middle States Update – Jim Llana – Comments for the self-study has been coming in through organized groups. A first draft will be given to the team chair when he visits the campus on January 30. We will need the full time faculty members to update their CVs on the departmental website. Faculty members should now have the capacity to list their learning goals and make any necessary changes. The departmental website should also be updated to include their learning goals and outcomes.

4. General Education Assessment Report – Anne Lopes – Assessment results show that John Jay students do not do well with writing, communication, science, and reasoning. We have many opportunities to try to fix this issue. One of the first steps is to evaluate our capstone guidelines, and to address the problems in our curriculum. One of the major problems is that the students seem to be underprepared for college work. The college needs to fix this by providing support to our students. The students at John Jay also seem to be okay with just “passing.” More needs to be done so that students understand what is expected of them, and how they are being graded. While it is good to have high expectations, it is also important to be realistic. It will take efforts such as curriculum redesign, development of our faculty, and student support services to get our students where we want them to be.

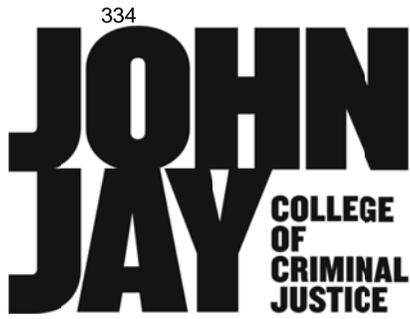
Provost Advisory Council

02-11-13

Attendance Sheet

1. C. Jama Adams 
 2. Ned Benton 
 3. Seth Baumrin 
 4. Jane Bowers, Chair JB
 5. David Brotherton /Jayne Mooney _____
 6. Kim Chandler KC.
 7. Richard Curtis _____
 8. Silvia Dapia _____
 9. Lisa Farrington _____
 10. Amy Green 
 11. Jonathan Jacobs 
 12. Maki Haberfeld M.H.
 13. Jay Hamilton _____
 14. Karen Kaplowitz 
 15. Allison Kavey 
 16. Larry Kobilinsky 
 17. Tom Kucharski _____
 18. James Llana _____
 19. Evan Mandery E.M.
 20. Mariani Mewengkang * M.M.
 21. Charles Nemeth _____
 22. Allison Pease 
 23. Lisandro Perez 
 24. Francis Sheehan F.S.
 25. Peter Shenkin 
 26. Tom Stafford _____
 27. Harold Sullivan HS
 28. David Umeh _____
 29. Larry Sullivan 
 30. Nancy Velazquez-Torres 
- Guest: Anne Lopes _____

* recorder



Provost's Advisory Council

February 11, 2013

2:00 – 4:00 p.m., Room 610T

Agenda

1. Provost's Announcements
2. Faculty/Chair Matters
3. Middle States Team Chair Visit – Jim Llana
4. Faculty Development Plan (Gen Ed) – Anne Lopes
5. Faculty Workload
6. New Business

Provost's Advisory Council
Meeting Minutes – February 11, 2013

Present: J. Bowers, J. Adams, N. Benton, S. Baumrin, K. Chandler, A. Green, M. Haberfeld, J. Hamilton, J. Jacobs, K. Kaplowitz, A. Kavey, L. Kobilinsky, J. Llana, E. Mandery, B. Nelson, A. Pease, L. Perez, F. Sheehan, P. Shenkin, H. Sullivan, N. Velazquez-Torres, M. Mewengkang*
Guest: A. Lopes

1. Provost's Announcements- Preparations are being made for the upcoming moves. Space in the BMW building is being cleared so the offices for Financial Aid and the Registrar can be moved in in May.
Ned said that there should be fairness across the buildings in how space is distributed. Kim told the committee that she is working with Ynes on the plans for space allocation. Plans were created based on information from fall 2013. A floor plan will be created, however communication is still needed from the departments. The plans will be shared with the committee before May.
The air quality in North Hall has met the standards set by OSHA. While the report has not been made public yet, it will be public soon. Another test has been requested in August.
Budget and enrollment numbers are not looking good. Though targets are being met, the value is not as high as expected. With numbers for out-of-state enrollment going down, John Jay needs to actively recruit out-of-staters. Jane also said that the college needs to turn its attention on the "type of student" it wishes to attract. Along with out-of-staters, we need to focus on attracting graduate students. The Chancellor will be paying more attention to the graduate programs. There is also a push towards "online" grad programs. The recent addition of a new "Director of Admissions," with an expertise in graduate enrollment is one way in which John Jay is taking steps. The college must also think of recruitment plans for adults as well.
With enrollment numbers being lower than initially predicted, the college's budget has been affected. There will be no surplus this year. As a result, we may need to wait a little longer for allocation of lines. A call for requests will be made, but we should not slow down or stop the faculty hiring plans.
Jane also reminded the committee that the "Distinguished Teaching Award" is coming up. She encouraged the chairs to nominate faculty. She also discussed the success of "Faculty Development Day." 118 faculty members participated in this spring's FDD. The Adjunct Advisory Committee is also doing well. There are 80 adjuncts involved, with 12 serving on the committee.
The Provost also mentioned "In Your Class," CUNY's version of Facebook for students and faculty. It was developed by CCNY. A pilot has been made available to all of CUNY.
2. Minutes approved as proposed.
3. Faculty/Chair Matters – Allison K. discussed the problems she has been having with Degree Works. As Degree Works affects TAP and graduation, it is important that their information is correct. Jane promised to speak to Adam Stone about these concerns. It was also noted that Academic Advisement frequently gives out incorrect information.
4. Middle States Team Chair Visit – On January 30, the Chair for the Middle States Team visited the college to determine whether John Jay would be ready for the visit in April.

The team will be visiting from April 21 – April 24. The team has been given a draft of the Self-Study report, but a completed version will be given to the team on March 8. By the time they visit John Jay, they will have a written response to the Self-Study.

Before a final version of the Self-Study will be given to the team, it will first be sent to the College Council for approval.

Thus far, the team Chair has been very complimentary of the Self-Study draft. The faculty, students, and staff have all been terrific.

Jim then discussed the Noel-Levitz survey CUNY plans on administering. This March, IR will look at 20 different sections as a sample. John Jay will administer the survey to 600 students. The survey will be given every other year, and the college will be permitted to add questions particular to their institution.

5. Faculty Development Plan (Gen. Ed.) – Ann Lopes has created a very ambitious program for faculty development. Workshops will be offered 3 – 5 times a week. Faculty who participate in giving a workshop will be paid at the Non-Teaching Adjunct rate. Ann asks the chairs to encourage their faculty to attend the workshops. She also asked for ideas for workshops. One suggestion made is to have a signature assignment, or an assignment everyone has in common. Ann mentioned her concern about the learning outcomes, and writing outcomes.

Allison K. discussed the GTF's at John Jay. Are there ways they can be developed too?

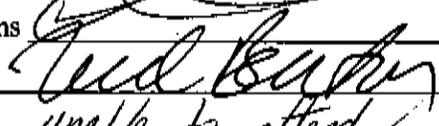
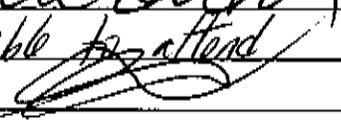
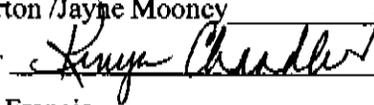
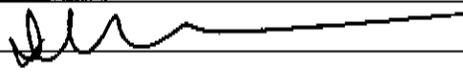
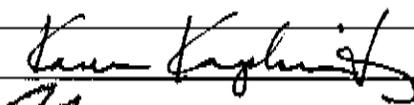
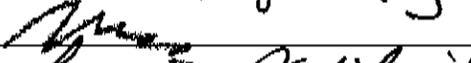
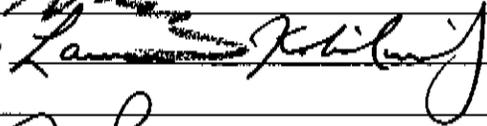
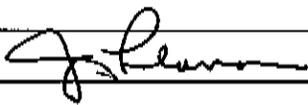
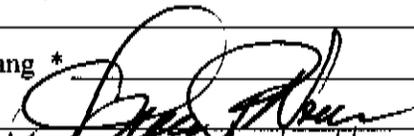
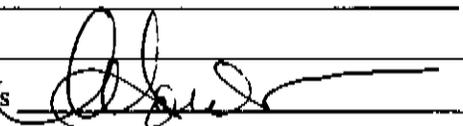
6. Faculty Workload – President Travis and Jane met with the union (Pittman, Majumdar, Markowitz) to discuss the reduction of the faculty workload to 3/3. Though a 3/3 load across the board is not in John Jay's near future, faculty dissatisfaction needs to be addressed.

The workload manager will do a calculation and analysis of who is teaching a 4/3, 3/3, etc. load, how much reassigned time is given and for what. Some faculty feel that a 3/3 load for all will actually be unfair. The key may to reward productivity with reassigned time, more so than we do currently, but who will get to decide who gets these rewards. The mean teaching hours of veteran faculty is 7.2 hours. Budgeting challenges as well as coverage challenges also affect the workload mitigation.

7. New Business – Jane is concerned about the college losing candidates in job searches who take offers from other institutions before we have even interviewed them. We must get out there early so we can get the candidates we desire.

Karen asked about the Online Student Evaluations. Kevin N. will address those issues in an upcoming meeting.

Provost's Advisory Council
03-14-13
Attendance Sheet

- 1. C. Jama Adams 
- 2. Ned Benton 
- 3. Seth Baumrin *unable to attend*
- 4. Jane Bowers, Chair 
- 5. David Brotherton / Jayne Mooney
- 6. Kim Chandler 
- 7. Lynette Cook-Francis
- 8. Richard Curtis
- 9. Silvia Dapia 
- 10. Lisa Farrington
- 11. Amy Green
- 12. Jonathan Jacobs
- 13. Maki Haberfeld 
- 14. Jay Hamilton
- 15. Karen Kaplowitz 
- 16. Allison Kavey 
- 17. Larry Kobilinsky 
- 18. Tom Kucharski
- 19. James Llana 
- 20. Evan Mandery
- 21. Mariani Mewengkang *
- 22. Charles Nemeth 
- 23. Kevin Nesbitt *Kevin Nesbitt*
- 24. Allison Pease *Alli Pease*
- 25. Lisandro Perez *unable to attend*
- 26. Francis Sheehan
- 27. Peter Shenkin
- 28. Harold Sullivan
- 29. David Umeh
- 30. Larry Sullivan
- 31. Nancy Velazquez-Torres 

Present

Present
Present
Present

* recorder

Guest: 

Provost's Advisory Council

March 14, 2013

2:00 – 4:00 p.m., Room 610T

Agenda

1. Provost's Announcements
2. Faculty/Chair Matters
3. Middle States Team Chair Visit – Jim Llana
4. Online Evaluations of Faculty – guest Kevin Nesbitt
5. Academic Plan
6. New Business

Provost's Advisory Council Meeting
Meeting Minutes
March 14, 2013

Present: C. Adams, N. Benton, J. Bowers, K. Chandler, L. Cook – Francis, S. Dapia, M. Haberfeld, K. Kaplowitz, A. Kavey, L. Kobilinsky, J. Llana, C. Nemeth, K. Nesbitt, A. Pease, F. Sheehan, P. Shenkin, H. Sullivan, N. Velazquez-Torres

Absent: S. Baumrin, D. Brotherton, J. Mooney, R. Curtis, L. Farrington, A. Green, J. Jacobs, J. Hamilton, T. Kucharski, S. Larkin, E. Mandery, B. Nelson, L. Pérez

Guest: Ricardo Anzaldua

1. Provost's Announcements. Chairs expressed problems with DegreeWorks at the last meeting. Dean Lopes has funded a contract with DegreeWorks to provide training for a number of our staff so they can update the system. This will occur in the summer, and everything should be up to date by the fall. If you discover a problem with it, please contact the Registrar, Adam Stone. Concerning misinformation provided during advisement: Advisement takes place in many places, not only in the Academic Advisement Center. When advisors in the Center advise students they provide a written record of the meeting. If you talk to a student who has been given bad information, please ask the student for the record if the advisement took place in the AAC. In that way we can find the source of the problem, since the advisor's name should be on the record.

We will repeat the survey of summer preferences for students, constructed by Ned. Chairs will have a link to survey results to determine if the courses already listed on the summer schedule are there. There is no obligation to offer the courses the students ask for, but it may well help increase enrollment in summer (and the resulting revenue) to do so.

2. Approval of Minutes. Minutes for Feb. 11, 2013 were approved pending corrections: under Item 5, "Ann" Lopes should be "Anne." In Item 1 in the last line, Karen Kaplowitz stated that she only knew of pilots for "In Your Class" at Brooklyn C. and John Jay, not "all of CUNY."
3. Faculty Matters. Karen asked about the status of the John Jay MOOC's. Jane replied that a couple of faculty have been identified who seem to be good prospective authors/instructors. J. Matteson is beginning to plan one that may be ready in spring 2014, and Pat O'Hara is in discussions about one. The primary purpose of any John Jay MOOC's is to build brand awareness; we are hoping to draw students to our online offerings. This is marketing and not for credit. Jama expressed concerns about all the filming on campus as a quality of life issue. He understands that we need the revenue, but the process by which it's handled is heavy-handed. He feels like he's not welcome in his own home. Jane conceded that there is a delicate balance between the need for revenue and the need to accommodate normal college life, and

sometimes she wonders if we've lost that balance. Jama's sense is that the filmmakers always get to do what they want, when they want, but he's not sure. Jane thought a committee might work with Nancy Marshall to develop guidelines, and Kim thought having Rob or Nancy come in to talk might be useful. Jama thought that giving students a small cut of the revenue would be appropriate, but Jane pointed out that a lot of the money from film shoots does go to student scholarships and events. Jane will speak to Rob about Nancy Marshall.

Karen stated that the students are upset about the plan to change the graduation ceremony. Does Jane see a role for the academic side of the College? Allison Pease reported that students in contact with her are asking about a kind of departmental graduation. Following some further discussion, Lynette Cook-Francis, VP for Student Affairs, offered her very new perspective. John Jay has not adjusted to the growth of the student body; it's unusual for a school to have a stage-walk if there are many more than 500 students involved. She understands the student perspective but thinks we can do better than a three and one-half hour ceremony. Students and their families just leave, so we know the current arrangement doesn't work. Lynette has listened to the protesters, and only a few are insisting on the walk. What they really want is something personal and thrilling. Students talk about speeches not connecting with them, but we want a shared ceremony that everyone can enjoy. We have introduced other ideas such as students screening short personal videos before the ceremony starts. Still, she is not sure of where we are with the students; maybe we'll need to move to smaller, separate ceremonies.

Jane distributed a handout—"Special Programs for Undergraduates"—that describes the "wonderful things" that happen at John Jay. The recruiters use it.

4. Full-time Faculty Coverage. This came up in the summer meetings with Chairs. We all should understand that all capstone courses and core courses in the major should be taught by full-time faculty. We're starting to track this coverage, with IR doing the analyses. You can see your department's performance in coverage compared to all the other departments. It would be helpful to get this coverage information from you, so we're developing a short form for you to report this information as you construct and submit your schedule. Allison Kavey observed that the tables don't reflect reality for her major electives. Ric Anzaldúa, Director of IR, explained that he relies on course enrollment files, the CUNY database, the UGS database, and faculty workload data, which has to be reconciled with HR data. The data sources are varied and not always accurate. Jane added that the reports give us a picture, but there are still some question marks and things to talk about, so we'll be asking Chairs for information. Please assign full-time faculty to capstone and core courses; knowing about this is a consideration in the allocation of new lines. Kim urged that Chairs have to be careful in updating SIMS; not everyone makes updates, which creates errors of consequence. Ned pointed out that doing a schedule involves reconciling lots of constraints. This is a hard job; there are, in effect, multiple "highest priorities." Jane is aware of the various demands.
5. Middle States Update. Jim reminded everyone that the Middle States Team comes on April 21. The final version of the Self-Study is available on Inside John Jay. It's very important to discuss

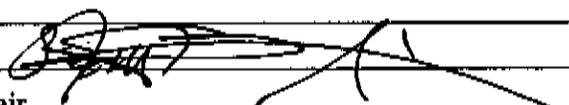
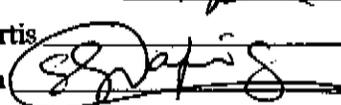
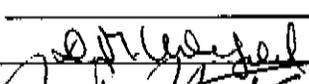
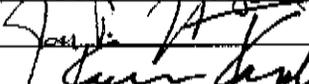
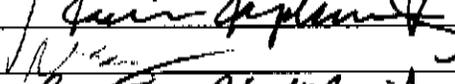
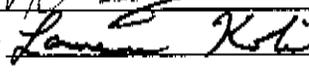
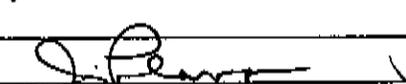
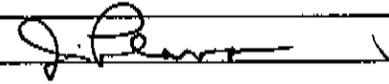
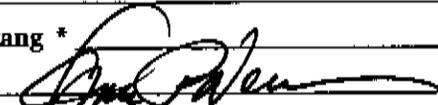
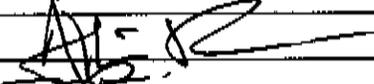
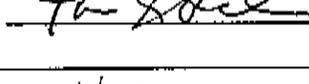
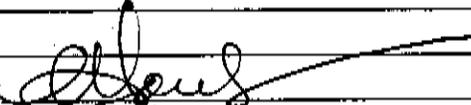
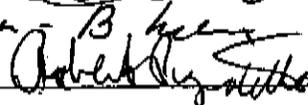
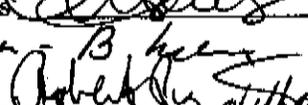
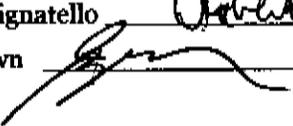
the visit with your departments so that all faculty can talk knowledgeably about the Self-Study with the team. See the Middle States section of the John Jay website. It's not possible to know what questions will be asked, but it's a good bet that faculty will be asked about their role in assessment and about what changes have been made as a result of assessment in their departments. The team members will be very focused in their questions; they will come with draft reports, and they will be looking to confirm or qualify what they have written. Given the tight schedule, they will not be interested in general conversation. Please make sure your faculty CV's are up to date and posted on your website, in accordance with the memo from Jane.

6. Online Evaluation of Faculty. Kevin distributed a flyer about the Rubin Museum writing competition. With regard to online evaluations, we are in the 6th semester of a pilot. Our desire is to have faculty get their results relatively fast instead of waiting for a year. Now one month after turning in grades faculty can get the data, and it's possible to have it in two weeks. Going online doesn't mean we're going public; this is about timely feedback to faculty. We're committed to having hybrid and online courses evaluated online. The SEOF Committee will be looking at the data and making a recommendation to the College Council. Kevin is working out arrangements with departments, and he's working with students. He handed out a document that describes an account of what's been done. 45% is the highest response rate so far; the overall response rate for paper is 67.4%. Kevin is interested in ideas for incentivizing participation.

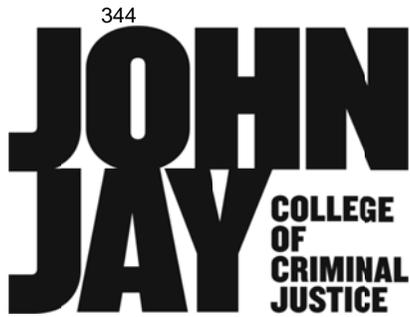
7. The Academic Plan. Jane distributed a "confidential" academic plan that represents her thinking at this point and that will serve as a basis for discussion. We need to have a conversation and plan about where we're going with the liberal arts. Are we done? Not done? Certainly she wants to increase enrollment in the liberal arts majors. We have at least one program that is just too big; LPS has about 4,000 students. We need to find ways to redirect students to other majors through internal recruitment.
 The numbers in the chart are "soft." She will discuss with Chairs. Jane is looking for a larger set of interdisciplinary majors. The real focus for the next three years is the Science Dept. We should have an array of science majors, and health-related majors are important. New science majors may lead to new science structures to accommodate them.
 Graduate Studies is another major priority. GS has been neglected in favor of UGS, and it's time to redress the balance. GS is our future; there are untapped student markets. There will be new graduate programs, and we need to be entrepreneurial in our approach. We need a strategic plan and an enrollment management plan for GS. We hope to have a new Associate Provost for Strategic Initiatives and Dean of Graduate Studies (single position).
 Some of our departments are too small; FLL, Economics, and SFEM come to mind, and we need to build them up.
 Let's plan on a deeper discussion at the next PAC meeting. The academic plan should go to sps/fps next.

Jama expressed a concern about the diversity of the student body: it's too poor and too young. Jane agreed that this is an important point. She mentioned that Dean Lopes is looking at a program to give credit for prior learning experiences, which should attract adult learners. Chuck lamented the length of time it takes to get courses through UCASC and urged that "collegial deference" is important. Jane replied that in a period when collegial deference ruled the day there were bad things that entered the curriculum. There was some further discussion back and forth on this point. Everyone seemed to agree that when we get Gen Ed and new majors behind us, the workload will become more manageable and the course approval process will speed up.

Provost's Advisory Council
04-24-13
Attendance Sheet

- 1. C. Jama Adams _____
 - 2. Ned Benton _____
 - 3. Seth Baumrin 
 - 4. Jane Bowers, Chair _____
 - 5. David Brotherton _____
 - 6. Kim Chandler _____
 - 7. Lynette Cook-Francis 
 - 8. Richard Curtis _____
 - 9. Silvia Dapia 
 - 10. Lisa Farrington _____
 - 11. Amy Green _____
 - 12. Jonathan Jacobs _____
 - 13. Maki Haberfeld 
 - 14. Jay Hamilton 
 - 15. Karen Kaplowitz 
 - 16. Allison Kavey 
 - 17. Larry Kobilinsky 
 - 18. Tom Kucharski _____
 - 19. James Llana 
 - 20. Evan Mandery _____
 - 21. Mariani Mewengkang * 
 - 22. Charles Nemeth 
 - 23. Kevin Nesbitt _____
 - 24. Allison Pease 
 - 25. Lisandro Perez 
 - 26. Francis Sheehan 
 - 27. Peter Shenkin _____
 - 28. Harold Sullivan 
 - 29. David Umeh _____
 - 30. Larry Sullivan _____
 - 31. Nancy Velazquez-Torres 
- Guests: Robert Pignatello 
- Bonnie Nelson 
- Jeff Brown 

* recorder



Provost's Advisory Council

April 24, 2013

3:00 – 4:00 p.m., Room 610T

Agenda

1. Provost's Announcements
2. Faculty/Chair Matters
3. Filming at John Jay – Invited guests: SVP Rob Pignatello, Director Jeff Brown
4. New Business

Next Meeting:

Monday, May 13, 2013 @ 2:00 p.m.

**Provost's Advisory Council Meeting
Meeting Minutes
April 24, 2013**

Present: Jane Bowers (Chair), Seth Baumrin, Lynette Cook-Francis, Silvia Dapia, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Allison Kavey, Lawrence Kobilinsky, James Llana, Evan Mandery, Bonnie Nelson, Charles Nemeth, Allison Pease, Lisandro Perez, Francis Sheehan, Harold Sullivan, Nancy Velazquez-Torres, Mariani Mewengkang (Recorder)

Guests: Robert Pignatello, Jeff Brown

1. Approval of Minutes from March 14, 2013. Minutes were approved as proposed.
2. Provost's Announcements. Jane announced to the committee that William Kelly has been named Interim Chancellor for CUNY. She then moved on to discuss the exit interview done by the Middle States team. The results of the interview were very pleasing. The recommendations suggested were just right, and of the recommendations given three of them are directed towards the University. Jane also thanked everyone who contributed to the success of the Middle States process.
3. Faculty Matters. Allison P. was concerned about the OTPS budget for her department. In 2008 the English department received \$6000, but now they are only getting \$1000. She said that her department needs more money, and that a small amount of money could make a huge difference.
 In response to Allison P., Jane said that she doesn't know if the departmental budgets will change as the college is having budget issues, but she will try to do better.
 Seth B. mentioned that he felt that there was a disconnection with Academic Affairs and the Business Office.
 Jane responded to this statement by saying that Academic spending is different than others because there is a lag. Because it appears like money isn't being spent, the Business Office will reabsorb the OTPS funds.
 Rob P. also added that the Business Office usually makes lump allocations for College Assistant funds and OTPS funds based on how much you spent the year before. He also said that if your department requires extra needs, a written request should be made to the Provost, which will then be weighed against other priorities she has, and then weighed against the priorities of the college as a whole.
 Seth B. also pointed out that the Business Office does not pay outside vendors in a timely fashion. Rob P. responded to this claim by saying that there are different rules for how the college pays for things. Sometimes it is due to planning issues that vendors are not paid on time. Bonnie N. asked if there was a calendar for requesting funds, to which Jane B. replied that there is no calendar but maybe it is something Academic Affairs should have.
 Rob P. then said that the budget for Academic Affairs and OTPS is given, but it is up to the Academic Affairs Office to divide that money. Bonnie N. question whether or not it made sense to receive an allocation without hearing the requests first.
4. Filming at John Jay. The college has been receiving many requests to film on campus; as such it is important to have a discussion on the decision making process and criteria for using our public spaces. There are worries that filming can interrupt the day-to-day activities of our students, and faculty. Rob P. and Jeff Brown attended the meeting to discuss these concerns.

Rob P. said that renting out the facilities at John Jay is something that has been going on for a while. With the addition of the new building there have been many opportunities to rent out space for filming purposes. John Jay rents out these spaces to make money. In the past year, revenue has grown. The college has already made half a million dollars on filming this year. Rob P. also added that there are templates for how notices are given. The college must be informed of the filming plans at least a day prior to the shoot. Students have also been involved in some shoots, both in the production or as extras. This adds an extra incentive because not only is the college making money, but our students are gaining experience as well.

The money that John Jay receives from filming gets directed into the college's Aux Corp. budget which is used for things such as recruitment, Middle States, contracts, and the Book Store.

Lisandro P. asked Rob P. and Jeff B. how decisions are made regarding using spaces on campus, specifically the student dining hall space. He has been unable to get the space he needed for the three major conferences he hosted in the past. He also said that it was not evident who gets priority for these spaces.

Rob P. answered Lisandro and said that everyone is a priority. If there are relevant, meaningful college events, everyone should have equal access to space. However, if you are unable to get the space you requested it is because the space is already booked.

Jane B. asked Jeff B. about the discussions he and Anthony Carpi have had regarding spaces for conferences.

Jeff B. said that conferences are usually booked 1 – 2 years in advance, but the registrar does not give out information about rooms until a much later time. Jeff B. cannot resolve issues with conferences and break-out rooms until the registrar releases the rooms that are not being used.

Jeff B. also said that he, Richard S. and Anthony C. would try to come up with a formula for when it would be best to host a conference based on room usage numbers.

Rob P. also added that his department has no control over classroom utilization, or how those spaces can be used.

5. New Business. Allison P. asked if Kim C. could come up with a timeline for budget requests. Continued discussion also needs to happen regarding the faculty workload as well as reassigned time. We need to determine how it can be used to reward or relieve our faculty members. With the state of the budget being what it is, John Jay is at risk and we need the University to help us.

These issues will be discussed at the next meeting.

Also on the agenda for the next meeting are:

Sub-Allocations, Line Allocations, and the Academic Plan.

CURRICULUM COMMITTEE

September 7th, 2012

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	√
Balazon	Ervin	Student Member	Absent
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	Absent
Bierman	Ben	Art and Music	√
Bladek	Marta	Library	√
Corbett	Glenn	Protection Management	√
Dapia	Silvia	Foreign Languages and Literatures	√
Rodriguez	Tanya	Philosophy	√
Guadeloupe	David	Student Member	√
Hamilton	Jay	Economics	√
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	√
Leftoff	Sondra	Interdisciplinary Studies	√
Lopes	Anne	Dean, Undergraduate Studies	√
Moreno	Virginia	Academic Assessment	√
Naik	Devaki	Student Member	Absent
Ocejo	Richard	Sociology	Absent
Pease	Alison	English	√
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	√
Saulnier	Richard	VP, Enrollment Management	√
Snajdr	Ed	Anthropology	√
Stafford	Thomas	Counseling	√
Varsanyi	Monica	Political Science	√
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	√
Wallenstein	Martin	Communciation and Theatre Arts	√
Wupperman	Peggilee	Psychology	Absent
Yu	Violet	Criminal Justice	√
Guests:			
Karen	Kaplowitz		
Navita	Nauth		
Belinda	Rincon		
Vielka	Holness		

CURRICULUM COMMITTEE

September 7th, 2012

ATTENDANCE

Quorum = 16 Voting Members

Sumaya	Villanueva		
Aida	Martinez-Gomez		
David	Barnet		
Richard	Perez		
Sandra	Swenson		
Samantha	Majic		
Michael	Puls		

CURRICULUM COMMITTEE

September 21, 2012

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	√
Balazon	Ervin	Student Member	Absent
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	√
Bierman	Ben	Art and Music	Absent
Bladek	Marta	Library	√
Corbett	Glenn	Protection Management	√
Dapia	Silvia	Foreign Languages and Literatures	Absent
Guadeloupe	David	Student Member	√
Hamilton	Jay	Economics	√
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	√
Leftoff	Sondra	Interdisciplinary Studies	√
Lopes	Anne	Dean, Undergraduate Studies	√
Moreno	Virginia	Academic Assessment	√
Naik	Devaki	Student Member	√
Ocejo	Richard	Sociology	√
Pease	Alison	English	√
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	√
Rodriguez	Tanya	Philosophy	√
Saulnier	Richard	VP, Enrollment Management	√
Snajdr	Ed	Anthropology	√
Stafford	Thomas	Counseling	√
Varsanyi	Monica	Political Science	√
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	√
Wallenstein	Martin	Communciation and Theatre Arts	√
Wupperman	Peggilee	Psychology	Absent
Yu	Violet	Criminal Justice	√
Guests:			
Nauth	Navita		
Vielka	Holness		
Kate	Szue		
Adam	Stone		

CURRICULUM COMMITTEE**September 21, 2012****ATTENDANCE**

Quorum = 16 Voting Members

Amy	Green		
Sandra	Swenson		
Sara	McDougal		
Susan	Kang		
David	Barnet		
Katie	Gentile		

CURRICULUM COMMITTEE

October 12, 2012

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	√
Balazon	Ervin	Student Member	√
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	√
Bierman	Ben	Art and Music	√
Bladek	Marta	Library	√
Corbett	Glenn	Protection Management	√
Dapia	Silvia	Foreign Languages and Literatures	√
Guadeloupe	David	Student Member	√
Hamilton	Jay	Economics	Absent
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	√
Leftoff	Sondra	Interdisciplinary Studies	√
Lopes	Anne	Dean, Undergraduate Studies	√
Moreno	Virginia	Academic Assessment	√
Naik	Devaki	Student Member	√
Ocejo	Richard	Sociology	√
Pease	Alison	English	√
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	√
Rodriguez	Tanya	Philosophy	√
Saulnier	Richard	VP, Enrollment Management	√
Snajdr	Ed	Anthropology	√
Stafford	Thomas	Counseling	√
Varsanyi	Monica	Political Science	Absent
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	√
Wallenstein	Martin	Communciation and Theatre Arts	√
Wupperman	Peggilee	Psychology	Absent
Yu	Violet	Criminal Justice	√
Guests:			
Vielka	Holness		
Maureen	Brady-Coyle		
Lyell	Davis		
David	Barnet		

CURRICULUM COMMITTEE**October 12, 2012****ATTENDANCE**

Quorum = 16 Voting Members

Sumaya	Villanueva		
Adam	Stone		
Lisandro	Perez		
Richard	Perez		
Sandra	Swenson		
Elise	Champeil		
Amy	Green		

CURRICULUM COMMITTEE

October 26th, 2012

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	√
Balazon	Ervin	Student Member	√
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	√
Bierman	Ben	Art and Music	Absent
Bladek	Marta	Library	√
Corbett	Glenn	Protection Management	√
Dapia	Silvia	Foreign Languages and Literatures	√
Guadeloupe	David	Student Member	√
Hamilton	Jay	Economics	√
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	√
Leftoff	Sondra	Interdisciplinary Studies	Absent
Lopes	Anne	Dean, Undergraduate Studies	√
Moreno	Virginia	Academic Assessment	√
Naik	Devaki	Student Member	√
Ocejo	Richard	Sociology	√
Pease	Alison	English	√
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	√
Rodriguez	Tanya	Philosophy	√
Saulnier	Richard	VP, Enrollment Management	Absent
Snajdr	Ed	Anthropology	Absent
Stafford	Thomas	Counseling	Absent
Varsanyi	Monica	Political Science	√
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	√
Wallenstein	Martin	Communciation and Theatre Arts	√

CURRICULUM COMMITTEE

October 26th, 2012

ATTENDANCE

Quorum = 16 Voting Members

Wupperman	Peggilee	Psychology	√
Yu	Violet	Criminal Justice	√
Guests:			
Amy	Green	Adam	Stone
Lori	Martin		
Richard	Perez		
Robert	McCrie		
Isabel	Martinez		
James	DiGiovanna		
Dara	Byrne		
Katie	Gentile		
Max	Mak		
Peter	Manuel		
Lila	Kazemian		

CURRICULUM COMMITTEE

November 16th, 2012

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	Absent
Balazon	Ervin	Student Member	√
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	Absent
Bierman	Ben	Art and Music	Absent
Bladek	Marta	Library	√
Corbett	Glenn	Protection Management	√
Dapia	Silvia	Foreign Languages and Literatures	√
Green	Amy	Interdisciplinary Studies	√
Guadeloupe	David	Student Member	√
Hamilton	Jay	Economics	√
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	Absent
Lopes	Anne	Dean, Undergraduate Studies	√
Moreno	Virginia	Academic Assessment	√
Naik	Devaki	Student Member	√
Ocejo	Richard	Sociology	√
Pease	Alison	English	√
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	√
Rodriguez	Tanya	Philosophy	√
Saulnier	Richard	VP, Enrollment Management	√
Snajdr	Ed	Anthropology	√
Stafford	Thomas	Counseling	√
Varsanyi	Monica	Political Science	√
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	Absent
Wallenstein	Martin	Communciation and Theatre Arts	√

CURRICULUM COMMITTEE

November 16th, 2012

ATTENDANCE

Quorum = 16 Voting Members

Wupperman	Peggilee	Psychology	Absent
Yu	Violet	Criminal Justice	Absent
Guests:			
Adam	Stone		
Fritz	Umbach		
David	Barnet		
Laura	Greenberg		
Isabel	Martinez		
David	Munns		
Xerxes	Malki		
Robert	McCrie		

CURRICULUM COMMITTEE

December 7th, 2012

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	√
Balazon	Ervin	Student Member	√
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	√
Bierman	Ben	Art and Music	√
Bladek	Marta	Library	Absent
Corbett	Glenn	Protection Management	√
Dapia	Silvia	Foreign Languages and Literatures	√
Green	Amy	Interdisciplinary Studies	√
Guadeloupe	David	Student Member	√
Hamilton	Jay	Economics	√
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	√
Lopes	Anne	Dean, Undergraduate Studies	√
Moreno	Virginia	Academic Assessment	√
Naik	Devaki	Student Member	√
Ocejo	Richard	Sociology	√
Pease	Alison	English	√
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	√
Rodriguez	Tanya	Philosophy	√
Saulnier	Richard	VP, Enrollment Management	√
Snajdr	Ed	Anthropology	√
Stafford	Thomas	Counseling	√
Varsanyi	Monica	Political Science	Absent
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	√
Wallenstein	Martin	Communciation and Theatre Arts	√

CURRICULUM COMMITTEE

December 7th, 2012

ATTENDANCE

Quorum = 16 Voting Members

Wupperman	Peggilee	Psychology	Absent
Yu	Violet	Criminal Justice	Absent
Guests:			
Kate	Szur	Jessica	Gordon-Nembhard
Sumaya	Villanueva		
Claudia	Carliman		
Nadia	Diaz		
Susan	Larkin		
James	DiGiovanna		
Isabel	Martinez		
Susan	Oboler		
Lisa	Farrington		
Katie	Gentile		
Seth	Baumrin		

CURRICULUM COMMITTEE

February 1st, 2013

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	√
Balazon	Ervin	Student Member	√
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	Absent
Bierman	Ben	Art and Music	√
Bladek	Marta	Library	√
Corbett	Glenn	Protection Management	√
Dapia	Silvia	Foreign Languages and Literatures	√
Green	Amy	Interdisciplinary Studies	√
Guadeloupe	David	Student Member	Absent
Hamilton	Jay	Economics	Absent
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	√
Lopes	Anne	Dean, Undergraduate Studies	√
Moreno	Virginia	Academic Assessment	√
Naik	Devaki	Student Member	√
Ocejo	Richard	Sociology	√
Pease	Alison	English	√
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	√
Rodriguez	Tanya	Philosophy	Absent
Saulnier	Richard	VP, Enrollment Management	√
Snajdr	Ed	Anthropology	√
Stafford	Thomas	Counseling	√
Varsanyi	Monica	Political Science	√
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	√
Wallenstein	Martin	Communciation and Theatre Arts	√

CURRICULUM COMMITTEE

February 1st, 2013

ATTENDANCE

Quorum = 16 Voting Members

Wupperman	Peggilee	Psychology	√
Yu	Violet	Criminal Justice	√
Guests:			
David	Barnet	Belinda	Rincon
Dara	Byrne	Jennifer	Rutledge
Sumaya	Villanueva	Artem	Domashevskiy
Kate	Szur	Jay	Walitalo
Vielka	Holness	Roberto	Visani
Jonathan	Jacobs	Karen	Kaplowitz
Lisandro	Perez		
Richard	Perez		
Cyriaco	Lopez		
Marcel	Roberts		
Sandra	Swenson		

CURRICULUM COMMITTEE

March 1st, 2013

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	Absent
Balazon	Ervin	Student Member	Absent
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	√
Bierman	Ben	Art and Music	√
Bladek	Marta	Library	Absent
Corbett	Glenn	Protection Management	√
Dapia	Silvia	Foreign Languages and Literatures	Absent
Green	Amy	Interdisciplinary Studies	√
Guadeloupe	David	Student Member	Absent
Hamilton	Jay	Economics	√
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	√
Lopes	Anne	Dean, Undergraduate Studies	√
Moreno	Virginia	Academic Assessment	Absent
Naik	Devaki	Student Member	√
Ocejo	Richard	Sociology	√
Pease	Alison	English	√
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	√
Rodriguez	Tanya	Philosophy	Absent
Saulnier	Richard	VP, Enrollment Management	√
Snajdr	Ed	Anthropology	Absent
Stafford	Thomas	Counseling	Absent
Varsanyi	Monica	Political Science	√
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	√
Wallenstein	Martin	Communciation and Theatre Arts	√

CURRICULUM COMMITTEE

March 1st, 2013

ATTENDANCE

Quorum = 16 Voting Members

Wupperman	Peggilee	Psychology	√
Yu	Violet	Criminal Justice	√
Guests:			
Sumaya Villanueva			
Kate Szur			
Rosemary Barbaret			
Susan Will			
Robert McCrie			
David Barnet			
Lisandro Perez			
Maki Haberfeld			
Dara Byrne			
Hung En Sung			
Evan Mandery			

CURRICULUM COMMITTEE

March 23rd, 2013

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	Absent
Balazon	Ervin	Student Member	√
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	Absent
Bierman	Ben	Art and Music	√
Bladek	Marta	Library	Absent
Cook-Francis	Lynette	Counseling	√
Corbett	Glenn	Protection Management	Absent
Dapia	Silvia	Foreign Languages and Literatures	√
Green	Amy	Interdisciplinary Studies	√
Guadeloupe	David	Student Member	√
Hamilton	Jay	Economics	√
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	√
Lopes	Anne	Dean, Undergraduate Studies	√
McClure	Mary Ann	Philosophy	√
Moreno	Virginia	Academic Assessment	√
Naik	Devaki	Student Member	√
Ocejo	Richard	Sociology	Absent
Pease	Alison	English	Absent
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	Absent
Saulnier	Richard	VP, Enrollment Management	√
Snajdr	Ed	Anthropology	Absent
Varsanyi	Monica	Political Science	√
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	Absent
Wallenstein	Martin	Communciation and Theatre Arts	Absent

CURRICULUM COMMITTEE

March 23rd, 2013

ATTENDANCE

Quorum = 16 Voting Members

Wupperman	Peggilee	Psychology	√
Yu	Violet	Criminal Justice	√
Guests:			
Purmina	Taylor		
Will	Simpkins		
Marny	Tabb		
Dara	Byrne		
Jacoby	Carter		
Simon	Baatz		
Hung En	Sung		
Maria	D'Agostino		

CURRICULUM COMMITTEE

April 19th, 2013

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	Absent
Balazon	Ervin	Student Member	√
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	Absent
Bierman	Ben	Art and Music	√
Bladek	Marta	Library	√
Cook-Francis	Lynette	Counseling	Absent
Corbett	Glenn	Protection Management	√
Dapia	Silvia	Foreign Languages and Literatures	Absent
Green	Amy	Interdisciplinary Studies	Absent
Guadeloupe	David	Student Member	Absent
Hamilton	Jay	Economics	√
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	√
Lopes	Anne	Dean, Undergraduate Studies	√
McClure	Mary Ann	Philosophy	Absent
Moreno	Virginia	Academic Assessment	Absent
Naik	Devaki	Student Member	√
Ocejo	Richard	Sociology	√
Pease	Alison	English	√
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	√
Saulnier	Richard	VP, Enrollment Management	√
Snajdr	Ed	Anthropology	√
Varsanyi	Monica	Political Science	√
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	√
Wallenstein	Martin	Communciation and Theatre Arts	√

CURRICULUM COMMITTEE

April 19th, 2013

ATTENDANCE

Quorum = 16 Voting Members

Wupperman	Peggilee	Psychology	√
Yu	Violet	Criminal Justice	√
Guests:			
Kate	Szur		
Vielka	Holness		
David	Barnet		
Christopher	Davis		
Alexander	Schultz		
Avi	Bornstein		
Jennifer	Rutledge		
Sandra	Swenson		
Joan	Hoffman		

CURRICULUM COMMITTEE

May 17, 2013

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	√
Balazon	Ervin	Student Member	Absent
Balis	Andrea	History	√
Barrios	Luis	Latin American and Latino/a Studies	Absent
Bierman	Ben	Art and Music	√
Bladek	Marta	Library	Absent
Cook-Francis	Lynette	Counseling	Absent
Corbett	Glenn	Protection Management	√
Dapia	Silvia	Foreign Languages and Literatures	Absent
Green	Amy	Interdisciplinary Studies	√
Guadeloupe	David	Student Member	√
Hamilton	Jay	Economics	√
Hammond	Sarah	Scribe	√
Johnson	Hunter	Mathematics	√
Katz	Jane	Health and Physical Education	√
Killoran	Kathy	Undergraduate Studies	√
Lopes	Anne	Dean, Undergraduate Studies	√
McClure	Mary Ann	Philosophy	Absent
Moreno	Virginia	Academic Assessment	√
Naik	Devaki	Student Member	√
Ocejo	Richard	Sociology	√
Pease	Alison	English	√
Peters	Judy-Lynne	Public Management	√
Proni	Gloria	Sciences	Absent
Saulnier	Richard	VP, Enrollment Management	√
Snajdr	Ed	Anthropology	√
Varsanyi	Monica	Political Science	Absent
Velazquez-Torres	Nancy	SEEK	√
Von Lampe	Klaus	Law, Police Science, CJA	Absent
Wallenstein	Martin	Communciation and Theatre Arts	√

CURRICULUM COMMITTEE

May 17, 2013

ATTENDANCE

Quorum = 16 Voting Members

Wupperman	Peggilee	Psychology	√
Yu	Violet	Criminal Justice	√
Guests:			
Marny	Tabb		
Jacoby	Carter		
Simon	Baatz		
Erica	Burleigh		
David	Barnet		
Lorraine	Moller		
Joan	Hoffman		
J.	Viollaz		

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
September 7, 2012
9:30 A.M. – 12:30 P.M.
ROOM 630T**

- 1. *Administrative Announcements*** – Dean Lopes
- 2. *Approval of the minutes of May 18, 2012***
- 3. *Elections***
 - Vice Chairperson
 - Two representatives to the Honors Program Advisory Committee (from different disciplines)
 - General Education Subcommittee (5 members elected by UCASC, 5 members elected by Faculty Senate)

UCASC Subcommittees

4. *Old Business*

General Education Update – Dean Lopes

5. *New Business*

Programs Subcommittee

- Proposal for a New Minor in U.S. Latino/a Literature

Courses Subcommittee

- LIT 3XX Gender and Sexuality in U.S. Latino/a Literature
- LLS 3XX Entangled Tongues: Bilingualism in U.S. Latino/a Literature
- FL-INT 3XX Interpreting II
- FL_INT 4XX Legal Interpreting II
- FL-TRN 3XX Translating II
- FL-TRN 4XX Legal Translating
- ECO 2XX Political Economy
- NSC 1XX (108) Origins: From the Big Bang to Life on Earth
- GER 1XX (101) Introductory German I (GE)
- GER 1YY (102) Introductory German II (GE)

[OVER]

Course revisions

- CJBS 250 Research Methods and Statistics for Criminal Justice –
- PAD 260 International Public Administration
- PAD 240 Introduction to Public Administration
- PAD 318 Decisions in Crises
- SPA 111 Introductory Spanish I for Bilingual Students
- SPA 112 Introductory Spanish II for Bilingual Students
- ECO 220 Macroeconomics
- ECO 225 Microeconomics
- ECO 101 Principles of Economics (GE)
- ANT 101 Introduction to Anthropology (GE)
- DRA 106 Film Appreciation: Introduction to Film (GE)
- POL 237 Women and Politics (GE)
- MAT 106 Liberal Arts Math (GE)

Attachments:

Agenda for September 7, 2012

Minutes of May 18, 2012

Proposal for New Minor in U.S. Latina/o Literature

Courses

LIT 3XX Gender and Sexuality in U.S. Latino/a Literature

LLS 3XX Entangled Tongues: Bilingualism in U.S. Latino/a Literature

FL-INT 3XX Interpreting II

FL_INT 4XX Legal Interpreting

FL-TRN 3XX Translating II

FL-TRN 4XX Legal Translating

NSC 1XX (108) Origins: From the Big Bang to Life on Earth

GER 1XX (101) Introductory German I (GE)

GER 1YY (102) Introductory German II (GE)

ECO 2XX Political Economy

Course revisions

CJBS 250 Research Methods and Statistics for Criminal Justice

PAD 260 International Public Administration

PAD 240 Introduction to Public Administration

PAD 318 Decisions in Crises

SPA 111 Introductory Spanish I for Bilingual Students

SPA 112 Introductory Spanish II for Bilingual Students

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JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of September 7, 2012

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, September 7, 2012 at 9:30 a.m. in Room 630T. Dean Anne Lopes, UCASC Chair, called the meeting to order.

Present: C. Jama Adams, Andrea Balis, Ben Bierman, Marta Bladek, Glenn Corbett, Silvia Dapia, David Guadeloupe, Jay Hamilton, Sarah Hammond, Hunter Johnson, Jane Katz, Kathy Killoran, Sondra Leftoff, Anne Lopes, Virginia Moreno, Allison Pease, Judy-Lynne Peters, Gloria Proni, Tanya Rodriguez, Richard Saulnier, Ed Snajdr, Thomas Stafford, Monica Varsanyi, Nancy Velazquez-Torres, Klaus Von Lampe, Martin Wallenstein, Violet Yu.

Absent: Ervin Balazon, Luis Barrios, Devaki Naik, Richard Ocejo, Peggilee Wupperman.

Guests: David Barnet, Vielka Holness, Karen Kaplowitz, Samantha Majic, Aida Martinez-Gomez, Navita Nauth, Richard Perez, Michael Puls, Belinda Rincon, Sandra Swenson, Sumaya Villanueva.

Administrative Announcements

A motion was made and seconded to adopt the agenda. The agenda was unanimously approved with 23 votes in favor.

Dean Lopes began the meeting by discussing UCASC's priorities for the year. Last year, UCASC worked on more than 144 different proposals, "and the work was extraordinary." She advised the committee to plan on **seeing approving** at least that much this year, especially considering the amount of work needed to put the new General Education curriculum into place.

The college is expecting changes to the undergraduate student body. The incoming class has a higher average SAT score than years' past, so the faculty should notice a significant difference in ~~the~~ first year students' abilities. Retention rates and graduation rates have increased a great deal in the past few years. John Jay's Pre-law Institute has increased matriculating students' admission to Law Schools. John Jay's initiatives to invest in infrastructure and intervention measures have paid off. Last year, John Jay's academic support services were ranked best in CUNY by the students. All the work in UCASC and assessment has made a huge difference in the curriculum, and this has been apparent across all majors.

In the Dean's personal priorities, she will begin having meetings with the Chairs to prepare for the Middle States review as Undergraduate Studies closes the loop on assessment.

Over the course of the summer, the faculty have developed over 140 courses for the new Gen Ed. "The titles are captivating, the curriculum is exciting," Dean Lopes said. She announced two new majors, **an i**nterdisciplinary Human Service and Community Justice **major**, which will be developed **on with** the same model that was used to develop the Gender Studies major. The college has initiated a Latino/a retention effort to address an issue that has become especially critical to John Jay considering that

1 about forty percent of John Jay's population is Latino/a.

2
3 John Jay is also making a particular effort this year to integrate communities of practice and
4 curriculum, to increase the transfer rate of community justice students, and to improve foundational
5 math outcomes.

6
7 ~~Next This~~ year, John Jay becomes part of ~~the CUNY's~~ Macaulay Honors College, which will bring a
8 new population of students to the campus. There will be twenty students in the first cohort.

9
10 The Middle States self-study revealed several areas on which the college needs to continue working.
11 The internship policy needs attention, and should make its way through governance by the end of the
12 academic year.

13
14 Professor Jay Hamilton asked if General Education was on the list of priorities, and Dean Lopes
15 agreed that Gen Ed is absolutely the first priority, and it was on the agenda for later in the meeting.

16
17 ~~Regarding rolling out the new Gen Ed, Kathy Killoran added that she needs chairs to send her an~~
18 ~~estimate of the amount of sections they plan to offer.~~ Professor Jama Adams said it would be helpful if
19 Richard Shop could provide historical data on which sections had been offered when, since
20 historically, those offerings fluctuate semester by semester. Regarding rolling out the new Gen Ed,
21 Kathy Killoran added that she will ask chairs to send her an estimate of the number of sections they
22 can offer.

23
24 Vice President Richard Saulnier said that as the student population shifts, there is always a shift in
25 course offerings from Fall to Spring. The interesting challenge this year in particular is that the college
26 will be offering two different General Education models at the same time. The third variable is that
27 students have the choice to opt into ~~either~~ the new ~~or the old~~ curriculum.

28
29 Professor Adams asked if this would be a democratic process in which students would have a choice
30 about the new or old Gen Ed. Vice President Saulnier said that is the case. Dean Lopes said that there
31 is an advisement plan in the works for 2013 to assist students with that choice and degree-planning.

32
33 Professor Allison Pease wished to emphasize that any estimate of amount of sections that she could
34 provide for Killoran would be arbitrary at this point, without an accurate understanding of demand.
35 Vice President Saulnier agreed that this is difficult, and said that the process would work best if his
36 department and the academic departments kept conversation open along the way.

37 38 ***Approval of the minutes of May 18, 2012***

39
40 No changes were discussed.

41
42 **A motion was made and seconded to approve the minutes of May 18, 2012.**
43 **The minutes of May 18, 2012 were approved with no changes with 11 votes in favor and**
44 **12 abstentions.**

45 46 ***Elections***

- 47
48 • Vice Chairperson of UCASC

49
50 **Professor Jama Adams nominated Professor Pease, and that was seconded.**
51 **Professor Allison Pease was elected to be Vice Chairperson with 22 votes in favor.**
52

- Two representatives to the Honors Program Advisory Committee (from different disciplines)

Dean Lopes asked for nominations that would bring diversity and new perspectives to the committee. Professor Pease nominated Professor Mark McBeth of the English Department. Professor Gloria Proni nominated Professor Martin Wallenstein of the Communications and Theatre Arts Department.

Professor Mark McBeth was elected to serve on the Honors Program Advisory Committee with 23 votes in favor.

Professor Martin Wallenstein was elected to serve on the Honors Program Advisory Committee with 23 votes in favor.

- General Education Subcommittee (5 members elected by UCASC, 5 members elected by Faculty Senate)

Professor Lisandro Perez has had to leave the committee for other responsibilities at the college ~~so~~ Dean Lopes has ~~appointed~~ ~~nominated~~ Professor Amy Green to chair the subcommittee, which leaves the other seats to be filled. The Faculty Senate's seats on the committee are held by Professor Sara McDougall from History, Professor Jessica Gordon-Nembhardt from ~~African~~ ~~American~~ Studies, Professor Alison Pease from English, Professor Brett Stoudt from Psychology and Gender Studies, and Professor Staci Strobl from Law and Police Science.

The five remaining seats are to be filled by UCASC's nominations. Dean Lopes nominated four people with diversity of discipline in mind: Professor Lucia Trimbur from Sociology, Professor Dante Tawfee from Math, Professor Sandra Swenson from Science, and Professor Roberto Visani from Art and Music. Professor Silvia Dapia then nominated herself to be considered. Professor Martin Wallenstein also nominated himself. Since there were six nominees for five spots, a vote was held. Before voting began, Professor Adams asked if Professor Trimbur is tenured. Dean Lopes said that she is close to tenure, but that tenure is not required to be on the subcommittee. Professor Adams wanted the committee to consider the fact that the Gen Ed subcommittee is highly politicized and the faculty professors who serve will be under huge pressure from their departments. Untenured professors might have a difficult time serving. Dean Lopes said that, for the most part, the committee would be made up of tenured faculty.

The voting continued, and ~~were tallied, since the amount of abstentions needed to be counted with extra attention to the numbers on paper,~~ the results were held until later in the meeting.

UCASC Subcommittees

Dean Lopes listed and described the ~~important~~ subcommittees ~~of in~~ UCASC and asked members professors to consider serving on at least one.

- Principles, Policies and Procedures (3P) Subcommittee
- Academic Standards ~~and Policy~~ Subcommittee
- ~~Two~~ Courses Subcommittee: New and Revised
- Program SubCommittee: New and Revised
- General Education SubCommittee (by election only)
- Program Review Committee

Dean Lopes explained that these committees can draft people externally, but first those in the room should consider joining at least one committee in the course of the year.

1 **Old Business**

2 3 **General Education Update**

4
5 Dean Lopes reminded the ~~members room~~ that the Gen Ed subcommittee began looking at proposals
6 over the summer in conjunction with the UCASC subcommittee on courses. That committee was led by
7 Professor -Perez. She thanked Professor Perez for his extraordinary service. Over the summer, the
8 committee began to identify some of the issues that need attention. All new courses and revisions must
9 be through the governance structure by December in order to be offered in Fall of 2013. In order to do
10 this, Dean Lopes suggested having a separate system in UCASC for proposals that do not require
11 debate. She wished to consider suspending the two-reading rule as a matter of course for these.
12 Without efficiencies like this, UCASC will need more than two meetings a month.

13
14 Professor Jay Hamilton said that it sounded good. Professor Pease made a motion that UCASC adopt
15 the policy to read courses with minor revisions only once. Dean Lopes said if this passes, the group
16 would delegate someone to act as arbiter to decide what is minor and what is not. Kathy Killoran
17 suggested that instead, UCASC might add a condition to proceedings that if UCASC does not have any
18 significant feedback, it would be possible to vote immediately. She said that courses changing levels
19 would be coming forward. Dean Lopes was concerned that such a condition would mean this decision
20 would need to be made over again for each case. She felt that Killoran's suggestion should be a
21 separate procedure in addition to Professor Pease's motion for an overall procedure change.

22
23 Killoran clarified what might be identified as a “minor change” according to current submission
24 procedures. Changes to items like the title, prefix, prerequisite, course description are all considered
25 minor and only require the two-page form.

26
27 Professor Andrea Balis pointed out that one reading would be appropriate considering that the Gen Ed
28 committee will review and approve minor course changes before the items reach the main body.

29
30 Professor Adams suggested leaving the system the way it is and treating each course change on its
31 own. He asked if there is any practical difference between establishing a matter of course and
32 discussing each as it comes up.

33
34 Professor Judy-Lynne Peters said there would still be the option to hold up a course that may seem
35 problematic. Professor Adams said that even with the motion, the committee reserves the right to send
36 something back for revisions.

37
38 Professor Perez felt that the types of changes could be clarified. Some changes are mapping-only, some
39 are revisions, and some are new courses. The categories could be made explicit and have various
40 appropriate procedures.

41
42 Professor Green asked what would happen at UCASC in the case of a conflict between the Gen Ed
43 subcommittee and the New Courses subcommittee. Killoran said such a course would not come to
44 UCASC as a Gen Ed course without that committee's approval, however, it may come forward as a new
45 course that would not be part of the Gen Ed curriculum. Dean Lopes reiterated that the Gen Ed
46 committee's purpose is to ensure that courses are appropriate for Gen Ed.

47
48 Professor Leftoff asked how the UCASC committee balances how many courses are put into each Gen
49 Ed category. Dean Lopes said it is not plausible for the main body to begin review of everything before
50 the subcommittees work on them. Dean Lopes said there will be an administrative report about where
51 the courses are and which buckets need to be filled. The faculty will map the course to particular
52 learning outcomes in a category, and the job of the committee is to work with the faculty if the
53 committee believes that the course is not mapping correctly.

1
2 Professor Wallenstein asked why a course can only be submitted to one area. Dean Lopes said this is a
3 CUNY condition. The areas have different learning outcomes, and so the course can only be developed
4 to meet the learning outcomes of one area. Professor Wallenstein felt that this logic might not be
5 entirely true, but since it is a CUNY requirement, it is a moot point.
6

7 Professor Perez felt that this body would be wise to give the new committee this type of direction. Such
8 authority to direct departments could be much more proactive, considering that the buckets can be
9 filled up. So far, the committee has been reactive, and has not been working with a vision of the
10 running total of the various categories. So far, the subcommittee has questioned whether or not a
11 course was destined for the right bucket, but it has not brought a hard tone, and he has seen
12 departments make the learning outcomes fit in order to be strategic.
13

14 Professor Leftoff was concerned about the competition across departments for various buckets. Dean
15 Lopes said that the huge demand for the Gen Ed and the need for new courses means that scarcity is
16 not an issue at the moment. As this progresses, she said, the curriculum can be shaped more, but right
17 now there is a very tight timeline, and the school does not have the luxury of shaping it from the
18 outset.
19

20 Killoran reminded everybody about the capacity of the sections, and noted that some departments may
21 alternate offerings in the Fall and the Spring. Dean Lopes said that there will be some administrative
22 oversight for this sort of thing.
23

24 Professor Green summarized the Gen Ed committee's responsibility, which is first to move courses
25 through, then to shape the curriculum. _
26

27 Professor Wallenstein suggested that the committee should have the power to move a course from one
28 bucket to another.
29

30 Professor Pease summarized her motion that began this discussion. "As a matter of general policy we
31 will move that course revisions have one reading rather than two readings."
32

33 **A motion was made to allow minor course revisions to have one reading rather than two**
34 **readings. _**
35

36 **The motion to allow course revisions to have one reading rather than two was approved**
37 **with 19 votes in favor, 1 opposed, and 1 abstention.**
38

39 Professor Wallenstein wished to make a motion that the committee could have the power to move a
40 course from one bucket to another. Dean Lopes clarified that the committee does already have the
41 power to do this, so the motion would not be necessary. The subcommittee evaluates whether or not a
42 course fits the criteria of a particular category, and it is empowered to ask departments to move a
43 course ~~from~~ one learning category to another.
44

45 ***New Business***

46 **Programs Subcommittee**

47 **Proposal for a New Minor in U.S. Latino/a Literature**

48
49
50
51 Professor Monica Varsanyi introduced the minor, a a-collaborationcollaboration between the English
52 Department and Latin American and Latino/a Sstudies. The growing population of Latinos in the
53 United States and the significant percentage of Latino students at John Jay makes this proposal

1 compelling. The proposal was well-drafted and the committee had few recommendations for revision.

2
3 Professor Richard Perez summarized the proposal, explaining that there is often confusion as to what
4 United States Latino/a literature is. He wanted to clarify that U.S. Latino/a writers are writers who
5 write in the United States. It is a strain of American literature that begins in the 1820s, written
6 primarily in English, with some Spanish mixed in.

7
8 Killoran asked if it would be possible for a student to get this minor and an English minor
9 concurrently. Professor Pease said the only distinction between the two is that they both have required
10 foundational courses. The English minor requires ENG 260, while the Latino/a minor requires
11 Foundational Latino/a literature. ~~She said that John Jay's structures prevent a double minor but the~~
12 ~~department would not otherwise.~~ Killoran cited examples of other departments where minors look
13 similar but cannot be earned concurrently. Dean Lopes said the issue of overlapping courses is should
14 be looked at very carefully in all majors and minors. Professor Virginia Moreno said a degree must be
15 based on learning outcomes. Professor Pease noted that many English minors overlap. Vice President
16 Richard Saulnier said this issue is not unique to English. Dean Lopes said this whole issue is will be
17 being taken on in the Academic Standards subcommittee, and all minors are being examined and
18 assessed in preparation for the Middles States visit. Killoran said the Guidelines for Minors a-
19 document has just been adopted, and it is quite vague on this point.

20
21 Since there was no substantive comment. Professor Pease moved to dispense the second reading of
22 this proposal.

23
24 **A motion was made to dispense the second reading of the new minor in US Latino/a**
25 **Literature.**

26
27 **The motion to dispense the second reading of the new minor in US Latino/a Literature**
28 **was approved with 17 votes in favor and 3 abstentions.**

29
30 **A motion was made and seconded to approve the new minor in US Latino/a Literature.**

31
32 **The new minor in US Latino/a Literature was approved with 21 votes in favor.**

33
34 Killoran asked Professor Richard Perez and Professor Pease to add the curriculum committee approval
35 date to the proposal.

36 **Courses Subcommittee**

37 **LIT 3XX Gender and Sexuality in U.S. Latino/a Literature**

38
39
40 Killoran explained that the first two courses on the agenda are for the new minor that was just
41 approved. The courses subcommittee had some feedback about learning outcomes, but overall was
42 happy with the shape of the course.

43
44
45 Dean Lopes asked for discussion of the course. Killoran noted a problem in the prerequisites. She also
46 suggested that asked if this course could be added to the Gender Studies major in the elective area.
47 Professor Richard Perez said he had not thought about this, but he would speak to the people at
48 Gender Studies.

49
50 Professor Balis asked for clarification of the process. Dean Lopes explained that since this is under
51 "New Business," this is the first reading of the course.

52
53 Professor Pease moved for suspension of the second reading, barring any feedback on the course.

1
2 **A motion was made to suspend the second reading of LIT 3XX Gender and Sexuality in**
3 **U.S. Latino/a Literature. _**

4
5 **The motion to suspend the second reading was approved with 17 votes in favor and 4**
6 **abstentions.**

7
8 **A motion was made to approve the LIT 3XX Gender and Sexuality in U.S. Latino/a**
9 **Literature. _**

10
11 **LIT 3XX Gender and Sexuality in U.S. Latino/a Literature was approved with 20 votes in**
12 **favor and 1 abstentions.**

13
14 **LLS 3XX Entangled Tongues: Bilingualism in U.S. Latino/a**
15 **Literature**

16
17 Killoran explained that this course was also for the new minor. Overall the committee did not have
18 issues with the proposal.

19
20 In general discussion, Killoran repeated the technical requirement about prerequisites. She was also
21 concerned about the way that attendance figured into the final grade.

22
23 Professor Wallenstein agreed with Killoran's point about grading, and felt that forty percent of the
24 grade was a high percentage for participation and attendance. This course will come back for a second
25 reading.

26
27 **FL-INT 3XX Interpreting II**
28 **FL_INT 4XX Legal Interpreting**
29 **FL-TRN 3XX Translating II**
30 **FL-TRN 4XX Legal Translating**

31
32 Killoran introduced the four courses that were all brought forward for the Foreign Language and
33 Literature department's new certificates in interpretation and translation. These courses complete a
34 package that was partially approved at the final meeting of last year.

35
36 Professor Dapia spoke for the group of courses, noting the minor changes made in response to the
37 Courses Committee's feedback.

38
39 Professor Leftoff had a question about Translating II. She asked why there was no text or reading in a
40 3xx-level course. Professor Dapia pointed out that there is one textbook, which includes all the
41 necessary reading,reading and anything else will be in blackboard.

42
43 **A motion was made and seconded to suspend the second reading and to approve the**
44 **four courses as a package. _**

45
46 **The motion to suspend the second reading and to approve the four courses as a package**
47 **was approved with 19 votes in favor and 2 abstentions.**

48
49 **A motion was made and seconded to approve the four courses. _**

50
51 **The four courses were approved with 21 votes in favor.**

1
2 The motion carried. Dean Lopes wished to note that this is a historic moment. In this global world,
3 ~~these~~ new certificate programs will take John Jay's students far. She asked everyone in their
4 departments to raise this program when talking with students. She believed it would be powerful in the
5 job market for students to have this certificate, and it would also enrich them to have this amount of
6 mastery over another language, as it would be a gateway to other cultures. She was very proud of the
7 direction this certificate would take the college to internationalize the curriculum.
8

9 **ECO 2XX Political Economy**

10
11 Killoran introduced this course, which is the foundational course in Political Economy. The course
12 was proposed by Professor Cathy Mulder. The changes recommended by UCASC were small ones.
13

14 Professor Varsanyi noted a few typos, but said it looked like an important course.
15

16 Professor Wallenstein made a motion to suspend the second reading of this course provided those
17 minor changes are made.
18

19 **The motion to suspend the second reading of ECO 2XX Political Economy was approved**
20 **with 19 votes in favor and 2 abstentions.** _

21
22
23
24 **A motion was made and seconded to approve ECO 2XX Political Economy.** _

25
26 **ECO 2XX Political Economy was approved with 20 votes in favor.**
27

28 **NSC 1XX (108) Origins: From the Big Bang to Life on Earth**

29
30 Killoran introduced this science course, which is the first course for the new Gen Ed. The
31 subcommittee found the course excellently prepared. The course has been approved by the Gen Ed
32 subcommittee for the Life and Natural Science part of the CUNY common core.
33

34 Dean Lopes asked for questions about the course. There were none.
35

36 **A motion was made and seconded to suspend the second reading of NSC 1XX (108)**
37 **Origins: From the Big Bang to Life on Earth.** _

38
39 **The motion to suspend the second reading rule was approved with 19 votes in favor and**
40 **1 abstention.**

41
42 **A motion was made and seconded to approve the new course NSC 1XX (108) Origins:**
43 **From the Big Bang to Life on Earth.** _

44
45 **The new course, NSC 1XX (108) Origins: From the Big Bang to Life on Earth was**
46 **approved with 20 votes in favor.**
47

48 The course carried. Dean Lopes said this was an exciting way to begin adopting the new Gen Ed.
49

50 Professor Varsanyi noted an extra decimal point in the grading scale.
51

52 **GER 1XX (101) Introductory German I (GE)**

GER 1YY (102) Introductory German II (GE)

Killoran said that John Jay started offering German recently and it has proved quite popular. These two courses are being proposed for General Education for the World Cultures area and the College Option communications area. Both courses were taught experimentally before, and now they are being proposed for permanent addition to the curriculum.

Professor Peters praised the course's very clear rubrics, which make perfectly clear to students how they will be evaluated. Dean Lopes agreed that the oral presentation and the criteria for participation in particular were very well laid out.

Professor Hamilton asked for more copies of the Gen Ed form that should accompany the course proposal. Killoran used this question to note that anybody submitting courses should make an effort to submit all necessary forms to Undergraduate Studies in one file in order to aid the office to efficiently prepare all of the various forms for the UCASC committee. Copies of the gen ed forms for these two courses were distributed.

Professor Leftoff asked if it would be possible for USCASC to have some sort of sheet reminding the committee about the state of the General Education curriculum. Killoran said she could provide a spreadsheet of what she has received and where the courses have been placed by the departments.

Vice President Saulnier made a motion to suspend the second reading rule for any courses at this meeting unless required. It was seconded.

The motion to suspend the second reading rule for any courses at this meeting unless required was approved with 20 votes in favor, 1 opposed, and 1 abstention.

A motion was made and seconded to approve the two German courses together.

The motion to approve the two German courses together was approved with 22 votes in favor.

GER 1XX (101) Introductory German I (GE) and GER 1YY (102) Introductory German II (GE) were approved with 22 votes in favor.

Course revisions

CJBS 250 Research Methods and Statistics for Criminal Justice

Kathy Killoran introduced this course, which was brought forward last year. The course needed to be presented again this year to expand with changes to the prerequisites so our Justice Academy students can gain access to the course at the appropriate time in their academic programs.

A motion was made and seconded to approve the course revision for CJBS 250 Research Methods and Statistics for Criminal Justice.

CJBS 250 Research Methods and Statistics for Criminal Justice was approved with 22 votes in favor.

PAD 260 International Public Administration

1
2 Kathy Killoran introduced this revision, which features changes to the prerequisites.

3
4 **A motion was made and seconded to approve the course revision for PAD 260**
5 **International Public Administration.** _

6
7 **PAD 260 International Public Administration was approved with 22 votes in favor.**

8
9 **PAD 240 Introduction to Public Administration**

10
11 Kathy Killoran introduced this course, which would move the course to the 1xx level. It is the first
12 required course in the Public Administration major. _

13
14 **A motion was made and seconded to approve the course revision for PAD 240**
15 **Introduction to Public Administration.** _

16
17 **PAD 240 Introduction to Public Administration was approved with 22 votes in favor.**

18
19 **PAD 318 Decisions in Crises**

20
21 Killoran explained that the title in the course revision form was not correct. The correct name would be
22 "Decisions in Crises." This e-proposal ~~seeks to would~~ adjust prerequisites.

23
24 **A motion was made and seconded to approve the course revision for PAD 318 Decisions**
25 **in Crises.** _

26
27 **PAD 318 Decisions in Crises was approved with ~~23~~ votes in favor.**

28
29
30 **SPA 111 Introductory Spanish I for Bilingual Students**
31 **SPA 112 Introductory Spanish II for Bilingual Students**

32
33
34 Killoran explained that the two Spanish courses have been approved by General Education
35 ~~subcommittee as,~~ but they ~~only do~~ needed to be mapped ~~to the learning outcomes~~. When those
36 mappings were approved, the Gen Ed subcommittee recommended that the titles of the courses be
37 updated to match other courses that the department changed last year. ~~The A~~ change ~~in to~~ the title
38 would replace the word "bilingual" with "heritage." ~~This is the more current practice in the field.~~

39
40 **A motion was made and seconded to approve the course revisions for SPA 111**
41 **Introductory Spanish I for Bilingual Students and SPA 112 Introductory Spanish II for**
42 **Bilingual Students.**

43
44 **SPA 111 Introductory Spanish I for Bilingual Students and SPA 112 Introductory Spanish**
45 **II for Bilingual Students were approved with 23 votes in favor.**

46
47 **ECO 220 Macroeconomics**

48 **ECO 225 Microeconomics**

49
50 Killoran explained that the pair of Economics classes have been brought forward with changes to the
51 title and course description to make clear that these are intermediate ~~level~~ ~~ry~~ courses on these topics.

1
2 **A motion was made and seconded to approve the course revisions for ECO 220**
3 **Macroeconomics and ECO 225 Microeconomics.** _

4
5 **ECO 220 Macroeconomics and ECO 225 Microeconomics were approved with 23 votes in**
6 **favor.**

7 8 **ECO 101 Principles of Economics (GE)**

9
10 Killoran explained that this course is being changed to map to the learning outcomes of its cluster.

11
12 Professor Balis wished to compliment this course, and felt that the revisions are exemplary. It would
13 make a good model for other courses being changed for Gen Ed. _

14
15 Killoran noted a mistake on the amount of course hours listed.

16
17 **A motion was made and seconded to approve ECO 101 Principles of Economics (GE).**

18
19 **ECO 101 Principles of Economics (GE) was approved with 23 votes in favor.**

20 21 **ANT 101 Introduction to Anthropology (GE)**

22
23 Killoran introduced this course, which has a revised course description and adjusted learning
24 outcomes to map to the World Cultures category in Gen Ed.

25
26 **A motion was made and seconded to approve ANT 101 Introduction to Anthropology**
27 **(GE).** _

28
29 **ANT 101 Introduction to Anthropology (GE) was approved with 22 votes in favor.**

30 31 **DRA 106 Film Appreciation: Introduction to Film (GE)**

32
33 Killoran explained that the title has been changed, the description has been revised, and the learning
34 outcomes have been mapped to the Creative Expression part of the flexible core.

35
36 **A motion was made and seconded to approve DRA 106 Film Appreciation: Introduction**
37 **to Film (GE).**

38
39 **DRA 106 Film Appreciation: Introduction to Film (GE) was approved with 23 votes in**
40 **favor.**

41 42 **POL 237 Women and Politics (GE)**

43
44 Killoran introduced this course, which will map to the Individual and Society part of the flexible core.
45 She noted that ENG 101 is being kept as a prerequisite.

46
47 **A motion was made and seconded to approve POL 237 Women and Politics (GE).** _

48
49 **POL 237 Women and Politics (GE) was approved with 22 votes in favor.**

50 51 **MAT 106 Liberal Arts Math (GE)**

1
2 Killoran explained that this course has been on the books, but not offered in recent times. This is the
3 first math course to be added to the required core, under the Math and Quantitative Reasoning part of
4 the common core. Dean Lopes noted the historical moment and looked forward to seeing more courses
5 like this in the future, as they would help ease students into math.

6
7 **A motion was made and seconded to approve MAT 106 Liberal Arts Math (GE).**
8 **MAT 106 Liberal Arts Math (GE) was approved with 22 votes in favor.**
9

10 ***Conclusion***

11
12 Dean Lopes asked Sandrine Dikambi to report on the vote for the Gen Ed Subcommittee that was held
13 earlier in the meeting. The professors elected to the subcommittee were:

- 14
15
- 16 • Sandra Swenson
 - 17 • Dante Tawfeeq
 - 18 • Lucia Trimbur
 - 19 • Sylvia Dapia
 - 20 • Roberto Visani

21 Dean Lopes thanked everyone for their efforts, especially considering how frequently UCASC would
22 need to meet this Fall. She noted that it would be very important for voting members to attend
23 meetings, since nobody else from a department can vote in place of a UCASC member. She also
24 welcomed suggestions and feedback for the curriculum as the semester goes forward.

25
26 ***A motion was made and seconded to adjourn the meeting. It was unanimously***
27 ***acclaimed.***

28
29 Respectfully Submitted,

30
31 Sarah Hammond, Scribe
32

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
September 21, 2012
9:30 A.M. – 12:30 P.M.
ROOM 630T**

- 1. *Administrative Announcements*** – Dean Lopes
- 2. *Approval of the minutes of September 7, 2012***
- 3. *Old Business***

Courses (2nd & 3rd readings)

- CJBA 4YY (401) Agency Analysis: Connecting Practice to Research (3rd reading, 2nd reading at May 2012 UCASC)
- LLS 3XX Entangled Tongues: Bilingualism in U.S. Latino/a Literature

General Education Update – Dean Lopes

4. *New Business*

Courses Subcommittee

- SCI 1XX (112) Environmental Science: A Focus on Sustainability (GE)
- ISP 1XX When Nature Roars: Human Catastrophe and Human Responsibility (GE)
- ISP 2XX Constructions of Difference in the USA (GE)
- AFR 1XX Introduction to Africana Studies (GE)
- HIS 2XX Marriage in Medieval Europe (500-1500)

Course revisions:

- HIS 375 Female Felons in Premodern Europe and the Americas (GE)
- POL 246 Politics of Global Inequality (GE)
- AFR 121 African American Community Problems (GE)
- ANT/PSY/SOC 210 Sex and Culture (GE)
- ANT 230 Culture and Crime (GE)
- GEN/BIO 255 Biology of Gender and Sexuality
- CSL 360 revision Counseling in Gender & Work Life
- PAD 241 Information in Public Management

Guidelines for Capstone Courses

Attachments:

Agenda for September 21, 2012

Minutes of September 7, 2012

Courses

CJBA 4YY (401) Agency Analysis: Connecting Practice to Research

LLS 3XX Entangled Tongues: Bilingualism in U.S. Latino/a Literature

SCI 1XX (112) Environmental Science: A Focus on Sustainability

ISP 1XX When Nature Roars: Human Catastrophe and Human Responsibility

ISP 2XX Constructions of Difference in the USA

AFR 1XX Introduction to Africana Studies

HIS 2XX Marriage in Medieval Europe (500-1500)

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GEN/BIO 255 Biology of Gender and Sexuality

CSL 360 revision Counseling in Gender & Work Life

PAD 241 Information in Public Management

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of September 21, 2012

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, September 21, 2012 at 9:30 a.m. in Room 630T. Dean Anne Lopes, UCASC Chair, called the meeting to order.

Present: C. Jama Adams, Andrea Balis, Luis Barrios, Marta Bladek, Glenn Corbett, David Guadeloupe, Jay Hamilton, Sarah Hammond, Hunter Johnson, Jane Katz, Kathy Killoran, Sondra Leftoff, Anne Lopes, Virginia Moreno, Devaki Naik, Richard Ocejo, Allison Pease, Judy-Lynne Peters, Gloria Proni, Tanya Rodriguez, Richard Saulnier, Ed Snajdr, Thomas Stafford, Monica Varsanyi, Nancy Velazquez-Torres, Klaus Von Lampe, Martin Wallenstein, Violet Yu.

Absent: Ervin Balazon, Ben Bierman, Ryan Cunningham, Silvia Dapia, Peggilee Wupperman.

Guests: David Barnet, Amy Green, Katie Gentile, Vielka Holness, Susan Kang, Sara McDougal, Nauth Navita, Sandra Swenson, Adam Stone, Kate Szur.

Administrative Announcements

Co-chair Allison Pease convened the meeting in the absence of Dean Lopes.

A motion was made to adopt the agenda for the day.

The agenda was adopted with 19 votes in favor.

Kathy Killoran has a few requests for members of the committee: first, to use the microphones when speaking; second, to sit at the table; and third, to raise hands high and hold them up until the count is finished.

Approval of the minutes of September 7, 2012

Nancy Velazquez-Torres noted that on page two, Richard Saulnier's name was listed incorrectly. She also found an incorrect use of the word "is" on page 6, and on page 7, the term "Blackboard" should be capitalized.

A motion was made to approve the minutes of September 7, 2012 with corrections. The minutes of September 7, 2012 were approved with 18 votes in favor and 1 abstention.

Old Business

CJBA 4YY (401) Agency Analysis: Connecting Practice to Research (2nd reading at May 2012 UCASC)

31 Professor Jeff Mellow presented the course. He noted a change on page three of the proposal, which
32 now incorporates the second part of the year long sequence.

33
34 Killoran noted that the class hours should be listed as three rather than forty-five. Also, the credits
35 should be three, since this would no longer be a year-long course. She said that the course does not
36 need to be resubmitted to incorporate these changes, but she did ask that Professor Mellow send her a
37 revision.

38
39 **A motion was made to approve CJBA 4YY (401) Agency Analysis: Connecting Practice to**
40 **Research. CJBA 4YY (401) Agency Analysis: Connecting Practice to Research (3rd**
41 **reading, 2nd reading at May 2012 UCASC) was approved with 20 votes in favor.**

42
43 **LLS 3XX Entangled Tongues: Bilingualism in U.S. Latino/a**
44 **Literature**

45
46 **A motion was made to approve LLS 3XX Entangled Tongues: Bilingualism in U.S.**
47 **Latino/a Literature.**

48
49 Professor Richard Perez summarized his minor grammatical changes and an adjustment to the
50 grading ratio.

51
52 Killoran noted that the normal practice at John Jay is not to give students a grade for attendance.
53 Grades are given for participation. She suggested combining those two items. Professor Perez said that
54 he could make that change.

55
56 **LLS 3XX Entangled Tongues: Bilingualism in U.S. Latino/a Literature was approved**
57 **with 19 votes in favor and 1 abstention.**

58
59 **General Education Update**

60
61 The update was held till later in the meeting when Dean Lopes would be present.

62
63 ***New Business***

64
65 **Courses Subcommittee**

66
67 **ISP 1XX When Nature Roars: Human Catastrophe and Human**
68 **Responsibility (GE)**

69
70 Killoran said that both the Gen Ed and Courses Subcommittees had reviewed this course. The course
71 description has been revised and numbers have been added to the readings. The learning outcomes
72 have been tweaked to map to the Pathways Outcomes.

73
74 Professor Ed Snajdr suggested changing the word “civilizations” to “societies” in the course description
75 on page two.

76
77 Killoran reminded the room that a first reading like this is the appropriate time to comment on
78 courses.

79
80 Professor Jama Adams asked how this course addresses John Jay students' poor scientific literacy. He
81 wondered where in the course a student would get the basic information about how stuff happens.

82 “What is a tsunami, for example,” he said. He felt that the course syllabus may be overly social and
83 lacking in basic hard science. Professor Balis said that she thought the focus in the course is on the
84 consequences of these disasters rather than the disasters themselves. Professor Adams felt that the
85 consequences are directly related to the fundamental fact of what makes a volcano erupt and so forth.

86
87 Professor Sondra Leftoff felt that the emphasis in the Interdisciplinary Studies department should be
88 on what the issues are, especially since the courses are team-taught and the strength of the course
89 comes from cross-discipline teaching.

90
91 Professor Adams felt that the principle here is that regardless of who is teaching, there must be some
92 science to give students the base language in order to contextualize the issues.

93
94 Professor Snajdr pointed out that this course is for the World Cultures and Global Issues cluster, so
95 there is no requirement to address science in that category. If it were a science course, he would agree.

96
97 Professor Adams still questioned that distinction. He did not feel that science should be the basis of
98 the course, but students must have some understanding of natural actions.

99
100 Professor Martin Wallenstein agreed that one cannot discuss the effects of a hurricane without a basic
101 understanding of what that is. However, the requirements of a course like this should not be the same
102 as a science course, and any student can look up the generation of a hurricane on the internet.

103
104 Professor Jay Hamilton thought this might be a good course for the Environmental Studies program.

105
106 Professor Amy Green arrived mid-discussion.

107
108 Professor Glenn Corbett asked if the proposer could reach out to the Science Department for input on
109 the course proposal. Professor Gloria Proni agreed and suggested that a science professor might teach
110 a few sections.

111
112 Professor Leftoff reiterated that the course must remain flexible to accommodate the various pairs of
113 professors who might teach it. This proposal is meant to be a template for different faculty to be able to
114 develop the course. She thought linking science content would be a great option but resisted the
115 thought of requiring it.

116
117 Killoran thought the amount of science needed could be handled within the course discussions without
118 adding a component to the proposal.

119
120 Professor Adams wished to add the question “what is Interdisciplinary Studies” to UCASC's agenda for
121 another meeting. He thought it would be useful to define the minimum requirement of an
122 interdisciplinary course.

123
124 Professor Corbett thought that ten minutes at the beginning of class to discuss the physical aspects of a
125 hurricane would be quite useful, and did not feel that this would require a science professor. Professor
126 Velazquez-Torres agreed with Professor Adams on the basis that this is a 100-level course, which
127 should require some instruction of the fundamentals. Professor Green said that the department
128 created the course with the intention to discuss human responsibility more than science.

129
130 Professor Hamilton noted that a particular sentence in the proposal seemed to cover science: “analyze
131 arguments about the causes of natural disasters, by examining multiple accounts.”

132
133 Professor Leftoff asked if there is particular language the group would like to see added to the
134 proposal. Professor Adams said that his response is more to address the spirit of the way the course is

135 prepared and proposed.

136
137 Professor Wallenstein moved that the committee accept the course as it is. Professor Pease noted that
138 this is a first reading. Killoran explained that the purpose of these meetings is to provide feedback and
139 then to let the department deliberate on the feedback and possibly revise their document accordingly,
140 maybe minor changes to the outlines.

142 **SCI 1XX (112) Environmental Science: A Focus on Sustainability (GE)**

143
144 Killoran explained that this course is being presented for the Life and Natural Science cluster in Gen
145 Ed.

146
147 Professor Adams said there is a debate as to whether it is possible to talk about sustainability without
148 talking about scarcity. This course does not speak to the scarcity issue and he was also concerned that
149 there is almost nothing social in this course. He felt the course has been defined too narrowly.

150
151 Professor Sandra Swenson, who was present to speak for the course, said that her definition of
152 sustainability does include scarcity. She asked if she should spell that out in the proposal. Professor
153 Adams said that the issue is about showing balance in the syllabus. Professor Snajdr noted that this is
154 a science class for Gen Ed, which requires no attention to society, according to CUNY's outcomes.

155
156 Professor Pease suggested removing the language that qualifies the importance of the subject in the
157 course description. Killoran noted a change needed in the hours listed.

158
159 Professor Snajdr suggested a word change for the sentence that read "assess the reasonableness of the
160 data they collect." He thought a word like "validity" or some other scientific term could be used instead
161 of "reasonableness."

163 **ISP 2XX Constructions of Difference in the USA (GE)**

164
165 Killoran summarized this course's journey through the courses committee and the Gen Ed
166 subcommittee.

167
168 Professor Adams asked how the course addresses how race and gender differences are dealt with on
169 the level of data. He felt that students should be introduced to hard numbers that discuss race, class,
170 ethnic differences, rather than dealing with it all through anecdotes.

171
172 Professor Leftoff agreed that these issues are important, but noted that the course's focus is on ideas
173 rather than statistics. Professor Adams felt that hearing these ideas without data lessens the impact of
174 the content.

175
176 Professor Leftoff noted that this is one aspect of how these subjects come up, but there are other
177 courses where statistics will come up. Sometimes in the overall curriculum, one idea is presented a
178 great deal throughout different courses. Every course will not address every aspect of a subject. She
179 felt that human differences are dealt with in so many courses, but the college does not currently have a
180 view of the whole spectrum.

181
182 Devaki Naik, a student, said that ethnic studies is a requirement for all students. It is a 100-level
183 course that every student takes, so to repeat that again in other courses would be needlessly repetitive.

184
185 Professor Judy-Lynne Peters felt that having facts repeated would not do any harm. She felt that it
186 would be very helpful to have students go into discussion with a picture of reality.

187

188 Dean Lopes, who had arrived mid-discussion, weighed in. She felt that Professor Leftoff's point about
 189 evaluating a course with an overall view of the curriculum is a good one and will be looked at. It is
 190 considered a best practice for a liberal arts curriculum to see itself as a window into other cultures and
 191 a mirror of oneself. It is wise and necessary to have a curriculum in which students can see themselves
 192 reflected. She suggested that the PPP committee take up the larger question about the curriculum.
 193

194 Professor Wallenstein said that if the course did not deal with the issues Professor Adams raised, then
 195 the course cannot meet its own objectives.
 196

197 Professor Leftoff wished to point out that a historical course that does not deal with the present could
 198 still be quite powerful. "There's a tremendous power in looking at history."
 199

200 Professor Adams said that he does not think it is this committee's job to dictate what perspective the
 201 course should take. But he wanted to state that numbers have power. "They are damning. If Romney
 202 had not used a number, his comments recently would not have caught the attention they caught."
 203

204 Professor Pease ceded the chairship back to Dean Lopes.
 205

206 Professor Wallenstein noted that the title of the course indicates that the course goes up to the present,
 207 so a purely historical approach would not fulfill the title as written.
 208

209 Dean Lopes said that any further comments could be directed to Professors Green and Leftoff.
 210

211 Professor Green noted that ISP tries to be very cognizant of not replicating what people are doing in
 212 other departments, so the department makes a point to try to come at every subject from a new
 213 perspective.
 214

215 **AFR 1XX Introduction to Africana Studies (GE)** 216

217 Killoran introduced this course, which is meant for the World Cultures cluster in Gen Ed. The course
 218 has its own learning outcomes, but they have been mapped to the Gen Ed outcomes. Professor Adams
 219 will take feedback in place of Professor Jessica Gordon-Nembhard.
 220

221 Professor Klaus Von Lampe questioned the abbreviated title, which seemed cryptic. He suggested
 222 "Intro Africana." He felt that the true nature of the course is hidden. Professor Snajdr asked if the
 223 abbreviated title shows up on the student's transcript. Dean Lopes said that it does. Given this,
 224 Professor Snajdr felt that the word "studies" is an important word.
 225

226 Vice President Saulnier said that in CUNY First course titles will no longer be limited to 20 characters,
 227 but at present the characters and spaces must be counted. The abbreviated title can be no more than
 228 20.
 229

230 Professor Pease moved to dispense the second reading of the course.
 231

232 **A motion was made to suspend the second reading of AFR 1XX Introduction to Africana**
 233 **Studies (GE). The motion to suspend the second reading of AFR 1XX Introduction to**
 234 **Africana Studies (GE) was approved with 21 votes in favor and 2 abstentions.**
 235

236 **A motion was made and seconded to approve AFR 1XX Introduction to Africana Studies**
 237 **(GE). AFR 1XX Introduction to Africana Studies (GE) was approved with 23 votes in**
 238 **favor.**
 239

240 **HIS 2XX Marriage in Medieval Europe (500-1500)**

241

242 Killoran introduced this course, which is meant for the Chronological Tracks A & B of the Global
243 History major and the History minor, and possibly Gender Studies, though UGS has not yet received
244 something in writing from Gender Studies confirming this.

245

246 Professor Adams said that oftentimes the patriarchal perspective of the world is understood or
247 assumed, but the feminine perspective has been subordinated. What can unwittingly happen in a
248 course like this is that the historical male perspective is not spelled out. He felt that it is important to
249 tease out the difference between what is assumed to be “universal” and what may be a patriarchal
250 perspective.

251

252 Professor Andrea Balis moved that the second reading be waived.

253

254 Vice President Saulnier moved that that motion be amended to make it a matter of course to suspend
255 second readings. Professor Pease noted that the rest of the agenda will be course revisions, for which
256 the general policy of waiving second readings is already in place. Vice President Saulnier withdrew his
257 amendment.

258

259 **A motion was made and seconded to suspend the second reading of HIS 2XX Marriage**
260 **in Medieval Europe (500-1500). The motion to suspend the second reading was**
261 **approved with 21 votes in favor and 3 abstentions.**

262

263 **A motion was made and seconded to approve the new course HIS 2XX Marriage in**
264 **Medieval Europe (500-1500). The new course, HIS 2XX Marriage in Medieval Europe**
265 **(500-1500) was approved with 24 votes in favor.**

266

267

268 **Course revisions**

269

270 **HIS 375 Female Felons in Premodern Europe and the Americas (GE)**

271

272 Killoran said that this course has been revised to map to the Justice Core II area of the College Option.
273 She noted that Professor Sara MacDougall did add readings from several additional countries in
274 response to the feedback from the UCASC when they approved the course last spring.

275

276 Professor Snajdr had a question about a conflict between the title and the content, and the committee
277 noted that this comment reflects an old title, which has since been revised.

278

279 Professor Pease felt that the course has gotten even better than the last time it was presented.

280

281 **A motion was made and seconded to approve HIS 375 Female Felons in Premodern**
282 **Europe and the Americas (GE). HIS 375 Female Felons in Premodern Europe and the**
283 **Americas (GE) was approved with 24 votes in favor.**

284

285 **ANT/PSY/SOC 210 Sex and Culture (GE)**

286

287 Killoran noted that this is a first reading of a course revision done specifically to add the course to the
288 Individual and Society cluster of the CUNY common core. For this, the course description and
289 prerequisites have been changed. The learning outcomes have been mapped to the Gen Ed outcomes.
290 Professor Shonna Trinch revised the course. Professor Snajdr was present to speak for the course. He
291 noted that the syllabus does have a different course description than the proposal, but that can be

292 corrected. He said that the correct description is in the proposal, not the syllabus. Professor Pease
 293 suggested striking the last sentence of the course description.

294
 295 **A motion was made and seconded to approve the course revision for ANT/PSY/SOC Sex**
 296 **and Culture (GE). ANT/PSY/SOC Sex and Culture (GE) was approved with 24 votes in**
 297 **favor.**

299 **ANT 230 Culture and Crime (GE)**

300
 301 Killoran noted that this course has been revised for the World Cultures cluster of the common core,
 302 and the learning outcomes have been revised accordingly.

303
 304 She did have feedback for Professor Snajdr. She said that the prerequisites are problematic for the Gen
 305 Ed. ENG 101 should be a prerequisite. Professor Snajdr thought the course listed in that spot was
 306 probably a mistake.

307
 308 Professor Adams asked how corporate crime fits into this course. Professor Snajdr said it was a good
 309 question, and that content did seem to be missing from the syllabus. Dean Lopes pointed out that
 310 there is a reading on white collar criminality. Professor Adams felt that capitalism forces focus on the
 311 individual and never on state crime or companies, and wondered if one word could be tweaked to
 312 allow for such studies. Professor Snajdr agreed with the comment but noted that the trick is not to
 313 narrow the course for future Anthropology professors. He thought perhaps the word "Economics"
 314 might be added.

315
 316 Killoran noted that the CUNY Gen Ed form lists seven learning outcomes, rather than the required six.
 317 She felt this might be overambitious. Professor Snajdr thought that he had revised that already.

318
 319 Professor Green noted that the form says a "minimum of three" and does not specify a maximum.
 320 Dean Lopes said that six is more than enough but faculty could elect to have more. Professor Snajdr
 321 said that in light of that, he would keep his learning outcomes.

322
 323 The room was not clear on the maximum and minimum requirements of learning outcomes. Dean
 324 Lopes said that courses should have a minimum of six learning outcomes, as guided by CUNY.

325
 326 Professor Leftoff asked how the course might think about the culture of crime in universities. She
 327 raised her earlier point that she really cannot evaluate a course on its own without a better sense of the
 328 state of the overall curriculum and how the course complements the college's other offerings.

329
 330 Professor Snajdr asked for a clarification of requested revisions. Dean Lopes noted the prerequisite.
 331 Professor Adams was concerned that white collar crime could be left out of the course completely with
 332 the current language.

333
 334 **A motion was made and seconded to approve the course revision for ANT 230 Culture**
 335 **and Crime (GE) with suggested revisions. ANT 230 Culture and Crime was approved**
 336 **with 24 votes in favor.**

338 **GEN/BIO 255 Biology of Gender and Sexuality**

339
 340 Professor Gentile was present to speak for the course. She began by saying that she needs to pull the
 341 course from this meeting due to a confusion of communication in her department regarding the
 342 prerequisites. Professor Nathan Lents wants a very particular science course to be listed as a
 343 prerequisite (SCI 107), but that requirement would make this course ineligible for Gen Ed.

344
345 Kathy Killoran noted that there is a course called Natural Science 1XX, which is now being revised to
346 SCI for Gen Ed courses, and this could be discussed as an option. It is similar to the old NSC 107.
347 She noted that the body could discuss the course without voting on it today, so that Professor Gentile
348 could discuss the prerequisite question with Professor Lents.

349
350 Killoran summarized the history of the course, which was written by Professor Lents for the Gender
351 Studies major. The course is being proposed to go into the Scientific World category of the flexible
352 core. So, appropriately, it can have a prerequisite from the Life and Natural Sciences part of the core.
353 The learning outcomes have been mapped to CUNY's Gen Ed outcomes.

354
355 Professor Adams was not sure how the material on women and science in week ten would fit into the
356 purely science-driven nature of the course. He asked how “women” are defined and how the course
357 may deal with black and Latina women or poor women? He felt that those items need to be unpacked.
358 On the other hand, he did not feel that the title on its own would require grappling with those issues in
359 the course. But since the syllabus did bring material into discussion, he felt that it should be examined
360 in more detail.

361
362 Professor Jane Katz noted that Rockefeller University holds a series on Women in Science that is free.
363 She thought it might be a nice addition to the course.

364
365 In response to Professor Adams, Professor Katie Gentile contextualized the course. She said that it is
366 intended to deconstruct the masculinized approach to science by looking at moments when things
367 changed historically in terms of the way science looked at sexuality. Those moments tended to coincide
368 with women's entrance into the field.

369
370 Professor Adams said that if one is going to go down that road, one must talk about how men oppress
371 men, how women oppress women, and so forth. However, since this is a biology course, then there
372 should not be a perfunctory nod to deconstruction. Is it biology or is it social?

373
374 Professor Leftoff felt that the course aims to address how science is constructed by scientists
375 themselves. As women enter as researchers, they change how the concepts themselves are treated.

376
377 Professor Adams said the risk here is an essentialist approach that says because women are women
378 they change things. He said such a discussion needs to be gendered, and here it is not gendered.

379
380 Killoran noted that the course content is not changing. The course is already on the books. The
381 elements up for discussion are the prerequisite and the mapping for the gen ed outcomes.

382
383 Professor Green asked about prerequisites. Dean Lopes said that courses in the required core may be
384 prerequisites for courses in the flexible core. Dean Lopes said that further feedback could be sent to
385 Professor Gentile.

386 387 **CSL 360 revision Counseling in Gender & Work Life**

388
389 Professor Gentile explained that she has changed the content of the course to be 200-level, because of
390 her own department's heavy load of 300- level courses.

391
392 Professor Thomas Stafford had a question about the title, which seemed narrower than the wide range
393 of issues covered.

394
395 Professor Snajdr asked if adjusting the title to “gender issues” would address this. Professor Gentile
396 said that it is important to include “sexuality” in the title. Professor Stafford noted that the description

397 mentions race and class, invoking a wide number of issues.

398

399 Killoran said that this course is also in the gender studies major. Professor Pease pointed out a comma
400 splice in the first sentence of the course description. The course could not be voted on immediately
401 given the question about the title, so it will come back for a second reading.

402

403 **PAD 241 Information in Public Management**

404

405 Professor Peters noted that this course is being changed to the 100-level. Also, the co-requisite has
406 been removed.

407

408 Professor Adams wished to note how well this course proposal ensures that students receive basic
409 information literacy skills.

410

411 Professor Varsanyi asked if there are any prerequisites at all. Professor Peters said there are not,
412 because it is 100-level.

413

414 Killoran noted that the course description in the syllabus is different than the description on the
415 proposal form. Professor Peters said this was a mistake.

416

417 Professor Pease moved to approve the course.

418

419 **A motion was made to approve PAD 241 Information and Public Management.**

420

421 **PAD 241 Information and Public Management was approved with 24 votes in favor.**

422

423

424 **POL 246 Politics of Global Inequality (GE)**

425

426 Professor Susan Kang summarized the changes she made to the course to move it into the Global
427 Cultures cluster of the Gen Ed core. This included making the course's attention to globalization
428 movements more explicit.

429

430 Professor Snajdr made a friendly suggestion to revise the course description to remove the word
431 "resulting" and adjust it to a more equal wording like "the relationship between" so as to eliminate the
432 feeling of causality implied by the language. This would be more neutral, from an academic point of
433 view. Professor Kang agreed and said she accepted the word change. Professor Wallenstein simplified
434 even further, replacing "resulting" with "relating," suggesting that the description read: "This class
435 explores the politics of globalization and the related political [...]"

436

437 Professor Von Lampe felt that "related to" would be a more neutral language, suggesting that the
438 revision read: "explores the politics of globalization and its relation to political [...]"

439

440 Professor Snajdr said that the course description does not match the description on the syllabus.

441

442 **A motion was made to approve POL 246 Politics of Global Inequality (GE) as amended.**

443

444 **POL 246 Politics of Global Inequality was approved with 24 votes in favor.**

445 **Elections Update**

446

447 Dean Lopes wished to correct an error she made last week. During the elections for the UCASC
448 representatives to the Honors Program Advisory Committee, the science department was left out.

449 Dean Lopes explained that she had already spoken with the elected representative, Professor
 450 Wallenstein in order to ask him to step down so that a science representative might be nominated. She
 451 wished to nominate Professor Jason Rauceo. She apologized to the committee for having to hold the
 452 election twice, and apologized for her oversight. Professor Wallenstein thanked his colleagues for the
 453 confidence and thanked Dean Lopes. He will serve on the Admissions Committee of the Honors
 454 Program instead.

455
 456 **Professor Wallenstein moved that Professor Jason Rauceo be the second representative**
 457 **to the Honors Program from UCASC. Professor Jason Rauceo was elected to be**
 458 **UCASC's representative to the Honors Program with 22 votes in favor.**

459 **Guidelines for Capstone Courses**

460
 461
 462 Dean Lopes explained that the Middle States evaluation revealed that the college does not have
 463 adequate guidelines for capstone courses. Last year, UCASC approved guidelines for course levels
 464 (100, 200 and so forth) but there is no consistent policy that differentiates a capstone course from a
 465 400-level course. She said that the PPP subcommittee will take this up.

466
 467 Professor Wallenstein said in developing his own capstone for speech and media, some necessary
 468 criteria for a capstone had occurred to him. First, the use of knowledge and skills from previous
 469 classes. Second, demonstration of the quality of work one would expect for this level.

470
 471 Professor Von Lampe said that ICJ currently requires a full length research paper, but students are
 472 struggling with this. He asked whether this is a reasonable expectation. Dean Lopes agreed that this
 473 question is the right question to ask. The discussion of capstone requirements should include
 474 examination of an appropriate length for the paper as well as discussion of what might be appropriate
 475 for an honors version and what might be appropriate for the discipline.

476
 477 Professor Von Lampe was personally in favor of the long research paper, but the course needs to be
 478 designed to walk students through the steps. His own capstone course is designed as a writing
 479 workshop. In his department, they have discussed the fact that skills are more critical than content,
 480 because skills carry a student through a career.

481
 482 Dean Lopes agreed that scaffolding is essential to building student skills toward the capstone. She said
 483 often students drop out during the capstone because they have not been prepared by the curriculum
 484 leading up to it.

485
 486 Professor Wallenstein thought the capstone should be a very prescriptive course that would guide
 487 students through this process. It could begin with a topic, follow with discussion of the research on the
 488 area, then an outline of what the content is going to contain, so by the time they get to the paper, the
 489 work has been programmed out for them.

490
 491 Professor Adams felt the question here is the integration of FYE and scaffolding, so that everything
 492 culminates in the capstone. He had a student graduating last semester took a 100-level course in
 493 ethnicity and race and dropped it because there was too much writing involved. In structuring this
 494 conversation, it would be useful to bring FYE in on this conversation. The message should start going
 495 out on day one that skills are important.

496
 497 Dean Lopes said that this is related to Writing Intensive courses as well. Many faculty have completed
 498 the WI development but only a few faculty have taken up the college's challenge to offer more WI
 499 courses. Students are not getting trained on writing as much as they need to be. Students in some
 500 disciplines are doing almost no writing. She hoped this would raise a big discussion in departments
 501 about how to get more writing.

502 Devaki Naik appreciated that so much focus has been given to students' writing skills. She is currently
503 a senior with a 25-page paper to write for a 400-level course. Prior to this course, Naik only had to
504 write 8-10 page papers, the leap to this final paper is a bit large she noted.
505

506 Professor Pease was concerned that too much attention might be paid to freshman year courses here.
507 She felt that writing has to carry beyond freshman year, and the key is really in the 300-level. Unless
508 departments focus on writing at that level, good writing is not going to carry through to graduation.

509 **General Education Update**

510
511 Dean Lopes distributed a form summarizing the Gen Ed courses so far, and thanked Kathy Killoran for
512 managing the flow of the 2-300 submissions for Gen Ed thus far.
513

514 Professor Adams asked if this database is accessible by e-mail. Dean Lopes said it can be, but noted
515 that it is changing constantly.
516

517 Killoran asked the group to let her know if they notice any omissions. She said it had been challenging
518 to keep track of everything. She also wanted to clarify that these are courses that have actually been
519 submitted. Those in the planning stages are not on this spreadsheet.
520

521 Dean Lopes complimented the titles and felt that those might be exciting to students. Professor Balis
522 said that it was great to be able to see how many courses are in each bucket.
523

524 Dean Lopes noted that Learning from the Past is not as full as the college would like, but the Global
525 bucket is very full.
526

527 Professor Pease asked if Sociology plans to enter. Professor Ocejo said there is one course in the works,
528 and that he tried to encourage his department to submit more.
529

530 Professor Pease asked if there is any sense of capacity. The spreadsheet showed the number of courses,
531 but did not give a sense of the amount of sections possible. She asked if the college has the capacity to
532 offer enough courses.
533

534 Dean Lopes said that UGS and Vice President Saulnier are working on that, and she thinks it is in
535 pretty good shape except for the Justice core (100 and 300-level), based on what departments are
536 capable of offering based on what they have offered in the past.
537

538 She noted that the number of new courses has been interesting. Many faculty worked on these
539 submissions over the summer. Many faculty have risen to the challenge on the Justice core. She has
540 been impressed and thankful with the faculty's effort, which will make a huge difference for the
541 students in the college's ability to roll this out in a rational way. The amount of behind the scenes work
542 is formidable. The amount of money CUNY gave the college for this is not enough. All of her extra
543 funds this year and a chunk from next year are going toward Gen Ed. She said John Jay has the
544 smallest administrative staff of CUNY and so the task to be accomplished is phenomenal. She was duly
545 impressed by her colleagues and their work. She believed that it would all get done and it would be
546 very tight, with intense hours that would affect every administrative office.
547

548 Vice President Saulnier noted that the most complicating factor of all this is the students' ability to opt
549 into the new Gen Ed for 2013. The feeling is that most of the students who came in this year will opt
550 into the new Gen Ed. This is not just happening next year. It starts this year.
551

552 Dean Lopes introduced Adam Stone, the new registrar, who came to visit the meeting. He agreed that
553 the task is formidable.
554

555 Professor Hamilton asked what happens with a currently-enrolled student who opts to go with the
556 Pathways. Vice President Saulnier said that the trick is to figure out equivalencies.

557
558 Dean Lopes said that the Registrar's staff are working on the programming and the scripting of
559 DegreeWorks for this.

560
561 Vice President Saulnier said that the college offers 2,500 sections a semester and has 6,000 courses on
562 the books, and equivalencies need to be worked out for every one of those.

563 Dean Lopes noted that given that data, it is daunting.

564
565 Killoran noted that the key will be quick turnaround on all these courses because of the systems
566 architecting that must be done. Vice President Saulnier said registration for the Fall semester starts on
567 or about April 1. Professor Adams asked when the incoming class registers. Vice President Saulnier
568 said that would be around the last week of March.

569
570 Dean Lopes praised Professor Green's work with the Gen Ed committee, which is meeting weekly to
571 review all these courses. The work has been remarkable. She said the faculty has taken CUNY's
572 mandate and transformed it into a John Jay Gen Ed. "We'll have a chance to make it better every year
573 in every way as we have a chance to see what we like." She felt there is an opportunity here to refine
574 and sculpt a Gen Ed that works for the students and reflects what John Jay wants to see in a degree.
575 "This is good news."

576
577 ***A motion was made and seconded to adjourn the meeting. It was unanimously***
578 ***acclaimed.***

579
580 Respectfully Submitted,

581
582 Sarah Hammond, Scribe

583

584

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

AGENDA

October 12, 2012

9:30 A.M. – 3 P.M.

ROOM Faculty Staff Dining Room – 2nd Fl NB

- 1. *Administrative Announcements*** – Dean Lopes
- 2. *Approval of the minutes of September 21, 2012***
- 3. *Old Business***

Courses (2nd readings)

- SCI 1XX (112) Environmental Science: A Focus on Sustainability (GE)
- ISP 1XX When Nature Roars: Human Catastrophe and Human Responsibility (GE)
- ISP 2XX Constructions of Difference in the USA (GE)

Course revisions (2nd readings)

- GEN/BIO 255 Biology of Gender and Sexuality (GE)
- CSL 360 Counseling in Gender & Work Life (GE)

4. *New Business*

Courses Subcommittee

New Courses

- ISP 1XX “Those” People: Stereotypes and Identity Formation (GE)
- ISP 1XX Justice: Who’s In, Who’s Out (GE)
- ISP 2XX Revolutions and Global Transformation (GE)
- LIT 2XX Foundations of U.S. Latino/a Literature (GE)
- LIT 3XX Violence of Language: U.S. Latino/a Street Literature
- LIT 4XX Seminar in U.S. Latino/a Literature
- PHI 4XX Senior Seminar in Metaphysics and Epistemology
- CHE 1XX Chemistry of Cooking (GE)
- CJBA 3XX (340) Research Methods in Criminal Justice

Course revisions:

- AFR 121 African American Community Problems (GE)
- DRA 131 Self, Media and Society (GE)
- DRA 212 History of the Drama I (GE)
- DRA 225 Criminal Justice in the Theatre (GE)
- ETH (will be LLS) 124 Latina/os in the U.S. (GE)
- SOC 101 Introductory Sociology (GE)

- LIT 230 Classical Literature (GE)
- LIT 232 Modern Literature (GE)
- LIT 233 American Literature (GE)
- HIS 203 Global History: Prehistory to 500 CE (GE)
- HIS 204 Global History: 500-1650 (GE)
- HIS 205 Global History: 1650-Present (GE)

Courses Being Mapped to Gen Ed Outcomes Only

ANT 208 Urban Anthropology
 PSY 101 Introduction to Psychology
 POL 101 American Government and Politics
 DRA 110 Introduction to Theatre
 MUS 101 Introduction to Music
 ENG 101 Composition I
 ENG 102 Composition II
 ART 222 Body Politics

Foreign Language Courses (101 in World Cultures; 102 in College Option Communications):

ARA 101 Elementary Modern Standard Arabic I
 CHI 101 Elementary Chinese
 FRE 101 Introductory French I
 ITA 101 Introductory Italian I
 JPN 101 Elementary Japanese, Level I
 POR 101 Elementary Portuguese I
 SPA 101 Introductory Spanish I
 SPA 111 Introductory Spanish for Bilingual Students

ARA 102 Elementary Modern Standard Arabic II
 CHI 102 Elementary Chinese II
 FRE 102 Introductory French II
 ITA 102 Introductory Italian II
 JPN 102 Elementary Japanese, Level II
 POR 102 Elementary Portuguese II
 SPA 102 Introductory Spanish II

John Jay Assessment Report on General Education

Attachments:

Agenda for October 12, 2012
 Minutes of September 21, 2012
 John Jay Assessment Report on General Education

Courses

SCI 1XX (112) Environmental Science: A Focus on Sustainability (GE)
 ISP 1XX When Nature Roars: Human Catastrophe and Human Responsibility (GE)
 ISP 2XX Constructions of Difference in the USA (GE)
 ISP 1XX "Those" People: Stereotypes and Identity Formation (GE)

ISP 1XX Justice: Who's In, Who's Out (GE)
 ISP 2XX Revolutions and Global Transformation (GE)
 LIT 2XX Foundations of U.S. Latino/a Literature (GE)
 LIT 3XX Violence of Language: U.S. Latino/a Street Literature
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Mapped for Gen Ed Only

ANT 208 Urban Anthropology
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 JPN 102 Elementary Japanese, Level II
 POR 102 Elementary Portuguese II
 SPA 102 Introductory Spanish II

1 **Old Business**

2
3 **SCI 1XX (112) Environmental Science: A Focus on Sustainability (GE)**

4
5 **A motion was made to approve SCI 1XX (112) Environmental Science: A Focus on**
6 **Sustainability (GE).**

7
8 Professor Sandra Swenson summarized her changes. She addressed the committee's point on scarcity
9 by adding a line to the proposal.

10
11 ***SCI 1XX (112) Environmental Science: A Focus on Sustainability (GE) was approved***
12 ***with 24 votes in favor.***

13
14 **ISP 1XX: When Nature Roars: Human Catastrophe and Human**
15 **Responsibility**

16
17 **A motion was made to approve ISP 1XX: When Nature Roars: Human Catastrophe and**
18 **Human Responsibility.**

19
20 Professor Amy Green summarized the revisions to the course.

21
22 ***ISP 1XX: When Nature Roars: Human Catastrophe and Human Responsibility was***
23 ***approved with 25 votes in favor.***

24
25 **ISP 2XX Constructions of Difference in the USA (GE)**

26
27 **A motion was made to approve ISP 2XX Constructions of Difference in the USA (GE).**

28
29 Professor Green explained the readings that had been added to the course and a new component on
30 data.

31
32 ***ISP 2XX Constructions of Difference in the USA (GE) was approved with 25 votes in***
33 ***favor.***

34
35 **Course Revisions**

36
37 **GEN/BIO 255 Biology of Gender and Sexuality**

38
39 **A motion was made to approve GEN/BIO 255 Biology of Gender and Sexuality.**

40
41 Kathy Killoran noted that the proposers have added one prerequisite to the course.

42
43 Professor Adams asked for clarification of the policy about faculty presence when courses are being
44 proposed. He raised this because the presenting professor was absent and also had not provided a
45 response to Professor Adams' feedback from the previous meeting. Professor Adams asked that the
46 course be withdrawn until the faculty could be present to address the feedback. Dean Lopes noted that
47 the substantial issues that Professor Adams raised at the last meeting were not associated with the
48 element of this course which was on the table for a vote now. The substance of the course had been
49 previously approved, and all that was at stake with this revision was the question of the prerequisites.

50
51 Professor Allison Pease explained the history of the course. It had been presented five years ago, and

1 the very same issues Professor Adams raised were asked then, but at that time, the course passed
2 anyway.

3
4 Professor Wallenstein suggested that in the absence of a presenting professor, a UCASC representative
5 from the presenting department could speak to the course. He felt that once a course is presented, it
6 belongs to the department, not the professor.

7
8 Professor Adams said that it should be a matter of policy that a professor can address more than just
9 the elements being revised for a vote.

10
11 Professor Wallenstein explained parliamentary procedure. To recall an item that has already passed, a
12 two-thirds vote is needed.

13
14 Professor Andrea Balis asked if Professor Adams wanted everything subject to reconsideration. He
15 said he wanted clarification for the committee's mechanism for doubts about items like this. Dean
16 Lopes said that there is no current mechanism, and this would be a good item for the PPP committee
17 to take up.

18
19 The vote proceeded.

20
21 ***The revision of GEN/BIO 255 Biology of Gender and Sexuality was approved with 25***
22 ***votes in favor.***

23 24 **CSL 360 Counseling in Gender & Work Life (GE)**

25
26 **A motion was made to approve CLS 360 Counseling in Gender & Work Life (GE)**

27
28 Professor Thomas Stafford spoke for the course. He noted that he had been concerned about the title
29 at the last meeting, but since then the faculty member proposing the course had convinced him of the
30 wider meaning of the word "gender."

31
32 ***The revision to CSL 360 Counseling in Gender & Work Life (GE) was approved with 25***
33 ***votes in favor.***

34 35 36 ***New Business***

37 38 **Courses Being Mapped to Gen Ed Outcomes Only**

39 40 Foreign Language Courses

41 ARA 101 Elementary Modern Standard Arabic I

42 CHI 101 Elementary Chinese

43 FRE 101 Introductory French I

44 ITA 101 Introductory Italian I

45 JPN 101 Elementary Japanese, Level I

46 POR 101 Elementary Portuguese I

47 SPA 101 Introductory Spanish I

48 SPA 111 Introductory Spanish for Bilingual Students

49 ARA 102 Elementary Modern Standard Arabic II

50 CHI 102 Elementary Chinese II

51 FRE 102 Introductory French II

52 ITA 102 Introductory Italian II

1 JPN 102 Elementary Japanese, Level II

2 POR 102 Elementary Portuguese II

3 SPA 102 Introductory Spanish II

4
5 Dean Lopes explained that this group of courses is not being changed. The courses are being mapped
6 only to the new Gen Ed learning outcomes. The 101 courses are being mapped to the World Cultures
7 category and 102 courses are being mapped to College Option Communications category.

8
9 Professor Amy Green noted that these are the 101 courses, and the 201 level courses are still in the
10 works. These courses were reviewed by the Gen Ed committee over the summer. The presenting
11 professors began with the current approved courses, and then filled out the CUNY form to clarify how
12 the courses mapped to CUNY's Learning Outcomes.

13
14 Professor Sylvia Dapia explained that all the foreign language departments at CUNY are use this
15 particular strategy for mapping their courses.

16
17 ***A motion was made to approve the mapping of the Foreign Language courses.***
18 ***The mapping of the Foreign Language courses was approved with 25 votes in favor.***

19
20 **Courses Subcommittee**

21
22 **New Courses**

23
24 **ISP 1XX “Those” People: Stereotypes and Identity Formation (GE)**

25
26 This course is to be mapped to the US Experience category in Gen Ed. Professor Green said that she
27 thought the title had been changed to clarify the US context, but was not sure of the exact wording. She
28 said the course takes an interdisciplinary approach to look at what stereotypes are and how they work
29 within the culture of the United States.

30
31 Kathy Killoran summarized the courses committee's work with the Interdisciplinary Studies
32 Department.

33
34 Professor Adams asked about the metrics for the grading of the course, which seemed overly
35 complicated to him. Specifically, he wished to know where one might find the low-stakes assessment in
36 the course. Professor Green pointed out the series of assignments that are worth five points. She said
37 there would also be in-class writing that would never be graded, as that is a common practice in her
38 department. Professor Adams said that work should be in the syllabus.

39
40 Dean Lopes noted that further feedback should be directed to Professor Green.

41
42 Professor Adams wished to compliment the department for addressing the specific skill sets for Gen
43 Ed.

44
45 **A motion was made to dispense with the second reading of ISP 1XX “Those” People:**
46 **Stereotypes and Identity Formation.**

47
48 **The motion to dispense with the second reading was approved with 24 votes in favor.**

49
50 Despite the suspension of the second reading, the title will be clarified, and the context of the low
51 stakes writing assignments will be clarified. Professor Pease noted that the title is correct on one of the
52 documents. The correct title is “ ‘Those’ People: Stereotypes in the USA.”

53

1 ***A motion was made to approve of ISP 1XX “Those” People: Stereotypes in the USA (GE)***
 2 ***as amended. ISP 1XX “Those” People: Stereotypes in the USA (GE) was approved with***
 3 ***24 votes in favor.***
 4

5 **ISP 1XX Justice: Who's In, Who's Out (GE)**

6
 7 Dean Lopes complimented the department for their catchy course titles. Kathy Killoran explained that
 8 the courses committee had very little feedback for the department. She noted that the course title is
 9 correct on the agenda.

10
 11 Professor Green asked if this is the first First Year Seminar (FYS) that the committee has seen. The
 12 department worked hard to integrate the content outcomes and the First Year Experience outcomes.

13
 14 Professor Snajdr said it was a great course, and had a thought about the particular wording “late
 15 papers will be marked down.” He asked if that could be more specific. He also noted a typo in the
 16 syllabus on page 12. Dean Lopes reminded the room that the syllabus is a contract between a student
 17 and the faculty, so grading must be transparent and clear. The numerical values of the consequences
 18 for late papers and so forth need to be spelled out.

19
 20 **A motion was made and seconded to dispense with the second reading of the course.**

21
 22 Vice President Saulnier asked if this could be a larger motion that would apply to all of the courses on
 23 the table. Professor Adams objected to this, because it would put undue pressure on anybody with
 24 complex feedback to withhold their thoughts.

25
 26 ***The motion to dispense with the second reading of the ISP 1XX Justice: Who's In,***
 27 ***Who's Out (GE) was approved with 22 votes in favor and 2 abstentions.***
 28

29 **A motion was made and seconded to approve ISP 1XX Justice: Who's In, Who's Out**
 30 **(GE).**

31
 32 ***ISP 1XX Justice: Who's In, Who's Out (GE) was approved with 24 votes in favor.***
 33

34 As a matter of procedure, Professor Wallenstein suggested changing the election procedures to
 35 combine these steps of voting. Kathy Killoran objected on the grounds that some people may wish to
 36 approve the course while abstaining from the vote to dispense the second reading. Dean Lopes
 37 concurred, but appreciated Professor Wallenstein's desire to simplify the process.
 38

39 **ISP 2XX Revolutions and Global Transformation (GE)**

40
 41 Kathy Killoran summarized this course's journey through the courses committee and the Gen Ed
 42 subcommittee. There was some work to map the course to the World Cultures category. Professor
 43 Green described the course's approach to revolutions in their various forms.
 44

45 Professor Luis Barrios asked about the use of the term “global” considering the lack of South American
 46 material. He wished to know where global content is reflected in the syllabus.
 47

48 Professor Adams was concerned about the course's 2XX level standing. Considering that students are
 49 not likely to bring any political science knowledge into the classroom with them, he felt the course
 50 needed time early in the semester to address the basic facts of the subject. He also felt that the course
 51 concentrates heavily on Western materials, and could use some non-Western sources.
 52

53 Professor Green noted that the term project asks students to read coverage of the Arab Spring from

1 sources in the Middle East.

2
3 Professor Hunter Johnson pointed out incorrect auto numbering on the first page.

4
5 Professor Wallenstein suggested that this course have a second reading. Dean Lopes agreed.

6 7 **LIT 1XX Foundations of U.S. Latino/a Literature (GE)**

8
9 Killoran explained that this course is part of the package for the new minor in Latino/a literature. Most
10 of the courses subcommittee's feedback had to do with learning outcomes, grading procedures, and
11 other minor items. Professor Richard Perez was present to speak for the course. He explained that the
12 texts this course looks at set the stage for a series of literary outgrowths. Essentially, it is a survey of
13 those foundational texts.

14
15 Professor Nancy Velazquez-Torres wished to say for the record that she loved the course. Professor
16 Pease moved to dispense the second reading of the course.

17
18 **A motion was made to suspend the second reading of LIT 1XX Foundations of U.S.**
19 **Latino/a Literature (GE).**

20
21 *The motion to suspend the second reading of LIT 1XX Foundations of U.S. Latino/a*
22 *Literature (GE) was approved with 22 votes in favor and 2 abstentions.*

23
24 **A motion was made and seconded to approve LIT 1XX Foundations of U.S. Latino/a**
25 **Literature (GE).**

26
27 *LIT 1XX Foundations of U.S. Latino/a Literature (GE) was approved with 24 votes in*
28 *favor.*

29 30 **LIT 3XX Violence of Language: U.S. Latino/a Street Literature**

31
32 Kathy Killoran explained that this course is not being proposed for Gen Ed. This course is one of the
33 3XX level electives that follow up on the previous foundational course for the new minor.

34
35 Professor Snajdr had a question about style. The course description in the syllabus looked great, but he
36 questioned the way the course description was written on the second page of the course proposal. He
37 felt that the description in the proposal read like a lecture rather than a description. Dean Lopes noted
38 that UCASC does like the description in the bulletin to match the description in the syllabus. It was
39 decided to use the course description from the syllabus.

40
41 **A motion was made and seconded to suspend the second reading of LIT 3XX Violence of**
42 **Language: U.S. Latino/a Street Literature.**

43
44 *The motion to suspend the second reading of LIT 3XX Violence of Language: U.S.*
45 *Latino/a Street Literature was approved with 21 votes in favor and 2 abstentions.*

46
47 **A motion was made and seconded to approve the new course LIT 3XX Violence of**
48 **Language: U.S. Latino/a Street Literature.**

49
50 *The new course, LIT 3XX Violence of Language: U.S. Latino/a Street Literature, was*
51 *approved with 24 votes in favor.*

52
53

LIT 4XX Seminar in U.S. Latino/a Literature

Professor Perez explained that this is essentially a research course, with a thesis-like project as its goal.

A motion was made and seconded to suspend the second reading of LIT 4XX Seminar in U.S. Latino/a Literature.

The motion to suspend the second reading of LIT 4XX Seminar in U.S. Latino/a Literature was approved with 22 votes in favor and 2 abstentions.

A motion was made and seconded to approve the new course LIT 4XX Seminar in U.S. Latino/a Literature.

The new course, LIT 4XX Seminar in U.S. Latino/a Literature, was approved with 24 votes in favor.

After this course passed, Dean Lopes commended the two departments for developing this series of courses, which are particularly exciting at John Jay.

PHI 4XX Senior Seminar in Metaphysics and Epistemology

Professor Tanya Rodriguez explained that this is one of the core courses in Philosophy. She said that philosophy departments across the country offer this course, and it would be a valuable addition to the curriculum. Kathy Killoran explained that this course was reviewed by the Courses Committee last Spring.

Professor Adams was concerned that while the course devotes a substantial section to women, it includes no attention to issues of race. Professor Rodriguez said that she absolutely understood that concern and it had been discussed in the department, but the department does devote a good deal of commitment to these issues and perspectives in other courses, and so they had decided that this course should only address fundamental the questions in philosophy.

Professor Adams respectfully argued that blackness and otherness are fundamental issues within the Western Tradition. He noted that the syllabus included a reading from Derrida's *White Mythology*, and so was especially troubled by the notion that *White Mythology* would be considered fundamental, basic, and necessary; while otherness would be considered a perspective, and therefore optional. He asked that if women are addressed in the course, why are other elements of otherness not addressed?

Professor Rodriguez wondered if this may have been an issue of the way the syllabus and the proposal were presented differently.

Professor Adams felt it was a deeper issue. He said, "This course is in core concepts, but the core is addressed in white, masculine terms in this course. That is how Harvard and Yale do it, but is not how John Jay does it. For too long, Blacks, Latinos and women have been outside the core."

Dean Lopes said the department could think about these issues before a second reading. She explained the difference between an additive approach to these issues and an integrative approach. She noted that the neglect inherent in an additive approach is not intentional, but it happens.

Professor Rodriguez said that the committee and the department have said that "we can't cover every perspective in every course" and have made a commitment to cover these issues elsewhere in the curriculum. But she said the department would reconsider Prof. Adams' point.

1 Kathy Killoran noted that Professor DiGiovanna is very ambitious and does have sixteen weeks of very
2 full work on his syllabus.

3
4 This course will come back for a second reading.
5

6 **CHE 1XX Chemistry of Cooking (GE)**

7
8 Kathy Killoran explained that this course is being proposed for the Scientific World category. This is
9 Professor Elise Champeil's first time proposing a new course, so there was some basic communication
10 about the expectations of UCASC to get the proposal into shape.

11
12 Professor Champeil explained that this course has been a trend at other institutions, and is a fun way
13 to put students together with chemistry. She said there had been a bit of concern about eating in the
14 lab, so the experiments will probably be eaten outside the lab.

15
16 Professor Adams asked about the subtext of culture and cooking. He noted that the course invokes
17 Bloomberg on Week Nine, which implies a critique of eating habits. Professor Champeil asked him to
18 clarify his question.
19

20 Professor Adams felt that issues of food consumption are deeply connected to culture, and he
21 wondered how the course could prepare the students for those intellectual issues. He noted that he
22 understands that it is not a nutrition course, but felt that the cultural context of food choices could be
23 addressed.
24

25 **A motion was made and seconded to suspend the second reading of CHE 1XX:** 26 **Chemistry of Cooking (GE).**

27
28 Professor Adams objected to suspending the second reading. He was concerned that the course would
29 be reduced to the chemistry of cooking, despite the fact that the syllabus seems to invoke questions
30 about lifestyle. Since this is a university, he felt there should always be some level of perspective on the
31 material.
32

33 Professor Klaus Von Lampe disagreed. He did agree that there is a social dimension to everything, but
34 felt that some classes should not be overburdened. If the ultimate aim of this type of course is to draw
35 a student into the sciences, the professor should be granted the freedom to teach as he or she feels
36 would be appropriate in order to bring students into the field.
37

38 Professor Balis agreed with that point. She felt the subject matter shows the practical life value of
39 cooking.
40

41 Professor Adams said this is the "second science stealth course" to come to the table at this meeting.
42 He compared this course to the previous course on Biology and Gender that he had felt did not
43 adequately address the social science aspects. He took issue with the lack of intellectual preparation
44 for the social science issues that these courses have invoked.
45

46 Professor Jane Katz said that most courses have a lifestyle component, so if the discussion occurs in
47 the class, it is because we have a global population at John Jay. It may not be a large part of the outline
48 of the course, but it is a natural component.
49

50 Professor Glenn Corbett was unclear about how soda and sugar fit together in Week Nine of the
51 syllabus. Professor Champeil said that there are a number of articles that deal with the sugar question
52 from a scientific point of view. She explained that the articles are definitely science articles that
53 question the facts and scientific principles behind the question that has come up in the world. She had
54 been trying to broaden her course, but was clear that each week approaches the material from a

1 scientific angle.

2

3 Student Dvaki Naik felt it was a great class. She said a chemistry class that does not involve having to
4 memorize formulas would be very refreshing.

5

6 Professor Wallenstein said he did understand Professor Adams' concerns, but he would be loathe to
7 encourage an approach that divorces all discussion of social implications from the sciences. He had
8 concern that an insistence on an all-or-nothing approach to integration might lead to a lack of social
9 issues altogether in courses.

10

11 Professor Adams noted that Professor Corbett's suggestion to reorganize week nine around the issue of
12 sugar would address the link between "chemistry" science and "effects on the body." However, having
13 the mayor's name in the syllabus changes the nature of the syllabus.

14

15 Student Ervin Balazon noted that student discussions of issues naturally arise, whether listed in the
16 syllabus or not.

17

18 **The motion to suspend the second reading of CHE 1XX: Chemistry of Cooking was**
19 **approved with 16 votes in favor and 5 opposed and 2 abstentions.**

20

21 **A motion was made and seconded to approve the new course CHE 1XX: Chemistry of**
22 **Cooking.**

23

24 Professor Jama Adams proposed a friendly amendment to refocus the week nine discussion around
25 the chemistry of sugar. Professor Champeil agreed.

26

27 Professor Stafford also felt that the language about the homework on week nine could be revised also.
28 It seemed strange to him that the homework was on soda, but the course that day had been on tea,
29 coffee, and wine.

30

31 As a point of order, Professor Von Lampe asked if the committee is voting on the proposal or the
32 syllabus. Dean Lopes explained that the syllabus is an exemplar of the proposal, so the committee
33 should view the whole package.

34

35 ***The new course, CHE 1XX: Chemistry of Cooking with amendments, was approved***
36 ***with 24 votes in favor.***

37

38

39 **The committee took a short break.**

40

41

42 **CJBA 3XX (340) Research Methods in Criminal Justice**

43

44 Killoran explained that this course was proposed for the new Criminal Justice BA major last year, and
45 spent some time with the courses committee. This year, it has come forward very well-prepared, so the
46 courses committee had little feedback. Professor Violet Yu was present to take feedback.

47

48 Professor Corbett asked how this course relates to CJBS 250. Professor Yu said that CJBS 250 is a new
49 research methods and statistics course for the Criminal Justice BS. That course presents a mixture
50 between research methods and statistics and is geared at a lower level than her course. Her course,
51 assumes that students know statistics, so this course focuses only on research methods.

52

53 Killoran noted that students are required to take an additional course on statistics in order to take this

1 class, so this course can focus purely on methods. As an aside, Dean Lopes noted that the college is
2 working to improve statistics courses across the disciplines.

3
4 **A motion was made and seconded to suspend the second reading of CJBA 3XX (340)**
5 **Research Methods in Criminal Justice.**

6
7 ***CJBA 3XX (340) Research Methods in Criminal Justice was approved with 21 votes in***
8 ***favor and 2 abstentions.***

9
10 **A motion was made and seconded to approve the new course CJBA 3XX (340) Research**
11 **Methods in Criminal Justice.**

12
13 ***The new course, CJBA 3XX (340) Research Methods in Criminal Justice was approved***
14 ***with 23 votes in favor.***

15
16
17 **Course revisions**

18
19 **AFR 121 African American Community Problems (GE)**

20
21 The developer of this course was not present, so the item was tabled until the next meeting.

22
23 **DRA 131 Self, Media and Society (GE)**

24
25 Kathy Killoran explained that this course is being presented for the Individual and Society category of
26 Gen Ed. The course was approved last Spring, and now needs approval for addition to the Gen Ed
27 curriculum.

28
29 Professor Green said that the Gen Ed committee had some discussion about which category the course
30 belonged in. During this debate, the committee decided to honor departments' choices, so the course
31 remains in the Individual and Society category.

32
33 Professor Snajdr had a friendly suggestion to change the very last sentence in the revised course
34 description so that it would say what students will learn instead of addressing the benefits. He
35 suggested tweaking it to say something like "students will learn how."

36
37 Kathy Killoran pointed out remnants from the course's previous life as a First Year Seminar in the
38 syllabus, and those need to be removed.

39
40 Professor Wallenstein asked if Professor Lyell Davies would accept those friendly amendments.

41
42 As a matter of procedure, the second reading rule has been suspended at all meetings for course
43 revisions like this one, so it was possible to move directly to a vote at this point.

44
45 ***A motion was made and seconded to approve the course revision for DRA 131 Self,***
46 ***Media and Society (GE). DRA Self, Media and Society (GE) was approved with 21 votes***
47 ***in favor.***

48
49 **DRA 212 History of Drama I (GE)**

50
51 Kathy Killoran explained that this course has been listed in the bulletin as a sequence, but students are
52 not required to take one course before the other. The title has been revised to make that distinction
53 more clear. The course has been brought forward for the Creative Expression category of Gen Ed.

1 Professor Wallenstein spoke for the course's popularity with students and professors. David
2 Guadeloupe asked if the course can count as a history elective. Professor Wallenstein said that it would
3 not qualify for a history minor, but does count toward a theater minor.
4

5 Professor Pease felt that the assignments are light for a 200-level course. She said that the course
6 rushes through a number of texts without asking for thoughtful, written response from the students.
7

8 Professor Wallenstein explained that he does not teach the course, but he felt that it covers quite a
9 range. Dean Lopes agreed that the writing does seem light. Professor Wallenstein noted that the
10 students are reading plays, writing a term paper and doing oral presentations.
11

12 Professor Pease corrected that she did feel like the syllabus has plenty of reading, but it appears there
13 is little time for digestion of the material. The speed of the reading described in the syllabus does not
14 lend itself to digestion. Professor Wallenstein said that he had observed this class being taught, and
15 felt that the digestion happens in the class discussions.
16

17 Professor Green said that the Gen Ed committee had not been charged with addressing the issue of
18 course level versus amount of material, and that this was explicitly assigned to the courses committee.
19 However, in her own experience, she did feel that the course moves too quickly for in depth analysis of
20 the texts. She added, though, that she's familiar with how theater history is taught in institutions all
21 over the country, and the model this course uses is the same as those. It is very traditional.
22

23 Devaki Naik asked about the policy for electronics in the classroom. Dean Lopes said that currently the
24 faculty is free to set that policy course by course, but this topic can be brought to the Academic
25 Standards committee.
26

27 Professor Wallenstein said that there is a problem with students working on non-class items on their
28 computers. Dean Lopes said that this could be brought to the Academic Standards committee.
29

30 **A motion was made and seconded to approve the course revision for DRA 212 History of**
31 **Drama I (GE) with suggested revisions.**
32

33 Professor Gloria Proni felt that the questions raised about the course were substantive enough that this
34 course merited a second reading.
35

36 Professor Wallenstein reminded the room that Professor Green just said that this course takes the
37 traditional approach to theatre history. He also noted that this is the type of course that many different
38 professors will teach, so the syllabus template is built with a traditional approach to account for the
39 various professors who may wind up teaching it. He felt that a certain amount of academic freedom
40 must be attributed to the department.
41

42 Professor Pease respectfully disagreed based on the point that this is a Gen Ed course, so all
43 departments have to feel responsible for the skills taught in these Gen Ed courses.
44

45 Kathy Killoran felt that it would benefit the course to have time for a second reading since it has much
46 more scrutiny to go through beyond the UCASC committee. Professor Wallenstein said that he could
47 communicate the feedback to the proposer and bring the proposal back.
48

49 **The motion to approve DRA 212 History of Drama I (GE) was withdrawn by Prof.**
50 **Wallenstein.**
51

52 Professor Adams wished to add his voice to Professor Pease's feeling that certain skills must be
53 addressed in Gen Ed courses. He noted that the objection to the course's scope is not a political
54 objection. He felt that it is essential in Gen Ed for this committee to oversee the basic skills taught

1 across the curriculum. Professor Balis noted that even within a traditional approach, certain skills can
2 be emphasized or addressed.

3
4 Professor Wallenstein wished to summarize the committee's feedback. The committee wished to see
5 more short writing assignments, more opportunity to digest the material, and more emphasis on skill-
6 building.

7 8 **DRA 225 Criminal Justice in the Theatre (GE)**

9
10 Kathy Killoran explained that this course has been brought forward for the Creative Expression
11 category of Gen Ed. Professor Wallenstein said that this course is taught by a number of professors and
12 really engages students in critical inquiry. Kathy Killoran noted that the prerequisites need to be
13 revised on the proposal and the syllabus.

14
15 **A motion was made and seconded to approve the course revision for DRA 225 Criminal
16 Justice in the Theatre (GE) with the change in prerequisites.**

17
18 ***The revision to DRA 225 Criminal Justice in the Theatre (GE) was approved with 23
19 votes in favor.***

20 21 **ETH (will be LLS) 124 Latina/os in the U.S. (GE)**

22
23 Kathy Killoran explained that the ETH prefix always confused students, so the revision has offered the
24 college a chance to change the prefix and attach it to a particular department. Professor Green said the
25 course mapped beautifully to Gen Ed.

26
27 ***A motion was made and seconded to approve the course revision for LLS 124 Latina/os
28 in the U.S. (GE). LLS 124 Latina/os in the U.S. (GE) was approved with 23 votes in
29 favor.***

30 31 **SOC 101 Introductory Sociology (GE)**

32
33 Killoran described the changes to the course. Professor Lisandro Perez explained that originally the
34 course had been focused on "American Sociology" and that had been changed. There were no
35 questions.

36
37 ***A motion was made and seconded to approve the course revision for SOC 101
38 Introductory Sociology (GE). SOC 101 Introductory Sociology (GE) was approved with
39 23 votes in favor.***

40 41 **LIT 230 Classical Literature (GE)**

42
43 Kathy Killoran explained that the learning outcomes and prerequisites have been revised. Professor
44 Green said that the literature courses in general were very well-suited to the skills required by Gen Ed.
45 The department is building the skills in an intentional and scaffolded way. This course is being
46 mapped to the Creative Expression category.

47
48 Professor Snajdr made a friendly recommendation to take a look at the course description, which
49 seems to imply that Egypt, China and so forth are ancient cultures. He felt this could be clarified by
50 rewording the sentence. Professor Pease suggested changing it to "from ancient cultures in such places
51 as." Professor Snajdr felt this change would answer his concern.

52
53 Professor Adams noted that the "ancient cultures" listed excluded cultures that do not have texts.

1 Professor Wallenstein was concerned about mapping this course to the Creative Expression category.
2 Though he felt that the course looked good on its own, when he considered the category, he felt that
3 not enough attention was given to oral communication. He felt the Creative Expression category is the
4 only place where students will learn oral expression. Dean Lopes said that they would work on oral
5 communication in the Communication category of Gen Ed. She also noted that there is debate in the
6 class. Professor Wallenstein felt that ungraded in-class debate would not signify value in the skill itself
7 to the student.
8

9 Leaving the particular discussion of this course behind for a moment, Professor Wallenstein had deep
10 concerns about the direction of the core. He felt that it does not offer students enough of a chance to
11 develop the oral communication skills that they must have to be competitive in the world. He felt that
12 leaving that out of teaching would affect students' overall progress in all classes, because of the
13 synergistic aspect of speaking and writing. He reiterated that he does find the course to be a good one,
14 but he remained concerned about the attention to oral communication in the core.
15

16 Professor Adams felt that the English courses confront the power of the word, reading, and language in
17 a good way. He felt that students must be encouraged to engage with the material through discussion,
18 and also that John Jay students do not respond without the sense that credit is given for something.
19 Students must understand the stakes in order to choose how to contribute to a class.
20

21 Dean Lopes noted that there is a sentence indicating that participation and credit is given for a group
22 presentation. Professor Velazquez-Torres agreed that she felt that oral communication is present in
23 this syllabus.
24

25 Professor Adams wished to note that this conversation is about a larger issue than this course. The
26 point has been raised because there are some courses at the college that exist only as lecture courses.
27 That may not be a problem for this course in particular, but it is a critical issue at the college.
28

29 Professor Green asked if Gen Ed faculty development could address the issue of orality. Dean Lopes
30 said that is in the works.
31

32 Devaki Naik was curious about their being no readings pertaining to India. Professor Pease said that
33 this particular syllabus was written by an expert in classical Greece but other faculty members could
34 include it.
35

36 Professor Jane Katz described her own approach to orality. On the first day of class, she always begins
37 by asking students to speak about why they enrolled in the course in order to get that ball rolling
38 because she believes it is critical to student success.
39

40 Professor Wallenstein noted that students look first at the grading criteria when they are trying to
41 gauge a professor's sense of what will be important in a course. Listing the quantifiable credit given for
42 talking does send a message to students about the importance of oral communication skills.
43

44 ***A motion was made to approve LIT 230 Classical Literature (GE). LIT 230 Classical***
45 ***Literature (GE) was approved with 22 votes in favor.***
46

47 **LIT 232 Modern Literature (GE)** 48

49 Kathy Killoran explained that this course has been revised for the Individual and Society category. The
50 new course title will be "Breaking the Tradition, Reading the Modern World." Professor Green said
51 that the Gen Ed committee thought it was an interesting choice to put a literature course in this
52 category.
53

54 Professor Pease noted that she had forgotten to include a few of the requested corrections on this one,

1 but would be sure to include those.

2
3 ***A motion was made to approve LIT 232 Breaking the Tradition, Reading the Modern***
4 ***World (GE) as amended. LIT 232 Breaking the Tradition, Reading the Modern World***
5 ***(GE) was approved with 22 votes in favor.***

6 7 **LIT 233 American Literature (GE)**

8
9 Killoran described the changes to this course, which is being retitled “American Stories.”

10
11 ***A motion was made and seconded to approve the course revision for LIT 233 American***
12 ***Stories (GE). LIT 233 American Stories (GE) was approved with 22 votes in favor.***

13
14 At this point, the committee broke for lunch.

15 16 **HIS 203 Global History: Prehistory to 500 CE (GE)**

17
18 Kathy Killoran suggested considering the History courses as a package, since each one includes the
19 same change. A prerequisite is being changed, the titles are being changed and they are being mapped
20 to the World Cultures category.

21
22 Professor Lisandro Perez described the Gen Ed committee's surprise this summer when they
23 encountered these courses and realized that our current GE history courses would not be put into the
24 Learning from the Past category. Of course they are Global History so seem to fit in the World
25 Cultures category.

26
27 Dean Lopes asked if this problem of categories and assumed-fits has been rectified. Professor Green
28 said that the Gen Ed committee is making a point to try to honor departments' desires when fitting
29 courses to categories. Kathy Killoran said that the History department is working on other courses that
30 will go into Learning from the Past and they are not planning on teaching as many sections of these
31 large survey courses.

32
33 Professor Balis spoke for the History department's perspective. The department had thought that the
34 mandate was to find courses for a number of categories, and they found that challenge somewhat
35 liberating. Also, they did find that their survey courses were problematic in that they covered great
36 swaths of history and needed to cover multiple areas of the globe.

37
38 Professor Perez took this moment to speak to the group about his experience on the Gen Ed
39 Committee over the summer. His committee had been particularly concerned about the U.S.
40 Experience and Diversity category in the flexible core. The requirements for this core are such that
41 courses can fit technically even if they deal with diversity only tangentially, and this technicality leaves
42 that category particularly vulnerable. Professor Green said that when she began chairing the
43 committee in the Fall, they decided to add the requirement to submissions for this category that any
44 course submitted must fulfill the title and spirit of the category, rather than simply checking the
45 learning outcomes boxes.

46
47 Professor Balis said that her department is interested in fulfilling the Learning from the Past category,
48 but the department also sees itself as a *global* history department, which is why they have presented
49 courses for several different categories.

50
51 Dean Lopes noted that this does present a challenge to the Gen Ed committee as they work to ensure
52 adequate distribution across all the categories.

53

1 ***A motion was made and seconded to approve the new course HIS 203 Global History***
2 ***(Pre-History to 500 CE) (GE). HIS 203 Global History (Pre-History to 500 CE) (GE)***
3 ***was approved with 22 votes in favor.***
4

5 **HIS 204 Global History: 500-1650 (GE)**

6
7 There was no discussion.

8
9 ***A motion was made and seconded to approve the new course HIS 204 Global History***
10 ***(500-1650) (GE). HIS 204 Global History (500-1650) (GE) was approved with 22 votes***
11 ***in favor.***
12

13 **HIS 205 Global History: 1650-Present (GE)**

14
15 Professor Wallenstein raised his question about the lack of explicit consideration for students' oral
16 skills in this syllabus. Dean Lopes said that 20% of the grade is for class participation. Professor
17 Wallenstein said that class participation is sharply different from a prepared oral presentation.

18
19 Professor Adams suggested that this particular issue come back to the PPP, especially since Speech 113
20 will no longer be required in Gen Ed. Dean Lopes said that development work in the Spring will deal
21 with this question of how faculty can attend to students' oral presentation skills. She felt orality and
22 critical thinking issues would be good additions to the topics for faculty development.

23
24 David Guadeloupe asked if the classroom participation grade can be broken down into components
25 that include oral criteria.

26
27 Professor Sondra Leftoff asked about the number of students enrolled in these courses. Dean Lopes
28 said that the first year seminars will have a lower enrollment of 25. Professor Leftoff noted that
29 working on oral presentations is daunting when teaching 35 students. Dean Lopes said that the college
30 is being sensitive to that as the courses are being scheduled. Professor Leftoff said that affects how a
31 professor builds a syllabus in the first place. Dean Lopes said that a number of teaching methods can
32 be utilized to engage oral presentations with a large amount of students. She said she wished that she
33 could have 15 students in each class, but that is not going to happen at John Jay.

34
35 On that point, Professor Adams said that we are undergoing a profound rethinking of what constitutes
36 a course in terms of skills and content. He felt it is important to start discussing how faculty can
37 grapple with the amount of content and skills required in an hour and fifteen minutes.

38
39 Professor Wallenstein appreciated the concern about class size, but wanted to bring the comment back
40 around to his initial concern. If the bucket has oral communication as an option, classes should be
41 engaging with that skill.

42
43 Professor Perez noted that the communication category was created in the College Option to deal with
44 the loss of Speech 113, but the Gen Ed committee did anticipate seeing oral communication diffused
45 throughout the curriculum.

46
47 Professor Wallenstein said that the fact of the matter is, as good as the intentions were, students can
48 satisfy the requirement of that communication category without getting up and saying a word.

49
50 Professor Green said that the one department where the college can count on this category being
51 satisfied is Communication and Theatre Arts itself. However, the courses CTA has been putting
52 forward have not emphasized the oral communication skill either.
53

1 Professor Wallenstein noted that while CTA is one department, it is not one discipline. Speech is only
 2 one of four disciplines within the department. He said that while there are courses in the pipeline for
 3 the communication category, the wide scope of the department's interests means that it cannot
 4 exclusively submit for the Communication category.

5
 6 ***A motion was made and seconded to approve the new course HIS 205: Global History***
 7 ***(1650 to Present) (GE). HIS 205: Global History (1650 to Present) (GE) was approved***
 8 ***with 22 votes in favor.***

10 **Courses Being Mapped to Gen Ed Outcomes Only**

11
 12 Dean Lopes explained this section of the agenda, which deals with courses that have only been mapped
 13 to fit Gen Ed's learning outcomes. Otherwise, the courses have previously been approved by UCASC,
 14 and no changes have been made to them.

16 **ANT 208 Urban Anthropology**

17
 18 This course is being mapped to World Cultures.

19
 20 ***A motion was made and seconded to approve the mapping of ANT 208 Urban***
 21 ***Anthropology to World Cultures. The mapping of ANT 208 Urban Anthropology was***
 22 ***approved with 22 votes in favor.***

24 **PSY 101 Introduction to Psychology**

25
 26 This course is being mapped to Individual and Society.

27
 28 ***A motion was made and seconded to approve the mapping of PSY 101 Introduction to***
 29 ***Psychology to Individual and Society. The mapping of PSY 101 Introduction to***
 30 ***Psychology was approved with 22 votes in favor.***

32 **POL 101 American Government and Politics**

33
 34 This course is being mapped to U.S. Diversity. Kathy Killoran noted that the Gen Ed subcommittee
 35 had asked the professor to make the connection to diversity more explicit, and he did so. Professor
 36 Perez said that initially the rationale had been that there is diversity in government in terms of
 37 branches and levels. It did map, because only one of the learning outcomes needs to be diversity as we
 38 understand it. He said that the course does map now in all the technical ways, but he does not think
 39 that it addresses diversity.

40
 41 Professor Adams asked what the procedure is here. He wished to know what can be questioned in this
 42 particular vote. Dean Lopes said the question in the committee's mind should be: does the course deal
 43 with diversity in the way in which this committee would like it to map to the category.

44
 45 Professor Leftoff asked if diversity is defined. Dean Lopes said it is not, but the spirit and meaning of
 46 diversity for that committee was social and cultural diversity.

47
 48 There was some discussion of the particular readings and an effort to find parts of the syllabus that
 49 addressed the more cultural interpretation of the word "diversity."

50
 51 Professor Adams suggested that consideration of this item be held until the presenting professor can
 52 be present.

53

1 Professor Pease pointed out page four, an item that addresses discussion of diversity, which suggested
2 that perhaps the course does cover diversity but the syllabus does not make its own content explicit.
3 Professor Arbor will be asked to make this more explicit in the syllabus and return for a second
4 reading.
5

6 **DRA 110 Introduction to Theatre**

7
8 This course is being mapped to Creative Expression.

9
10 ***A motion was made and seconded to approve the mapping of DRA 110 Introduction to***
11 ***Theatre. The mapping of DRA 110 Introduction to Theatre was approved with 22 votes***
12 ***in favor.***
13

14 **MUS 101 Introduction to Music**

15
16 This course is being mapped to Creative Expression.

17
18 Professor Perez said that his committee had difficulty understanding the logic of the submissions from
19 Art and Music Department. This course is mapped to Creative Expression but most of the art courses
20 are being proposed for World Cultures. Dean Lopes thanked Professor Perez but asked that we deal
21 with the course on the table.
22

23 Professor Ben Bierman, from the Art and Music Department, said the cross-disciplinary and
24 multidisciplinary nature of the department has made the Gen Ed mapping tricky, and there had been
25 much discussion in his department of how to map each particular course.
26

27 ***A motion was made and seconded to approve the mapping of MUS 101 Introduction to***
28 ***Music. The mapping of MUS 101 Introduction to Music was approved with 22 votes in***
29 ***favor.***
30

31 **ENG 101 Composition I**

32 **ENG 102 Composition II**

33
34 Dean Lopes suggested considering the two English courses together.
35

36 ***There was a motion to consider the mapping of ENG 101 and ENG 201 together. The***
37 ***motion to approve the mapping of ENG 101 and ENG 102 together was approved with***
38 ***22 votes in favor.***
39

40 These courses are being mapped to Composition in the required core.
41

42 ***A motion was made and seconded to approve the mapping of ENG 101 Composition I***
43 ***and ENG 102 Composition II. The mapping of ENG 101 Composition I and ENG 102***
44 ***Composition II was approved with 22 votes in favor.***
45

46 **ART 222 Body Politics**

47
48 This course is being mapped to Individual and Society. Professor Perez brought up his earlier point. It
49 was difficult for his Gen Ed committee to discern the logic of where this course should go. He said that
50 it felt like Art and Music was trying to get as many courses into as many different buckets as possible.
51

52 Professor Pease felt that the course maps very nicely to the Individual and Society cluster. She felt that

1 its examination of the body and time is more appropriate for Individual and Society than for Creative
2 Expression.

3
4 ***A motion was made and seconded to approve the mapping of ART 222 Body Politics to***
5 ***Individual and Society. The mapping of ART 222 Body Politics to Individual and***
6 ***Society was approved with 21 votes in favor.***
7

8 **John Jay Assessment Report on General Education**

9

10 Dean Lopes asked Professor Green to speak to the evolution of this report on our current Gen Ed.

11
12 Professor Green said that the Committee on General Education Assessment chose to use national
13 standards and evaluation criteria in order to evaluate the current Gen Ed program. In order to evaluate
14 it, the committee chose to focus on five elements: Writing, Critical Thinking, Scientific Reasoning,
15 Information Literacy, and Oral Communication. The direct assessment was based on national rubrics
16 from the AAC&U, which were used to examine capstone work across the curriculum. There were also
17 two forms of indirect assessment in the form of survey data from both faculty and students. The
18 surveys compared students' feelings about their accomplishments with their faculty's impressions of
19 student performance.
20

21 The committee was stunned by the degree to which John Jay's results did not align with national
22 standards. Another striking finding was the disparity between the students' feelings about their own
23 work compared with the faculty's feelings and the state of students' grades. The survey of the capstone
24 work revealed a wide range of quality and methods, with tremendous deficits across the board. The
25 capstone materials varied so widely that some things could not be assessed at all based on the capstone
26 work.
27

28 Professor Green noted that the national standards were not ivy league national standards, they were
29 peer institutions. This made the results particularly surprising. The committee has developed a
30 thought for how to move forward. Some of the deficits are being addressed very directly in the new
31 Gen Ed courses that are being proposed.
32

33 Dean Lopes thanked the committee that developed this eye-opening report over the summer. She said
34 that this report pointed to the deficiencies in Gen Ed and the problems in the lack of scaffolding in the
35 curriculum. She said that the course level guidelines UCASC approved last year will help with
36 scaffolding and she hopes to establish guidelines for capstone courses this year. She also noted that
37 since this study was based on the capstone courses, it does not take students' starting points into
38 account. Though students performed badly in these capstone courses, it is possible that they came to
39 John Jay underprepared and may have improved dramatically. Future reports should try to take that
40 type of "value-added" element into account. Since the committee had one summer to complete this
41 survey, they could not examine students' experiences over time.
42

43 Professor Green said that the findings show that content-based courses are not helping students as
44 much as skills-based courses. The college should be reinforcing and developing the skills very clearly
45 from the 1xx level to the 2xx level, etc.
46

47 Professor Balis, who was also on the committee, was struck by the wide disparity of the capstone
48 assignments. Professor Green said that this highlighted the lack of scaffolding throughout the
49 curriculum leading up to the capstone.
50

51 Dean Lopes said another critical issue is that most lower level courses are not taught by full-time
52 faculty, raising a separate issue about what is really necessary to make a change that would make a
53 difference. The guidance and the resources have to be there to create a strong enough adjunct pool to

1 teach these essential courses. The college must work on training faculty to teach skills in addition to
2 expertise in the disciplines. John Jay is planning some work on this.

3
4 Professor Green also said that the study had gathered testimony from employers of John Jay alumni.
5 The employers love John Jay's alumni in entry-level positions, but find that they cannot promote
6 them, because they do not have the higher level skills. Employers care less about what students
7 majored in, and more about the students' level of curiosity and collaborative ability. The projection
8 now is that students who graduate from college this year may have 13 careers over the course of their
9 life. In this light, the college must rethink what is required of a college graduate.

10
11 Dean Lopes said that John Jay's student profile is shifting. These students may want to go to graduate
12 schools. The curriculum has to meet those students' needs in the curriculum and pedagogically.

13
14 Professor Virginia Moreno said that Gen Ed needs to be thought of as a program, rather than a
15 collection of courses distributed in various categories or "buckets." She felt that changing this kind of
16 language when talking with colleagues would be critical to getting faculty on board with the re-think
17 that is needed.

18
19 Dean Lopes said that some colleges solve this by putting in place a Gen Ed faculty who are interested
20 in teaching in this way. That team would own that curriculum in a cross-disciplinary way.

21
22 To summarize, Deal Lopes said that what John Jay has been doing with Gen Ed is not working. The
23 new Gen Ed has the potential to do some great things. The job is to seize that potential and make sure
24 those critical skills are really imbricated into those courses and assessed. "We all need to own these,
25 and we need to learn how to work with and assess these."

26
27 Professor Wallenstein felt that this report confirms his concern over the lack of preparation on oral
28 communication.

29
30 Dean Lopes responded that the lack of preparation is overall. Students think they are doing better than
31 they are. Underprepared students tend to see themselves as better prepared than they are. There is a
32 real discrepancy between how they see themselves and how faculty see them.

33
34 Professor Moreno said that students also claim that they do not get enough feedback on their college
35 work. It is essential for faculty to take the time to give students the feedback they need early in the
36 process so that they can change behavior and understand expectations.

37
38 Professor Wallenstein expressed his regret about the loss of the Speech 113 course. Devaki Naik
39 agreed. She came to John Jay as a transfer student from India, and Speech 113 was one of the first
40 courses she took. She said it put her in good standing to know how to speak in and outside of class.

41
42 Dean Lopes asked that the committee members share the findings from this report with their
43 departments.

44
45 Professor Pease asked if it would be distributed. Dean Lopes said it would be on the UCASC website,
46 sent to chairs, and to heads of majors and minors. She wanted the broadest possible discussion of the
47 report and its implications. She said the Gen Ed subcommittee of UCASC will be developing an
48 assessment model for the new Gen Ed as it is being rolled out, and so the large conversation right now
49 can help shape how that assessment is executed.

50
51 Professor Balis wished to comment on how struck she was by how far the college has come. She felt
52 that before Gen Ed, basic skills were looked at as something to "get through," but that dialogue has
53 changed enormously.

54

1 David Guadeloupe asked if Speech 113 can be added to the core. Dean Lopes said it can be an offering
2 but not a requirement. Kathy Killoran said that oral communication needs to be emphasized at the
3 major level as well. Dean Lopes said while the majors take responsibility for depth of content in an
4 area, they also should take responsibility for imbricating the skills in the courses.

5
6 Dean Lopes asked that UCASC members come to the College Council meeting to support the Gen Ed
7 courses on October 18th during community hour.

8
9 Kathy Killoran reminded the room that the next UCASC meeting will be on October 26 in Room 610.

10
11 ***A motion was made and seconded to adjourn the meeting. It was unanimously***
12 ***acclaimed.***

13
14 Respectfully Submitted,

15
16 Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA

October 26, 2012

9:30 A.M. – 12:30 P.M.

ROOM 610T

- 1. *Administrative Announcements*** – Dean Lopes
- 2. *Approval of the minutes of October 12, 2012***
- 3. *Old Business***

Courses (2nd readings)

- ISP 2XX Revolutions and Global Transformation (GE) - amy will send tonight
- PHI 4XX Senior Seminar in Metaphysics and Epistemology – Tanya giving feedback

Course revisions (2nd readings)

- **DRA 212 History of the Drama I (GE)** – rec'd revised - Marty

Courses Being Mapped to Gen Ed Outcomes Only (2nd reading)

- **POL 101 American Government and Politics**

General Education Update – Dean Lopes

- 4. *New Business***

Programs Subcommittee

- Proposal to Revise the B.S. in Economics – will receive monday
- Proposal to Revise the B.S. in Security Management – KK needs to work on it

Courses Subcommittee

LLS 3XX II-Legal Subjects: U.S. Latina/o Literature and the Law - emailed Belinda and rich 10/19

HIS 1XX Microhistories: a Lens into the Past (GE) – copied, Balis will represent

ISP 1XX Why Gender Matters (GE) I&S

ISP 2XX Getting Even: Forgiveness and Revenge for Individuals and Societies (GE-I&S)

HON 2XX (299) Intellectual Foundations I: What is the Common Good? (GE-I&S) – dara will send rev Friday pm.

POL 3XX Supervised Undergraduate Research Experience in Political Science??- need rev, Max can come

Course revisions

AFR 121 African American Community Problems (GE-US Exp) (Tabled at 9/21 & 10/12)
LLS 255 Latin American Women (GE-

ECO 405 Seminar in Economics and Crime - asked Jay to send rev by monday

Courses being Mapped to Gen Ed Outcomes Only

ART 103 Art of the Italian Renaissance (GE -WC)- amy needs to look at it

GEN 101 Introduction to Gender Studies (GE)

MUS 120 Piano (GE-COM)

MUS 130 Chorus (GE-COM)

Prior Learning Assessment – Dean Lopes

1 flexible core categories, and these courses are the same at every college. They cannot be changed, if
2 John Jay is to be part of the Macaulay Honors College. The group of courses are very civic-minded and
3 are intended to create a shared experience across all of the CUNY schools. She stressed that these
4 courses are non-negotiable, as they have been created and overseen by the Macaulay faculty. These
5 Macaulay students will also select six other honors courses from the disciplines, some of which will be
6 designed by John Jay faculty. Those students will also participate in a community with our own honors
7 program students and share a lounge with them. The most extraordinary part of the Macaulay
8 experience is that the 20 students in the John Jay Macaulay cohort will share one academic advisor, as
9 compared to 1 advisor for the 220 students in the regular honors program.

10
11 Dean Lopes said that some colleges have a hard time recruiting their first class of the Macaulay Honors
12 Programs. These are students who could go anywhere, so they must be courted. She is personally
13 courting a number of students, and deciding who to focus on is an important choice. Professor
14 Wallenstein asked if potential students are talking to popular faculty. Dean Lopes said some of that
15 will happen during the recruitment process.

16
17 On this point, she said that faculty engagement continues to be important once student are admitted.
18 These students need to be mentored. They have many opportunities and need lots of faculty
19 mentoring. She encouraged faculty to drop by the honors lounge, especially on Fridays, when the
20 honors classes are scheduled. She said faculty could call Professor Byne to discuss how to create
21 relationships with these students..

22
23 Professor Judy-Lynne Peters asked Dean Lopes to talk about the distance education committee. Dean
24 Lopes explained that the college has taken up the issue of online learning recently. A task force made a
25 series of recommendations, and a director of online learning has been hired. The director has put
26 together a college-wide committee made up of faculty, deans, and so forth to recommend and develop
27 policy around online learning at John Jay. Professor Peters added that the college is trying to develop
28 policy around designing courses, and is in need of input from the faculty on that score.

30 ***Approval of the minutes of October 12, 2012***

31
32 **A motion was made and seconded to approve the minutes of October 12, 2012 with the**
33 **corrections below.**

34
35 Dean Lopes noted that the document needed pagination. Professor Balis noted a mistake in the section
36 about the Chemistry of Cooking. On page 8, line 39, the word “cooking” should be “chemistry.” On
37 page 13, line 21, Dean Lopes noted that the sentence should read “credit is given for participation.” On
38 the second to last page, “Dean Lopes” was mistyped as “Deal Lopes.”

39
40 **The minutes of October 12, 2012 were approved with 21 votes in favor and 1 abstention.**

41 ***Old Business***

42 **Courses (2nd Readings)**

43 **ISP 2XX Revolutions and Global Transformation (GE-WCGI)**

44
45
46
47
48 Professor Green said that some readings have been added about Latin America in response to feedback
49 about the global nature of the course. She also noted that a reading on Buddha was already included.

1 Professor Monica Varsanyi noted a typo on the syllabus that says “LOL” instead of “learning
2 outcomes.”
3

4 **A motion was made and seconded to approve ISP 2XX Revolutions and Global
5 Transformation (GE-WCGI). ISP 2XX Revolutions and Global Transformation (GE-
6 WCGI) was approved with 22 votes in favor.**
7

8 Kathy Killoran noted that the deadline for College Council is October 29, so anything approved at this
9 meeting would need to be turned around very quickly. She would need revisions by Monday. Dean
10 Lopes added that the more courses UCASC can put forward to College Council from this meeting, the
11 better, because this was a particularly light meeting, and future meetings would have much more to
12 cover.
13

14 **Courses (2nd Readings)**

15 **DRA 212 History of the Drama 1 (GE-CE)**

16 Professor Martin Wallenstein explained that short writing assignments have been added to address the
17 committee's concern that the course did not allow enough class time for digestion.
18

19 Professor Green suggested that someone make a friendly amendment to change the name of the course
20 from History of the Drama to History of Theater.
21

22 Professor Peters asked if this would necessitate changing the course that was approved previously.
23 Kathy Killoran said no, but noted that there is another related course, DRA 222, but it has not yet been
24 seen at UCASC.
25

26 **A motion was made and seconded to approve DRA 212 History of Theater I (GE-CE).
27 DRA 212 History of Theater I (GE-CE) was approved with 22 votes in favor.**
28

29 **Courses Being Mapped to Gen Ed Outcomes Only (2nd Readings)**

30 **POL 201 American Government and Politics (GE-US Exp)**

31 Professor Varsanyi explained that Professor Brian Arbour had made changes to the syllabus to
32 highlight the content about diversity that is inherent in the course. Those changes are marked in bold
33 and underlined.
34

35 **A motion was made and seconded to approve POL 201 American Government and
36 Politics (GE-US Exp).**
37

38 Professor Green asked for a rewording of the learning outcome on page 3. It read: “To understand
39 these patterns it is necessary to understand these things.” She said that the language should include
40 the activities that address how the course will go about achieving that understanding. Kathy Killoran
41 noted that after the page turn, there are two more paragraphs that adequately address Professor
42 Green's concern.
43

44 **POL 101 American Government and Politics (GE-US Exp) was approved with 23 votes in
45 favor.**
46
47
48
49
50

General Education Update

Dean Lopes noted that UCASC's pace, though already fast, will accelerate in the coming meetings. Professor Green asked committee members to remind their departments to respond quickly to feedback from her committee. The quicker this turnaround can happen, the better.

Professor Jama Adams was concerned about the pressure to move quickly at the cost of academic rigor. He asked the committee leaders to remember that these courses are intellectual products. Oftentimes, they require consultation, and that takes time. He also noted that there is the political overlay within the departments of tremendous resentment coupled with a sense in the faculty that they are being asked to shove things through the system.

Dean Lopes said that she understood those concerns. She also said that it is essential that the college has a curriculum in place next year. If the needed courses do not make their way through governance, the people who will suffer are the students and the faculty. She also said she does not want to rush anything, and the committee should fully consider everything.

Professor Green asked for a reminder of CUNY's deadlines.

Dean Lopes said the deadlines do not just come from CUNY, some are practical internal deadlines that have to do with the way an item moves through governance within the college. All of these courses need to go through governance by December. December 10 and 12 are the last two College Council meetings of the semester, so courses need to come before College Council before the end of the semester. She said that anybody who may be in need of help from her department should speak to her. The scripting to put courses in place for registration is a large task, and must be finished by March. Kathy Killoran added that the college must have a bulletin. Curriculum is only the first layer of work that has to be done to make these offerings real, and all the work that needs to take place behind the scenes in the Spring depends on the results of governance in the Fall.

New Business

Programs Subcommittee (1st Readings)

Proposal to Revise the B.S. in Economics

Professor Varsanyi introduced this revision to the Economics major. The Economics department currently has three areas of specialization in the major: a) Economics, b) investigation of economic crimes, c) forensic financial analysis, which aims a student towards a career as a CPA. Because of low enrollment, the Economics department would like to eliminate Specialization B. Down the road, the department would like to develop separate majors for items A and C.

Professor Jay Hamilton added that there are changes to the required core of the major. As the major now stands, students are required to take a number of courses outside of economics. This has led to some problems within students in Specialization A, the economics-focused part of the major. The department would like to take some of the courses that are associated with accounting and isolate them for Specialization C only. Then more courses can be created for the Economics focus.

Dean Lopes said that this work is timely. In another year, a new major on fraud and forensic analysis will be introduced. This would be the college's first white collar crime major. She said it is nice to see economics growing into a full major.

1 Kathy Killoran asked Professor Hamilton to talk about the 1xx level courses for specialization A – the
2 intro to micro and intro to macro. Professor Balis asked the same about the 2xx level intermediate
3 macro and micro courses.
4

5 Professor Hamilton said that this might be a discussion for down the road. The proposal for revision
6 seems to redundant sets of the same courses with separate titles. He said the department is aware of
7 this, but the courses must be listed this way right now because of coming changes with Pathways
8 aligning economics majors across CUNY. Pathways requires very specific offerings for transfers within
9 CUNY schools, and each major must have three courses that are transferrable. So, in Economics, there
10 are typically these four courses (intro macro, intro micro, intermediate-macro, intermediate-micro).
11 Other institutions tend to have only two courses, and that is what John Jay would like to do, but in
12 order to comply with CUNY's transfer-within-majors rule, four courses would be needed. He said at
13 this moment, it would be possible to wait on this element of the proposal if it causes confusion.
14

15 Professor Hamilton also said that specialization C has several productive relationships with
16 community colleges. To continue to honor those agreements, the department cannot change to a
17 model that has intro-micro and intro-macro. To stay consistent with those programs, the department
18 needs to keep the combined micro-macro courses. Kathy Killoran asked if the problem would take care
19 of itself when specialization C comes into its own as a major.
20

21 Dean Lopes noted that the number of core courses in this major is small. She would like students to
22 share a larger body of information. However, she said that since this is a transitional step, the layout of
23 courses at this point makes sense.
24

25 Professor Adams was concerned about the major's ability to balance both justice and liberal arts. He
26 felt the proposed revision might allow a student to earn a degree without adequate study of gender,
27 race, or the liberal arts. He agreed that intro to criminal justice is necessary for the forensic accounting
28 portion of the major, but also wished to see a course specifically designed around Justice and
29 Economics.
30

31 Professor Adams also suggested that the electives in the specializations be chunked, with courses
32 broken down by subject area to ensure that students are required to choose courses from each area.
33 Dean Lopes agreed that it is a best practice to make categories out of electives so that students are
34 exposed to various areas. Professor Adams asked where inequality and wealth would be addressed in
35 the curriculum.
36

37 Professor Hamilton felt that Professor Adams was missing the forest for the trees. Many of these
38 courses have come through UCASC governance, and on a course-by-course basis, they do pay attention
39 to gender and race. He cited the Political Economy course as an example. Professor Adams was
40 concerned that such material is not present in the core. Professor Hamilton said that it will be required
41 for students. Professor Hamilton noted that there are three version of the major in the proposal, and it
42 is possible that UCASC members might be commenting on old drafts rather than the proposed change.
43

44 Professor Hamilton was resistant to grouping courses before specializations A and C are isolated into
45 separate majors. The Department would want to consider its methods of grouping in light of that
46 change and its own growth with new hires. Professor Adams disagreed. He felt that if a proposal comes
47 to UCASC, it should show the thought and organization as to how specializations will be structured,
48 and the clusters should be built on the department's current capabilities.
49

50 Professor Hunter Johnson noted a sentence on the end of the first paragraph in which “duel” should
51 be “dual.” He appreciated a sentence elsewhere in the proposal that pitched the major toward
52 considering graduate programs in economics. On that count, he was concerned that calculus had been

1 eliminated as an elective. That elimination did not seem wise for students who intend to pursue
2 graduate degrees in the field. Professor Hamilton said the department had discussed the need for
3 calculus. They determined that it was best to let students focus on economics, while directing those
4 who may be interested in graduate school to use their free electives for calculus.
5

6 Professor Pease said that a number of Economics courses have come through this committee and those
7 courses have addressed gender and race. However, she wished to agree with Professor Adams on the
8 subject of making groupings within the electives. Such groupings might choose to cluster domestic
9 economics; international economics; and gender, class, and race. She referred to the way Gender
10 Studies groups electives as a good example of a way a department tackles these categories. She felt the
11 groupings have made better outcomes for students.
12

13 Professor Von Lampe noted that Criminal Justice 101 will be replaced by CJBS 101 shortly , so
14 Economics should include that as an alternative to CRJ 101 as a prerequisite.
15

16 Dean Lopes noted a typo on page 1, where it said “patters” instead of “patterns.”
17

18 Dean Lopes added to the discussion of categories, noting another possible way to group courses is to
19 make one category required and others optional.
20

21 Professor Hamilton said that he would try to respond to this feedback. However, he has a small
22 department. So, his own concern about going back to his faculty was that the professors sometimes get
23 territorial about things like clusters. Dean Lopes suggested guiding the faculty with the program's
24 learning outcomes, which could be used as a reference for developing categories. This would make the
25 most coherent major.
26

27 **Proposal to Revise the B.S. in Security Management**

28

29 Professor Varsanyi noted that this major was last revised in 1985, so the current revision is long
30 overdue. Among the changes, an internship will be required within the major.
31

32 Professor Adams reiterated his earlier point that the electives should be clustered to provide
33 coherence to the major. He also suggested a course on the recent trend of private securities taking over
34 government institutions. Dean Lopes felt that the topic was addressed in the core courses. Professor
35 Adams wished to see a course that addresses this topic as the core philosophical issue. “When the
36 private sector are policing the poor, what are the issues?” he said.
37

38 Professor Balis was also concerned about the lack of a required course devoted explicitly to security
39 and justice. Professor Adams said the major has a technical feel to it, and that the larger justice issues
40 are not interrogated.
41

42 Professor Varsanyi asked how the department arrived at the specific qualifications for the exception to
43 the internship requirement. She was not sure that five years of work experience would be significantly
44 different than three years of work experience.
45

46 This raised a larger question about the function of internships in general. Dean Lopes said the college
47 is currently looking at how to assess prior learning. She said the college's standards are haphazard
48 right now, and she will be coming to UCASC with a proposal and a report developed by an outside
49 consultant on how to make this more standardized this across the curriculum. From her perspective,
50 credit for an internship is for the learning that happens, not the doing, so substitution of time on the
51 job would not serve as an appropriate basis to grant exemptions. She said that she would argue that a

1 student would have to show learning from a prior job through a portfolio process or something
2 equivalent. The student would have to demonstrate how they had met the learning outcomes of the
3 internship.
4

5 Regarding the internship item on the proposal on the table, Professor Corbett asked how he should
6 handle this, going forward. Would there be some sort of form? Dean Lopes said there will be more
7 than a form, the protocol will be made a best practice, and the internship will need to be tied to the
8 course.
9

10 Professor Wallenstein said he could see how someone on the job would have gotten the equivalent
11 learning after three years as they would after five. He referenced his own year of sabbatical, spent as an
12 assistant district attorney, and noted how much he learned during that year. Dean Lopes said that the
13 key difference here is the issue of college credit. "Awarding college credit is a very, very serious thing
14 when it comes to internships." She said that has been problematic in the past, and so the college is
15 beginning to look at it.
16

17 Professor Wallenstein said as chair he has handled sometimes handled this question by telling people
18 that previous on-the-job learning can earn a waiver from the class, but not equivalent credit.
19
20

21 **Courses Subcommittee**

22

23 **ISP 1XX Why Gender Matters (GE-I&S)**

24

25 Kathy Killoran said the subcommittee had asked the proposer to speak to the Gender Studies faculty to
26 be sure the overlap between this and GEN 101 would not be problematic. Professor Green then
27 introduced the course. She said that they had not intended it to be a substitute for Gender Studies 101,
28 but two members of the Gender Studies faculty had said it was quite similar and may be a good
29 alternative. This course would also provide opportunities for Gender Studies faculty, if they want to
30 teach it in an interdisciplinary way.
31

32 Professor Adams asked for a definition of ISP, "what makes it special?" He was concerned about a
33 number of recent proposals from that department that seemed to compete directly with other
34 departments' offerings.
35

36 Dean Lopes said that the key to understanding ISP is in looking at how the teaching is done. Faculty
37 teach things differently in different departments, and often similar courses are taught in different
38 departments. This has to do with the multi-disciplinary knowledge of faculty. The college needs to
39 develop the ability in this changing world to give departments the opportunity to see cross-disciplinary
40 opportunities. She asked the PPP committee to consider the question and bring it back to UCASC for
41 discussion.
42

43 Professor Adams said that many departments at John Jay are interdisciplinary, but ISP has better
44 resources. They can pull from the entire college. The notion of limitless expansion worried him.
45

46 Dean Lopes said that ISP has offered its courses experimentally in the past. The department has about
47 100 students. The true nature of ISP is that it is a small entity compared to a department. The issue on
48 the table right now is this particular course. Professor Adams then said that the course on the table is a
49 wonderful course.
50

51 Professor Katie Gentile was present for the course.

1 Professor Von Lampe asked if humanities includes biology. He compared the rationale to the course
2 description, which does mention non-humanities disciplines. He asked if it would be feasible for a
3 course taught by one person to cover all of this. Professor Green noted that two people would teach the
4 course.

5
6 **A motion was made and seconded to suspend the second reading rule. The motion to**
7 **suspend the second reading rule was approved with 19 votes in favor, 1 opposed, and 2**
8 **abstentions.**

9
10 **A motion was made and seconded to approve ISP 1XX Why Gender Matters (GE-I&S).**
11 **ISP 1XX Why Gender Matters (GE-I&S) was approved with 20 votes in favor and 2**
12 **abstentions.**

13
14 At this point, Dean Lopes moved one course up on the agenda because Prof. Gentile had to leave.

15 16 **Course Being Mapped to Gen Ed Outcomes Only**

17 18 **GEN 101 Introduction to Gender Studies (GE-I&S)**

19
20 Professor Green introduced the course, noting that the mapping fits nicely. Kathy Killoran said that
21 the past Gen Ed Subcommittee had worked with Professor Gentile on the refining the narrative in the
22 left-hand column.

23
24 **A motion was made and seconded to approve the mapping of Introduction to Gender**
25 **Studies (GE-I&S). The mapping of Introduction to Gender Studies (GE-I&S) was**
26 **approved with 21 votes in favor and 1 abstention.**

27
28 Dean Lopes then brought the meeting back to the agenda.

29 30 **New Courses**

31 32 **ISP 2XX Getting Even: Forgiveness and Revenge for Individuals and** 33 **Societies (GE-I&S)**

34
35 Kathy Killoran introduced the course, which was the first course that ISP brought in during the
36 summer.

37
38 Regarding the course's attention to diversity, Professor Adams said, "If I never see South Africa in
39 another curriculum, I would not miss it." He was concerned about the lack of attention to the rest of
40 the continent. He also noted the lack of classical works from Latina/o literature or from African-
41 American literature. He asked if UCASC could send a message that substantial work is being done
42 outside of these dead, white men.

43
44 Dean Lopes said the curriculum needs to be a mirror of ourselves as well as a window to other cultures,
45 noting that when she used "we" she meant both the faculty and the students. So how can the
46 curriculum work harder to balance and be an accurate mirror of this student body?

47
48 Professor Adams felt that the syllabus approaches diversity through overly safe channels, by talking
49 about South Africa. He would like to see more thoughtful engagement with cultural diversity, and said
50 it is the college's responsibility to stretch.
51

1 Professor Green said that he raised a good point. However, this particular note, reminded her of his
 2 earlier point about ISP not encroaching on other people's territory. She said that this course tried not
 3 to step on the toes of what would happen in Africana studies, but maybe a conversation with that
 4 department would be in order.

5
 6 It was determined that this course would come back for a second reading.
 7

8 **LLS 3XX II – Legal Subjects: US Latina/o Literature and the Law** 9 **(GE-JCII)**

10
 11 Kathy Killoran and Professor Green recapped the course's journey through the courses committee and
 12 the Gen Ed committee.

13
 14 Kathy Killoran asked why this course is not part of the English major. Professor Pease agreed that it
 15 should be included as one of the Literature and Law electives.

16
 17 **A motion was made and seconded to dispense with the second reading of the course.**
 18 **The motion to dispense with the second reading was approved with 21 votes in favor**
 19 **and 1 opposed.**

20
 21 **A motion was made and seconded to approve LLS 3XX II – Legal Subjects: US Latina/o**
 22 **Literature and the Law (GE-JCII). LLS 3XX II – Legal Subjects: US Latina/o Literature**
 23 **and the Law (GE-JCII) was approved with 22 votes in favor.**

24 25 **HIS 1XX Microhistories: a Lens into the Past (GE)**

26
 27 Kathy Killoran said that this is the History Department's primary offering for the Learning from the
 28 Past cluster. Professor Pease said the course maps very nicely onto the cluster.

29
 30 Professor Adams felt that the proposal was too narrowly drawn. Given that, he could only read the
 31 proposal as a container. He would like to see other topics developed for this course, and asked for a
 32 list of possible other offerings. He was concerned about the lack of diversity. "Can we shake up the
 33 predictability?" he asked.

34
 35 Professor Balis said that the professors in the history department have an unpredictable variety of
 36 expertise. This proposal is a very broad proposal on purpose, but the idea was to create a course that
 37 everybody can use to teach what they really know. She said there are plenty of people in the
 38 department who are non-European specialists. Professor Adams said if one steps back, the diversity is
 39 not there. He said the unpredictable people seem to be very quiet. There is a new traditional cannon
 40 coming out, and he would like to see that reflected in courses like this one.

41
 42 Professor Balis asked if he would like to see more diverse examples in the course description. He said
 43 the solution would not be that simple. He would like to see course content drawn from many more and
 44 varied sources.

45
 46 **A motion was made and seconded to suspend the second reading rule. The motion to**
 47 **suspend the second reading rule was approved with 19 votes in favor and 3 abstentions.**

48
 49 **A motion was made and seconded to approve HIS 1XX Microhistories: A Lens into the**
 50 **Past (GE). HIS 1XX Microhistories: A Lens into the Past (GE) was approved with 22**
 51 **votes in favor.**

1 **The committee took a ten minute break**

2
3 **HON 2XX (299) Intellectual Foundations I: What is the Common**
4 **Good? (GE-I&S)**

5
6 Dean Lopes noted that Honors courses have been offered experimentally to date, but with the new Gen
7 Ed, Honors courses will now go through governance. This is the first course for John Jay's honors
8 program. This is the first course in a sequence.

9
10 Kathy Killoran said the courses committee had had very little feedback for Professor James
11 DiGiovanna, the course was very well done.

12
13 Professor Varsanyi had a question about the abbreviated title. Kathy Killoran said "lead 1" meant
14 "leadership 1." She thought it might be better to let the abbreviated title refer to the title of the course,
15 What is the Common Good?

16
17 Professor Adams felt that the readings did not address "common good" within an American Twenty-
18 First Century society. The classical perspective was too narrow. He thought there could be readings
19 that systematically address the critique of those foundational texts. He stressed that he is not saying
20 that critique does not happen, but that it does not appear in a systematic formal way in the syllabus.

21
22 Professor DiGiovanna said the first three weeks are designed to do foundations. He said the critique
23 does begin immediately thereafter with the readings in the following weeks. He explained how a
24 number of the readings engage in the question of the commons from a contemporary perspective,
25 noting which readings engage it from the perspectives of gender, race, political movements, religion,
26 and so forth - all grappling with the "common good." So he did think there is contemporary critique
27 embedded in the course. He also noted that this is only one model syllabus.

28
29 Professor Hamilton asked how professors are selected for Honors courses.

30
31 Dean Lopes said that so far people have put themselves forward, and sometimes the college reaches
32 out to people with expertise. So far, there has not been a system for selection.

33
34 Professor Dara Byrne, director of the Honors program, said she has been reaching out to chairs and
35 making her way around the college to let people know about the Honors program and the Macaulay
36 honors program. She said that chairs have to be generous in loaning faculty and adjusting schedules.
37 In some cases, she has not heard back from the chairs, but other chairs have been very responsive.

38
39 Professor Hamilton asked if there is a disciplinary basis for a course like this. He thought there might
40 be people from his department who could teach it, and it could become a hiring consideration. Dean
41 Lopes said that many disciplines can contribute to this.

42
43 Professor DiGiovanna said he is from Philosophy, but he envisioned the course to be appropriate for a
44 number of departments.

45
46 Professor Adams asked if it would be possible to have a section on American perspectives on common
47 good. Also, in the section with critique of the theorists, he thought the syllabus could state more
48 explicitly "this is where we critique," to provide a road map for the students.

49
50 Professor Wallenstein thought it was a very exciting course. He said when he sees a course and thinks
51 "I'd like to have students who have taken this course in my classes," that must be the highest praise.

1 **A motion was made and seconded to suspend the second reading rule. The motion to**
 2 **suspend the second reading of HON 2XX (299) Intellectual Foundations I: What is the**
 3 **Common Good (GE-I&S) was approved with 18 votes in favor, 1 opposed, and 2**
 4 **abstentions.**

5
 6 **A motion was made and seconded to approve HON 2XX (299) Intellectual Foundations**
 7 **I: What is the Common Good (GE-I&S). HON 2XX (299) Intellectual Foundations I:**
 8 **What is the Common Good (GE-I&S) was approved with 19 votes in favor and 2**
 9 **abstentions.**

10 **POL 3XX Supervised Research Experience in Political Science**

11
 12
 13 Kathy Killoran explained that this offering from the Political Science department supports the
 14 undergraduate research initiative from Undergraduate Studies.

15
 16 Professor Varsanyi said that this course was built to go into the new Political Science major, which will
 17 go into effect next year.

18
 19 **A motion was made and seconded to suspend the second reading rule. The motion to**
 20 **suspend the second reading of POL 3XX Supervised Research Experience in Political**
 21 **Science with 19 votes in favor and 2 abstentions.**

22
 23 **A motion was made and seconded to approve the new course POL 3XX Supervised**
 24 **Research Experience in Political Science. POL 3XX Supervised Research Experience in**
 25 **Political Science was approved with 21 votes in favor.**

26 **SEC 3XX Private Security: Trends and Movements**

27
 28
 29 Kathy Killoran said that this course is meant for the core of the major. The courses committee worked
 30 with Professor McCrie to tweak some of the prerequisites and the learning outcomes.

31
 32 Professor Wallenstein noted that this course does cover the issue of privatization that was addressed
 33 earlier in the meeting. Professor Von Lampe asked about the use of the term “private sector justice” as
 34 a concept in the course description. He could not find a reference for that term on the internet or
 35 elsewhere, and found it potentially misleading. He asked if “private sector security” might be the more
 36 accurate concept for that sentence.

37
 38 Professor Wallenstein thought it might not be a misleading term. He felt that there are justice issues
 39 involved in working in the private sector. Dean Lopes thought the term might need a re-wording, and
 40 suggested, “issues of justice in the private sector.” There was a conversation about what content this
 41 term is meant to address. Does it include the mafia and vigilante-ism?

42
 43 Dean Lopes felt it must mean justice in the private sphere as opposed to issues of justice

44
 45 Professor McCrie explained that many issues are handled by the private sector now as a matter of
 46 expediency because it takes so long for issues to come to civil court. The judges are also private.
 47 Arbitration represents an attractive means of unblocking issues that could go on and on. This is what
 48 the authors had in mind when they used they wrote “private sector justice.”

49
 50 Professor Adams asked Kathy Killoran to ask proposers to include page numbers for the readings. The
 51 reason he asked was because one of the reading assignments listed included four chapters. That

1 seemed like a large amount to him. He requested that proposers provide the amount of pages and the
2 names of chapters to give UCASC a better sense of what is being asked of the students.
3

4 Dean Lopes said this would be a change in how UCASC thinks of a “model syllabus.”
5

6 Professor Wallenstein said if this were a 1XX course, he would share Professor Adams' concern, but at
7 this level, students should be able to handle a four chapter reading assignment. Professor Adams
8 clarified his point. To his eye, there was no way for this committee to know how much reading was
9 required – whether that is too much or too little - and the committee should not have to assume. Dean
10 Lopes referred this point to the courses committee to.
11

12 **A motion was made and seconded to suspend the second reading of SEC 3XX Private**
13 **Security: Trends and Movements. The motion to suspend the second reading was not**
14 **approved with 6 votes in favor, 5 opposed, and 10 abstentions.**
15

16 The motion did not carry, so the course will come back for a second reading.
17

18 **SEC 3XX Energy Industry Security**

19
20 Kathy Killoran said that the courses committee found this course important and necessary considering
21 the state of the energy industry in the world today.
22

23 Professor Varsanyi found the first line of the course description oddly phrased. She requested
24 something like “to learn about” or “an exploration of” in the sentence.
25

26 **A motion was made and seconded to suspend the second reading as amended.**
27

28 Professor Varsanyi suggested a few other grammatical tweaks in the course description. She noted that
29 they are small points, but these items need attention since this text will go into the bulletin.
30

31 **The motion to suspend the second reading was approved with 14 votes in favor and 7**
32 **abstentions.**
33

34 **A motion was made and seconded to approve the new course SEC 3XX Energy Industry**
35 **Security. SEC 3XX Energy Industry Security was approved with 20 votes in favor and 1**
36 **abstention.**
37

38 **SEC 3XX Retail and Commercial Security**

39
40 Kathy Killoran said that this is another very focused course for the major, and this course will be
41 essential to students who wish to be competitive in this field.
42

43 Professor Varsanyi noted an extra period at the end of the course description.
44

45 Professor Von Lampe asked if there was redundancy in the last sentence of the course description,
46 which seemed to discuss the reduction of theft twice. Professor Corbett suggested cutting one of the
47 clauses, ending the course description with “end internal threats.”
48

49 Professor Adams referenced statistics about Macys losing money to enforce its own racial profiling,
50 and asked where racial profiling might be dealt with in this syllabus. Professor Corbett said that this
51 principle actually applies to other situations beyond retail situations, and might be outside the realm

1 of this course. Professor Adams felt that his point is directly related to the course's examination of loss
2 prevention. He also asked about the term "homeland security" in the syllabus.

3
4 Professor McCrie said that the course does consider racial profiling. He said it is a litigious act when
5 security personnel stop someone. On the second question about homeland security, he said that retail
6 establishments may be future targets for terrorism.

7
8 Professor Adams felt it would be helpful if the topic discussions could be a little more illuminating and
9 expansive.

10
11 Devaki Naik noted the use of the word "literate" on page 6 to describe students' qualifications. She
12 thought that particular wording seemed out of place at the college level, and she had a friendly
13 suggestion that the word be replaced with something like "informed." Professor Pease noted that the
14 word is used often throughout the department. Naik felt that the word literate is a bit offensive to
15 students.

16
17 Since that term is on many documents from the department, Professor Hamilton asked if this
18 suggestion can be made separate from this vote as a general suggestion for all of the department's
19 documents.

20
21 Professor Wallenstein asked for more explicit wording about racial profiling in the syllabus, and given
22 that, suggested that the vote proceed. Professor McCrie agreed to adding that language.

23
24 **A motion was made and seconded to suspend the second reading of SEC 3XX Retail and**
25 **Commercial Security. The motion did not pass with 14 votes in favor and 7 abstentions.**

26
27 The motion to suspend the second reading rule did not pass, so the course will come back for a second
28 reading.

29 **Soc 3XX Advanced Social Statistics**

30
31 Kathy Killoran said this course is for the Criminology major. It is part of a sequence of courses in that
32 major. The subcommittee asked Professor Lila Kazemian to address how this course differed from
33 statistics, which she did.

34
35 Professor Varsanyi felt that the learning outcomes could be phrased in present tense. Dean Lopes
36 agreed that this is good for the catalogue.

37
38 **A motion was made and seconded to suspend the second reading rule.**

39
40 Professor Kazemian explained that this is a follow up to undergrad statistics, STA 250. She said she
41 has taught it four times with honors students. This would not run every semester or even every year,
42 because there is not that much demand. The course targets undergraduates who are considering
43 graduate school. The key feature that distinguishes the course from STA 250 is the research this course
44 requires.

45
46 Professor Peters asked if students need to go through IRB approval. Professor Kazemian said that if it
47 is required for what they want to investigate, then yes, but it would not necessarily be part of the
48 course.

49
50 Devaki Naik, an economics major, noted that a statistics class that teaches students how to write would
51

1 be extremely valuable.

2
3 Professor Varsanyi asked if this class sends a message that quantitative research is the only type of
4 research. Professor Ocejjo said that this is the second elective in a sequence, and the other two options
5 are qualitative research.

6
7 Professor Balis asked if non-sociology majors can take this course. Professor Kazemian said she has
8 taught it to honors students from a number of disciplines. It is good for anyone who wants to use
9 statistics.

10
11 Professor Pease asked about the title of the required text. Professor Kazemian said this is the book the
12 students hate the least and it is a good book.

13
14 Dean Lopes said she hopes to bring together a group of faculty across the disciplines to discuss STA
15 250. She said there is a real need for adequate preparation for these advanced courses. Currently, that
16 course does not adequately prepare students for higher level work.

17
18 Professor Velazquez-Torres questioned the learning outcomes, which are phrased to sound more like
19 tasks or activities than outcomes. Dean Lopes agreed that the learning outcomes should be rephrased
20 to address the point of why the student is doing the task. She said she would consult with Professor
21 Kazemian outside of the meeting about this point.

22
23 **The motion to suspend the second reading rule was approved with 18 votes in favor and**
24 **3 abstentions.**

25
26 **A motion was made and seconded to approve SOC 3XX Advanced Social Statistics.**
27 **It was approved with 19 votes in favor and 2 abstentions.**

28
29 **Course revisions**

30
31 **AFR 121 African American Community Problems (GE-US Exp)**

32
33 Dean Lopes noted that this has been put forward as a revision to fit the Gen Ed requirements. Kathy
34 Killoran recapped its journey through the courses and Gen Ed committees over the summer. She said
35 that some of the jargon has been adjusted to reflect the department's new name, which reflects the
36 wider scope of Africana studies. She said the courses committee had asked the proposers to broaden
37 the material so that it would appeal to a wider number of students.

38
39 A motion was almost made to vote, but Dean Lopes took this moment to explain that she would like a
40 thorough discussion of courses, especially Gen Ed courses.

41
42 Professor Varsanyi asked if it is appropriate that the learning outcomes are cut and pasted from the
43 CUNY Pathways learning outcomes. Kathy Killoran said she thought this was because the proposal
44 came in so early in the summer, when CUNY wanted all courses to simply adopt the required learning
45 outcomes.

46
47 Professor Pease complimented the assignments. Kathy Killoran asked Professor Lori Martin to add the
48 date of curriculum committee approval from the department.

49
50 **A motion was made and seconded to approve the AFR 121 African American Community**
51 **Problems (GE-US Exp). AFR 121 African American Community Problems (GE-US Exp)**

1 **was approved with 20 votes in favor.**

2
3 **LLS 255 Latin American Women (GE-I&S)**

4 Kathy Killoran noted the pertinent changes in the title and course description. The new title is “Latin
5 American Women in Global Society.”

6
7 Professor Von Lampe felt that the title change was not reflected in the course description, which
8 mentions U.S. Society. He asked where the discussion of Latin American women in Europe was?
9

10 Professor Isabel Martinez said that the course itself would not move too far from its current iteration.
11 She said an adjustment could be made. She said that the “global” does include Latin America, but does
12 not address Latin American women in other physical places.

13
14 Professor Von Lampe suggested rewording the description to read: “their roles in current societies, in
15 Latin America, the US, and elsewhere.”

16
17 Kathy Killoran said this would be nice because it would broaden the course description, allowing other
18 professors to step in. Professor Martinez accepted Professor Von Lampe's adjustment.
19

20 **A motion was made and seconded to approve the LLS 255 Latin American Women (GE-
21 I&S). LLS 255 Latin American Women (GE-I&S) was approved with 19 votes in favor.**

22
23 Kathy Killoran asked that the music courses in the mapping section be addressed at this point.
24

25 **Courses being Mapped to Gen Ed Outcomes Only**

26
27 **MUS 120 Piano (GE-COM)**

28
29 Kathy Killoran explained that these courses are both being mapped to the Communications cluster of
30 the College Option. Professor Wallenstein said the nature of the course makes the mapping almost
31 self-evident.
32

33 **A motion was made and seconded to approve the mapping of the two music courses to
34 the Communications cluster. The mapping of MUS 120 Piano was approved with 17
35 votes in favor.**

36
37 **MUS 130 Chorus (GE-COM)**

38
39 There was no discussion.
40

41 **A motion was made and approved to approve the mapping of MUS 130 Chorus (GE-
42 COM) to the Communications cluster. The mapping of MUS 130 Chorus (GE-COM) was
43 approved with 17 votes in favor.**

44
45 The discussion returned to course revisions, skipping the History revisions on the agenda, because
46 Professor Balis had to leave to teach.
47

48 **ECO 405 Seminar in Economics and Crime**

49
50 Kathy Killoran explained that this capstone course has been revised to address economics rather than

1 economics and crime since that specialization was being removed in their proposal to revise the major.
2 So the title and course description have been changed to reflect that.

3
4 Professor Hamilton said this change has been made in response to students' desired research topics
5 during the first offerings of the capstone course.

6
7 **A motion was made and seconded to approve the new course ECO 405 Seminar in**
8 **Economics and Crime. ECO 405 Seminar in Economics and Crime was approved with 17**
9 **votes in favor.**

10
11 **HIS 201 American Civilization – From Colonialism through the Civil**
12 **War (GE-US Exp)**

13
14 Professor Balis was not present, but Dean Lopes asked the room to discuss these courses as a first
15 reading so that feedback could be conveyed to the History department in an effort to expedite these
16 courses' journey through UCASC at the next meeting.

17
18 Professor Wallenstein asked about the removal of requirement for sophomore standing. How would
19 that affect the 2XX-level standing of the course. Dean Lopes said that often students begin taking 2XX
20 courses the second semester of the freshman year.

21
22 Professor Johnson noted that the course description was not on the sample syllabus.

23
24 Professor Wallenstein wished to go ahead and vote. Professor Varsanyi said it is a practice for this
25 committee that a representative from the department must be present during a vote. Dean Lopes
26 asked for more discussion. She agreed with Professor Varsanyi that the committee has been firm on
27 this practice.

28
29 **HIS 201 American Civilization – From 1865 to the Present (GE-US**
30 **Exp)**

31
32 Kathy Killoran explained that this course is built as a complement to the course just discussed.
33 Professor Peters asked if the student would have to take both courses in the sequence. Dean Lopes
34 said no. Professor Wallenstein suggested adding weekly topic headings to the syllabus.

35
36 Dean Lopes said that further feedback could be directed to Professor Balis.

37
38 ***A motion was made and seconded to adjourn the meeting. It was unanimously***
39 ***acclaimed.***

40
41 Respectfully Submitted,

42
43 Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA

November 16, 2012

9:30 A.M. – 12:30 P.M.

ROOM 610T

- 1. *Administrative Announcements*** – Dean Lopes
- 2. *Approval of the minutes of October 26, 2012***
- 3. *Old Business***

Programs Subcommittee (2nd readings)

- Proposal to Revise the B.S. in Economics
- Proposal to Revise the B.S. in Security Management

Courses (2nd readings)

- ISP 2XX Getting Even: Forgiveness and Revenge for Individuals and Societies (GE-I&S)
- SEC 3XX Private Security: Trends and Movements
- SEC 3XX Retail and Commercial Security

Course revisions (2nd readings)

- HIS 201 American Civilization - From Colonialism through the Civil War (GE-US Exp)
- HIS 202 American Civilization – From 1865 to the Present (GE-US Exp)

- 4. *New Business***

Courses Subcommittee

- HIS 1XX Topics in the History of Science, Technology and Medicine (SciWld)
- HIS 1XX Reacting to the Past (COM)
- HIS 1XX Criminal Justice and Popular Culture (JCI)
- HIS 3XX History of Islamic Law (JCII)
- ISP 3XX Moral, Legal, and Ethical Dilemmas that Shape America (JCII)
- LLS 1XX Latino Justice in New York (JCI)
- ECO 1XX Understanding Economic Data (US Exp)
- MHC 1XX Macauley Honors Seminar 1: The Arts of NYC (CE)
- MHC 1XX Macauley Honors Seminar 2: The Peopling of NYC (US Exp)
- POL 3XX Politics of International Security

Courses Being Mapped to Gen Ed Outcomes

- AFR 150 Origins of Contemporary Africa (LP)
- MUS 103 American Popular Music from Jazz to Rock (CE)
- MUS 140 Introduction to Guitar (COM)

Course revisions

- SOC 301 Penology
- SOC 309 Juvenile Delinquency

Principles, Policy and Procedures Subcommittee (3P)

- Proposal to Revise the Dean's List Standards

Academic Standards Subcommittee

- Guidelines for Capstone Courses (PPP)

Prior Learning Assessment Report – Dean Lopes

Attachments:

Agenda for Nov 16th

Minutes of Oct 26th

Proposal to Revise the BS in Economics

Proposal to Revise the BS in Security Management - to be emailed

Guidelines for Capstone Courses

Proposal to Revise Dean's List Standards

Courses:

ISP 2XX Getting Even: Forgiveness and Revenge for Individuals and Societies

SEC 3XX Private Security: Trends and Movements

SEC 3XX Retail and Commercial Security

HIS 1XX Topics in the History of Science, Technology and

HIS 1XX Reacting to the Past

HIS 3XX History of Islamic Law

HIS 1XX Criminal Justice and Popular Culture

ISP 3XX Moral, Legal, and Ethical Dilemmas that Shape America

ECO 1XX Understanding Economic Data

MHC 1XX Macauley Honors Seminar 1: The Arts of NYC

MHC 1XX Macauley Honors Seminar 2: The Peopling of NYC

LLS 1XX Latino Justice in New York

POL 3XX Politics of International Security

Course revisions

HIS 201 American Civilization - From Colonialism through the Civil War

HIS 202 American Civilization – From 1865 to the Present

SOC 301 Penology

SOC 309 Juvenile Delinquency

Courses Being Mapped to Gen Ed Outcomes

AFR 150 Origins of Contemporary Africa

MUS 103 American Popular Music from Jazz to Rock

MUS 140 Introduction to Guitar

1 Professor Nancy Velazquez-Torres noted a number of typos. On page 2, line 17, “students” should be
2 pluralized. On page 20, Professor Byrne's last name is misspelled. On page 5, line 6, “seems to be” is a
3 mis-wording that does not make sense. On page 6, line 49, “that this the curriculum” should not be
4 there. On page 7, line 17, the word “handled” is repeated. On page 8, line 21, the word “the” should be
5 cut. On page 11, line 48, the line is not clear, but might be if “they used” was cut. On page 12, line 10,
6 the sentence ending with “to” is incomplete.

7
8 Professor Monica Varsanyi found a few content errors. On page 3, line 33, “POL 201” should be listed
9 as “POL 101.” The same is true on line 39. On page 11, line 16, the sentence that refers to supervisory
10 research is phrased to refer to future years, but should be corrected to be clear that such work is taking
11 place now.

12
13 Dean Lopes found a typo on page 1, line 17, where the period should be removed and replaced with a
14 comma and the word “which.”

15
16 **The minutes of October 26, 2012 were approved as amended with 18 votes in favor and 1**
17 **abstention.**

18 ***Old Business***

19 **Programs Subcommittee (2nd Readings)**

20 **Proposal to Revise the B.S. in Economics**

21
22
23
24
25 Professor Jay Hamilton explained the revisions to the proposal. In response to this committee's
26 feedback, the department has grouped the electives into clusters. He also explained that initially he
27 had thought that he could not change CRJ 101 to CJBS 101 because of a prerequisite attached to
28 CRJBS 101. However, he has just learned that CJBS 101 has dropped that prerequisite. So, he asked for
29 a friendly amendment to the proposal which would add CRJBS 101 back into specialization C. Now,
30 “select three electives” in specialization C will read “select two.” That friendly amendment was made
31 and accepted.

32
33 **A motion was made to approve the Proposal to Revise the B.S. in Economics as**
34 **amended. The Proposal to Revise the B.S. in Economics was approved unanimously as**
35 **amended with 20 votes in favor.**

36 **Proposal to Revise the B.S. in Security Management**

37
38
39 Professor Glenn Corbett asked if this could be held until Professor Thomas McCrie's arrival.

40 **Courses (2nd Readings)**

41 **ISP 2XX Getting Even: Forgiveness and Revenge for Individuals and** 42 **Societies (GE-I&S)**

43
44
45
46 Dean Lopes began this discussion by reminding the group why there are so many ISP courses coming
47 through governance this semester. In the past, ISP courses did not go through governance, but that
48 department is now being required to send courses through governance so more courses than usual are
49 coming from this small department all at once.

1 Professor Green noted changes to the syllabus. In response to this committee's feedback, she changed
2 material about South Africa to material from Nigeria.

3
4 **A motion was made and seconded to approve ISP 2XX Getting Even: Forgiveness and**
5 **Revenge for Individuals and Societies (GE-I&S). ISP 2XX Getting Even was approved**
6 **unanimously with 20 votes in favor.**

7 8 **SEC 3XX Private Security: Trends and Movements**

9
10 Professor Andrea Balis noted that the proposer had been very responsive to UCASC feedback.

11
12 **A motion was made and seconded to approve SEC 3XX Private Security: Trends and**
13 **Movements. It was approved unanimously with 20 votes in favor.**

14 15 **SEC 3XX Retail and Commercial Security**

16
17 Professor Balis said that the courses committee had asked Professor McCrie to adjust the readings in
18 the course to be sure that it was appropriate for the 3xx-level. He made those changes.

19
20 **A motion was made and seconded to approve SEC 3XX Retail and Commercial Security.**
21 **It was approved unanimously with 20 votes in favor.**

22 23 **Programs Subcommittee (2nd Readings)**

24 25 **Proposal to Revise the B.S. in Security Management**

26
27 Professor McCrie summarized the changes to the proposal. They divided the Security Applications
28 courses into two groups. In addition, MAT/SEC 270 was moved back to the Core Course area, keeping
29 it at 18 credits. Also, the exception that allows students with work experience to exempt the internship
30 was reduced from five years of work experience to three. The department does want to attract students
31 with experience in law enforcement and equivalent fields.

32
33 **A motion was made and seconded to approve the Proposal to Revise the B.S. in Security**
34 **Management. It was approved unanimously with 20 votes in favor.**

35 36 **Course Revisions (2nd Readings)**

37 38 **HIS 201 American Civilization - From Colonialism through the Civil** 39 **War (GE-US Exp)**

40
41 Professor Balis said the courses committee had asked for more detail about the assignments. The
42 proposer revised it accordingly. Professor Green noted that the course description is still not on the
43 sample syllabus. That will be corrected.

44
45 **A motion was made and seconded to approve HIS 201 American Civilization - From**
46 **Colonialism through the Civil War (GE-US Exp). It was approved unanimously with 21**
47 **votes in favor.**

48
49
50

1 **HIS 202 American Civilization - From 1865 to the Present (GE-US**
2 **Exp)**

3
4 Professor Balis noted the course descriptions on separate parts of this proposal do not match. She said
5 she would convey this so that it can be fixed. Professor Wallenstein was curious about the division in
6 American history at 1865, and wondered why that dividing date has been the same in History
7 Departments for generations.
8

9 **A motion was made and seconded to approve HIS 202 American Civilization - From**
10 **1865 to the Present (GE-US Exp). It was approved unanimously with 21 votes in favor.**

11
12 ***New Business***

13
14 **Courses Subcommittee**

15
16 **HIS 1XX Topics in the History of Science, Technology and Medicine**
17 **(SciWld)**

18
19 Professor Judy-Lynne Peters introduced the course from the Courses Subcommittee II.
20

21 Professor Gloria Proni was concerned about the lack of consultation with the science department. She
22 felt the course should include some primary reading coming from scientific literature. She found it
23 problematic that the readings were taken from secondary sources, such as history books. If the course
24 is to fit the Scientific World cluster, there must be more hands-on work in the course. Aside from those
25 disciplinary concerns, she did say that she thought it was a good course.
26

27 Professor Green said there is a member of the Science department on the Gen Ed subcommittee who
28 had reviewed the course at that step and found it satisfactory. Professor Green said that the reality is
29 that John Jay's original Gen Ed called for two science lab courses, but the current Gen Ed does not.
30 This course is not a lab course, but the subcommittee was pleased with the course's approach to
31 science for 1xx-level students. They felt that it did fulfill the learning outcomes for the Scientific World
32 cluster. Professor Proni said that 1xx-level appropriate primary readings can be found in science
33 publications like Popular Science.
34

35 Professor David Munns, the proposer, said that he felt that primary source material is integrated
36 throughout the course, but often that original material is presented in the most exciting way in the
37 publications he has chosen. He felt that he has integrated primary source material in an effective way
38 that allows 1xx-level students to be exposed to the way science has been approached in history.
39

40 Dean Lopes said this debate is good, especially as John Jay learns how to make decisions about the
41 new learning clusters.
42

43 Professor Green said that this was the first course proposed for Scientific World that was not from the
44 Science department. The subcommittee did question whether this course studies the methods and
45 approaches of science appropriately. Ultimately, the committee decided that it does.
46

47 Professor Pease said that the course very clearly fits the learning outcomes of the Scientific World
48 cluster. Even so, the committee had asked the proposer to articulate his reasoning for submitting this
49 course for the Scientific World rather than the Learning from the Past cluster.
50

1 Professor Munns said there is a long history of scientific case studies that can introduce students to
2 scientific methods and tools in a broad way that is unique to “history of science” as opposed to hard
3 science courses. The course brings physics, chemistry, and so forth together under the umbrella of
4 history. The breadth of scientific material this course can cover makes it appropriate for 1xx-level and
5 also provides a unique entry point for students that may encourage them to pursue more specific paths
6 within the field of science.

7
8 Professor Wallenstein said that despite the eloquent defense, he felt that this should be a history
9 course.

10
11 Dean Lopes drew attention to the learning outcomes for the Scientific World cluster. She drew
12 particular attention to the term “identify” in the first outcome, and noted that the course does fit this
13 outcome. She then reminded everybody that the learning outcomes were provided to John Jay. This
14 committee does not get to decide what the learning outcomes are. “It has been decided for us, and it
15 fits,” she said.

16
17 Professor Hamilton felt the course would work as long as Professor Munns teaches it, but he wanted to
18 be sure that there would be oversight as to who teaches these courses in the future. Just any History
19 professor should not teach this type of course if it is to provide real science knowledge.

20
21 Professor Balis pointed out that the history of science is a rather large subspeciality in History.

22
23 Professor Proni agreed that the course is well-prepared. She wished the curriculum allowed the
24 student to have some hands-on experience, because the new major is going to miss a lot of it. She felt
25 this is the limitation of Pathways. She has seen a decline of science and technology in the United
26 States, and curricular decisions like this one contribute to that. People from other countries have to
27 come in to the United States to do this work because colleges are not exposing students to the hands-
28 on work of science.

29
30 Professor Green noted that this is the Scientific World category in the flexible core, but there is also a
31 required Science course in the required core.

32
33 Dean Lopes said it is the hope that the students will be turned onto science because of the Gen Ed,
34 because of the breadth of information and topics. She referred to her own teaching experience, noting
35 that when she taught the Philosophy of Science, she saw the course working as a bridge that brought
36 students into science because of its interrogation of knowledge.

37
38 **A motion was made and seconded to suspend the second reading rule. The motion was**
39 **approved with 18 votes in favor, 1 opposed, and 2 abstentions.**

40
41 **A motion was made and seconded to approve HIS 1XX Topics in the History of Science,**
42 **Technology and Medicine (SciWld).**

43
44 Professor Wallenstein moved to divide the motion. He said he was not sure he would vote for this
45 course for this particular category.

46
47 **Professor Wallenstein moved to separate the voting, to vote first for the course, and**
48 **then to approve its placement in the Scientific World category.**

49
50 Professor Peters asked if UCASC has any say over the categories. Dean Lopes said that the category is
51 open to discussion.

1 **The motion to divide the voting on this course was seconded. The motion to divide the**
 2 **motion into two separate motions was not approved with 1 vote in favor, 4 opposed, and**
 3 **17 abstentions. It did not carry.**

4
 5 **There was a motion and second to approve HIS 1XX Topics in the History of Science,**
 6 **Technology and Medicine (SciWld) as written. It was approved with 21 votes in favor**
 7 **and 1 abstention.**

9 **HIS 1XX Reacting to the Past (COM)**

10 Professor Balis said this course proposes a particular pedagogy for the way students interact with
 11 primary sources. Professor Green said the Gen Ed subcommittee found this course to be creative in its
 12 approach to the Communications cluster. The course involves a good amount of debate and
 13 presentation, which makes the students invest in the material. It seemed particularly well-suited to
 14 John Jay students.
 15

16
 17 **A motion was made and seconded to suspend the second reading rule. The motion was**
 18 **approved with 18 votes in favor and 2 abstentions.**

19
 20 **A motion was made and seconded to approve HIS 1XX Reacting to the Past (COM). It**
 21 **was approved unanimously with 20 votes in favor.**

22 23 **HIS 1XX Criminal Justice and Popular Culture (JCI)**

24
 25 Professor Peters introduced the course. Professor Green said the Gen Ed subcommittee had liked the
 26 way the course addressed the theme and the way it incorporated first year outcomes.
 27

28 **A motion was made and seconded to suspend the second reading rule. The motion was**
 29 **approved with 18 votes in favor and 2 abstentions.**

30
 31 **A motion was made and seconded to approve HIS 1XX Criminal Justice and Popular**
 32 **Culture (JCI). It was approved unanimously with 20 votes in favor.**

33 34 **HIS 3XX History of Islamic Law (JCII)**

35
 36 Professor Peters introduced the course, which first came to UCASC through Ellen Sexton's
 37 subcommittee last Spring. It has been through a number of revisions. Professor Green said the Gen Ed
 38 Subcommittee also asked for a lot of revisions to this course. After the subcommittee meeting,
 39 members of the committee asked Professor Green to bring a friendly amendment to UCASC to change
 40 the title from "Islamic law" to "Islamic Jurisprudence." Since this suggestion was made after Gen Ed
 41 approved the course, she could not speak to the reasoning behind the suggestion.
 42

43 Professor Fritz Umbach felt that the title change revealed a basic misunderstanding of Islamic Law,
 44 which is always inherently jurisprudence. He felt that the suggested change would make the course
 45 title confusing on student transcripts, as all institutions call this course Islamic Law.
 46

47 Adam Stone suggested that the abbreviation for HIS be changed to HIST, so as to eliminate the
 48 gendered implication of a pronoun in the subject's name in the course abbreviation.
 49

50 Vice President Richard Saulnier asked about making a blanket procedure that the second reading rule
 51 would always be waived. Dean Lopes said that the committee must bring each course to adequate

1 debate and scrutiny, so she could not put such a procedure in place.

2
3 **A motion was made and seconded to suspend the second reading rule. The motion was**
4 **approved with 18 votes in favor and 2 abstentions.**

5
6 **A motion was made to approve HIS 3XX History of Islamic Law (JCII). It was approved**
7 **unanimously with 20 votes in favor.**

8 9 **ISP 3XX Moral, Legal, and Ethical Dilemmas that Shape America** 10 **(JCII)**

11
12 Professor Balis said the course had minor revisions in response to her committee's feedback. Professor
13 Green thought this may have been the first course to come to her committee for the Justice Core II. It
14 needed a few revisions in her committee.

15
16 **A motion was made and seconded to suspend the second reading rule. The motion was**
17 **approved with 18 votes in favor and 2 abstentions.**

18
19 Professor Varsanyi noted that there is a discrepancy in the title, which is sometimes listed as "USA"
20 and sometimes "America." Professor Green said that "the USA" is correct, and the documents would be
21 adjusted accordingly.

22
23 **A motion was made and seconded to approve the ISP 3XX Moral, Legal, and Ethical**
24 **Dilemmas that Shape the USA (JCII). It was approved unanimously with 20 votes in**
25 **favor.**

26 27 **LLS 1XX Latino Justice in New York (JCI)**

28
29 Professor Peters said the courses committee liked the course. Professor Green said the Gen Ed
30 subcommittee especially liked how the course approached the First Year Experience.

31
32 Professor Stone said the abbreviated title did not make sense to him. Dean Lopes suggested "Latino/a
33 Justice NYC." She noted that it would have to be changed. Professor Stone suggested "Latino JSTC in
34 NYC."

35
36 Professor Isabel Martinez said this course has been taught for the last few years by several different
37 professors, and Kate Szur has found it very successful for her First Year Experience. Now, the
38 department would like to formalize the course.

39
40 **A motion was made and seconded to suspend the second reading rule. The motion was**
41 **approved with 18 votes in favor and 2 abstentions.**

42
43 **A motion was made to approve LLS 1XX Latino Justice in New York (JCI). LLS 1XX JCI)**
44 **was approved with 20 votes in favor.**

45 46 **ECO 1XX Understanding Economic Data (US Exp)**

47
48 Professor Balis introduced the course as a model of how the system should work. The courses
49 committee loved the idea of the course, but initially felt it did not quite work, so there was a good
50 amount of give and take between the department and the committee. Professor Green said the same

1 was true for the Gen Ed subcommittee, which had significant feedback. She appreciated Professor
2 Hamilton's generous work on revising the course and articulating his goals. The Gen Ed subcommittee
3 had felt strongly that the word "US" or "the US" should be in the title, but the department disagreed, so
4 it is presented here with that detail unresolved. Professor Hamilton said the department would be fine
5 with "Understanding US Economic Data."
6

7 He noted that the Economics field is broken, not just at John Jay, but all over the place, as has been
8 reflected in current events over the past ten years. John Jay's Economics department felt that one
9 issue might be that departments tend to place courses that deal with data late in the curriculum. So
10 John Jay is making a new choice to move data into the 1xx-level, which will be a big shift in this
11 department's approach to curriculum.
12

13 As to the title, his department suggested a new change after the document was submitted. They wanted
14 to change the name to "Understanding Economic Measures" rather than "data" which could be
15 problematic. Professor Wallenstein felt that "measures" would be ambiguous. Another professor
16 suggested "indicators." Professor Pease asked if "measures" and "indicators" are limited in their
17 meaning, whereas "data" would be a more flexible term. Professor Varsanyi noted that "indicators" is
18 used a number of times in the syllabus.
19

20 Professor Hamilton was curious about the feeling of the group from non-economists.
21

22 Dean Lopes felt that "data" would be a more inclusive term, in that it includes indicators, measures,
23 and how they are presented. Professor Varsanyi also felt that "data" is appropriate for first year
24 students, who might be intimidated by the word "indicator." Professor Richard Ocejo proposed the
25 word "analysis." Professor Hamilton said that would not be an accurate term for what goes on in the
26 class. Devaki Naik said that when students select courses, they see very little information other than
27 the title, and "data" seemed to be the quickest, most accurate way into the course.
28

29 Professor Velazquez-Torres asked about the use of the word "midterm" for important tests, though two
30 are offered in the course of the semester. Semantically, it should say "exam 1" and "exam 2," because a
31 "midterm" would only happen once per semester.
32

33 Professor Stone suggested a change to the abbreviated title. The word "under" looked like a
34 preposition rather than an abbreviation of "understanding." Professor Hamilton said he would revise
35 this. Professor Green suggested "US Economic Data."
36

37 Professor Hamilton said the new course title will be "Understanding US Economic Data."
38

39 Professor Thomas Stafford noted that "data" is the plural form of the term "datum," so the grammar
40 throughout the proposal needs to be adjusted.
41

42 **A motion was made and seconded to suspend the second reading rule. The motion was**
43 **approved with 18 votes in favor 2 abstentions.**
44

45 **A motion was made and seconded to approve the ECO 1XX Understanding US Economic**
46 **Data (US Exp). ECO 1XX was approved unanimously with 20 votes.**
47

48 At this point, the committee took a ten-minute break.
49
50
51

1 **MHC 1XX Macaulay Honors Seminar 1: The Arts of NYC (CE)**
2 **MHC 1XX Macauley Honors Seminar 2: The Peopling of NYC (US**
3 **Exp)**
4

5 Dean Lopes introduced the course and said that she would be representing the course. She reminded
6 the committee that Macaulay has designed the course, and it must be offered in the form that
7 Macaulay approved. She assured the committee that the course will be quite rigorous. There will be
8 numerous written assignments at the honors level. The Macaulay syllabi do not include the readings,
9 so the course has to go through governance without the usual amount of detail that UCASC requests.

10
11 Professor Wallenstein said his son has taken the course, so he could speak to the substance of the
12 course on an anecdotal level. He said it is not just visual arts, but also includes opera and theater. He
13 moved that John Jay adopt the course with the proviso that the Macaulay syllabus be provided when it
14 is available.

15
16 Devaki Naik noted the honors policy on page 11, and asked about the particular language. Dean Lopes
17 explained that this policy is specific to the students who will be admitted to this program.

18
19 Professor Tanya Rodriguez noted the inclusion of Manet, Botticelli, and Degas in the materials, then
20 questioned the “art in New York” aspect of the class. Dean Lopes clarified that the name refers to the
21 fact that the art in the course is all art that can be seen in New York's institutions.

22
23 Dean Lopes noted that John Jay's students will meet the learning outcomes that Macaulay provides,
24 but Professor Claudia Calirman will be tailoring the course for John Jay, also. Professor Velazquez-
25 Torres was concerned that there is not a lot of diversity in the course. She felt that it does not seem to
26 reflect New York City.

27
28 Professor Wallenstein suggested waiting for a second reading, since there are issues.

29
30 Dean Lopes said the issue is this course cannot be changed. Professor Calirman is working on
31 developing a detailed syllabus right now, but could not prepare it in time for this meeting. However,
32 the course must be approved at this meeting in order for John Jay to be admitted to the Macaulay
33 Honors College, despite the fact that Macaulay did not provide guidance earlier in the year.

34
35 **A motion was made and seconded to suspend the second reading rule. The motion to**
36 **suspend the second reading rule was not approved with 14 votes in favor.**

37
38 The motion to suspend the second reading did not pass, which meant a vote for the course could not be
39 held. However, since John Jay could not be admitted to Macaulay without this course passing
40 governance at this meeting, the committee wished to discuss other ways to consider the course.

41
42 One professor suggested she could change her vote. Dean Lopes said that she was still concerned about
43 the course coming to College Council. If the obstacles are clear at this step, the same obstacles will be
44 clear there.

45
46 Professor Wallenstein moved that UCASC accept the course in principle, with the syllabus to be
47 determined.

48
49 **Professor Balis moved that the committee suspend the second reading of the course**
50 **because there will be a syllabus later. It was seconded.**

1 Professor Green said that one consideration that helped her committee to accept Macaulay's version of
2 the course was that other courses for the John Jay honors program have been very different than this
3 one. The person who oversaw those courses is the same person who will be overseeing the
4 development of the Macaulay seminars. So her committee moved it through because they have
5 confidence in that person's leadership.
6

7 Professor Wallenstein moved to accept the course in principle with the syllabus to be determined.
8 Dean Lopes ruled as chair that the group could not consider this motion because they had already
9 voted no to suspend the second reading. A motion cannot be repeated.
10

11 Professor Balis moved to suspend the second reading rule on this course because the course will be
12 considered for acceptance based on the general outline, with the faith that the faculty involved will
13 prepare rigorous syllabi.
14

15 There was debate about whether this motion was the same motion as the motion that did not carry.
16

17 Vice President Saulnier suggested considering both courses together and voting on them as a package
18 with special considerations. This motion was allowed. The exact wording of the motion was this:
19

20 **“Given the uniqueness of the Macaulay situation and the fact that the college is entering**
21 **the program for the first time in September, let us consider the two courses as a package**
22 **and suspend the second reading.” This motion was seconded.**
23

24 **The motion to consider the two Macauley courses as a package and to suspend the**
25 **second reading rule for both was approved with 20 votes in favor.**
26

27 **A motion was made and seconded to approve MHC 1XX Macauley Honors Seminar 1:**
28 **The Arts of NYC (CE) and MHC 1XX Macauley Honors Seminar 2: Peopling of New York**
29 **was approved with 20 votes in favor.**
30

31 The courses passed. Dean Lopes promised to bring the syllabi before the committee when they are
32 ready.
33

34 **POL 3XX Politics of International Security**

35

36 Professor Varsanyi introduced the course. Professor Pease complimented the course, but also had a
37 concern that the first sentence of the description might become dated as time goes by. Dean Lopes
38 said that it would be good policy in general to revisit course descriptions every few years anyway.
39

40 **A motion was made and seconded to suspend the second reading rule. The motion was**
41 **approved with 18 votes in favor and 2 abstentions.**
42

43 Professor Varsanyi asked for clarification of Professor Pease's request. Professor Pease said that the
44 description does not need revision now as long as the department would be sure to revisit the course
45 description every few years.
46

47 **A motion was made and seconded to approve the POL 3XX Politics of International**
48 **Security. POL 3XX was approved with 20 votes in favor.**
49
50
51

1 **Course Being Mapped to Gen Ed Outcomes Only**
2

3 **AFR 150 Origins of Contemporary Africa (LP)**
4

5 Professor Green introduced the course. She said that initially, the course seemed focused on
6 contemporary Africa, so it was unclear how it could map to Learning from the Past. Professor Xerxes
7 Malki had remapped the course to clarify the historical perspectives in response to the subcommittee's
8 feedback. The Gen Ed subcommittee was glad to bring it forward to UCASC.
9

10 **A motion was made and seconded to approve the mapping of AFR 150 Origins of**
11 **Contemporary Africa (LP).**
12

13 Devaki Naik was troubled by the line on page 4 that read “students are expected to stay awake in
14 class.” Professor Malki said that he has found it necessary to be completely unambiguous at John Jay,
15 but he would be happy to remove it. Professor Wallenstein thought the statement was valid, as he has
16 encountered students who believe that showing up is all that matters.
17

18 Professor Green suggested changing the language to something more constructive like “students are
19 expected to be fully engaged.”
20

21 Devaki Naik also felt that the grading breakdown addressed the participation issue adequately, making
22 a statement about sleep redundant. Professor Wallenstein argued that it is still good to note explicitly
23 what sort of behavior is appropriate in a classroom.
24

25 A conversation arose about the plagiarism statement. Professor Malki noted he is using a boilerplate
26 statement from his department. He asked if there is a policy for action. Dean Lopes said that
27 plagiarism must be reported to Kevin Nesbitt in the Provost's Office. Professor Malki said he would
28 revise his plagiarism statement accordingly to mention this course of action.
29

30 Professor Wallenstein suggested quoting the plagiarism policy from the student bulletin and the model
31 syllabus rather than reinventing the language. Dean Lopes said these policies are updated continually
32 and can be found on the UCASC website.
33

34 As a point of procedure, Dean Lopes noted that what is being considered here is only the mapping of
35 the course. The content of the course has already been approved.
36

37 **The mapping of AFR 150 Origins of Contemporary Africa (LP) was approved with 20**
38 **votes in favor.**
39

40 **MUS 103 American Popular Music from Jazz to Rock (CE)**
41

42 Professor Green said this course was originally proposed for the US in its Diversity Category, but her
43 subcommittee had felt that it did not address those learning outcomes in an appropriate way, so they
44 recommended that the department resubmit it for Creative Expression.
45

46 **A motion was made and seconded to approve the mapping of MUS 103 American**
47 **Popular Music from Jazz to Rock (CE). MUS 103 mapping was approved with 20 votes**
48 **in favor.**
49
50
51

MUS 140 Introduction to Guitar (COM)

Professor Green said that the CUNY Common Core does not accommodate studio art classes of any kind, so John Jay's Gen Ed subcommittee proposed a Communications category for the College Option portion of gen ed to allow for these types of classes.

A motion was made and seconded to approve the mapping of MUS 140 Introduction to Guitar (COM). The mapping of MUS 140 was approved with 20 votes in favor.

Course Revisions

SOC 301 Penology

Professor Peters introduced the course. Professor Ocejo was present to speak for the course, but he said that he was not involved in the development of the course. Dean Lopes said the document indicated that there is a new course description to update the course. Professor Hamilton noted that the new course description has complete sentences.

A motion was made and seconded to approve the course revision of SOC 301 Penology. The revision of SOC 301 was approved with 20 votes in favor.

SOC 309 Juvenile Delinquency

Professor Peters said that the adjustment to this course is the same as the last. The course description has been revised.

A motion was made and seconded to approve the course revision of SOC 309 Juvenile Delinquency. The revision of SOC 309 was approved with 20 votes in favor.

Standards Subcommittee

Proposal to Revise the Dean's List Standards

Dean Lopes introduced this proposal, explaining that John Jay has more students on the Dean's List than is customary. After examination, it became apparent that John Jay's standards are lower than other institutions on a number of fronts. Adam Stone, the registrar, was present to speak to the suggestions for revision.

He said that John Jay's GPA requirement for Dean's List is significantly lower than other schools. Another way in which John Jay differs is that it considers both the term GPA and the cumulative GPA, while most schools only use the term GPA.

The revision would propose awarding this honor each semester, rather than yearly, and would consider the term GPA compared with the number of credits.

Dean Lopes said that awarding the honor on a term basis would be an incentive for students to compete each term.

She also said that John Jay students do not need to be full-time to be admitted to the Dean's List at the moment. However, it is known that full-time students do better, so this award should be used to

1 encourage both excellence and degree-completion.
2

3 Dean Lopes said she hopes this revision would go into effect for the Spring or for next Fall. Vice
4 President Saulnier said it would have to be next Fall.
5

6 Professor Wallenstein asked about the pound sign and the asterisk. Adam Stone said that those are
7 codes for revised grades.
8

9 Professor Varsanyi was concerned that some revisions could be cases of faculty error, and she would
10 not want a faculty error to affect a student's admission to Dean's List. Vice President Saulnier clarified
11 that the pound sign is specifically linked to failed grades. Adam Stone pointed out ways in which the
12 pound signs and asterisks are non-issues in considering Dean's List. Dean Lopes suggested removing
13 this item from the proposal altogether, since it is a non-issue.
14

15 Professor Green was curious about other ways part-time students could be recognized if they are no
16 longer eligible for Dean's List. Dean Lopes said that is important, and she referred it back to
17 committee for future consideration.
18

19 Vice President Saulnier noted that there is no date included for the list to be finalized. He also had
20 concern about the ADA accommodation. Dean Lopes agreed that this needs to be examined. She
21 referred it to the Standards committee.
22

23 Professor Hunter Johnson was unclear about the language of the last two items. If a student fails a
24 course, is that student forever prohibited from Dean's List? Dean Lopes noted that "from the term"
25 needs to be added to that statement. Professor Johnson also asked if this would in fact decrease the
26 amount of students on the Dean's List, since several of the items are relaxed rather than strengthened.
27 Dean Lopes said the biggest change is the requirement of full-time status.
28

29 Professor Hamilton asked if other institutions ever have a flat GPA cut-off. Adam Stone said he has
30 seen that for Latin Honors but not Dean's List. Professor Corbett commended the proposal for
31 bringing John Jay more into the mainstream.
32

33 Devaki Naik was on the Dean's List this year, and said she was happy to know that it would be awarded
34 twice a year in the future. Dean Lopes added that this also encourages students who did not do well
35 one term to go and do well the next term. Adam Stone said that term-by-term awards will also be
36 easier to administer.
37

38 **Principles, Policies, and Procedures**

39

40 **Guidelines for Capstone Courses (from 3P Subcommittee)**

41

42 Dean Lopes introduced this document. She reminded the committee of the Gen Ed assessment from
43 earlier in the semester, which highlighted the disparities in capstone offerings across the college. She
44 said that what counts as a grade of "A" can vary greatly from one major to another. The college wants
45 to address this by putting forward guidelines for capstone courses. This document is the beginning of a
46 conversation to develop consensus among the faculty as to what a capstone should be. This document
47 has implications for the whole curriculum.
48

49 Professor Pease asked about the length of the paper. Dean Lopes said there may not be a paper in
50 every capstone. In some courses it may be a creative project, an analytical essay, or an internship
51 experience. She noted that no matter what the project, the credit is not for the doing, but for the

1 learning. She said that the document could provide a subset of guidelines for things like lengths of
2 papers.

3
4 Professor Pease said there is nothing to differentiate the guidelines here from anything that is being
5 passed through Gen Ed.

6
7 Professor Green, who had read the capstone samples during Gen Ed assessment, noted that length had
8 not been the critical issue. Often the problem could be found in what was being asked in the
9 assignment. To Professor Pease's point, Professor Green said that she liked that the Gen Ed language
10 was reflected in the capstone requirements. This would integrate the Gen Ed with non-Gen Ed courses.

11
12 Professor Green had questions about clarification of language on the first two points. She thought it
13 should tell the reader "how that going to be demonstrated." She liked the third item, but felt it would
14 require some faculty development to address how faculty can teach and assess communication.

15
16 Professor Wallenstein felt that one of the things a capstone should do is show students how to
17 successfully pursue and follow through on a long-term project.

18
19 Professor Peters pointed out that this document is excerpted from the big table that PPP has been
20 developing, so explanations of the bullet points are missing. She said the committee talked about
21 having discussions with faculty and adding successful methods or rubrics to this document.

22
23 Dean Lopes said that a capstone looks back on a student's experience and draws together prior
24 coursework. However, another key function of a capstone is to look to the student's future and prepare
25 the student for the next step, whether that is graduate school or the workplace. When drafting the
26 document, she had felt that she could not include language about transition because faculty tend to be
27 very resistant to working outside of their disciplinary knowledge.

28
29 Professor Wallenstein felt this would be a reasonable addition to the policy. Professor Green felt that
30 the issue of transition should not be outside of anybody's discipline, considering that this is a major
31 capstone. The field beyond an undergraduate degree should be within the professor's purview.

32
33 Dean Lopes reiterated that the quality difference across disciplines is huge, and this has been
34 demonstrated most in the writing. In some majors, students are not writing. John Jay has tried to
35 improve this by providing faculty with Writing Intensive certification. 120 faculty have been certified.
36 Last year's audit of those teachers' work revealed that in some departments, even the Writing Intensive
37 courses were not effectively teaching writing. She said this tends to be predictable by department. It is
38 partially related to load and partially related to training. Some faculty believe it is the domain of the
39 English department to teach writing, despite the fact that research shows that such a segmented
40 approach does not work. She said there should be a study to look at student preparation coming into
41 the majors that are falling short. It is enough to bring pause and to initiate some curricular
42 suggestions. "Students have to have enough opportunity to write," she said. She acknowledged that
43 John Jay does get the students with the low SAT scores, but she still felt that the college could bring
44 them farther along than it sometimes does.

45 46 **Academic Standards Subcommittee**

47 48 **Prior Learning Assessment Report**

49
50 Dean Lopes said Prior Learning is a big issue, and John Jay has a lack of consistency on this issue. An
51 outside consultant found that John Jay has strong support for learning assessment, but there were no

1 clear criteria for the evaluation of Prior Learning.
2
3 Dean Lopes said the evaluator had suggested beginning to examine the assessment issues with a pilot
4 group of students who are veterans. She said she is working on putting this group together for the
5 Spring, and she encouraged faculty involvement in this effort.
6
7 Right now, John Jay has the youngest student body at CUNY, but the college wants to be attractive to
8 adults. She was particularly interested in faculty involvement from departments that are already
9 successfully attracting adult students.
10
11 Professor Stafford said that there is a CUNY-wide task force underway that studies the university's
12 relationship with veteran populations. That task force is in the final stages of making its report. The
13 recommendation is that colleges in CUNY will adopt the ACE model. The military is only one little
14 piece of this population, but it is a good window into adult populations.
15
16 Professor Balis asked if this also includes police officers. Dean Lopes said it does.
17
18 Vice President Saulnier said that at the moment John Jay is not competitive for police officers,
19 firemen, and such. He said those people can find better deals elsewhere.
20
21 Dean Lopes said that right now the message to that population is “your experience in the world does
22 not matter.” Since that experience does matter, the college wants to convey a new message.
23
24 ***A motion was made and seconded to adjourn the meeting. It was unanimously***
25 ***acclaimed.***
26
27 Respectfully Submitted,
28
29 Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA

December 7, 2012

9:30 A.M. – 12:30 P.M.

ROOM 610T

- 1. *Administrative Announcements*** – Dean Lopes
- 2. *Approval of the minutes of November 16, 2012***
- 3. *Old Business***

Principles, Policies and Procedures

- Guidelines for Capstone Courses – 2nd reading

Academic Standards

- Proposal to Revise the Dean's List Standards – 2nd reading

4. *New Business*

Courses Subcommittee

1. ART 1XX Latin American Art (CE)
2. SSC 1XX Education and Justice (JCI)
3. AFR 3XX Practicing Community-based Justice in the Africana World (JCII)
4. GEN 1XX Gender, Activism and Social Change (JCI)
5. SPA 3XX Themes of Justice in Latin American Literature and Film (JCII)
6. ISP 1XX Alternate Worlds CE)
7. ISP 1XX Life Stories (I&S)
8. ISP 2XX Apples and Oranges: Form and Meaning in the Arts (CE)
9. ISP 2XX Technology and Culture (SciWld)
10. ISP 1XX The Twentieth Century: A Decade in Depth (LP)
11. ISP 1XX Sickness and Health (SciWld)
12. ISP 3XX Violence and Evolution of Justice (JCII)
13. LIT 2XX Literary Perspectives on Culture and Globalization (WCGI)
14. LIT 2XX Literature as Witness (LP)
15. HIS 1XX Historical Perspectives on Justice and Inequality (JCI)
16. HIS 2XX Exploring Global History (WCGI)
17. HIS 3XX History and Justice in the Wider World (JCII)
18. HIS 3XX Premodern Punishment (JCII)
19. ARA 2XX (201) Intermediate Arabic I (WCGI)
20. CHI 2XX (201) Intermediate Chinese I (WCGI)
21. GER 2XX (201) Intermediate German I (WCGI)
22. JPN 2XX (201) Intermediate Japanese I (WCGI)

23. POR 2XX (201) Intermediate Portuguese I (WCGI)

Courses Being Mapped to Gen Ed Outcomes

- ART 105 Modern Art (CE) – to be emailed
- MAT 108 Social Science Mathematics (SciWld)
- MUS/LLS 110 Popular Music of the Caribbean (CE)
- POL 318 Law and Politics of Sexual Orientation (JCII)
- SPA 112 Introductory Spanish II for Heritage Students (COM)
- FRE 201 Intermediate French I (WCGI)
- ITA 201 Intermediate Italian I (WCGI)
- SPA 201 Intermediate Spanish I (WCGI)

Course revisions

1. ART 101 Introduction to World Art (CE)
2. ART 104 Art of Africa, Oceania and the Americas (CE)
3. ART 201 Art and Architecture in New York (CE)
4. MAT 105 Modern Mathematics (MQR)
5. PED 110 Contemporary Health Problems (I&S)
6. PHI 102 Introduction to Ethics (JCI)
7. PHI 231 Knowing, Being, Doing: Philosophical Method and Its Applications (I&S)
8. ETH (AFR) 123 Race and American Society: The African American Experience (JCI)
9. ETH (AFR) 125 Race and Ethnicity in America (USExp)
10. DRA/LLS/SPA 217 Latino/a Theater in the U.S. (CE)
11. ANT/PSY/SOC 110 Drug Use and Abuse (I&S)
12. LLS 241 The Puerto Rican Latina/o Experience in Urban U.S. Settings (US Exp)
13. LLS 247 Growing Up Latino (I&S)
14. LLS/AFR/HIS 263 African Heritage in the Caribbean (WCGI)
15. LLS 322 Civil Rights and Civil Liberties in Urban Latina/o Communities (JCII)
16. HIS 217 History of New York City (US Exp)
17. CJBS 101 Introduction to the American Criminal Justice System
18. SOC 216 Probation and Parole

Academic Standards Subcommittee

- Proposal to Revise the Grade Appeal Policy
- Proposal to Allow Double Majors

Attachments:

Agenda for Dec 7th

Minutes of Nov 16th

Guidelines for Capstone Courses

Proposal to Revise the Dean's List Criteria

Proposal to Revise the Grade Appeal Policy

Proposal to Allow Double Majors

New Courses:

ART 1XX Latin American Art (CE)

SSC 1XX Education and Justice (JCI)

AFR 3XX Practicing Community-based Justice in the Africana World (JCII)

GEN 1XX Gender, Activism and Social Change (JCI)

SPA 3XX Themes of Justice in Latin American Literature and Film (JCII)
 ISP 1XX Alternate Worlds (CE)
 ISP 1XX Life Stories (I&S)
 ISP 2XX Apples and Oranges: Form and Meaning in the Arts (CE)
 ISP 2XX Technology and Culture (SciWld)
 ISP 1XX The Twentieth Century: A Decade in Depth (LP)
 ISP 1XX Sickness and Health (SciWld)
 ISP 3XX Violence and Evolution of Justice (JCII)
 LIT 2XX Literary Perspectives on Culture and Globalization (WCGI)
 LIT 2XX Literature as Witness (LP)
 HIS 1XX Historical Perspectives on Justice and Inequality (JCI)
 HIS 2XX Exploring Global History (WCGI)
 HIS 3XX History and Justice in the Wider World (JCII)
 HIS 3XX Premodern Punishment (JCII)
 ARA 2XX (201) Intermediate Arabic I (WCGI)
 CHI 2XX (201) Intermediate Chinese I (WCGI)
 GER 2XX (201) Intermediate German I (WCGI)
 JPN 2XX (201) Intermediate Japanese I (WCGI)
 POR 2XX (201) Intermediate Portuguese I (WCGI)

Course revisions

ART 101 Introduction to World Art (CE)
 ART 104 Art of Africa, Oceania and the Americas (CE)
 ART 201 Art and Architecture in New York (CE)
 MAT 105 Modern Mathematics (MQR)
 PED 110 Contemporary Health Problems (I&S)
 PHI 102 Introduction to Ethics (JCI) copied
 PHI 231 Knowing, Being, Doing: Philosophical Method and Its Applications (I&S)
 ETH (AFR) 123 Race and American Society: The African American Experience (JCI)
 ETH (AFR) 125 Race and Ethnicity in America (USExp)
 DRA/LLS/SPA 217 Latino/a Theater in the U.S. (CE)
 ANT/PSY/SOC 110 Drug Use and Abuse (I&S)
 PED 110 Contemporary Health Problems (I&S)
 LLS 241 The Puerto Rican Latina/o Experience in Urban U.S. Settings (US Exp)
 LLS 247 Growing Up Latino (I&S)
 LLS/AFR/HIS 263 African Heritage in the Caribbean (WCGI)
 LLS 322 Civil Rights and Civil Liberties in Urban Latina/o Communities (JCII)
 HIS 217 History of New York City (US Exp)
 CJBS 101 Introduction to the American Criminal Justice System
 SOC 216 Probation and Parole

Courses Being Mapped to Gen Ed Outcomes

MAT 108 Social Science Mathematics (SciWld)
 MUS/LLS 110 Popular Music of the Caribbean (CE)
 POL 318 Law and Politics of Sexual Orientation (JCII)
 SPA 112 Introductory Spanish II for Heritage Students (COM)
 FRE 201 Intermediate French I (WCGI)
 ITA 201 Intermediate Italian I (WCGI)
 SPA 201 Intermediate Spanish I (WCGI)

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of December 7, 2012

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, December 7, 2012 at 9:30 a.m. in Room 610T. Dean Anne Lopes, UCASC Chair, called the meeting to order.

Present: C. Jama Adams, Ervin Balazon, Andrea Balis, Luis Barrios, Ben Bierman, Glenn Corbett, Silvia Dapia, Amy Green, David Guadeloupe, Jay Hamilton, Sarah Hammond, Hunter Johnson, Jane Katz, Kathy Killoran, Anne Lopes, Virginia Moreno, Devaki Naik, Richard Ocejo, Allison Pease, Judy-Lynne Peters, Gloria Proni, Tanya Rodriguez, Richard Saulnier, Ed Snajdr, Thomas Stafford, Nancy Velazquez-Torres, Klaus Von Lampe, Martin Wallenstein.

Absent: Marta Bladek, Monica Varsanyi, Peggilee Wupperman, Violet Yu.

Guests: Seth Baumrin, Claudia Calirman, Nadia Diaz, James DiGiovanna, Lisa Farrington, Katie Gentile, Jessica Gordon-Nembhard, Susan Larkin, Isabel Martinez, Suzanne Oboler, Kate Szur, Sumaya Villanueva.

Administrative Announcements

Dean Anne Lopes noted an adjustment to the agenda. She withdrew ART 105 from the agenda.

Approval of the minutes of November 16, 2012

A motion was made and seconded to approve the minutes of November 16, 2012.

There were no comments.

The minutes of November 16, 2012 were approved with 16 votes in favor.

Old Business

Principles, Policies and Procedures

Guidelines for Capstone Courses - 2nd Reading

Dean Lopes recapped the changes to this document. The term “semester-long” was added to clarify the scope of the course. The words “critically” and “analytically” were added to the fourth capstone outcome. There was no further discussion.

A motion was made and seconded to approve the Guidelines for Capstone Courses. The Guidelines for Capstone Courses were approved with 19 votes in favor.

1 **Academic Standards**

2
3 **Proposal to Revise the Dean's List Standards - 2nd Reading**

4
5 Dean Lopes noted a number of changes in the proposal that were made in response to the last
6 meeting's discussion. She said that one change was left undocumented intentionally. The document
7 currently has no time limit because she did not receive a response from the registrar. Vice President
8 Saulnier suggested one month after the end of the semester.

9
10 Kathy Killoran noted a few typos and inconsistent wording. She also asked that the effective date be
11 added to the document. Dean Lopes said that would be Fall 2013, and she would add that to the
12 document.

13
14 Professor Jama Adams asked how this policy would affect younger students. He asked if a C in a
15 course impacts a student's eligibility for their entire career. Dean Lopes clarified that it would not.
16 Award eligibility would be determined based on each semester's work.

17
18 **A motion was made and seconded to approve the Proposal to Revise the Dean's List**
19 **Standards. The proposal was approved with 23 votes in favor and 1 abstention.**

20
21 ***New Business***

22
23 **Courses Subcommittee**

24
25 **ART 1XX Latin American Art (CE)**

26
27 Kathy Killoran introduced the course. Professor Amy Green said that the course went through some
28 revisions in the Gen Ed committee.

29
30 **A motion was made to suspend the second reading rule for this course. It was approved**
31 **with 21 votes in favor and 3 abstentions.**

32
33 **A motion was made to approve ART 1XX Latin American Art (CE). ART 1XX Latin**
34 **American Art (CE) was approved with 24 votes in favor.**

35
36 **SSC 1XX Education and Justice (JCI)**

37
38 Kathy Killoran introduced the course, which has been put forward by the SEEK department to replace
39 the current freshman seminar.

40
41 Professor Adams suggested a friendly amendment for the attendance policy. The wording implied that
42 students must plan ahead for absences. The policy provided no contingency for emergencies or crises.
43 He suggested adding wording along the lines of "except in the case of a student emergency."

44
45 He also suggested adding case studies. Professor Nancy Velazquez-Torres said that the second part of
46 the course addresses this.

47
48 **A motion was made and seconded to suspend the second reading rule for this course.**
49 **The motion was approved with 20 votes in favor and 4 abstentions.**

1 **A motion was made and seconded to approve SSC 1XX Education and Justice (JCI) as**
 2 **amended. SSC 1XX Education and Justice (JCI) was approved with 24 votes in favor.**

3
 4 **AFR 3XX Practicing Community-based Justice in the Africana World**
 5 **(JCII)**

6
 7 Kathy Killoran said her committee had asked Professor Jessica Gordon-Nembhard to make changes to
 8 the rationale. Professor Green said her committee worked with the proposer to define what comprises
 9 the Africana world.

10
 11 Professor Velazquez-Torres was concerned about the length of the course description. Professor
 12 Adams suggested that the course be passed on the condition that Professor Gordon-Nembhard consult
 13 with Professor Velazquez-Torres. Kathy Killoran said that the timeline to get courses to College
 14 Council meant that she would need revisions very soon.

15
 16 Professor Adams asked if it would be difficult to make a one-page revision. Kathy Killoran said even
 17 one page would be difficult because of the amount of pages that need to be copied.

18
 19 Dean Lopes said that she did not mind the length of the description. Kathy Killoran said the
 20 description was only one paragraph long and asked if Professor Velazquez-Torres might be looking at
 21 the rationale. Professor Judy-Lynne Peters noted that the course description on the syllabus is two
 22 paragraphs, whereas the description in the course proposal form is only one paragraph.

23
 24 Professor Martin Wallenstein said that the course description that would be printed in the college
 25 catalogue would be the one from the course proposal form, which is only one paragraph.

26
 27 **A motion was made and seconded to suspend the second reading rule for this course.**
 28 **The motion was approved with 20 votes in favor and 4 abstentions.**

29
 30 **A motion was made and seconded to approve AFR 3XX Practicing Community-based**
 31 **Justice in the Africana World (JCII). It was approved with 24 votes in favor.**

32
 33 **SPA 3XX Themes of Justice in Latin American Literature and Film**
 34 **(JCII)**

35
 36 Kathy Killoran introduced the course. Professor Green said there had been minor changes for her
 37 committee.

38
 39 Professor Green pointed out an extra quotation mark in the title, and noted that this typographical
 40 error should be fixed.

41
 42 **A motion was made and seconded to suspend the second reading rule for this course.**
 43 **The motion was approved with 21 votes in favor and 3 abstentions.**

44
 45 **A motion was made and seconded to approve SPA 3XX Themes of Justice in Latin**
 46 **American Literature and Film (JCII). SPA 3XX Themes of Justice in Latin American**
 47 **Literature and Film (JCII) was approved with 24 votes in favor.**

1 **ISP 1XX Alternate Worlds (CE)**

2
3 Kathy Killoran introduced the course. Professor Green said her committee found the course interesting
4 and fun while rigorous at the same time.
5

6 Devaki Naik was concerned about the amount of books students needed to purchase for a 100-level
7 course. Professor Green noted that the required texts were novels that cost less than textbooks, so the
8 total cost was likely to be less than other courses.
9

10 **A motion was made and seconded to suspend the second reading rule for this course.**
11 **The motion to suspend the second reading rule was approved with 20 votes in favor and**
12 **4 abstentions.**
13

14 **A motion was made and seconded to approve ISP 1XX Alternate Worlds (CE). ISP 1XX**
15 **Alternate Worlds (CE) was approved with 24 votes in favor.**
16

17 **ISP 1xx Life Stories (I&S)**

18
19 Kathy Killoran introduced the course. Her committee had liked the focus on memory and biography,
20 which is not often seen in the curriculum. She noted that question number ten was out of sequence,
21 but would be corrected. Professor Pease said that the Gen Ed subcommittee passed the course.
22

23 **A motion was made and seconded to suspend the second reading rule for this course.**
24 **The motion was approved with 21 votes in favor and 3 abstentions.**
25

26 **A motion was made and seconded to approve ISP 1XX Life Stories (I&S). ISP 1XX Life**
27 **Stories (I&S) was approved with 23 votes in favor and 1 abstention.**
28

29 **ISP 2XX Apples and Oranges: Form and Meaning in the Arts (CE)**

30
31 Kathy Killoran introduced the course. Her committee had asked the department to revise the subtitle.
32 Professor Pease said the Gen Ed subcommittee thought this course did a great job of examining how
33 form can express the meaning of art.
34

35 Professor Klaus Von Lampe was concerned about the title, because he thought that “apples and
36 oranges” might be more appropriate for other courses about classification. Professor Adams also felt
37 that the title, while catchy, did not genuinely capture the content of the course. As an example, he said
38 that “apples and nutrition” would more accurately reflect “form and meaning.” Dean Lopes felt one
39 could make an argument for the parallel construction of “apples and oranges” and “form and
40 meaning.”
41

42 Speaking from the Philosophy department's perspective, Professor Rodriguez said that in aesthetics,
43 form is typically separated from meaning, just as apples are separated from oranges.
44

45 Devaki Naik thought students might find the course title confusing.
46

47 Professor Wallenstein asked what would actually appear in the bulletin. Vice President Saulnier said
48 that the bulletin would have the entire title, but in transcripts the abbreviated title would be “meaning
49 in the arts.”
50

1 Professor Hamilton said that since ISP is new to submitting courses to UCASC, this committee could
2 have some leniency at this step, to let the department learn how their efforts play out.

3
4 Professor Von Lampe was still concerned that there might be another course out there in classification
5 that might find itself competing with a course with this title.

6
7 Professor Dapia suggested adding a question mark to “apples and oranges,” which Professor Von
8 Lampe thought was a great suggestion.

9
10 Professor Wallenstein lobbied for giving credit to the proposer's own wording. Professor Adams noted
11 that this committee can make suggestions, but should not routinely revise faculty submissions.

12
13 Professor Green accepted the friendly amendment to add a question mark to the course title.

14
15 **A motion was made and seconded to suspend the second reading rule for this course.**
16 **The motion was approved with 20 votes in favor and 4 abstentions.**

17
18 **A motion was made and seconded to approve ISP 2XX Apples and Oranges? Form and**
19 **Meaning in the Arts (CE) as amended. ISP 2XX Apples and Oranges? Form and**
20 **Meaning in the Arts (CE) was approved with 22 votes in favor, 1 opposed, and 1**
21 **abstention.**

22
23 *At this point the meeting agenda was adjusted.*

24 25 **Course Revisions**

26 27 **ART 101 Introduction to World Art (CE)**

28
29 Kathy Killoran introduced the course, which has a new title and a course description. She said that
30 during a conversation about mapping the existing course, the department realized they wished to
31 make some small revisions. Professor Green said this was one of several courses submitted by the Art
32 and Music Department. Originally they proposed it for the World Cultures category, but the
33 subcommittee felt that it was more appropriate for the Creative Expressions category, and the
34 department did make that adjustment. The new title of the course will be “Introduction to Art.”

35
36 **A motion was made and seconded to approve the revision of ART 101 Introduction to**
37 **World Art (CE). It was approved with 24 votes in favor.**

38 39 **ART 201 Art and Architecture in New York (CE)**

40
41 Kathy Killoran introduced the course. Professor Green said her subcommittee was excited by the
42 content of this course, which gets students out into the city to look at art. This was originally proposed
43 for a different cluster, but the Gen Ed subcommittee worked with the department to move the course
44 into the Creative Expressions cluster.

45
46 Professor Adams asked if there is another course that deals with architecture. Professor Claudia
47 Calirman said there is a course that studies architecture over time.

48
49 **A motion was made to approve ART 201 Art and Architecture in New York (CE).**
50 **ART 201 (CE) was approved with 24 votes in favor.**

1 *At this point the agenda returned to the scheduled itinerary.*

2
3 **New Courses**

4
5 **GEN 1XX Gender, Activism and Social Change (JCI)**

6
7 Kathy Killoran introduced the course. She said that this course is designed to be taught differently
8 depending on who teaches it, and the basic infrastructure is strong. Professor Green said that the
9 course went through some revisions with her Gen Ed committee to strengthen that basic
10 infrastructure. She said this course meets freshman seminar goals nicely.

11
12 Professor Adams had a question about Gender Studies in general. He wondered if there was a way to
13 acknowledge that men make progressive contributions to change. In looking at the titles of the
14 readings, he felt the syllabus unintentionally conveyed a bias.

15
16 Dean Lopes noted that this is a big question in the field. In Gender Studies, people are talking about
17 how to engage gender in a positive way.

18
19 Professor Green thought the course description was nicely balanced. Since it did not even say “men
20 and women,” it did not bifurcate gender. Professor Adams said that this omission was actually the
21 problem, considering that the word “patriarchy” appears elsewhere in the description.

22
23 **A motion was made and seconded to suspend the second reading rule for this course.**
24 **The motion was approved with 19 votes in favor and 5 abstentions.**

25
26 **A motion was made and seconded to approve GEN 1XX Gender, Activism and Social**
27 **Change (JCI).**

28
29 **Gender, Activism and Social Change (JCI) was approved with 24 votes in favor.**

30
31 **ISP 2XX Technology and Culture (SciWld)**

32
33 Kathy Killoran introduced the course. Professor Green said that the course was revised twice for the
34 Gen Ed committee, which had a concern that there was not enough hard science in the syllabus. The
35 proposer added readings to address more scientific concepts explicitly.

36
37 Devaki Naik thought the policy on absences and failure was too strict. Kathy Killoran noted that in a
38 course that meets only once a week, missing one class counts double.

39
40 Professor Adams said that a course should be structured such that missing classes means missing
41 assignments that would affect a grade. Professor Green said the attendance policy is actually an ISP-
42 wide policy, where an active classroom is essential. Professor Adams said that it appears to be a double
43 penalty. Dean Lopes agreed that the department could benefit from making a rubric.

44
45 **A motion was made and seconded to suspend the second reading rule for this course.**
46 **The motion to suspend the second reading rule was approved with 19 votes in favor and**
47 **4 abstentions.**

48
49 At this point, Professor Hamilton raised a concern about the voting. The number of people routinely
50 abstaining from second reading votes, could put a course's approval in jeopardy. Dean Lopes thanked

1 him for calling attention to this.

2
3 **A motion was made and seconded to approve ISP 2XX Technology and Culture (SciWld).**
4 **ISP 2XX Technology and Culture (SciWld) was approved with 21 votes in favor and 2**
5 **abstentions.**

6 7 **ISP 1XX The Twentieth Century: A Decade in Depth (LP)**

8
9 Kathy Killoran introduced the course. It had been titled “the age of anxiety,” but her subcommittee
10 found that title confusing. Professor Green said that her committee appreciated the open-ended nature
11 of the course, which can be taught for any decade. Her committee thought this was a great fit for the
12 Learning from the Past category, which is still under-represented.

13
14 Professor Adams was curious about tweaks that might make the course's point of view more global.
15 For example, people in the developing world would not see the 60's as a failed decade, though some
16 Americans might. Dean Lopes noted that the catalogue description was more general than the section
17 description.

18
19 Professor Wallenstein agreed that the course description clearly applies to the United States, and felt
20 that this would invite a second course on the topic with a global perspective.

21
22 Professor Ed Snajdr suggested a friendly amendment to change the wording in the description from
23 the original “focuses in depth and across disciplines on a single century,” to the following, “...across
24 disciplines on the significance of a single decade to that century.”

25
26 Kathy Killoran liked the idea of letting the course be flexible enough to incorporate world perspectives,
27 but felt that as a faculty, this college has put an enormous amount of energy into world cultures in
28 other courses, so the scope of this particular course did not bother her. Professor Adams asked for the
29 course to explicitly say “in America.” Professor Snajdr felt the course should not be limited.

30
31 Dean Lopes thought the suggestion for tweaks was valid. There was some evidence of international
32 material in the syllabus, like the reference to the Prague Spring. The scope of the course could be made
33 more clear.

34
35 **A motion was made and seconded to suspend the second reading rule for this course.**
36 **The motion to suspend the second reading rule was approved with 17 votes in favor and**
37 **8 abstentions.**

38
39 **A motion was made and seconded to approve ISP 1XX The Twentieth Century: A Decade**
40 **in Depth (LP). ISP 1XX was approved with 25 votes in favor.**

41 42 **ISP 1XX Sickness and Health (SciWld)**

43
44 Kathy Killoran introduced the course. Professor Green said that the course went through minor
45 revisions with her Gen Ed committee.

46
47 **A motion was made and seconded to suspend the second reading rule for this course.**
48 **The motion was approved with 19 votes in favor and 4 abstentions.**

49
50 **A motion was made and seconded to approve ISP 1XX Sickness and Health (SciWld).**

1
2 **ISP 1XX Sickness and Health (SciWld) was approved with 21 votes in favor and 2**
3 **abstentions.**

4
5 *At this point, the committee took a break.*

6
7 **ISP 3XX Violence and Evolution of Justice (JCII)**

8
9 Kathy Killoran introduced the course. Professor Green said her committee liked the diversity of
10 disciplines represented in this course.

11
12 Professor Von Lampe did not see the two themes, violence and justice, integrated in this course. He
13 felt that justice had been tacked onto a course about violence.

14
15 Professor Adams suggested fewer case studies. He thought some of the material was not given enough
16 time on the syllabus.

17
18 Professor Wallenstein thought that the committee should allow the professor to explore the topic in
19 the interesting manner that he has proposed.

20
21 On Professor Adams' point about the readings, Professor Green explained how the course organized
22 some of the heavy thinkers to complement each other in exploration of larger questions about violence.
23 She felt that the syllabus was designed with students' abilities in mind.

24
25 Dean Lopes felt that the course was not as clear as it could be in its examination of violence and
26 justice. It appeared to be more of an introductory course to her than a 3XX level course should be. The
27 material seemed to have the structure of a survey course.

28
29 Kathy Killoran pointed out that this particular course did not need to be approved urgently, since it
30 was being put forward for the Justice core.

31
32 Professor Adams suggested giving more prominence to substantial case studies in which justice
33 prevailed against injustice. The three cases provided in the syllabus were all failures of justice.

34
35 Dean Lopes asked how the course engages the particularities of justice. Professor Green said that the
36 texts does this in a challenging, engaging way.

37
38 Professor Von Lampe still felt that the justice aspect of the course was not as present as it needed to be.

39
40 Professor Green felt that this might be a case in which adding the titles of the chapters in the readings
41 could answer Professor Von Lampe's question, as it would clarify how the course is being taught as
42 well as clarifying the complexity of the relationship between violence and justice.

43
44 Professor Adams said if the course is to deal with more injustice than justice, then it also needs a
45 critique of the stumbling efforts to be just. Professor Von Lampe said that then the course gets into the
46 territory of International Criminal Justice. He felt that the complexities of violence actually would
47 make the course a new and needed course at John Jay, so why not teach that course instead? Professor
48 Green said that the course is for the justice core. Professor Von Lampe felt that this motive was
49 apparent in the proposal. He thought the course seemed to be shoehorned into justice.

50
51 Dean Lopes thought the course could be examined on a conceptual level. She said it will come back for

1 a second reading at the next meeting.
2

3 **LIT 2XX Literary Perspectives on Culture and Globalization (WCGI)** 4

5 Kathy Killoran introduced the course. Professor Amy Green said this provided a good example of how
6 to set up a course that would always have the same learning outcomes in any iteration.
7

8 Professor Adams asked why the course description did not mention rights in the list of issues that may
9 be covered. Professor Pease said that not every course would cover rights. The primary focus is
10 literature. Professor Adams thought the list of issues, migration and so forth, was quite long, and he
11 did not see why the word “rights” would be left out. He felt that it is impossible to talk about
12 globalization without talking about rights. Professor Pease said she thought the word “rights” felt more
13 local than international. She said she could add “and rights” to the course description.
14

15 Professor Wallenstein said he felt uncomfortable with this type of tinkering and was not sure if this is
16 the purview of the committee. He could see an iteration of this course that does not deal with rights at
17 all. He thought the list on the proposal looked like a list of the kinds of things that might be discussed
18 in the course.
19

20 Professor Pease agreed to add “and rights” to the description.
21

22 **A motion was made and seconded to suspend the second reading rule for this course.**
23 **The motion to suspend the second reading rule was approved with 18 votes in favor and**
24 **3 abstentions.**
25

26 **A motion was made and seconded to approve LIT 2XX Literary Perspectives on Culture**
27 **and Globalization (WCGI). LIT 2XX was approved with 21 votes in favor.**
28

29 **LIT 2XX Literature as Witness (LP)** 30

31 Kathy Killoran and Professor Green each introduced the course, which is set up to vary based on who
32 is teaching it.
33

34 Professor Glenn Corbett asked how the course would explain itself to students. Since the course
35 description is generic, how would students understand which iteration of the course they sign up for?
36 He also asked how other iterations of the course would be taught without undergoing scrutiny at
37 UCASC. Dean Lopes said that the template for the course must clarify its scope.
38

39 Professor Adams also asked how the course description could be rewritten to be perfectly clear to
40 students that it is a topics course that will have a topic designated by the professor. Dean Lopes agreed
41 that this language is needed.
42

43 Professor Green asked how the courses would be listed for students. She wondered if there would be
44 space for the colon and the course's subtitle. Kathy Killoran said that can be done on the advisement
45 side, but not where students register.
46

47 Dean Lopes said that is why it must be clear in the description that the course's scope would ultimately
48 be narrower in each section. Dean Lopes said the issue is that John Jay will educate students where to
49 get information about courses through the advisement tools.
50

1 On a new point, Professor Adams asked about the phrasing of the attendance requirement, and its
2 relationship to the participation. Professor Pease said that she did not believe in participation grades.

3
4 There was some discussion as to exactly how to phrase the way the course could vary across sections.
5 Professor Pease said she appreciated the discussion but found it strange. Historically she has a number
6 of courses in the English department that are offered this way, with generic course descriptions that
7 allow individual instructors to teach their expertise. She asked if it is perceived that this is a problem.

8
9 Dean Lopes said that whenever a course like this is offered, it needs to be made clear in the course
10 description that each section will be different. However, students will have advisement tools that tell
11 them what each section will be. John Jay intends to drive students to those advisement tools. She said
12 this practice is common in other colleges. Students do not know what individual teachers are going to
13 teach, but they do know what the larger aim of the course is.

14
15 Professor Peters said she was under the impression that it is possible to add a variable subtitle.
16 Professor Pease said it is possible but historically has not been done for Gen Ed courses. Professor
17 Peters said the other option is that professors can also advertise.

18
19 Vice President Saulnier said that John Jay has been able to do variable course titles in SIMS for a very
20 long time. Several disciplines use this for capstone courses. The course number stays the same, but the
21 title changes. It fits into DegreeWorks. CUNYfirst has much more flexibility in this area. He said it can
22 be done in the short term in SIMS, and there will be more flexibility when the college moves to
23 CUNYfirst next year. He said if John Jay is building for the future, this is the way to go. It is possible
24 in current systems and will be more possible in two years.

25
26 Dean Lopes added that the advisement tools are going to educate students. "We want students to be
27 independent learners, and this is part of that."

28
29 Professor Sumaya Villanueva said that there will be sessions and education to advise students, but at
30 this point, the critical information about the differences between the sections will need to be provided
31 well in advance so that IT people can get it into the system. Professor Pease said this is a logistical
32 nightmare for a department.

33
34 Professor Pease made the following revisions to the course. She added the words "and geographic
35 location," to indicate that geography is relevant to the context in which literature is read. In the third
36 sentence, she changed the introduction to "each section will provide a unique focus: topics may
37 include..." to address the variability in the sections.

38
39 On attendance, she said that if students miss more than five classes, they have missed a significant
40 amount of the learning, and so it is not possible for them to pass the class.

41
42 Professor Adams raised another point about attendance. Professor Pease was concerned that Professor
43 Adams' point was on her own personal attendance policy.

44
45 Dean Lopes said attendance is a complex issue that does deserve discussion. She referred the issue of
46 attendance and participation to the PPP committee. Kathy Killoran said that it has already been
47 referred to the Standards Committee.

48
49 Professor Wallenstein said that he did not feel that various attendance policies would be necessarily
50 inconsistent. He said that different courses have different impacts.

51
52 Dean Lopes closed the conversation, referring the issue of attendance policies to the PPP.

1 **A motion was made and seconded to suspend the second reading rule for this course.**
 2 **The motion was approved with 18 votes in favor and 3 abstentions.**

3
 4 **A motion was made and seconded to approve LIT 2XX Literature as Witness (LP) as**
 5 **amended. LIT 2XX was approved with 21 votes in favor.**

6 **HIS 1XX Historical Perspectives on Justice and Inequality (JCI)**

7
 8
 9 Kathy Killoran introduced the course. Professor Green said the Gen Ed committee loved the course
 10 and thought it was a terrific fit for the cluster.

11
 12 Professor Von Lampe noted a few typos in the course description.

13
 14 **A motion was made and seconded to suspend the second reading rule for this course.**
 15 **The motion was approved with 16 votes in favor and 3 abstentions.**

16
 17 **A motion was made and seconded to approve HIS 1XX Historical Perspectives on**
 18 **Culture and Globalization (JCI) with corrected typos. HIS 1XX was approved with 18**
 19 **votes in favor and 1 opposed.**

20 **HIS 2XX Exploring Global History (WCGI)**

21
 22
 23 Kathy Killoran introduced the course, which came in during the summer and did need revisions.
 24 Professor Amy Green said that the course went through some revisions with her Gen Ed committee.

25
 26 **A motion was made and seconded to suspend the second reading rule for this course.**
 27 **The motion was approved with 16 votes in favor and 4 abstentions.**

28
 29 **A motion was made and seconded to approve HIS 2XX Exploring Global History**
 30 **(WCGI). HIS 2XX was approved with 20 votes in favor.**

31 **HIS 3XX History and Justice in the Wider World (JCII)**

32
 33
 34 Kathy Killoran introduced the course. Professor Green said that the course went through some
 35 revisions with her Gen Ed committee.

36
 37 Professor Snajdr asked about the syllabus, which is for “colonial justice.” The syllabus showed no
 38 evidence of this section's relationship to the larger course. He asked that the syllabus include the real
 39 title of the course, to show the larger framework for the individual section topics.

40
 41 **A motion was made and seconded to suspend the second reading rule for this course.**
 42 **The motion was approved with 17 votes in favor and 3 abstentions.**

43
 44 **A motion was made and seconded to approve HIS 3XX History and Justice in the Wider**
 45 **World (JCII). HIS 3XX was approved with 20 votes in favor.**

46 **HIS 3XX Premodern Punishment (JCII)**

47
 48
 49 Kathy Killoran introduced the course. Professor Green said the Gen Ed committee checked to be sure

1 that the course was relevant to the category, and found it to be a good fit after examination.

2
3 Professor Adams asked about the relationship between justice and place in the course. Does the course
4 do global justice?

5
6 Professor Von Lampe thought the word “global” opened the door for overlap with ICJ, which could be
7 confusing. He also asked if it would be possible to leave the sequencing of information open.

8
9 Professor Balis, who was here to speak on behalf of the proposer, said that everybody in the History
10 department who was in this field was comfortable with the sequencing. In the field, this is standard.

11
12 Professor Adams asked about the titles of the categories, which should read “Christian Europe, the
13 Mediterranean, and Africa,” since Ethiopia was included in the content. Professor Balis felt sure the
14 proposing professor would accept this change, so she accepted it on her behalf.

15
16 **A motion was made and seconded to suspend the second reading rule for this course.**
17 **The motion was approved with 16 votes in favor and 4 abstentions.**

18
19 **A motion was made and seconded to approve HIS 3XX Premodern Punishment (JCII) as**
20 **amended. HIS 3XX was approved with 19 votes in favor and 1 abstention.**

21
22 *At this point, the agenda was adjusted to cover the items from LLS.*

23 24 **Course Revisions**

25 26 **LLS 247 Growing Up Latina/o (I&S)**

27
28 Kathy Killoran said her committee asked for minor changes. Professor Green said there had been
29 issues with the submission form, but not the course itself.

30
31 **A motion was made and seconded to approve the revision of LLS 247 Growing Up**
32 **Latina/o (I&S). LLS 247 was approved with 21 votes in favor and 1 abstention.**

33 34 **LLS/AFR/HIS 263 African Heritage in the Caribbean (WCGI)**

35
36 Kathy Killoran said the courses subcommittee approved the revision with some changes to the course
37 description. Professor Green said the Gen Ed subcommittee loved the broadening of the focus in this
38 revision.

39
40 **A motion was made and seconded to approve LLS/AFR/HIS 263 African Heritage in the**
41 **Caribbean as amended. LLS/AFR/HIS 263 was approved with 22 votes in favor and 1**
42 **abstention.**

43 44 **LLS 322 Civil Rights and Civil Liberties in Urban Latina/o** 45 **Communities (JCII)**

46
47 Kathy Killoran introduced the course. There were changes to the title and course description to fit the
48 course to the category. Professor Green said the Gen Ed committee liked the new title.

49
50 **A motion was made and seconded to approve LLS 322 Civil Rights and Civil Liberties in**

1 **Urban Latina/o Communities (JCII). LLS 322 was approved with 23 votes in favor.**

2
3 *At this point the agenda returned to its original schedule.*

4
5 **ARA 2XX (201) Intermediate Arabic I (WCGI)**
6 **CHI 2XX (201) Intermediate Chinese I (WCGI)**
7 **GER 2XX (201) Intermediate German I (WCGI)**
8 **JPN 2XX (201) Intermediate Japanese I (WCGI)**
9 **POR 2XX (201) Intermediate Portuguese I (WCGI)**

10
11 Dean Lopes noted that there are five courses for the foreign language department.

12
13 **A motion was made and seconded to consider the courses as a package. The motion to**
14 **consider the foreign language courses as a package was approved with 23 votes in favor.**

15
16 Professor Adams asked for clarification of the term “intermediate.” Professor Dapia said that this
17 means intermediate as applied to English speakers.

18
19 Kathy Killoran thanked Professor Dapia for creating these courses. Now John Jay has a 200 level
20 sequence for all of the foreign language offerings.

21
22 Professor Green added that placing these courses in WCGI was a CUNY decision that John Jay had to
23 figure out how to implement, and Professor Dapia did create exciting syllabi that appropriately engage
24 the World Cultures category.

25
26 **A motion was made and seconded to suspend the second reading rule for this package of**
27 **courses. The motion was approved with 20 votes in favor and 3 abstentions.**

28
29 **A motion was made and seconded to approve the group of Foreign Language Courses.**
30 **The Foreign Language courses were approved with 23 votes in favor.**

31 32 **Courses Being Mapped to Gen Ed Outcomes**

33
34 Dean Lopes reminded everyone that these courses are being considered for mapping only. The
35 substance of the courses was not up for consideration.

36
37 **A motion was made and seconded to consider the group of courses being mapped to Gen**
38 **Ed as a slate. The motion was approved with 20 votes in favor and 1 abstention.**

39
40 **A motion was made and seconded to approve the slate of courses being mapped to Gen**
41 **Ed Outcomes. The slate of courses was approved with 21 votes in favor.**

42
43 Dean Lopes added that that the college needs more Learning from the Past courses, Scientific World
44 courses, and 100-level Justice courses. She said there is still an opportunity this winter to get a few
45 more courses through. She said if her department can help any other departments, people should
46 contact her.

47 48 **Course Revisions**

49
50

1 **Art 104 Art of Africa, Oceania, and the Americas (CE)**

2
3 Kathy Killoran said the title has been changed to “Non-Western Art and Visual Culture.”

4
5 **A motion was made and seconded to approve the revision of ART 104 Non-western Art**
6 **and Visual Culture (CE). The revision of ART 104 was approved with 20 votes in favor**
7 **and 1 abstention.**

8
9 **MAT 105 Modern Mathematics (MQR)**

10
11 Kathy Killoran said this is an essential course for the college. Most John Jay students will be taking
12 this as their required math credit. The former title is thirty years old and is not in line with other
13 colleges, which all call this course “college algebra.”

14
15 **A motion was made and seconded to approve the revision of MAT 105 Modern**
16 **Mathematics (MQR). The revision of MAT 105 was approved with 22 votes in favor.**

17
18 **PED 110 Contemporary Health Problems (I&S)**

19
20 Kathy Killoran said her subcommittee worked closely with the department, which was originally
21 overambitious in the coverage. The department worked hard to narrow the focus and rethink a well-
22 established course to fit it into the category.

23
24 **A motion was made and seconded to approve the revision of PED 110 Contemporary**
25 **Health Problems (I&S). The revision of PED 110 was approved with 22 votes in favor.**

26
27 **PHI 102 Introduction to Ethics (JCI)**

28
29 Kathy Killoran said Professor James DiGiovanna has been teaching this course for a while, and has
30 now reframed it for the Justice Core. Her committee asked him to revise the course calendar and
31 course description to better reflect the issue of a just society. Professor Green's committee liked the re-
32 conception of this course.

33
34 Professor Wallenstein thought every freshman should have to take this course.

35
36 **A motion was made and seconded to approve the revision of PHI 102 Introduction to**
37 **Ethics (JCI). The revision of PHI 102 was approved with 22 votes in favor.**

38
39 Dean Lopes agreed with other comments that this course description was written beautifully, and it
40 would be an excellent course for John Jay freshmen.

41
42 **PHI 231 Knowing, Being, Doing: Philosophical Method and Its**
43 **Applications (I&S)**

44
45 Kathy Killoran introduced the course. Professor Green said her committee loved the new title. This
46 proposal demonstrated how a long established course can be reframed for the category successfully.

47
48 **A motion was made and seconded to approve the revision of PHI 231 Knowing, Being,**
49 **Doing: Philosophical Method and Its Applications (I&S). The revision of PHI 231 was**
50 **approved with 22 votes in favor.**

1
2 Dean Lopes thanked Professor Rodriguez for her work in reframing an established course.
3

4 **ETH (AFR) 123 Race and American Society: The African American**
5 **Experience (JCI)**
6

7 Kathy Killoran introduced this course, which is a longstanding offering at John Jay that has been
8 revised for the Gen Ed curriculum. Professor Green said the department was cooperative and creative
9 in rethinking this course for the Justice Core.
10

11 **A motion was made and seconded to approve the revision of ETH (AFR) 123 Race and**
12 **American Society: The African American Experience (JCI). The revision of ETH (AFR)**
13 **123 was approved with 22 votes in favor.**
14

15 Dean Lopes commended this department as well for its work in refreshing and reframing their core
16 offerings.
17

18 **ETH (AFR) 125 Race and Ethnicity in America (US Exp)**
19

20 Kathy Killoran introduced this course, which has historically been taught by two departments. The
21 departments have now decided that each should offer their own version.
22

23 Professor Green noted a discrepancy between the syllabus and the CUNY submission form.
24

25 Devaki Naik asked if the professor could rephrase the line that states: "students are expected to stay
26 awake." Kathy Killoran suggested adjusting it to say "students are expected to stay engaged."
27

28 **A motion was made and seconded to approve the revision of ETH (AFR) 125 Race and**
29 **Ethnicity in America (US Exp). The revision of ETH (AFR) 125 was approved with 18**
30 **votes in favor and 2 abstentions.**
31

32 **DRA/LLS/SPA 217 Latino/a Theater in the U.S. (CE)**
33

34 Kathy Killoran introduced this course. This course has been on the books for a number of years, and
35 now the title, description, and scope have been revised.
36

37 Professor Dapia was concerned because she and Professor Seth Baumrin had had a meeting, at which
38 he said he would not be submitting this course.
39

40 Professor Baumrin said there was a lot of support for the broadened course. He did not see any
41 objections to the broadened course, except that this could be two courses. One course might focus on
42 Latin American Dramatic Lit in the USA, and a second course might focus on Latin American Lit of
43 South America, and that second course would not be cross-listed. He said that he did have paperwork
44 prepared for that option, but for the moment wanted to present the course they spent time working on.
45

46 While looking at the paperwork, Professor Green noted that the learning outcomes in the syllabus and
47 course revision document did not align with the learning outcomes on the CUNY form.
48

49 Professor Virginia Moreno said that professors can adjust language in learning outcomes, but the logic
50 that connects those outcomes to CUNY's outcomes must be apparent.

1 Professor Baumrin was not sure if the room had an up-to-date submission from his department.

2
3 Professor Dapia wished to offer two separate courses. Professor Baumrin agreed that this would be a
4 rich addition to the curriculum. But in the interest of Gen Ed, he wished to submit this triple-listed
5 course first. He said that the course information will make very clear that instruction will be in
6 English.

7
8 Professor Green explained the paperwork issue behind the incorrect outcomes. It was a technical issue.
9 She thought the proposer may have used text from the CUNY form regarding how outcomes would be
10 achieved, when they needed to lift the outcomes themselves rather than the methods to achieve them.
11 She said the goals, not the ways of achieving them, should be on the syllabus.

12
13 Professor Green explained that the course does actually meet the outcomes, but the form and the
14 syllabus need to be changed.

15
16 **A motion was made and seconded to approve the revision of DRA/LLS/SPA 217 Latino/a**
17 **Theater in the U.S. (CE). The revision of DRA/LLS/SPA 217 was approved with 21 votes**
18 **in favor.**

19 20 **ANT/PSY/SOC 110 Drug Use and Abuse (I&S)**

21
22 Kathy Killoran said this course was once part of the Psychology major but is not anymore, so it the
23 cross-listing as PSY is being dropped. It will still be cross-listed as Anthropology and Sociology.

24
25 **A motion was made and seconded to approve the revision of ANT/PSY/SOC 110 Drug**
26 **Use and Abuse (I&S). The revision of ANT/PSY/SOC 110 was approved with 20 votes in**
27 **favor.**

28 29 **LLS 241 The Puerto Rican Latina/o Experience in Urban U.S. Settings** 30 **(US Exp)**

31
32 Kathy Killoran introduced this course, which has a new title and course description. Professor Green
33 said this course is a great option for students.

34
35 Professor Von Lampe thought there might be two words missing in the course description: “*on* the
36 study” and “with regards *to* latina/o migration.”

37
38 **A motion was made and seconded to approve the revision of LLS 241 The Puerto Rican**
39 **Latina/o Experience in Urban U.S. Settings (US Exp). The revision of LLS 241 was**
40 **approved with 18 votes in favor.**

41 42 **HIS 217 History of New York City (US Exp)**

43
44 Kathy Killoran introduced this course, which has been run every semester, but has not yet been linked
45 to anything in curriculum. The chance to move it into Gen Ed was very exciting.

46
47 **A motion was made and seconded to approve the revision of HIS 217 History of New**
48 **York City (US Exp). The revision of HIS 217 was approved with 19 votes in favor.**

49
50

CJBS 101 Introduction to the American Criminal Justice System

Kathy Killoran said this course has been revised to support the new BS in Criminal Justice. This course has been difficult for freshman, so the revision would move it into the sophomore year.

A motion was made and seconded to approve the revision of CJBS 101 Introduction to the American Criminal Justice System. The revision of CJBS 101 was approved with 20 votes in favor.

SOC 216 Probation and Parole

Kathy Killoran introduced the revision. There was no discussion.

A motion was made and seconded to approve the revision of SOC 216 Probation and Parole. The revision of SOC 216 was approved with 19 votes in favor and 1 abstention.

Academic Standards Subcommittee

The Proposal to Revise the Grade Appeal Policy was not complete, so this item was struck from the agenda.

Proposal to Allow Double Majors

Dean Lopes said that the college does not currently allow double majors. The Standards committee unanimously recommends that the college allow double majors for students in good enough academic standing. She said that one concern with this new policy is to be sure that students finish their degrees in four years. However, the college does not want to impede students who would be able to complete the work.

She discussed some relevant statistics. The assessment that was recently done of our current general education program showed that students in non-liberal arts disciplines do not have the skills necessary to write critically, and to think. Students from liberal arts disciplines did much better. So there is concern about students in BS degrees who are not formally getting the chances to write critically and think. One requirement is that if a student does take on a second degree, it must be in a liberal arts degree. One way to begin to address the lack of critical thinking skills in BS degrees is to allow students to double major with a liberal arts major.

Professor Hamilton thought that it seemed as though the college is imposing Gen Ed on all students. He asked if the students in the liberal arts degrees getting jobs.

Dean Lopes said that was a good question and she would take it as feedback. She said there are some interesting issues about community and practice, how students are employed more when they have those liberal arts skills.

Professor Wallenstein said it seemed to him that this is an additional rationale for Gen Ed requirements for all students, not just the ones who are doing well. He was not sure that this proposal was doing what Dean Lopes wanted it to do.

Professor Peters asked if students would be expected to do this within 120 credits. Dean Lopes said yes.

1 Kathy Killoran said students have wanted this for years, and two other proposals were forwarded to
2 the College Council before. Both times the proposal was defeated at College Council. One proposal was
3 not supported by the students because of the issue of getting sign-offs by advisors. One nice thing
4 about this particular document is that it lays out the requirements and expectations.

5
6 Professor Von Lampe could see that overlap would be a problem with certain majors, like police
7 studies and Criminal Justice, but he didn't foresee that problem in other B.S. departments. He asked if
8 the proposal could be more open about the combinations of double majors it allows.

9
10 Professor Wallenstein said that even some departments in the liberal arts are giving multiple choice
11 tests, so if the concern is about getting the writing and critical thinking skills, there might be other
12 ways to think about that.

13
14 Vice President Saulnier liked Kathy Killoran's idea of a list of majors that could be doubled, to
15 eliminate the ambiguity. He also asked what would happen if a student gets up to 100 credits and has
16 the stuff to have a double major but never declared.

17
18 Professor Green asked what would happen if a student's GPA drops while double majoring. Dean
19 Lopes said that student can continue the double major.

20
21 Professor Adams said that liberal arts graduates are better able to adapt and do things that jobs
22 require. Employers say that it is easier to teach the technical skills on the job than to teach the liberal
23 arts critical thinking. They want both qualities.

24
25 He also said that in his time on the UCASC committee, he has seen a trend towards more critical
26 thinking and more writing, and he thought it was an exaggeration to say that some departments just
27 do multiple choice.

28
29 Professor Hamilton asked how this would affect financial aid and scholarships. Dean Lopes said the
30 primary major would count, and the second major would be considered auxiliary. Vice President
31 Saulnier said there is a system in place for this.

32
33 Professor Adams asked what percentage of students are 85% and above. Dean Lopes said that the
34 Dean's list criteria would cover this population, so it is about 10% or 11% of the student body.

35
36 Dean Lopes said that when grades are analyzed by major and level, there are big differences in terms
37 of the grading.

38
39 Professor Ben Bierman said that the students who would be interested in this to begin with would be
40 the articulate, ambitious students. He thought it would not send a good message to these students to
41 limit what kind of major they can have.

42
43 Professor Adams said that within the population of smart and ambitious, there are the selfish, who
44 would take advantage of the chance to get two majors with minimal effort.

45
46 Professor Virginia Moreno was concerned that the last two sentences of the proposal implied that the
47 curriculum does not offer enough to regular students with single majors. Those sentences are
48 problematic for assessment at the college in general.

49
50 Professor Wallenstein liked the proposal especially in light of the new Gen Ed, which reduces the
51 number of liberal arts courses in the core.

1 Dean Lopes said the college thought about creating clusters of courses about critical thinking, but the
2 university would not allow it. The university saw it as a way around Gen Ed. To address this, she had
3 an idea that individual majors might propose that students within the major must minor in certain
4 other fields.

5
6 Vice President Saulnier said that 30% of undergrad students this Fall had GPAs of 3.0 or higher. On a
7 separate point, he said that there should be a clause about freshman. There should be a minimum
8 number of credits in the equation before a student can qualify to double major.

9
10 Professor Peters suggested that the proposal go forward, with a designated advisor for double majors.

11
12 ***A motion was made and seconded to adjourn the meeting. It was unanimously***
13 ***acclaimed.***

14
15 Respectfully Submitted,

16
17 Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA

February 1, 2013

9:30 A.M. – 12:30 P.M.

ROOM 630T

- 1. *Administrative Announcements*** – Dean Lopes
- 2. *Approval of the minutes of December 7, 2012***
- 3. *Vote on new member(s) of the General Education Subcommittee***
- 4. *Old Business***

Principles, Policies and Procedures (2nd reading)

- Proposal to Allow Double Majors

Courses (2nd readings)

- ISP 3XX Violence in the Pursuit of Justice (JCII)
- PHI 4XX Senior Seminar in Metaphysics and Epistemology
- MAT 108 Social Science Mathematics (changed to Math/Quant Reasoning - Mapping)

4. *New Business*

Courses Subcommittee

1. SCI 1XX (114) Scientific Principles of Forensic Science (Life/Phys Sci)
2. BIO 2XX The Incredible Living Machine (SciWld)
3. CHE 1XX The Extraordinary Chemistry of Ordinary Things (SciWld)
4. COM 1XX Citizen Voices for Justice (JCI) - to be emailed
5. ISP 2XX Remembering and Forgetting in Public and in Private (LP)
6. ISP 1XX Ripped from the Headlines – (Com)
7. ISP 2XX Truth and Creativity: How We Create Meaning (CE)
8. ISP 3XX Making Waves: Troublemakers, Gadflies and Whistleblowers (JCII)
9. ISP 3XX Just Intentions: International Humanitarianism (JCII)
10. LLS 2XX Revolution and Social Change in Latin American Literature and the Arts (CE)
11. LLS 3XX Ethical Strains (JCII)
12. POL 1XX Struggles for Justice in the Workplace (JCI)
13. MAT 2XX Computer Architecture
14. LIT 3XX Comic Books and Graphic Novels
15. LIT 2XX The Horror Film

Courses Being Mapped to Gen Ed Outcomes

1. POL 320 International Human Rights (JCII)

Course revisions

1. LLS 325 The Latina/o Experience of Criminal Justice (JCII)
2. LLS 341 Immigrants, Citizens, Exiles and Refugees in the Americas (JCII)
3. LIT 327 Crime and Punishment in Literature (JCII)
4. SPE 201 Argumentation and Debate (Com)
5. HIS 320 The History of Crime and Punishment in the U.S. (JCII)
6. ART 113 Digital Photography I (Com)
7. ART 115 Introduction to Sculpture (Com)
8. ART 110 Ceramics (Com)
9. ART 111 Introduction to Drawing (Com)
10. POL 244 Politics of Immigration

Academic Standards Subcommittee (first reading)

- Proposal to Revise the Grade Appeal Policy

Attachments:

Agenda for February 1st

Minutes of Dec 7th

Proposal to Revise the Grade Appeal Policy

Proposal to Allow Double Majors

New Courses:

ISP 3XX Violence in the Pursuit of Justice (JCII)

PHI 4XX Senior Seminar in Metaphysics and Epistemology

SCI 1XX (114) Scientific Principles of Forensic Science

BIO 2XX The Incredible Living Machine (SciWld)

CHE 1XX The Extraordinary Chemistry of Ordinary Things (SciWld)

ISP Remembering and Forgetting (LP)

ISP 1XX Ripped from the Headlines – (Com)

ISP 2XX Truth and Creativity: How We Create Meaning (CE)

ISP 3XX Making Waves: Troublemakers, Gadflies and Whistleblowers

ISP 3XX Just Intentions: International Humanitarianism (JCII)

LLS 2XX Revolution and Social Change in Latin American Literature and the Arts (CE)

LLS 3XX Ethical Strains (JCII)

POL 1XX Struggles for Justice in the Workplace (JCI)

MAT 2XX Computer Architecture

LIT 3XX Comic Books and Graphic Novels

LIT 2XX The Horror Film

COM 1XX Citizen Voices for Justice (JCI) - **to be emailed!!**

Course revisions

1. LLS 325 The Latina/o Experience of Criminal Justice (JCII)
2. LLS 341 Immigrants, Citizens, Exiles and Refugees in the Americas (JCII)
3. LIT 327 Crime and Punishment in Literature (JCII)
4. SPE 201 Argumentation and Debate (Com)
5. HIS 320 The History of Crime and Punishment in the U.S. (JCII)
6. ART 113 Digital Photography I (Com)

7. ART 115 Introduction to Sculpture
8. ART 110 Ceramics (Com)
9. ART 111 Introduction to Drawing (Com)

Courses Being Mapped to Gen Ed Outcomes

1. POL 320 International Human Rights (JCII)
2. MAT 108 Social Science Mathematics

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of February 1, 2013

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, February 1, 2013 at 9:30 a.m. in Room 630T. Dean Anne Lopes, UCASC Chair, called the meeting to order.

Present: C. Jama Adams, Ervin Balazon, Andrea Balis, Ben Bierman, Marta Bladek, Glenn Corbett, Silvia Dapia, Amy Green, Sarah Hammond, Hunter Johnson, Jane Katz, Kathy Killoran, Anne Lopes, Virginia Moreno, Devaki Naik, Richard Ocejo, Allison Pease, Judy-Lynne Peters, Gloria Proni, Richard Saulnier, Ed Snajdr, Thomas Stafford, Monica Varsanyi, Nancy Velazquez-Torres, Klaus Von Lampe, Martin Wallenstein, Peggilee Wupperman, Violet Yu

Absent: Luis Barrios, David Guadeloupe, Jay Hamilton, Tanya Rodriguez.

Guests: David Barnet, Dara Byrne, Artem Domashevskiy, Vielka Holness, Jonathan Jacobs, Karen Kaplowitz, Cyriaco Lopez, Lisandro Perez, Richard Perez, Belinda Rincon, Jennifer Rutledge, Marcel Roberts, Sandra Swenson, Kate Szur, Sumaya Villanueva, Roberto Visani, Jay Walitalo.

Administrative Announcements

Dean Lopes welcomed everyone back for the Spring term by thanking the group for last semester's work.

She announced that four courses were turned down at the last College Council meeting. MAT 108, which had been submitted for the Scientific Worlds category, did not pass. She said that MAT 108 would be a better fit for the required math category anyway. Two Scientific World courses were not approved. Members of the Science department argued that they would like more consultation. There were also arguments that the Scientific World category should be open to disciplines in other departments. She said these courses will all be revisited. Professor Jama Adams asked if there is a position on what can go into these categories. Dean Lopes said that College Council was split on the issue and it had a lot to do with who was in the room at the time of the vote, which occurred late in the meeting. A lot of people followed the guidelines set by the learning outcomes. She said that one course lost by one vote, so it was very close. The fourth course that did not pass at College Council was a music course that had been proposed for the Communications cluster. She has asked the art department to talk to fellow faculty and to chairs to educate people about the College Option and how the Communications category is meant to work.

She asked that anybody proposing a Gen Ed course make a point to be present at the College Council meeting to argue for the course. It makes a big difference when the individual faculty member is there. While it can be easy for that committee to turn down the Dean, it is harder to turn down a colleague. She said that the debate is good and there will be clarity around these outcomes going forward.

Dean Lopes distributed a line-up of upcoming faculty development workshops. Funding from CUNY will provide \$40,000 for these workshops, which will be offered through the Center for Advancement of Teaching. Among the topics, there will be workshops in the new General Education Curriculum, Culturally Responsive Teaching, Writing Across the Curriculum, Scaffolding, Information Literacy

1 Skills, and so forth. The workshops will be held between February and June.
2

3 She also announced that John Jay will be hosting the Coordinating Undergraduate Education (CUE)
4 conference for CUNY. She distributed a call for proposals to the committee and encouraged faculty to
5 present research.
6

7 Her last announcement concerned the recent Middle States report. The self-study showed this campus
8 in real transformation. Continued development of the liberal arts majors need critical work. She called
9 for a committee to look at market issues and employment issues and to plan for a new set of liberal
10 arts offerings for the students. She would like this committee to begin meeting this month to develop a
11 five year plan. She asked interested faculty to contact her.
12

13 ***Approval of the minutes of December 7, 2012***

14 **A motion was made and seconded to approve the minutes of December 7, 2012.**

16 There was no discussion.
17

18 **The minutes of December 7, 2012 were approved with 19 votes in favor and 4
19 abstentions.**
20

21 **Vote on new member(s) of the General Education Subcommittee**

22 UCASC needed to vote for a new member of the Gen Ed Subcommittee to replace a member who
23 dropped off. Professor Ben Bierman nominated Professor Claudia Calirman from the Art Department.
24 Professor Amy Green mentioned that she thought Professor Calirman might be planning to run at the
25 Faculty Senate. Professor Bierman withdrew his nomination of Professor Calirman. Professor Andrea
26 Balis nominated Professor Judy-Lynne Peters. Professor Adams nominated Professor Martin
27 Wallenstein. Dean Lopes noted that there is only one slot. The committee would have to vote to choose
28 between the two nominees for the position.
29

30 **Professor Judy-Lynn Peters was elected to the General Education Subcommittee with
31 20 votes in favor.**
32

33 ***Old Business***

34 ***Dean Lopes noted that the order of items on the agenda would be changed to address
35 one course early.***
36

37 **COM 1XX Citizen Voices for Justice (JCI)**

38 Kathy Killoran explained that this course had been e-mailed to the committee. She explained that this
39 public speaking course was made for the Freshman Year Experience. The title was being changed to
40 Justice and Communication in Civic Life. Professor Dara Byrne was present to speak for the course.
41

42 Professor Byrne said the course challenges students to engage in the historic Western concept of public
43 rhetoric to understand how the various forms of rhetoric have grown in our contemporary world. The
44 course looks at classic notions of the meaning of citizenship. The course often uses Ted Talks to
45 illuminate how a polished, rehearsed speech can actually be quite conversational, to highlight the
46 importance of variable personal style in speaking.
47
48
49
50

1 Professor Green said her committee saw this course several times through the process and helped
2 Professor Byrne work on it to fit the Communications cluster.

3
4 Professor Adams asked if Professor Byrne could reassure the committee as to how the course
5 accommodates a wide range of forms of expression. Professor Byrne noted items on the syllabus that
6 explore various groups at the moment that they entered the public sphere.

7
8 Professor Wallenstein said this is an improved iteration of a take on Public Speaking that Professor
9 Byrne and Professor Elton Beckett have been working on for many years, and it really works. He said
10 that every faculty member they have worked with who has taken up this method of teaching has found
11 that his or her teaching outcomes improved, including his own. Students see the connectivity when the
12 course is taught this way and their grades improve.

13
14 Professor Green noted that students will only have to take one Freshman Year Seminar, so it would be
15 worth developing a second course for the Communications area like this that they could take if they do
16 not choose this as the First Year Experience option. Dean Lopes said that Professor Byrne is
17 developing such a course.

18
19 **A motion was made and seconded to suspend the second reading rule for this course.**
20 **It was approved with 20 votes in favor and 4 abstentions.**

21
22 **A motion was made and seconded to approve COM 1XX Citizen Voices for Justice (JCI).**
23 **COM 1XX Citizen Voices for Justice (JCI) was approved with 24 votes in favor.**

24
25 *The itinerary then returned to the regularly scheduled agenda.*

26
27 **Principles, Policies and Procedures**

28 29 **Proposal to Allow Double Majors**

30
31 Dean Lopes distributed an up-to-date version of the proposal, which included last minute changes. In
32 response to feedback at the last UCASC meeting, the part of the proposal that prescribes exactly which
33 majors can be doubled has been struck. She said that leaves a larger question about which majors
34 comprise more “professionally-oriented” majors. A department like Science does not allow for a
35 double major because the Science major is already too big on its own. She said that a larger
36 conversation needs to take place about the way all departments integrate writing into the curriculum.
37 Each department needs to discuss how it sees itself in terms of this question of “professionally-
38 oriented” majors. The proposal's GPA requirement was also revised.

39
40 Professor Green said she liked the change to the proposal because it does prescribe one liberal arts
41 major.

42
43 Professor Adams asked why the school would permit a student with a 2.0 to try for two majors. Dean
44 Lopes said that students tend to do very well in highly structured degrees. The more designed the
45 degree is, the better they do. Some students actually benefit from less flexibility. Adding a second
46 major will create the additional structure that could build up a student's progress by giving them a
47 clear map for the entire degree.

48
49 Professor Green was concerned that letting weaker students double major might push them to take a
50 greater number of upper level courses than if they had a single major, and that might endanger those
51 students' degrees. Dean Lopes said the research says that the more challenged they are, the better they

1 do. She said if they take only 100 and 200-level courses, they are never challenged.
2

3 Professor Wallenstein said there is nothing preventing the students from taking those courses now.
4 With this proposal, students would be allowed to get a degree for courses they may take anyway. He
5 supported passing it.
6

7 Professor Adams said the proposal implies that the college will do anything to help students achieve
8 the outcomes. His concern was that there are some students who will not be able to achieve those
9 outcomes, and the college should not pour effort into pushing them to fail. He said that grade inflation
10 is already a problem. Under normal single-major circumstances, students are not meeting appropriate
11 outcomes. He did not see how this could work. The top students would do well, but the other students
12 might fail in greater numbers. He was concerned about the thought process and attitude toward
13 students that says “yes we can, yes we can” when the situation is untenable and the college does not
14 have the resources to fully support its hopes. He was concerned about how over-structuring the
15 experience would leave them when they graduate and have to structure their own path through a
16 career. He was concerned that the faculty does not acknowledge students' real limits and possibilities
17 for failure.
18

19 Professor Thomas Stafford noted that this policy does not require every student to have a double
20 major; it simply allows the option to students who have the interest and ability. He was surprised that
21 it was even a topic of discussion at this college, as he has found it to be common at other colleges.
22

23 Professor Andrea Balis asked if students who double major would do two capstones. Professor Adams
24 said too many students are currently failing one capstone.
25

26 Devaki Naik agreed with Professor Adams. She felt that the minimum GPA of 2.0 was too low, and that
27 a student should prove excellent academic performance to double major. Dean Lopes said the original
28 proposal had required a 3.0, but UCASC asked that it be opened up to more students. Professor Violet
29 Yu agreed with the sentiment that 2.0 seemed very low.
30

31 Professor Monica Varsanyi asked if there is any allowance for overlapping courses between the two
32 majors. Dean Lopes said that the college will have to work that out as it implements this.
33

34 Professor Allison Pease felt that elite students have a right to get a second major if they want to work
35 hard. She did not want to hold those aspiring students back because of concern about less prepared
36 students. She also agreed that a 2.0 was too low.
37

38 Vice President Richard Saulnier said that allowing any students to pursue a second major provides a
39 lot of structure. Currently, students have a number of credits left to fulfill after completing a major's
40 requirements, and even after adding a minor to the degree there are credits left to earn, so it would
41 benefit everyone to let the student structure those credits in degree-format. He felt it would be good to
42 have that option for all students at all levels.
43

44 Professor Wallenstein agreed with the qualms at the table but thought they might be misdirected.
45 Currently, many of the college's requirements across departments are being diluted for the new
46 curriculum. If students are having trouble passing, why are these courses in basic areas being watered
47 down?
48

49 On the question of professionally-oriented majors, Professor Klaus Von Lampe felt that the college
50 should leave the choice to the students to decide what is best for them. There is a small group of
51 students who would get a lot out of having two professionally oriented majors, and why deny them
52 that?

1 Professor Adams was concerned about the bottom third of students. These students are not seeking
2 out help, they are not getting advisement, and they are not embedded in support structures. He
3 suggested requiring them to come in for advisement once their GPA is within a certain range. Dean
4 Lopes said that cannot happen. The college is not equipped. She noted that all faculty are required to
5 advise, in their contracts, though student participation in that is optional.
6

7 Professor Green said she had been comfortable with the original 3.0 requirement and would be
8 comfortable with that again, or even with 2.5. Professor Yu asked if it might be changed to a semesterly
9 calibration of GPA, rather than the career GPA. She suggested a 2.0 for the whole college period, and a
10 semesterly GPA of 3.0.
11

12 Dean Lopes said she had also felt that 2.0 was low, but she was willing to go with the majority when
13 this was being discussed in Standards. She felt that structuring a degree is very useful for students who
14 are not achieving. She said at John Jay, the bottom ten percent of students are on academic probation.
15 That is average, nationally. She said most colleges allow double majors for everyone and do not
16 legislate anything about how students must perform. Often, the double major is found to be very
17 motivational. She felt that this should be done, it should be assessed, and then the college can address
18 or change it based on how it works out.
19

20 Professor Judy-Lynne Peters said she agreed with all of the arguments on both sides of this discussion.
21 She said the bulletin says that a 2.0 GPA is satisfactory. That is what is required for graduation. If that
22 is the standard that the college says is satisfactory, it troubled her to think that there would be a
23 different standard for a second major. Professor Monica Varsanyi agreed with that sentiment. She felt
24 this would really be about structuring the final units rather than presenting more of a challenge to
25 them.
26

27 Professor Green said the 2.0 seemed arbitrary at this point, so why not say anyone can do it and let
28 them sink or swim.
29

30 Professor Stafford agreed with Professor Peters' reasoning that requirements for the second major
31 should reflect the bulletin's requirement for graduation overall. He pointed out that a double major is
32 not the same thing as a double load of course work.
33

34 Professor Adams said it is very unfair to allow any student to go into the world with a 2.0 at all. When
35 students are not making the standards, asking them to do two capstone courses seems like a set up.
36

37 Dean Lopes said it was clear that this needs to come back to Standards for discussion.
38

39 Professor Bierman added to the sentiment that the students should be able to choose any two majors.
40 He said that some students may even want to have two liberal arts majors. If so, would that be
41 allowed?
42

43 Professor Wallenstein felt that the GPA question raised a larger issue about what the college wants of
44 students within a major. 2.0 may not be good enough.
45

46 Professor Sumaya Villanueva said that in light of the structure of the new Gen Ed, it is a great idea to
47 let students have the option of a double major. She said in her office, they frequently ask for the
48 option. The students would appreciate the opportunity to double major. Regarding the concern about
49 overloading weak students, she noted that even if the student chooses to do a double major, they
50 always the option of not pursuing that double major if it does not go well. If they drop the double
51 major, they can use those credits as electives. Dean Lopes confirmed that this is true.
52

1 Professor Von Lampe asked if there is a timetable for this proposal. Dean Lopes said the hope is that
2 this would take effect the year after it is confirmed, and it is still possible for it to happen next year.
3

4 There was some discussion about whether to vote on this now or not. If so, would the group vote on
5 this as written or would the group vote on the proposal with a change. Dean Lopes said it would be
6 best to bring it back to committee now, since there is so much feedback. The motion to vote proceeded
7 anyway, as there was some feeling that people knew how they felt about the proposal.
8

9 **A motion was made and seconded to approve the Policy to Allow Double Majors.**
10 **The Policy to Allow Double Majors was NOT approved with 11 votes in favor 12 opposed**
11 **and 2 abstaining.**

12
13 The proposal was defeated, so it will be considered again at a later meeting.
14

15 **Courses (2nd readings)**

16 17 **ISP 3XX Violence in the Pursuit of Justice (JCII)**

18
19 Professor Green said that ISP has revised the course to clarify the concept regarding organized
20 violence in response to UCASC feedback at the last meeting. Groups that engage in organized violence
21 do so in the name of justice, and so the course examines and questions those claims. She also said that
22 she had consulted with the chair of Law and Police Science, who did not see any conflicting overlap.
23

24 **A motion was made and seconded to approve ISP 3XX Violence in the Pursuit of Justice**
25 **(JCII). ISP 3XX Violence in the Pursuit of Justice (JCII) was approved with 23 votes in**
26 **favor.**

27 28 **PHI 4XX Senior Seminar in Metaphysics and Epistemology**

29
30 The Philosophy item was tabled for later.
31

32 **MAT 108 Social Science Mathematics**

33
34 This course was remapped to the Math and Quantitative Reasoning are of the required core. There was
35 no discussion.
36

37 **A motion was made and seconded to approve MAT 108 Social Science Mathematics. It**
38 **was approved with 23 votes in favor.**

39 40 ***New Business***

41 42 **Courses Subcommittee**

43 44 **SCI 1XX (114) Scientific Principles of Forensic Science (Life/Phys Sci)**

45
46 Kathy Killoran introduced the course, which fits nicely with the other offerings in the required science
47 area. She said her committee had worked with Professor Roberts to clarify the scientific principles at
48 stake. Professor Ed Snajdr asked about how the lab hours and class hours were listed.
49

50 Professor Green said the proposal was terrific by the time it reached her committee thanks to the work

1 in the Courses Committee. She did note one typo in a bullet point on page 4.

2
3 **A motion was made and seconded to suspend the second reading rule for this course.**
4 **The motion to suspend the second reading rule was approved with 22 votes in favor and**
5 **3 abstentions.**

6
7 **A motion was made to approve SCI 1XX (114) Scientific Principles of Forensic Science**
8 **(Life/Phys Sci). It was approved with 25 votes in favor.**

9 **BIO 2XX The Incredible Living Machine (SciWld)**

10
11
12 Kathy Killoran said her committee had asked for a reference to the human body to be added to the
13 title. There were also questions about the expected preparedness of the students. Her committee also
14 suggested adding a reference to Lexis/Nexis for the amount of Science Times reading the class requires
15 from the students.

16
17 Professor Green said her committee had some discussion about the prerequisites, and she still had a
18 question about what requirements should be in place for a 200-level course. The prerequisite is to
19 have one 100-level science course, but there is also a note in the proposal about having a high school
20 science course, which she found unnecessary.

21
22 Dean Lopes raised a concern about the level of the various science courses. The Scientific World
23 category might have too many offerings that require the 100-level prerequisite. She asked if the 100-
24 level course is necessary. Professor Sandra Swenson said it was highly recommended.

25
26 Professor Green said that to remove the prerequisite, the course would probably need to be a 1xx level
27 course.

28
29 Professor Proni said that from the Science Department's perspective, it seemed that the prerequisite
30 would be necessary for a successful course. Professor Swenson said that she had initially intended to
31 make a 100-level course, but in development, it had become clear that the lab work was sophisticated
32 enough to need a prior course with lab activities. She said that she could tailor the course for the
33 college's needs.

34
35 Professor Adams said that the Science department has been adamant for the last few years that it only
36 does hard science, not science for jocks. In his eyes, he felt that if that department knows that it needs
37 a prerequisite for a course, this committee should honor that. However, that department must create
38 more courses that are designed for non-science majors. Dean Lopes reiterated her concern that there
39 must be more 100-level science courses for the Scientific World cluster. They can come from other
40 disciplines as long as they meet the learning outcomes.

41
42 Professor Proni said that she thought those courses are coming. She said that right now there is more
43 variety of courses than there has been. Dean Lopes said she applauded that and the college still needs
44 more.

45
46 Professor Marcel Roberts said he is a junior faculty and would love to make more courses, but he can
47 only work 24-hours a day. He asked if there is a way to speed up the review process. Now that he
48 knows how it works, he may be able to propose courses better in the future.

49
50 Professor Adams reiterated his point that there is an issue here in the way the Science Department
51 views its position in the curriculum and the way it approaches creation of courses. They have a right to

1 their perspective, and a conversation needs to take place as to how that department functions within
2 the larger curriculum.
3

4 Dean Lopes said several thousand people at this college need to take Scientific World credits, and the
5 college must offer a sufficient number of courses at the 100-level. This is a CUNY rule. So she hoped
6 that those courses would be coming. She appreciated Professor Roberts' work on this course and the
7 Gen Ed subcommittee's willingness to expedite. She said she would take up the question of other
8 courses with the chair.
9

10 **A motion was made and seconded to suspend the second reading rule for this course.**
11 **It was approved with 20 votes in favor and 5 abstentions.**
12

13 **A motion was made and seconded to approve BIO 2XX The Incredible Living Machine**
14 **(SciWld). It was approved with 24 votes in favor and 1 abstention.**
15

16 Professor Varsanyi noted that there is no abbreviated title on the proposal.
17

18 **CHE 1XX The Extraordinary Chemistry of Ordinary Things (SciWld)**
19

20 Kathy Killoran introduced the course, written by Professor Artem Domashevskiy. She said this course
21 was very well done when her committee received it. The question of preparedness came up for this
22 course as well. Since it is 100-level, it does not have a Science prerequisite, but does have a note
23 recommending that students arrive with certain high school courses in the area.
24

25 Professor Varsanyi thought the abbreviated title was a bit strange, in that it lacked the word
26 Chemistry. Professor Green suggested "Extra/Ordinary Chemistry."
27

28 Professor Adams asked if someone from the Science department could speak to students' mathematics
29 abilities in the classroom. Professor Domashevskiy said the course actually has a quite small amount of
30 math, but students need to be able to solve simple proportions.
31

32 Professor Adams said he has seen that the Science Department has put good assessment in place, and
33 he asked if there could be a progress report on this course next year. Professor Proni said that such
34 work is underway.
35

36 Professor Bierman asked if the word "of" should be "to" in the second line of the course description.
37 Professor Green agreed that this typo should be corrected.
38

39 **A motion was made and seconded to suspend the second reading rule for this course.**
40 **The motion to suspend the second reading rule was approved with 22 votes in favor and**
41 **3 abstentions.**
42

43 **A motion was made and seconded to approve CHE 1XX The Extraordinary Chemistry of**
44 **Ordinary Things (SciWld). It was approved with 24 votes in favor and 1 abstention.**
45

46 **ISP 2XX Remembering and Forgetting in Public and Private (LP)**
47

48 Kathy Killoran introduced the course. Her committee had asked for minor changes to the description,
49 which was a little vague at first. Since the course is for the Learning from the Past category, they also
50 asked for it to speak more to history in language. Professor Green said similar work occurred in her
51 committee, where they worked to focus the course's interest in broad historical perspectives for this

1 cluster.

2
3 Professor Adams asked how the course protects against retraumatization. Professor Green said the
4 course is being piloted this semester. Professor Balis said the emphasis is on contextualizing memory
5 within historical contexts, even if it is personal.

6
7 Professor Adams said this class may present the first forum of discussion of these issues for some
8 students, and he suggested adding some language to clarify how the course handles the potentially
9 difficult personal issues.

10
11 Professor Yu asked about the attendance policy. Professor Balis noted that the course takes place once
12 a week, which is why the attendance policy is written this way. Vice President Saulnier asked if it is
13 true to say that any student who misses three classes cannot pass. Professor Green said the details are
14 at the discretion of the faculty member. Dean Lopes said that the PPP committee is drafting a proposal
15 now that would make some of these policies consistent across the curriculum, though it has not yet
16 been brought to UCASC. Professor Green suggested adding a clause to say, “in the case of extreme
17 emergency and extraordinary circumstances.” Professor Adams suggested “at the discretion of the
18 professor,” because a more specific phrase including words like “extraordinary” might allow students
19 who feel entitled to request allowances.

20
21 Professor Bierman asked about the punctuation in the course description. The semi-colon in the
22 second line of the course description on page two seemed inconsistent.

23
24 **A motion was made and seconded to suspend the second reading rule for this course.**
25 **It was approved with 21 votes in favor and 4 abstentions.**

26
27 **A motion was made and seconded to approve ISP 2XX Remembering and Forgetting in**
28 **Public and Private (LP). It was approved with 24 votes in favor and 1 abstention.**

29
30 *At this point Dean Lopes brought back the item that was skipped earlier in the agenda.*

31
32 **4xx PHI Senior Seminar in Epistemology (2nd reading)**

33
34 Professor Jonathan Jacobs was present to speak for the course. He said that whatever subset of
35 philosophy a person works in, the fundamental problems that philosophy is concerned with are
36 consistent. This course anchors itself in those fundamental questions while also working with a broad
37 exploration of the ways in which those problems are addressed. The character of the course overall is
38 both generous and targeted.

39
40 Professor Green asked if the line about philosophical sources in the first line of the course description
41 should say “philosophical texts” instead of “philosophical sources.” She also asked why there is no
42 reading list. Kathy Killoran said that all the readings are listed in the outline. Professor Jacobs was
43 amenable to the change in wording.

44
45 Professor Adams asked why the course presents gender as a fundamental issue but does not present
46 race and ethnicity with the same weight. Professor Jacobs said the department feels very strongly that
47 the course should be problem-oriented, rather than built around representations of ideas from various
48 perspectives. He felt that this syllabus does very well with the breadth of approaches. He felt that it is
49 most important to deepen and enlarge the understanding of the issues rather than expanding a
50 possible menu of theories about them.

51

1 Dean Lopes pointed out that the syllabus deals with the element of relativism, which is racialized, in
2 section four. Professor Jacobs said the section on the nature of persons also engages those issues.

3
4 Professor Snajdr suggested removing the contractions from the course description.

5
6 **A motion was made and seconded to approve 4XX PHI Senior Seminar in Epistemology.**
7 **It was approved with 25 votes in favor.**

8 **ISP 1XX Ripped from the Headlines (Com)**

9
10
11 Kathy Killoran said her committee had worked with this course to clarify the subject. The Gen Ed was
12 comfortable with the improved course description. Professor Wallenstein endorsed the course.

13
14 Devaki Naik asked if the policy on late work could be revised or struck. Professor Green said she
15 thought the language could change since it is not departmental policy.

16
17 Professor Adams thought the policy on 2.0 and late work was odd. Professor Corbett noted an
18 incorrect e-mail address.

19
20 Professor Roberto Visani was concerned that his department was not consulted, since this course
21 seems to be very visual. Professor Green said that since her department is interdisciplinary, it is not
22 their practice to go to every single department touched by one of their courses. Several people in the
23 room voiced concern about that practice. Professor Green said that since Professor Friedland is an
24 award-winning documentary filmmaker, it had not occurred to her to consult with another professor
25 on that aspect of the course.

26
27 Professor Adams said it would be useful for ISP to sit down with the Dean and articulate a more robust
28 rationale for the value and uniqueness of ISP. He prefaced that comment with a note that “this is in
29 support of ISP,” noting that the value is there but the department is not articulating itself as well as it
30 could.

31
32 Dean Lopes explained that ISP develops every course as a team, which is remarkable. If there was
33 nobody in on the design phase from the overlapping departments, then a consultation would be in
34 order. Professor Adams noted that there are other programs which are interdisciplinary and have
35 developed processes for working with other departments.

36
37 Professor Wallenstein said that the visual element, while important, is not the sole concern of the
38 course, which also has theater, TV, and other elements that are not strictly visual art. So he did not feel
39 that there was a clear conflict with the Art and Music department.

40
41 **A motion was made and seconded to suspend the second reading rule for this course.**
42 **It was approved with 21 votes in favor and 4 abstentions.**

43
44 **A motion was made and seconded to approve ISP 1XX Ripped from the Headlines**
45 **(Com). It was approved with 22 votes in favor and 3 abstentions.**

46 **ISP 2XX Truth and Creativity: How We Create Meaning (CE)**

47
48
49 Kathy Killoran said her committee had some recommendations, and the proposers responded well.
50 Professor Green said the Gen Ed committee approved this on the first reading.

51

1 **A motion was made and seconded to suspend the second reading rule for this course.**
 2 **The motion was approved with 18 votes in favor and 7 abstentions.**

3
 4 **A motion was made and seconded to approve ISP 2XX Truth and Creativity: How We**
 5 **Create Meaning (CE). It was approved with 21 votes in favor and 4 abstentions.**

6
 7 **ISP 3XX Making Waves: Troublemakers, Gadflies and**
 8 **Whistleblowers (JCII)**

9
 10 Kathy Killoran said her committee approved this course on the first reading. She found the
 11 assignments in this course especially creative.

12
 13 Professor Nancy Velazquez-Torres found the course's scope unclear. She asked that the course be more
 14 clear on what it meant by "Americans." If that only meant the "U.S.," the use of the term "Americans"
 15 was troubling. Professor Green said it was definitely constructed to be for the U.S. Category and asked
 16 what language would be better.

17
 18 Professor Varsanyi asked about the reading. It seemed that an 800 page book was required on page 14.
 19 Professor Green said that only some chapters are required, and that language could be revised.

20
 21 Professor Snajdr noted a typo in the title of Ralph Nader's book, where "Unsafe" is listed as "Unsf." He
 22 also felt that in the interest of attracting students to this class, the course might want to use more
 23 general terms in the title. A word like "gadfly" could seem outdated.

24
 25 Professor Corbett asked if students are expected to buy entire books for the readings which only
 26 require a chapter or two. Professor Green said those chapters will be on blackboard, but students are
 27 encouraged to buy the whole book.

28
 29 Professor Bierman commented that he enjoyed the specificity of the term "gadfly."

30
 31 Professor Yu asked how the course deals with the possibility of flaws in the whistleblowers who may
 32 use their role to get out of criminal charges. She was curious about how anti-heroes fit into the scope of
 33 the course. Professor Green said the course does not presume that the whistleblowers are morally or
 34 criminally pristine. She said that the course handles the nuances on a case-by-case basis, and does
 35 study some questionable whistleblowers like Michael Moore, Julian Assange, and Ralph Nader. The
 36 examples are exposed for critique.

37
 38 **A motion was made and seconded to suspend the second reading rule for this course.**
 39 **The motion was approved with 21 votes in favor and 4 abstentions.**

40
 41 **A motion was made and seconded to approve ISP 3XX Making Waves: Troublemakers,**
 42 **Gadflies and Whistleblowers (JCII). It was approved with 24 votes in favor and 1**
 43 **abstention.**

44
 45 **ISP 3XX Just Intentions: International Humanitarianism (JCII)**

46
 47 Kathy Killoran said this came to the Courses Committee twice. The first title implied an overly-heroic
 48 vision of the United States. The proposers have recast the title and also revised the course to pursue a
 49 more global perspective. Professor Green said the Courses Committee's feedback had been extremely
 50 useful to the department.

51

1 Professor Varsanyi said that the Human Rights minor is preparing a course that is extremely similar,
2 and asked why there was no consultation. Professor Green said Professor Gerry Markowitz who
3 worked on this course is on the Human Rights Minor Advisory Committee. Professor Varsanyi said
4 that consultation should have been noted in the proposal. Professor Green explained how this course
5 differs from a straightforward Human Rights course. Professor Varsanyi's main concern was that
6 students looking at these two titles would not be clear about the differences between the two courses.
7

8 Professor Adams felt the course carried a heavy cultural bias, as it seemed to be about how the West
9 contemplates how it does humanitarianism without engaging the discussions happening in other parts
10 of the world. If it is to be a global course, it is far too Western in its approach.
11

12 Professor Green said the intention was for the course to be a topics course, and this particular iteration
13 does take that perspective. She asked how she could present that better.
14

15 Professor Snajdr noted a typo on page 3 of the rationale, where “has been made” was missing. He
16 agreed with Professor Adams on the point of scope, and thought that the title could simply be
17 “Western International Humanitarianism.” Professor Green said that she did not want to close off the
18 possibility for professors who may want to teach a version of the course with different material. She
19 said she could close this off from being a topics course and simply propose a second course. She asked
20 about changing the title to “A critique of western humanitarianism.”
21

22 Professor Varsanyi asked if it was the department's thinking that this course might be part of the
23 Human Rights minor. If so, it would be helpful to add that language.
24

25 A discussion was held about the language, and how it should negotiate terms like “Western” and
26 “international.” Professor Adams suggested “Western” instead of “international” to make the title align
27 with the material in the course. Dean Lopes suggested “Intentions in the West.”
28

29 Professor Snajdr suggested cutting some words so a sentence in the description would read, “when
30 well-intentioned people set out to improve the lives of others,” rather than using the words “less
31 fortunate” to describe a population.
32

33 Professor Adams said that he was aware that the syllabus is a sample, but he was still concerned about
34 the lack of diversity. Professor Jane Katz suggested a second reading of this course, considering the
35 amount of debate. Dean Lopes agreed.
36

37 **LLS 2XX Revolution and Social Change in Latin American Literature** 38 **and the Arts (CE)**

39
40 Kathy Killoran and Professor Green said the course had needed some minor editing and was received
41 well in their committees. There was no further discussion.
42

43 **A motion was made and seconded to suspend the second reading rule for this course.**
44 **The motion was approved with 25 votes in favor.**
45

46 **A motion was made and seconded to approve LLS 2XX Revolution and Social Change in**
47 **Latin American Literature and the Arts (CE). It was approved with 25 votes in favor.**
48

49 **LLS 3XX Ethical Strains (JCII)**

50
51 Kathy Killoran said this was part of the slate of courses for the minor in US Latino/a literature. It took

1 some time to get to UCASC because the department decided to revise it to fit Gen Ed. Professor Green
 2 had a concern that the learning outcomes did not map to the category. There was an oversight in her
 3 committee. She said the description on the form was excellent but the learning outcomes as stated
 4 were not in alignment. She said that if UCASC members could assume the learning outcomes
 5 described in the form will be plugged into the learning outcome section, it would map.

6
 7 **A motion was made and seconded to suspend the second reading rule for this course on**
 8 **the assumption that the outcomes would match up. The motion was not approved with**
 9 **15 votes in favor and 10 abstentions.**

10
 11 The motion to suspend the second reading was not viable because of the question about mapping, so
 12 Dean Lopes asked that this aspect of the proposal be considered before the course comes back to
 13 UCASC.

14 **POL 1XX Struggles for Justice in the Workplace (JCI)**

15
 16
 17 Kathy Killoran said when the courses subcommittee saw this course had needed only some minor
 18 changes. Professor Green said her committee loved the course. The proposer worked closely with Kate
 19 Szur to fit it for the needs of Freshman Year Experience.

20
 21 **A motion was made and seconded to suspend the second reading rule for this course.**
 22 **The motion was approved with 22 votes in favor and 3 abstentions.**

23
 24 **A motion was made and seconded to approve POL 1XX Struggles for Justice in the**
 25 **Workplace (JCI). It was approved with 25 votes in favor.**

26 **MAT 2XX Computer Architecture**

27
 28
 29 Dean Lopes said this course is a very welcome addition to the major. Program Review has been asking
 30 for such a course. Kathy Killoran said a revision to this major will come to UCASC soon. There was no
 31 further discussion.

32
 33 **A motion was made and seconded to suspend the second reading rule for this course.**
 34 **The motion was approved with 22 votes in favor and 3 abstentions.**

35
 36 **A motion was made and seconded to approve MAT 2XX Computer Architecture.**
 37 **It was approved with 25 votes in favor.**

38
 39 Dean Lopes was delighted that this course had passed, and took a moment to congratulate the Math
 40 Department on bringing this offering to the curriculum.

41 **LIT 3XX Comic Books and Graphic Novels**

42
 43
 44 Kathy Killoran said this course was exciting. The learning outcomes had initially been overambitious,
 45 and so those had been pared down. She asked Professor Pease if there was a way to change the
 46 prerequisites, adding ENG 260, so that English majors can take the course. Professor Allison Pease
 47 was amenable.

48
 49 Vice President Saulnier suggested striking the phrase “John Jay and CUNY Policy permits 3 absences,”
 50 since this was not an actual CUNY Policy. Professor Pease agreed.

1 Devaki Naik praised the course's content. She asked about the course's policy against children in class.
 2 Kathy Killoran thought there was a college policy that students' children may not come to class.
 3 Professor Karen Kaplowitz said that there is no policy, and this is left to the professor's discretion.
 4 Professor Pease said that mature content is part of this course's material, so in this case, it is
 5 appropriate for a professor to have a policy about children in the classroom.
 6

7 **A motion was made and seconded to suspend the second reading rule for this course.**
 8 **The motion was approved with 20 votes in favor and 4 abstentions.**
 9

10 **A motion was made and seconded to approve LIT 3XX Comic Books and Graphic Novels.**
 11 **It was approved with 24 votes in favor.**
 12

13 **LIT 2XX The Horror Film**

14
 15 Kathy Killoran said this course adds to the film minor. The proposer revised the course to focus more
 16 on the films themselves than on the genre.
 17

18 **A motion was made and seconded to suspend the second reading rule for this course.**
 19 **The motion was approved with 20 votes in favor and 4 abstentions.**
 20

21 **A motion was made and seconded to approve LIT 2XX The Horror Film. It was**
 22 **approved with 22 votes in favor and 2 abstentions.**
 23

24 **Courses Being Mapped to Gen Ed Outcomes**

25 **POL 320 International Human Rights (JCII)**

26
 27
 28 Professor Green said her committee was very happy with the re-mapping of this course. She noted that
 29 there are incomplete sentences in the description, but Kathy Killoran would change those sentences.
 30 Professor Green asked if it would be possible to eliminate any prerequisites to let more students in.
 31 Professor Jennifer Rutledge said she was fine with the course being limited and thought the
 32 prerequisites were appropriate.
 33

34 Professor Snajdr had a question about the use of the word "civilization," which seemed loaded.
 35

36 **A motion was made and seconded to approve the mapping of POL 320 International**
 37 **Human Rights (JCII). The mapping was approved with 22 votes in favor and 1**
 38 **abstention.**
 39

40 **Course revisions**

41 **LLS 325 The Latina/o Experience of Criminal Justice (JCII)**

42
 43
 44 This course has been revised for the Justice Core II. Kathy Killoran said her committee worked with
 45 the proposer to simplify the course description and to address the learning outcome language.
 46 Professor Green said in her committee, the revisions were about integrating the syllabus and the
 47 proposal form so the course's intentions were clear.
 48

49 There was no further discussion.
 50

1 **A motion was made and seconded to approve the revision of LLS 325 Latina/o**
 2 **Experience of Criminal Justice (JCII). It was approved with 24 votes in favor and 1**
 3 **abstention.**

4
 5 **LLS 341 Immigrants, Citizens, Exiles and Refugees in the Americas**
 6 **(JCII)**

7
 8 This course has also been revised for Justice Core II. Kathy Killoran said this is a relatively recent
 9 course, which is now being revised for the Gen Ed curriculum. It needed some revisions to enhance the
 10 General Education skills. Professor Green said her committee worked with Professor Suzanne Oboler
 11 to make it clear that it was global so that it would fit the cluster.

12
 13 **A motion was made and seconded to approve the revision of LLS 341 Latina/o**
 14 **Experience of Criminal Justice (JCII). It was approved with 25 votes in favor.**

15
 16 **LIT 327 Crime and Punishment in Literature (JCII)**

17
 18 Kathy Killoran said this course is offered now and gets good enrollment. It did not need much revision
 19 to fit the cluster. Professor Green said that her committee approved the course immediately.

20
 21 **A motion was made and seconded to approve the revision of LLS 327 Crime and**
 22 **Punishment in Literature (JCII). It was approved with 25 votes in favor.**

23
 24 **SPE 201 Argumentation and Debate (Com)**

25
 26 Kathy Killoran said the course description was revised in response to her committee's feedback.
 27 Professor Green said her committee had some comments about the formatting of the syllabus.
 28 Professor Wallenstein, the proposer, explained his thinking on the way he identifies the class meetings
 29 by date and number.

30
 31 **A motion was made and seconded to approve the revision of SPE Argumentation and**
 32 **Debate (Com). It was approved with 25 votes in favor.**

33
 34 **HIS 320 The History of Crime and Punishment in the U.S. (JCII)**

35
 36 Kathy Killoran said this course is taught by multiple people in the department. The change involves
 37 adjusting the title to make it clear that this is a topics course. Junior standing has been removed from
 38 the prerequisites. Her committee approved this on the first round. Professor Balis said the one request
 39 she received was to consult with Law and Police Science, and she has done that. Professor Green said
 40 this course passed her committee quickly as well.

41
 42 Professor Adams asked if the review committees could ask the proposers to provide chapter headings
 43 in the syllabus, rather than simply chapter numbers. He said that page numbers would be helpful, to
 44 give UCASC a flavor of what is going on in the class. He wondered if the word "slavery" or "blackness"
 45 would be included in any of those readings, and was concerned that he could not tell by looking at the
 46 syllabus. Dean Lopes said there are readings that deal explicitly with issues of race. She noted that it is
 47 not on the schedule, but if one looks at the readings, race can be found in the titles of the texts.
 48 Professor Balis said that she can certainly get chapter titles into the syllabus. Professor Green said she
 49 thought her committee did not question it because they did see those issues engaged in the reading list
 50 at the beginning of the syllabus.

1 Professor Adams felt that his question was larger. He felt that race is implicit in the fundamental issue
 2 of crime and punishment, and he wished he could see more diversity in courses like this and more
 3 creative ways of engaging diversified ways of reading.

4
 5 Dean Lopes said that she thought this was a good issue to bring up. Crime and Punishment in America
 6 is extremely racialized. One of the faculty development workshops for the Spring will be on Culturally
 7 Responsive teaching.

8
 9 **A motion was made and seconded to approve the revision of HIS 320 The History of**
 10 **Crime and Punishment in the U.S. (JCII). It was approved with 23 votes in favor and 1**
 11 **abstention.**

12
 13 **ART 113 Digital Photography I (Com)**

14 **ART 115 Introduction to Sculpture (Com)**

15 **ART 110 Ceramics (Com)**

16 **ART 111 Introduction to Drawing (Com)**

17
 18 Professor Green asked if it would be possible to consider the four Art courses as a slate. Professor
 19 Peters asked if these courses would face the same problems in College Council as they did before.
 20 Professor Green said her committee was dismayed by the reception at College Council. She said when
 21 her committee reviewed the courses this time, they felt that the courses did absolutely engage
 22 Communication, but the proposals may not have worked hard enough to make a case for that. These
 23 revisions endeavor to make explicit the way that art teaches Communication.

24
 25 Professor Kaplowitz said that she would speak in favor of these courses at the next College Council
 26 meeting. She said that at the College Council meeting where these courses did not pass, she and
 27 several other members misunderstood how they fit. After a conversation with the Dean, she does
 28 understand now why these courses would be appropriate for this area. She anticipated universal
 29 approval at College Council.

30
 31 Dean Lopes said that the objection at College Council, where a professor argued strongly that
 32 communications must be defined as speech. It was a dramatic moment, and that argument worked.

33
 34 **Vice President Saulnier made a motion that was seconded that these four courses be**
 35 **approved as a group. The motion was approved with 23 votes in favor and 1 abstention.**

36
 37 Professor Wallenstein wanted to be sure that this body knew that the member of College Council who
 38 spoke against the courses was not representative of his department's perspective. Dean Lopes said she
 39 was assured by the chair that the impassioned speech was the professor's personal perspective. That
 40 professor is no longer that department's rep to College Council.

41
 42 **A motion was made and seconded to approve the four art courses. The four art courses**
 43 **were approved with 23 votes in favor.**

44
 45 **POL 244 Politics of Immigration**

46
 47 Kathy Killoran said this is an addition to the Law and Society major. Professor Varsanyi said the
 48 revision changes the course description to accurately describe how she has been teaching it.

49
 50 **A motion was made and seconded to approve the revision of POL 244 Politics of**

1 **Immigration. It was approved with 23 votes in favor.**

2
3 **Academic Standards Subcommittee (first reading)**

4
5 **Proposal to Revise the Grade Appeal Policy**

6
7 Dean Lopes said that the current Grade Appeal Policy showed up in the Middle States report as a very
8 serious problem at the college. Students are unable to get their grade appeals heard.

9
10 Karen Kaplowitz said that last year's revision to the Grade Appeal Policy passed by UCASC,
11 experienced complicated feedback from students when it went to College Council. Now, it has been
12 reconsidered from scratch. She summarized the proposal, which would give students 15 days into the
13 following semester to file a grade appeal request. The students are strongly encouraged to speak to the
14 professor to try to resolve the request. After that step, it is heard by the department grade appeals
15 committee. That committee gives the professor a recommendation. Then the professor, influenced by
16 his or her peers, would either change the grade or sustain it. If the department committee does not
17 meet, the student appeal goes to a new committee called the "College Wide Appeals committee." That
18 committee is the new element of this proposal. That committee would then make a recommendation to
19 the faculty member. The proposal provides for the contingency in which a professor does not act one
20 way or the other. In that type of extraordinary circumstance, the College Wide committee has the
21 discretion to change the grade. She also brought up examples of such extraordinary circumstances. In
22 these cases, the chair has discretion to change the grade with the approval of the departmental
23 committee.

24
25 Professor Wallenstein suggested informing the students of how to initiate the appeal, and thought that
26 language should be included in the policy. Secondly, he felt uncomfortable making the professor the
27 final arbiter of the grade, considering that the professor is the person who made the grade to begin
28 with. As an attorney, he felt that this policy does not allow unfairness to be addressed.

29
30 Professor Peters was unclear on the language about the deadlines. At what point does the clock start
31 ticking? To address this, Professor Kaplowitz said she could add the words "to the registrar" to the part
32 about timing.

33
34 Professor Adams said it can be very hard for a student to track down a professor, and lobbied for a
35 one-month window instead of fifteen days. Dean Lopes said the timeline must be tight to be sure that
36 the process can be completed within a semester. Professor Adams said he was told that when the grade
37 appeal committee meets, the student has to be there. It was clarified that the student does not have to
38 be there, but the student does have a right to be there. He asked what implications the student's
39 absence could have for the committee. The proposal should be clearer about the student's right to be
40 present.

41
42 Kathy Killoran had a few friendly amendments. In the third line of the policy, she suggested changing
43 "erroneously" to "erroneously or unfairly." Second item, to be sensitive to faculty issues, she asked for
44 more transparency about who is involved in the communications during the appeal process.

45
46 Dean Lopes said the intent is to have an online form that is routed and rerouted. Karen Kaplowitz said
47 she could add "make a recommendation *in writing* to the faculty member."

48
49 Kathy Killoran asked about the chair's involvement. Dean Lopes said the idea here is to take some of
50 the burden off of the chair, but the registrar would follow the process.

51

1 Professor Bierman thought the phrase “students are strongly encouraged” was too ambiguous. He
2 thought it should say “students are required.” Dean Lopes said that the reason it is recommended is
3 that many students are afraid to contact the professors, so this choice in wording and policy has been
4 deliberate.

5
6 Professor Bierman added that he is used to the committee making the final call on the grade change at
7 other schools. Dean Lopes said her experience is that grade appeal committee recommends a change
8 to a faculty member, and the only person who can make the change is the faculty member or the chair.
9 She said that is usual in other places. It is an “appeal.” Peer pressure usually gets people to change the
10 grade. She said it is effective in most institutions to work that way rather than taking the grading away
11 from the faculty member.

12
13 Professor Green agreed that 15 days may not be an adequate amount of time for students to track
14 down faculty members. Professor Peters noted that the student does not need to reach the professor at
15 all. Professor Green also felt that 40 days may be too much time to allow the department committee to
16 meet, so maybe there could be a middle ground. She asked about the difference between the
17 departmental grade appeals committee's decision and the college-wide committee's decision. She had
18 a question about the two paths that the appeal could take.

19
20 Karen Kaplowitz explained with an example. Suppose the department reneges, the college-wide
21 committee recommends to the professor a grade change in writing, but then the professor does not
22 submit a form to the registrar. In that case, then it is in the department's hands to change the grade.
23 Professor Green said that is fine, but it is not clear in the policy.

24
25 Professor Wallenstein said that from an attorney's perspective, it is fundamentally flawed to put the
26 final decision in the hands of the person who may have been acting unfairly to begin with. Peer
27 pressure might not do the trick. Why should that person be the final arbiter? Procedurally, it is not a
28 good idea, and how can a student perceive it as fair treatment?

29
30 Dean Lopes said that she has never had a problem with that type of policy. She said in her career, she
31 has only seen one case in which the professor did not take the recommendation of the committee. In
32 that case, the professor had mental illness, so she exercised her prerogative as chair to have the entire
33 class's work regraded. She said it would be a very serious thing to take away the faculty's power to
34 grade.

35
36 Vice President Saulnier said this issue has long been a concern of his. He felt that this proposal is the
37 best version he has seen. It is simple and has appropriate time frames and will serve students very
38 well.

39
40 Professor Von Lampe said there is a contradiction in the document about what is required of the
41 student. He was also concerned about how a discipline like ICJ would fall into this, since there is no
42 department. Dean Lopes agreed that the policy could use terminology about programs in addition to
43 departments. Kathy Killoran said that the existing practice is to have appeals handled by the
44 department who hired the faculty member, rather than asking a program to come up with a
45 committee for this.

46
47 Devaki Naik agreed that the policy seemed to indicate that it is mandatory to go to the professor.

48
49 Karen Kaplowitz said she could add this line: “if the student chooses not to communicate with the
50 professor or if the communication does not resolve the situation.”

51
52 Devaki Naik also encouraged the committee to deal positively with this proposal, as it is strongly

1 needed.

2

3 Professor Corbett asked about timelines. He clarified that students know their grades during the break,
4 so they do actually have longer than 15 days to work on this.

5

6 Dean Lopes said anything further should be sent to her and to Professor Kaplowitz.

7

8 The meeting concluded at 1:30 pm.

9

10 ***A motion was made and seconded to adjourn the meeting. It was unanimously***
11 ***acclaimed.***

12

13 Respectfully Submitted,

14

15 Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA

March 1, 2013

9:30 A.M. – 12:30 P.M.

630T

1. *Administrative Announcements* – Dean Lopes

2. *Approval of the minutes of February 1st, 2013*

3. *Old Business*

Academic Standards

- Proposal to Allow Double Majors (3rd reading)
- Proposal to Revise the Grade Appeal Policy (2nd reading)

Principles, Policies and Procedures (3P)

- ~~Guidelines for Internships (3rd reading)~~ - WITHDRAWN BY LOPES

Courses (2nd readings)

1. ISP 3XX Just Intentions: International Humanitarianism (JCII)
2. LLS 3XX Ethical Strains in U.S. Latino/a Literature (JCII)

4. *New Business*

Program Review Subcommittee

- Self Study of B.S. in Police Studies

Programs Subcommittee

- Proposal to Revise Name of BA in Criminal Justice (Research and Policy)
- Proposal to Revise the Minor in Political Science

Courses Subcommittee

New Courses

1. MHC 2XX Macauley Seminar 4: Shaping the Future of NYC (I&S)
2. MHC 2XX Macauley Honors Seminar 3: Science & Technology in NYC (SciWld)
3. CJBA 3XX (365) Change and Innovation
4. CJBA 3YY (380) Special Topics in Criminal Justice

5. ART 1XX Introduction to Painting (Com)
6. ART 2XX Haitian Art (WC)
7. ART 2XX Museum & Curatorial Studies (Com)
8. ANT 1XX The Ethnography of Youth & Justice in NYC (JCI)
9. SEC 3XX Private Security and the Law
10. SEC 3XX Executive & Event Protection
11. SEC 3XX Private Security & Homeland Defense
12. SEC 3XX Risk & Vulnerability Analysis

Courses Being Mapped to Gen Ed Outcomes

1. ART 105 Modern Art (CE)
2. ART 224 African American Women in Art (USExp)
3. MUS 115 Introduction to Vocal Technique, Style and Song Literature (Com)
4. SPA 211 Intermediate Spanish I for Heritage Speakers (WC)

Course revisions

1. ECO 170 Introduction to the Economics of Crime & Social Problems (JCI)
2. SPE 113 Public Speaking (Com)
3. MUS 102 Music Skills (Com)
4. LAW 319 The Death Penalty

Attachments:

Agenda for March 1st

Minutes of Feb 1st

Proposal to Revise the Grade Appeal Policy

Proposal to Allow Double Majors

Guidelines for Internships

Self Study of BS in Police Studies

Proposal to Change Name of CJBA Major

Proposal to Revise Minor in Political Science

NEW COURSES

MHC 2XX Macauley Seminar 4: Shaping the Future of NYC

MHC 2XX Macaulay Honors Seminar 3: Science & Technology in NYC

CJBA 3XX (365) Change and Innovation

CJBA 3YY (380) Special Topics in Criminal Justice Research

ART 1XX Introduction to Painting

ART 2XX Haitian Art

ART 2XX Museum & Curatorial Studies

ANT 1XX Coming of Age

SEC 3XX Private Security & the Law

SEC 3XX Executive & Event Protection

SEC 3XX Private Security & Homeland Defense

SEC 3XX Risk & Vulnerability Analysis

MAPPED COURSES

ART 105 Modern Art

ART 224 African American Women in Art

SPA 211 Intermediate Spanish I for Heritage Speakers

MUS 115 Introduction to Vocal Technique

COURSE REVISIONS

ECO 170 Intro to Eco of Crime & Social Problems

SPE 113 Speech Communication

MUS 102 Music Skills

LAW 319 The Death Penalty

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of March 1, 2013

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, March 1, 2013 at 9:30 a.m. in Room 630T. Dean Anne Lopes, UCASC Chair, called the meeting to order.

Present: Andrea Balis, Ben Bierman, Luis Barrios, Glenn Corbett, Amy Green, Jay Hamilton, Sarah Hammond, Hunter Johnson, Jane Katz, Kathy Killoran, Anne Lopes, Devaki Naik, Richard Ocejo, Allison Pease, Judy-Lynne Peters, Gloria Proni, Richard Saulnier, Monica Varsanyi, Nancy Velazquez-Torres, Klaus Von Lampe, Martin Wallenstein, Peggilee Wupperman, Violet Yu.

Absent: C. Jama Adams, Ervin Balazon, Marta Bladek, Silvia Dapia, David Guadeloupe, Virginia Moreno, Tanya Rodriguez, Ed Snajdr, Thomas Stafford.

Guests: Rosemary Barbaret, David Barnet, Dara Byrne, Maki Haberfeld, Evan Mandery, Robert McCrie, Lisandro Perez, Hung En Sung, Kate Szur, Sumaya Villanueva.

Administrative Announcements

1
2 Dean Lopes announced a series of Faculty Development opportunities for the new General Education
3 program. Since students will have the opportunity to choose whether or not to opt into the new Gen
4 Ed, it is critical to inform them about the change. The expected electronic systems have not been put
5 into place, so the college is initiating an intense human effort to spread information to students.
6

7 Dean Lopes distributed a flier for the Coordinated Undergraduate Education (CUE) conference and
8 encouraged faculty to present at the conference. She also distributed a schedule for the upcoming
9 development workshops.

10
11 Dean Lopes announced that the college's Foreign Language Certificate programs in interpretation and
12 translation were approved by New York State, and this will be a great boon to John Jay students. She
13 asked faculty to think about students who would benefit from considering translation and
14 interpretation coursework.

15
16 A new UCASC subcommittee has formed to plan for liberal arts majors. The first meeting will be in
17 March. Dean Lopes said the committee is in need of representatives from the social sciences and
18 philosophy.

19
20 She reminded everyone to read the Middle States Self-Study and said that she was thinking of
21 organizing a conversation about it.
22

23 ***Approval of the minutes of February 1, 2013***

24
25 Professor Judy-Lynne Peters' name was misspelled on page two in the item about elections.

26
27 **A motion was made and seconded to approve the minutes of February 1, 2013.**

1 Dean Lopes said that on page 3, line 34, “a department like Science” should read “a major like Forensic
2 Science.” Professor Nancy Velazquez-Torres said there was a verb missing on page 5, line 50, which
3 should say “always have the option.” Also, on page 6, line 34, the word “are” should be “area.”
4

5 **The minutes of February 1, 2013 were approved with 19 votes in favor and 1 abstention.**
6

7 At this point, Dean Lopes noted a change to the agenda. She withdrew the item about guidelines for
8 internships, because the faculty involved wished to make further changes to the proposal. Also,
9 Professor Dara Byrne's courses would be moved up on the itinerary.
10

11 ***New Business***

12 **New Courses**

13 **MHC 2XX Macaulay Seminar 4: Shaping the Future of NYC (I&S)**

14
15 Kathy Killoran introduced this course, which is required by the Macaulay Honors program. She noted
16 that the college cannot request many changes, since Macaulay has designed it. Professor Amy Green
17 said that her committee asked the proposer to put a bit more evidence from the syllabus onto the
18 proposal form.
19

20
21 Dean Lopes said the course is one of four seminars mandated by the Macaulay Honors College and
22 making Macaulay's requirements fit with John Jay's requirements for Gen Ed has been Professor
23 Byrne's task. Professor Byrne said this is the final course in the Macaulay program. This course pulls
24 together the work they have done in the first three courses. Professor Monica Varsanyi will be teaching
25 this course and she promises a rigorous, challenging experience for the students. Professor Byrne said
26 that other campuses have been borrowing John Jay's model for fitting Macaulay's courses to CUNY's
27 Gen Ed needs.
28

29
30 Professor Gloria Proni said she was expecting a little more on New York City in the course content.
31 Professor Varsanyi said many of the readings are about New York City, though the titles do not
32 necessarily say that. Professor Byrne added that the course includes attendance at events in the city.
33 Professor Green said her committee really liked the way the course focuses on New York by situating it
34 in concentric circles of expanding context. Dean Lopes said that particular interplay is helpful for the
35 Individual and Society cluster of the flexible core.
36

37 **A motion was made and seconded to suspend the second reading rule for MHC 2XX**
38 **Macaulay Seminar 4: Shaping the Future of NYC (I&S). IT was approved with 19 votes in**
39 **favor and 2 abstentions.**
40

41 **A motion was made and seconded to approve MHC 2XX Macaulay Seminar 4: Shaping**
42 **the Future of NYC (I&S). It was approved with 21 votes in favor.**
43

44 **MHC 2XX Macaulay Honors Seminar 3: Science & Technology in NYC** 45 **(SciWld)**

46
47 Kathy Killoran and Professor Green introduced the course. Professor Green said that Professor Sandra
48 Swenson from Science had been pleased with the science work in this course. Professor Byrne said that
49 this course has an environmental overview. The Macaulay idea is that the course can incorporate a
50 professor's particular focus, but it must be open to students across disciplines, so the environmental

1 angle seemed to be an appropriately inclusive approach.
2

3 Devaki Naik asked about the language regarding note-takers under the section about accessibility on
4 page 14. Dean Lopes agreed that there was an error, and it would be corrected to say accommodation
5 "must be provided," as that is the law.
6

7 Professor Gloria Proni suggested looking at the issue of lead poisoning in the Brownstones. She said
8 this is an opportunity unique to New York and to Brooklyn. She has had students examine paint chips
9 from their own homes and from the subway in the lab. She was hoping to see these kinds of things on
10 the syllabus on top of the theoretical work. She also talked about the way students can work with the
11 air quality in New York in a hands-on way.
12

13 Professor Byrne explained that in Macaulay, there is a common curriculum across eight campuses, so
14 the students are all engaged in the same experiments. John Jay cannot personalize its assignments so
15 much that it gets out of sync with Brooklyn College, Hunter, and so forth. The course has been
16 designed by eight faculty members and directors shaping what Macaulay wants. There is a negotiation
17 here in that Professor Byrne can take the feedback from this committee and report back to her
18 colleagues at Macaulay.
19

20 Professor Proni spoke more about hands-on work that can be done in New York City. The fish at the
21 local markets is often mislabeled. Professor Byrne said there is a reading on the Hudson Valley that
22 talks about farming and food. Professor Proni said she understood the curricular needs and wished to
23 add the scientist's perspective. Dean Lopes said she hoped Professor Proni would teach the course at
24 some point.
25

26 Professor Proni asked how faculty are recruited. Professor Byrne said she had approached the science
27 department and did not get a response. Professor Proni said it may have been filtered.
28

29 Professor Martin Wallenstein said that the kinds of changes Professor Proni was suggesting are
30 changes to the syllabus that do not require changes to the overall course.
31

32 Dean Lopes said that Macaulay students will have opportunities to do enrichment opportunities on the
33 side, and John Jay can design those activities in the sciences. These students will be eager for these
34 kinds of opportunities.
35

36 **A motion was made and seconded to suspend the second reading rule for MHC 2XX**
37 **Macaulay Honors Seminar 3: Science & Technology in NYC (SciWld). It was approved**
38 **with 18 votes in favor and 3 abstentions.**
39

40 **A motion was made and seconded to approve MHC 2XX Macaulay Honors Seminar 3:**
41 **Science & Technology in NYC (SciWld). It was approved with 21 votes in favor.**
42

43 **Course Revisions**

44

45 **SPE 113 Public Speaking (revision)**

46

47 Kathy Killoran said the current title of the course is SPE 113 Speech Communication. Kathy Killoran
48 said her committee was ecstatic to receive this course because the college is in need of communications
49 courses. The course is being broadened to cover oral communication in general. Professor Green was
50 glad to see a course for the communications cluster, and pleased to see great examples of rhetoric
51 added to the curriculum.

1 Professor Byrne said the new title, “Oral Communications,” reflects the expanded idea of
2 communication beyond formal public speaking. The new iteration of the course integrates theory and
3 practice.
4

5 Professor Green found a typo on page 1 where “additional” should be “additionally.”
6

7 **A motion was made and seconded to suspend the second reading rule for SPE 113 Public**
8 **Speaking. It was approved with 18 votes in favor and 3 abstentions.**
9

10 **A motion was made and seconded to approve the revision of SPE 113 Speech**
11 **Communication. SPE 113 Public Speaking was approved with 21 votes in favor.**
12

13 Dean Lopes thanked Professor Byrne for taking this course on in addition to her primary duties with
14 Macaulay.
15

16 *The agenda returned to the original schedule.*
17

18 ***Old Business***

19 **Academic Standards**

20 **Proposal to Allow Double Majors (3rd reading)**

21
22
23
24 Dean Lopes reviewed the changes to the policy since the last reading. The committee was split on
25 whether the second major should be liberal arts major, and so that requirement was taken out. There
26 was also debate over whether to keep the 45 credit requirement, and the subcommittee decided to
27 keep it.
28

29 Professor Jay Hamilton urged the committee to move this proposal through today. He urged his
30 colleagues to be aware that it may not be perfect, but it must move through, and it can be revisited
31 later after we collect some data on student success.
32

33 Professor Green agreed, saying that this step is bound to be a pilot, since it has not been done at John
34 Jay before. She wondered if the policy might want to be as liberal as possible to see how students do,
35 with the potential to reshape the policy as it becomes clear which students can achieve. Dean Lopes
36 added a caveat to that point that it would need to be revisited as soon as next year.
37

38 Professor Green asked if it is a best practice for a double major to be concurrent or sequential. Dean
39 Lopes said they are usually concurrent, or it would take forever. Professor Green wondered if this
40 would prevent students from adding double majors in the last thirty credits. Professor Wallenstein
41 said he ended up in the field he is in because he was allowed to take on a second major in his senior
42 year. He suggested removing the item about the maximum number of credits that must be earned
43 before declaring, and suggested adding a requirement that the second major must be completed within
44 one semester of completing the first major. The committee disagreed.
45

46 Professor Balis asked if restrictions on types of majors could be removed. Dean Lopes said that is
47 possible for any major except Forensic Science, which is impossible because it is a 73 credit major.
48 Kathy Killoran spoke to the problem of double-dipping. Students might coincidentally have a double
49 major in fields that are very closely related. Dean Lopes said John Jay wants these students to have a
50 large experience and be true double majors.
51

1 Professor Wallenstein suggested removing the last sentence under the proposal “a second major must
2 be elected before a student has earned 75 credits.”
3

4 Dean Lopes took a straw poll on the language “students are permitted to take double majors.” The
5 response was positive. She then asked about the language “except the majors they elect must have 45
6 or fewer credits, and no more than six credits may overlap between the majors.” The response was
7 positive.
8

9 Devaki Naik said this opportunity is wonderful, but questioned the item about students having 75
10 credits. Dean Lopes said that could be struck.
11

12 Vice President Richard Saulnier moved the item with the adjustments that Dean Lopes listed above.
13 Professor Green was concerned about how this would fare at College Council, and suggested adding an
14 item to the rationale that made explicit that this will be revisited. Dean Lopes said that could be added.
15

16 **A motion was made and seconded to approve the Proposal to Allow Double Majors. The
17 proposal was approved with 21 votes in favor.**
18

19 **Proposal to Revise the Grade Appeal Policy (2nd reading)**

20
21 Dean Lopes recapped the changes to the proposal, which included an adjustment to the calendar and
22 clarification about the finality of the grade.
23

24 Professor Peters asked about the calendar. She felt the time-frame was vague and also that the
25 proposal needed language to clarify that a student submits an appeal to the department “by submitting
26 a form to the registrar.”
27

28 Professor Pease said that she thought the timeline changes were perfect and would work for faculty,
29 registrar, and student.
30

31 Professor Hamilton suggested adding a sentence to page two that would clarify that once the
32 committee has made a decision, the grade determined at that point would be final. Dean Lopes agreed,
33 adding that it is even possible that a student could even receive a lower grade as a result of the appeals
34 process.
35

36 Professor Klaus Von Lampe asked that language in the document clarify how the channels would work
37 for programs like ICJ that are not departments. Dean Lopes said the standards committee would
38 correct the document to say “the department that hired the professor” would be the deciding party.
39

40 Professor Wallenstein said it still did not seem fair that the person who gave the grade to begin with is
41 the final arbiter. Dean Lopes said that under this policy, there is a review committee, and that review
42 committee will make a recommendation to the professor. If the review committee feels that the
43 professor has made a decision in an unprofessional way, the review committee can go to the chair, and
44 the chair can change a grade. Dean Lopes said there are good checks and balances built into the
45 system. The professor's grade must be based on his or her own criteria; there must be evidence for the
46 rationale for the grade. The committee will review the syllabus, which is a contract, to be sure that the
47 professor grades fairly according to the contract that he or she has put forward. She said that students
48 come first, but peer pressure works, and when faculty peers challenge a grade that has been given, that
49 is humiliating for a professor, and it works. This process uses the concept of peer review to police
50 grading. She said that peer review is what the profession is about.
51

1 Professor Green asked if there is a mechanism for the chair and the committee to be notified of how
2 the appeal resolves. She asked that this be made explicit in the proposal. She also noted two typos.
3

4 Professor Wallenstein said his concern was related to personal experience with a professor who graded
5 his own work poorly. That professor was a member of the American Nazi party who graded Jewish
6 students unfairly. However, Professor Wallenstein felt that professor did show criteria for his grading
7 that did not reveal his anti-Semitism.
8

9 Professor Von Lampe said that this is not a place for political activism. There is not room to handle an
10 example like Professor Wallenstein's in this process.
11

12 At this point, Dean Lopes wished to state her strong feelings about the faculty profession, and so asked
13 Professor Pease to chair. Dean Lopes said a faculty member has integrity, and that is a standard of the
14 profession. Under that standard, grading is transparent. By the same token, the college must allow
15 faculty the authority to grade. The chair does work in concert with the faculty, and that is usual, but to
16 remove the grading from faculty is to diminish the faculty role. "We don't want faculty to be gods, we
17 want transparent grades," she said.
18

19 Professor Hamilton said there is a separate process if a student believes that any member of the faculty
20 or staff is behaving in an inappropriate way. Everything cannot be solved by the grade appeals process.
21 He said the problem Professor Wallenstein brought up is horrible and is a higher level problem than
22 any student's one grade. He felt that particular issue was too much to put on the grade change policy.
23

24 Professor Wallenstein felt that giving the committee the authority over the grade would not be a case
25 of removing power from faculty, since the appeals committee is composed of faculty.
26

27 Devaki Naik said she comes from a country where faculty are "almost next to god, if not god." She felt
28 that there was merit in Professor Wallenstein's point.
29

30 Professor Von Lampe said that the document does have the clause about "extreme cases," which would
31 allow for changes to grades in the case of egregious behavior.
32

33 Professor Green wished to clarify Professor Hamilton's point. She said there is a faculty discipline
34 process, and a student can bring a professor up through those channels. Discrimination is against the
35 law, point blank.
36

37 Dean Lopes said that hostile classrooms, sexual harassment, discrimination, and so forth are issues for
38 disciplinary action. There are many ways outside of the grading process that the college addresses
39 these problems through more severe channels with more severe penalties.
40

41 Professor Wallenstein said if a faculty is overtly outrageous, that may work, but if a faculty member is
42 subtly giving a student the shaft that may be the difference between a plus and a minus, and the
43 student has no recourse. "If this were a criminal process, can you imagine saying to the judge who
44 made the error 'we think you made an error, but it's up to you to decide whether you made a mistake.'"
45 Dean Lopes noted that this is not a criminal process.
46

47 **A motion was made and seconded to approve the Proposal to Revise the Grade Appeal**
48 **Policy with friendly amendments. The proposal was approved with 20 votes in favor.**
49
50
51

1 **Courses (2nd readings)**
2

3 **ISP 3XX Just Intentions: International Humanitarianism (JCII)**
4

5 Professor Green said that a few last minute revisions came in last night, so she distributed an updated
6 version of the document. Kathy Killoran asked for supplemental information on where in the Human
7 Rights minor, this course would go.
8

9 **A motion was made and seconded to approve ISP 3XX Just Intentions: International
10 Humanitarianism (JCII). It was approved with 18 votes in favor and 1 abstention.**
11

12 **LLS 3XX Ethical Strains in U.S. Latino/a Literature (JCII)**
13

14 Professor Green said the learning outcomes have been replaced to be more consistent with the
15 category.
16

17 Devaki Naik asked if this class meets in a double period. She asked about the attendance policy on
18 page 10, which drops the grade after three absences. She thought it was harsh. Professor Lisandro
19 Perez said that is what this professor chose to put on the syllabus. He asked if there is a standard. Dean
20 Lopes said UCASC has not yet reached consensus on the attendance policy. She said the committee
21 likes to see some flexibility on policies. Professor Green said there is a provision for excused absences,
22 so this particular policy is not draconian.
23

24 **A motion was made and seconded to approve LLS 3XX Ethical Strains in U.S. Latino/a
25 Literature (JCII). It was approved with 20 votes in favor.**
26

27 *The committee took a ten minute break.*
28

29 *When the meeting resumed, Dean Lopes announced that the schedule would be
30 adjusted again to visit items 9-12 under New Courses because Professor Robert McCrie
31 had been waiting since the beginning of the meeting.*
32

33 ***New Business***
34

35 **New Courses**
36

37 **SEC 3XX Private Security and the Law**
38

39 Kathy Killoran said her committee had similar feedback for all of these courses about straightening out
40 the course pre-requisites, description and learning outcomes.
41

42 Professor Varsanyi asked if there was a typo in the course description. Where it read “as critique,” it
43 should have said “and critique.”
44

45 Devaki Naik thought the language of the Outlook and Approach section of the syllabus was incredibly
46 student-friendly.
47

48 Professor Velazquez-Torres asked what percentage would be online, and what percentage would be
49 face-to-face. Kathy Killoran said John Jay's definition of hybrid courses is fifty-fifty. Professor
50 Velazquez-Torres said that is not indicated in the calendar. Dean Lopes agreed that the particular

1 nature of the split should be listed. Professor Glenn Corbett said it is topical. Dean Lopes said it would
2 be nice to see the assumed time-line of in-person meetings and online responsibilities indicated in the
3 syllabus.
4

5 **A motion was made and seconded to suspend the second reading rule for this course.**
6 **It was approved with 17 votes in favor and 4 abstentions.**
7

8 **A motion was made and seconded to approve SEC 3XX Private Security and the Law.**
9 **It was approved with 21 votes in favor.**
10

11 **SEC 3XX Executive & Event Protection**

12 There was no discussion.
13

14
15 **A motion was made and seconded to suspend the second reading rule for this course.**
16 **It was approved with 17 votes in favor and 4 abstentions.**
17

18 **A motion was made and seconded to approve SEC 3XX Executive & Event Protection.**
19 **SEC 3XX Executive & Event Protection was approved with 21 votes in favor.**
20

21 Professor Bierman also suggested changing the word “celebrity” to “celebrities” in the syllabus.
22

23 **SEC 3XX Private Security & Homeland Defense**

24
25 Professor Peters asked Vice President Saulnier if it was necessary to include such extremely short
26 abbreviated titles that lose all meaning. Vice President Saulnier said it would be necessary for the
27 moment, but next year longer titles will be allowed. Kathy Killoran said these particular abbreviated
28 titles can be made more comprehensible while staying within the character limit.
29

30 **A motion was made and seconded to suspend the second reading rule for this course.**
31 **The motion was approved with 17 votes in favor and 4 abstentions.**
32

33 **A motion was made and seconded to approve SEC 3XX Private Security & Homeland**
34 **Defense. It was approved with 21 votes in favor.**
35

36 **SEC 3XX Risk & Vulnerability Analysis**

37
38 Professor Green asked how many 3xx-level courses students take in this major. Kathy Killoran said
39 that they have added two required courses and created about nine elective 3xx-level courses. Dean
40 Lopes said it is a well-scaffolded major. She said they have a sufficient amount of 3xx-level courses.
41

42 **A motion was made and seconded to suspend the second reading rule for this course.**
43 **The motion was approved with 17 votes in favor and 4 abstentions.**
44

45 **A motion was made and seconded to approve SEC 3XX Risk & Vulnerability Analysis.**
46 **SEC 3XX Risk & Vulnerability Analysis was approved with 20 votes in favor and 1**
47 **abstention.**
48

49 *The agenda returned to original itinerary.*
50

51 **Program Review Subcommittee**

1 **Self Study of B.S. in Police Studies**

2
3 Professor Velazquez-Torres spoke for the Program Review subcommittee, which reviewed the self
4 study thoroughly. She said that her committee had asked the department to provide more analysis
5 rather than description, to update the data, to speak to integration with Gen Ed, and to expand the
6 summary and recommendations section.
7

8 Professor Pease was relieved to hear that the recommendation was for more analysis and less
9 description. She found this report disturbing as an analysis of the major. There were a number of leaps
10 of logic. One item that bothered her was the 11% graduation rate, which was listed in the self-study but
11 not analyzed in any way. She found the same lack of self-scrutiny on page 7, in the line “our general
12 view is that the major is broadly effective in its current form.” She could not see how a major that
13 graduates only 11% of its students could be considered effective. On page 9, she found complacency in
14 the line, “Students can be prepared for employment in anything that a social science degree does.” She
15 was also concerned with the way the document addressed adjuncts, who teach 90% of the courses. She
16 felt the document demanded an explanation of why so many courses must be taught by adjuncts. She
17 also asked how it is possible that it does not discuss retention at all.
18

19 Professor Green agreed that the document presented a lot of bold statements about how effective the
20 program was, without providing supporting examples. She asked for information about where people
21 are working and where they are publishing. This could be strengthened with more data.
22

23 Professor Proni believed that a program can be successful in educating its students even if the attrition
24 rate is high along the way, and this is seen at other colleges. 11% does not mean they are not doing a
25 good job. She said maybe they are doing a good job with the students who are pursuing the degree to
26 the end. She said she did not know the specific problems in this department, but that fact in itself is
27 not necessarily a flaw.
28

29 Dean Lopes felt that both voices reflected a need for more analysis.
30

31 Vice President Saulnier said that the 11% figure has been used incorrectly. The data being measured in
32 that figure is not the graduation rate for the program. Students change so much once they get to John
33 Jay, he tends not to measure graduation rate based on major. Dean Lopes said the issue is really
34 analysis.
35

36 Professor Maki Haberfeld said she could take this feedback to her department. She said the full-time
37 faculty in the department tend to teach on the graduate level. The police major was much more
38 popular when the college had the associate degrees. She said they hope to revise the major in such a
39 way that it attracts students away from the CJBS major. Students who stayed for the four year degree
40 felt that they would have more opportunities graduating with CJBS than with this major. She said they
41 did not list all the data that they wanted and hope to add that soon.
42

43 She said one of Professor Pease's items was a typo that had not been removed. The department is not
44 happy with the major. They want to revise it for a reason, and it has not been revised in 11 years.
45

46 Professor Green asked what UCASC's role is with these types of documents. Dean Lopes said UCASC
47 will vote to endorse the self-study or not, and that does not need to happen today. It can come back for
48 a second reading. She said often there is a larger level of feedback for these types of documents. This
49 item does not go to college council. It will be endorsed by UCASC, then outside evaluators come in for
50 a site visit, and then there would be a revision of the major. John Jay has to report to CUNY about this
51 once a year. One new metric for John Jay are the self-studies. John Jay will have to provide CUNY

1 with details about the self-studies and CUNY will look at their quality. The PPP subcommittee is
2 looking at tightening the guidelines around self-studies and the issues with external reviewers.
3 Dean Lopes said in this case the college did not provide data to Professor Haberfeld in a timely
4 fashion. If the institution establishes guidelines on self-studies, John Jay can work to get the levers
5 into place so that departments can get the data they need when they need it.

6
7 Vice President Saulnier said it would be really good if IR had a standard set of data each time a major
8 is reviewed, so they do not have to start over with each new chair and each department. Dean Lopes
9 said this conversation is taking place now. She said the whole program review process is off-schedule.
10 In the future, these reviews are going to need to be done much earlier to meet CUNY deadlines. The
11 cycle of program review, including outside evaluations, will have to be completed by May. Programs
12 are going to have to start earlier in the previous year.

13
14 Professor Wallenstein thought the 11% item should be unpacked, whether it deals with the official
15 retention rate or not, with an eye toward Middle States reviewers.

16
17 Kathy Killoran said that sometimes the question of what happens to students after they graduate is
18 very hard to track. It is hard to get responses to that question. Sometimes departments take it upon
19 themselves, but John Jay needs to clarify the expectations around that. Dean Lopes said that this is an
20 institutional responsibility, not departmental, and she would be speaking to the Provost about it. Dean
21 Lopes said this would come back for the next meeting.

22 23 **Programs Subcommittee**

24 25 **Proposal to Revise Name of BA in Criminal Justice (Research and** 26 **Policy)**

27
28 Professor Evan Mandery said that while a lot of thought went into the revision of the major, they
29 neglected to closely examine the name, and have now found that this new name would tell students
30 more clearly what the major is about.

31
32 Professor Hamilton asked if Professor Mandery had discussed the name change with four other
33 programs that share the “criminal justice” words in their titles. Professor Mandery said he had not, as
34 he had not realized it would be controversial.

35
36 Professor Green asked if the parenthetical is necessary. There was enthusiastic confirmation in the
37 room that the parenthetical item is essential. Devaki Naik said “crime prevention and analysis” is a
38 much better title than “research and policy.”

39
40 Professor Haberfeld said this warrants consultation with her department, which also emphasizes
41 analysis. Putting analysis in the title of this major implies that other departments do not do that. Her
42 300 and 400-level courses are filled with discussion of crime analysis.

43
44 Professor Hamilton asked if the “and” in the subtitle meant that there was a feeling that there might be
45 two majors within the major. Professor Mandery said that the major is far too small for that to be a
46 consideration. He also said that it is very demanding, so it was not likely to get big enough to demand a
47 split. Dean Lopes said it is very well-scaffolded, and begins at the freshman level.

48
49 Professor Hamilton asked if there would be a simpler way to name the major that would not include an
50 “and.” He suggested balancing simplicity with getting a full message out there as the department
51 consults with other departments.

1 Professor Haberfeld wished to emphasize that she has a 400-level course in research and analysis, so
 2 this new name creates a direct conflict. Professor Wallenstein said that the conflict is already present
 3 with the current title. Professor Haberfeld felt that the new name would more clearly conflict because
 4 of the word “analysis.” She said putting a tool in the name of the major suggests that other majors do
 5 not offer this tool to students. Her major was actually revised in order to get this tool into their major.
 6 Dean Lopes recommended that the Criminal Justice department consult with the Law and Police
 7 Science department and anybody else who might have an interest before moving forward. She said she
 8 did think it was critical for the department to have a new title that would convey what the major is
 9 about. This will come back for a second reading.

10 **Proposal to Revise the Minor in Political Science**

11 Professor Varsanyi wrote this proposal and also represented the Programs subcommittee that
 12 reviewed it.

13 Professor Green commended the scaffolding and found a typo on page 3, where the words “major” and
 14 “minor” were confusing in the learning outcomes. Dean Lopes said that a rewording was called for
 15 here.

16 Professor Bierman asked about the “select one” aspect of the categories. Professor Varsanyi said that
 17 the minor is trying to give students a range of courses to select from. Professor Green asked if it
 18 mattered to have categories if students are only to take one course. Dean Lopes said the categories
 19 clarify the discipline. Kathy Killoran suggested simply removing the word “category,” while keeping
 20 the clarification about subject areas.

21 **A motion was made and seconded to suspend the second reading rule for this proposal.**
 22 **The motion was approved with 18 votes in favor and 3 abstentions.**

23 **A motion was made and seconded to approve the Proposal to Revise the Minor in**
 24 **Political Science. The proposal was approved with 21 votes in favor.**

25 **New Courses**

26 **CJBA 3XX (365) Change and Innovation**

27 Kathy Killoran said this course and the following are the last courses to complete the Criminal Justice
 28 BA degree. Professor Green asked if the abbreviated title could include the “CJ.” Kathy Killoran said
 29 she could look at that.

30 Devaki Naik was concerned about the attendance policy, which said “two absences excused or
 31 unexcused,” she asked if it could be changed to three. Professor Hung-En Sung was amendable to the
 32 change.

33 **A motion was made and seconded to suspend the second reading rule for this course.**
 34 **The motion was approved with 17 votes in favor and 3 abstentions.**

35 **A motion was made and seconded to approve CJBA 3XX (365) Change and Innovation.**
 36 **CJBA 3XX (365) was approved with 20 votes in favor.**

CJBA 3YY (380) Seminar in Special Topics in Criminal Justice

Kathy Killoran said her committee asked the department to simplify the title and adjust the course description. The course description needed special handling because there will be different iterations of the course. That is being revised accordingly.

Devaki Naik asked if the participation policy could be reworded to say “expected to eagerly participate.”

Professor Von Lampe said this course can overlap with a lot of existing courses. He felt it would be desirable to consult with departments that offer these courses. He thought UCASC should encourage course proposers to consult with other professors in the college just to promote networking in the faculty. Professor Wallenstein suggested having a second reading for this course in order to allow that consultation to take place.

Professor Green appreciated the concern but also wanted to note that since this course will not be the same every time, it is important to leave programs the room to let faculty bring their passion into the classroom. She felt that consultation is healthy but liked the openness of the course and wants it to stay open.

Dean Lopes said Criminal Justice inherently has a great deal of overlap, so she wanted to be sure to encourage innovation in that department.

Professor Von Lampe said consultation is simply about touching base, not about seeking approval from other departments. Kathy Killoran noted that this course has been in the major's outline for two years.

Dean Lopes said that she felt that networking is something else. She said she took it as a good point, but that discussion might belong to the course proposal. She said John Jay has to do a whole lot more in the area of designing forums for faculty in overlapping areas to meet. UCASC can take that on. Professor Green agreed that the need for consultation should be a more ongoing discussion than a meeting pinned to a particular course.

Professor Sung said the department will encourage individual instructors to engage with colleagues in other departments, and this course proposal is an umbrella description.

A motion was made and seconded to suspend the second reading rule for this course. The motion was NOT approved with 15 votes in favor, 1 opposed, and 4 abstentions.

Since the motion to suspend the second reading rule did not carry, the course would be presented again at the next meeting.

Agenda was adjusted to move to Professor Mandery's course.

Course revision

LAW 319 The Death Penalty

Kathy Killoran explained that Professor Mandery wrote this course when he came to John Jay. Now he is in the Criminal Justice department and wishes to move the course to that department.

1 Professor Green asked if this course would be restricted to his majors or if it could be revised to be
 2 open to students in the Gen Ed program. He was amenable to the change. He said he really tried to
 3 turn this into a policy course rather than a straight law course.
 4

5 **A motion was made to approve the revision of LAW 319 The Death Penalty. It was**
 6 **approved with 20 votes in favor.**
 7

8 **New Courses**

9 **ART 1XX Introduction to Painting (Com)**

10 Kathy Killoran said this course was taught experimentally and is now coming forward for Gen Ed.
 11

12 **A motion was made and seconded to suspend the second reading rule for this course.**
 13 **The motion was approved with 17 votes in favor and 3 abstentions.**
 14

15 **A motion was made and seconded to approve ART 1XX Introduction to Painting.**
 16 **ART 1XX Introduction to Painting was approved with 20 votes in favor.**
 17

18 **ART 2XX Haitian Art (WC)**

19 Kathy Killoran said her committee asked for brief changes to the course description and learning
 20 outcomes. Professor Green said her committee was delighted with how this course looks at a culture
 21 through its art, and makes clear how art is a gateway to culture.
 22

23 **A motion was made and seconded to suspend the second reading rule for this course.**
 24 **The motion was approved with 16 votes in favor and 2 abstentions.**
 25

26 **A motion was made and seconded to approve ART 2XX Haitian Art (WC). ART 2XX**
 27 **Haitian was approved with 18 votes in favor.**
 28

29 **ART 2XX Museum & Curatorial Studies (Com)**

30 Kathy Killoran introduced the course, which was proposed by Professor Claudia Calirman. Kathy
 31 Killoran said the course was an especially strong information literacy course. Her committee
 32 encouraged Professor Calirman to emphasize the broad appeal and how this course applies to the John
 33 Jay community beyond would-be curators. Professor Green said this course was originally proposed
 34 for World Cultures and her committee advised them to move it to the Communications cluster, which
 35 they did.
 36

37 Professor Wallenstein felt the abbreviated title might be more popular than the official title.
 38

39 Professor Corbett asked if the scope of the course could apply to curatorial issue in museums other
 40 than art museums. Since it does not, he wondered if the title should reflect the fact that the course is
 41 really only about art museums and not about all museums. Kathy Killoran pointed out that the course
 42 will have the ART prefix.
 43

44 Professor Bierman thought that Professor Calirman might want to keep the title as is because it does
 45 refer to a very specific field. Professor Green asked if students would recognize the term. Dean Lopes
 46 said even if they do not, they can look it up.
 47

1 **A motion was made and seconded to suspend the second reading rule for this course.**
 2 **The motion was approved with 17 votes in favor and 2 abstentions.**

3
 4 **A motion was made and seconded to approve ART 2XX Museum & Curatorial Studies**
 5 **(Com). ART 2XX Museum & Curatorial Studies (Com) was approved with 19 votes in**
 6 **favor.**

7
 8 **ANT 1XX The Ethnography of Youth & Justice in NYC (JCI)**

9
 10 Kathy Killoran introduced this freshman year seminar which is meant for the Justice Core. Her
 11 committee had asked for a new title and a stronger emphasis on justice in the description and outline.
 12 Professor Green said the General Education committee was very happy with this course.

13
 14 **A motion was made and seconded to suspend the second reading rule for this course.**
 15 **The motion was approved with 16 votes in favor and 3 abstentions.**

16
 17 **A motion was made and seconded to approve ANT 1XX The Ethnography of Youth &**
 18 **Justice in NYC (JCI). It was approved with 19 votes in favor.**

19
 20 **Courses Being Mapped to Gen Ed Outcomes**

21
 22 ART 105 Modern Art (CE)

23 ART 224 African American Women in Art (USExp)

24 MUS 115 Introduction to Vocal Technique, Style and Song Literature (Com)

25 SPA 211 Intermediate Spanish I for Heritage Speakers (WC)

26
 27 **Professor Bierman moved that the courses being mapped to Gen Ed outcomes be**
 28 **considered as a slate. It was seconded. The motion to accept these courses as a slate**
 29 **was approved with 18 votes in favor and 1 abstention.**

30
 31 Dean Lopes asked for discussion of the courses in the slate.

32
 33 **A motion was made and seconded to approve the slate of courses being mapped to Gen**
 34 **Ed outcomes. The slate of courses being mapped to Gen Ed outcomes was approved**
 35 **with 19 votes in favor.**

36
 37 Kathy Killoran noted that the Intro to Vocal Technique is actually a course revision and not an item for
 38 mapping. It is a stronger fit for the communications area, and so they have changed title and
 39 description. She asked if this vote can still apply to that course. Dean Lopes ruled that it can, with this
 40 explanation.

41
 42 **Course revisions**

43
 44 **ECO 170 Introduction to the Economics of Crime & Social Problems**
 45 **(JCI)**

46
 47 Kathy Killoran introduced the course. Professor Green said the course was a good fit for JCI. Professor
 48 Pease said the subcommittee felt that the course description was ideologically heavy-handed and too-
 49 quickly generalized students. The first sentence is too biased for an institution that wishes to

1 encourage critical thinking skills, and the third sentence is probably incorrect. Professor Von Lampe
2 and Professor Bierman agreed (as did others around the table). Professor Hamilton said that he would
3 reconsider the language.
4

5 Professor Green also had a question about the phrasing of “students will be invited to attend the
6 lecture series” she thought the language could more clearly insist on students' attendance.
7

8 This will come back for a second reading.
9

10 **MUS 102 Music Skills (Com)**

11
12 Kathy Killoran said the title is being changed and the course description is being changed to more
13 clearly link to Communications. Professor Green agreed that the previous title and description had
14 made the scope of the course sound very technical and did not accurately convey how much of the
15 course is about expression.
16

17 Professor Bierman said the consultation with the UCASC subcommittees had been fruitful for his
18 department.
19

20 **A motion was made and seconded to approve MUS 102 Music Skills (Com). It was**
21 **approved with 19 votes in favor.**
22

23 Dean Lopes distributed a document that clarified the definition of ‘liberal arts’ as per the New York
24 State Department of Education.
25

26 ***A motion was made and seconded to adjourn the meeting. It was unanimously***
27 ***acclaimed. The meeting concluded at 12:35.***
28

29 Respectfully Submitted,
30

31 Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA

March 22, 2013

9:30 A.M. – 12:30 P.M.

FACULTY DINING ROOM

- 1. *Administrative Announcements*** – Dean Lopes
- 2. *Approval of the minutes of March 1st, 2013***
- 3. *Old Business***

Principles, Policies and Procedures

- Guidelines for Internships (3rd reading)

Program Review

- Self Study of B.S. in Police Studies (2nd reading)

Programs

- Proposal to Revise Name of BA in Criminal Justice (Research and Policy) (2nd reading)

Courses (2nd readings)

- CJBA 3YY (380) Special Topics in Criminal Justice
- Course revision: ECO 170 Introduction to the Economics of Crime & Social Problems (JCI)

4. *New Business*

Program Review Subcommittee

- Self Study of B.A. in Humanities and Justice

Programs Subcommittee

- Proposal for a New Minor in American Studies
- Proposal to Revise the Minor in Public Administration

Courses Subcommittee

New Courses

1. HON 2XX (298) Intellectual Foundations: Leadership and Common Good (WC)
2. ISP 2XX Stories We Tell (Com)
3. SEC 3XX Security and Safety for Financial Institutions
4. SEC 3XX Security in Art Museums and Cultural Institutions
5. SEC 3XX Security Investigations and Consulting

6. PAD 3XX Workplace Investigations: Tools, Techniques and Issues
7. ECO 1XX Introduction to Microeconomics
8. ECO 1YY Introduction to Macroeconomics

Courses Being Mapped

1. SPA 231 Interpreting I (Com)

Course revisions

1. PHI 202 American Philosophy (USExp)
2. PHI 302 Philosophy of Rights (JCII)
3. SPA 207 The Spanish American Experience (WC)
4. SPA 212 Intermediate Spanish II for Heritage Speakers (Com)

Attachments:

Agenda for March 22nd

Minutes of March 1st

Guidelines for Internships

Self Study of BS in Police Studies

Self Study of BA in Justice Studies

Revision of Name of CJBA major

New Minor in American Studies

Revision of Minor in Public Administration

New Courses:

CJBA 3YY (380) Special Topics in Criminal Justice

HON 2XX (298) Intellectual Foundations:

Leadership and Common Good (WC)

ISP 2XX Stories We Tell (Com)

PAD 3XX Workplace Investigations: Tools, Techniques and Issues

ECO 1XX Introduction to Microeconomics

ECO 1YY Introduction to Macroeconomics

SEC 3XX Security and Safety for Financial Institutions

SEC 3XX Security in Art Museums and Cultural Institutions

SEC 3XX Security Investigations and Consulting

Course revisions

ECO 170 Introduction to the Economics of Crime & Social Problems (JCI)

PHI 202 American Philosophy (USExp)

SPA 207 The Spanish American Experience (WC)

Courses Being Mapped

SPA 212 Intermediate Spanish II for Heritage Speakers (Com)

SPA 231 Interpreting I (Com)

PHI 302 Philosophy of Rights Feedback (JCII)

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of March 22, 2013

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, March 22, 2013 at 9:30 a.m. in the Faculty Dining Room. Dean Anne Lopes, UCASC Chair, called the meeting to order.

Present: Ervin Balazon, Andrea Balis, Ben Bierman, Lynette Cook-Francis, Silvia Dapia, Amy Green, David Guadeloupe, Jay Hamilton, Sarah Hammond, Hunter Johnson, Jane Katz, Kathy Killoran, Anne Lopes, Mary Ann McClure, Virginia Moreno, Devaki Naik, Judy-Lynne Peters, Richard Saulnier, Monica Varsanyi, Nancy Velazquez-Torres, Peggilee Wupperman, Violet Yu.

Absent: C. Jama Adams, Luis Barrios, Marta Bladek, Glenn Corbett, Richard Ocejo, Allison Pease, Gloria Proni, Ed Snajdr, Klaus Von Lampe, Martin Wallenstein.

Guests: Simon Baatz, Dara Byrne, Jacoby Carter, Maria D'Agostino, Will Simpkins, Hung En Sung, Purmina Taylor.

Administrative Announcements

1
2 Dean Lopes began by introducing the new Vice President for Student Affairs, Lynette Cook-Francis.
3 She also announced that the Gen Ed flyers had been distributed to departments, and she encouraged
4 faculty to distribute that information to students after Spring Break.
5

6 Dean Lopes said the PPP is in the process of establishing new standards for Program Reviewers. She
7 said in the past few years, some programs have gotten into the habit of using faculty's they know as
8 reviewers. That practice is unusual, and is not seen at other institutions. So the PPP is looking at
9 establishing guidelines for identifying appropriate reviewers.
10

11 She also announced that the Committee on Liberal Arts Majors will have its first meeting soon.
12 Interested parties should contact Sandrine about joining that committee.
13

14 ***Approval of the minutes of March 1, 2013***

15
16 **A motion was made and seconded to approve the minutes of March 1, 2013.**
17

18 Kathy Killoran noted that Professor Klaus Von Lampe had e-mailed a correction of a misquote. On
19 page six, line 9, it should read, "Professor Von Lampe said that this would be a case for political
20 activism. There is not room..."
21

22 **The minutes of March 1, 2013 were approved as amended with 16 votes in favor and 2**
23 **abstentions.**
24

25 The agenda was adjusted to address Professor Dara Byrne's course before she needed to teach.
26
27

HON 2XX (298) Intellectual Foundations: Leadership and Common Good (WC)

Kathy Killoran said the courses subcommittee reviewed this course several times. The committee's discussion focused on content and the need for variety. Professor Byrne revised it with their feedback in mind. The course has been designed to be taught by multiple faculty. Professor Amy Green said the Gen Ed subcommittee had asked Professor Byrne to bring more study of the world into the course to better the fit in the World Cultures area.

Professor Byrne said that the course fulfills both the Honors College mandate and the General Education requirements, while also leaving room for various faculty to innovate around the concept of global leadership.

Devaki Naik asked about the accessibility language, and Professor Byrne said that she would revise that.

A motion was made and seconded to suspend the second reading rule for HON 2XX (298) Intellectual Foundations: Leadership and Common Good (WC). It was approved with 17 votes in favor and 0 abstentions.

A motion was made and seconded to approve HON 2XX (298) Intellectual Foundations: Leadership and Common Good (WC). HON 2XX (298) Intellectual Foundations: Leadership and Common Good (WC) was approved with 17 votes in favor.

The meeting returned to the schedule on the agenda.

Old Business

Principles, Policies, and Procedures

Guidelines for Internships (3rd Reading)

Dean Lopes thanked Professor Rosemary Barberet and Professor Susan Will for developing these guidelines for credit-bearing internships.

Professor Green asked about the number of required hours. Dean Lopes said New York State requires 45 hours per credit.

Professor Monica Varsanyi asked if the 15 credit cap for internship credit was necessary, noting that in her department there are three worthwhile internship programs that come to 18 credits altogether. Kathy Killoran said that currently now there is no policy statement about the amount of internship credits a student can take. Since these are only guidelines, she was surprised that particular limits would be mentioned in this document, especially considering that there is no official policy. Dean Lopes said that this line could be struck from the guidelines.

Professor Varsanyi also asked about the item regarding job descriptions. Dean Lopes said that is flexible.

Professor Greene asked if the item about termination of internships needs more explicit language

1 about how that affects the course. Dean Lopes said that these are co-terminus. The internship is the
 2 course. Professor Greene was concerned that students would need more clear language. Dean Lopes
 3 said that students will not see these guidelines. She did say that students will sign a contract at the
 4 beginning of each internship. Kathy Killoran added that it is important to leave the exact consequences
 5 up to the faculty for case-by-case consideration, rather than spelling out particular penalties in this
 6 type of guidelines document.

7
 8 **A motion was made and seconded to approve the Guidelines for Internships as**
 9 **amended. The Guidelines for Internships were approved with 17 votes in favor.**

10 **Program Review**

11 **Self Study of the B.S. in Police Studies (2nd Reading)**

12
 13
 14
 15 Dean Lopes said that Professor Maki Haberfeld and Professor Jon Shane could not be at this meeting
 16 because of an important conference in their field. Kathy Killoran said that revisions could be found in
 17 the boldface language in the document. She also noted that she would work with the proposers on the
 18 typos in the document. She said that the site visit was scheduled for April 25, so it was important that
 19 UCASC adopt this proposal today.

20
 21 **A motion was made and seconded to approve the Self Study of the B.S. in Police Studies.**
 22 **It was approved with 17 votes in favor.**

23
 24 Dean Lopes spoke about the need for stronger parameters for Program Review at John Jay. She wants
 25 to set up earlier deadlines to give departments more notice to allow adequate time for quality scrutiny.
 26 Next year, John Jay will be required to submit all program reviews to CUNY.

27 **Programs**

28 **Proposal to Revise Name of B.A. in Criminal Justice (Research and** 29 **Policy) (2nd Reading)**

30
 31
 32
 33 Dean Lopes said that Professor Mandery could not be here today either, and Professor Violet Yu would
 34 speak in his place. Professor Yu said that Professor Mandery had consulted with other faculty, and was
 35 now proposing the parenthetical title "Crime Control and Prevention." Dean Lopes said this is a
 36 fledgling major and the college would like to see it do well, but the previous title was a turn-off for
 37 students. The new title is believed to be more attractive.

38
 39 Professor Jay Hamilton said he does plan to vote for this, but he wished to say that he is still concerned
 40 about the use of the "and" in the title, as it obscures the clarity of the content of the major. He also
 41 stated his appreciation for the quick revision of the title.

42
 43 **A motion was made and seconded to approve the Proposal to Revise the Name of BA in**
 44 **Criminal Justice (Research and Policy). It was approved with 17 votes in favor.**

45 **Courses**

46 **CJBA 3YY (380) Special Topics in Criminal Justice**

47
 48
 49
 50 Professor Yu spoke for Professor Hung-En Sung. She said that Professor Sung consulted with

1 Professor Von Lampe about possible conflicts. Since the course is open for multiple teachers, Professor
2 Sung will have each professor consult with other faculty before teaching the course. Kathy Killoran
3 explained language that had been revised in the proposal to address this need for consultation. She
4 said the ENG 201 prerequisite needed to be added.
5

6 Devaki Naik asked about contradictory language in the attendance policy regarding the exact
7 consequences of three absences. Dean Lopes agreed that the language contradicts itself. Devaki Naik
8 also asked about the item regarding student's eagerness in class. Professor Sung said that this is just a
9 sample syllabus, and each professor will have his or her own policy.
10

11 **A motion was made and seconded to suspend the second reading rule for CJBA 3YY**
12 **(380) Special Topics in Criminal Justice. It was approved with 17 votes in favor.**
13

14 **A motion was made and seconded to approve CJBA 3YY (380) Special Topics in**
15 **Criminal Justice. CJBA 3YY (380) Special Topics in Criminal Justice was approved with**
16 **17 votes in favor.**
17

18 **ECO 170 Introduction to the Economics of Crime and Social** 19 **Problems (JCI)** 20

21 Professor Hamilton said he had revised the course title and course description in response to feedback
22 at the first reading. He said he had also received recent feedback about the learning outcomes, which
23 he has yet to address. He said he does intend to address that concern, but because of the timing, it was
24 important that this course be approved today. If the course was not approved at this meeting, there
25 would be no economics courses in Gen Ed. He asked for the committee's patience and cooperation. He
26 said that his department has been trying to do things in an innovative way this year, and that has made
27 it a bit difficult to move courses through the approval process.
28

29 He spoke about the learning outcomes. He made a friendly amendment to his own proposal to take all
30 five First Year Experience learning objectives in box E and move that information over into the
31 Learning Outcomes column.
32

33 Dean Lopes said the issue is that there can only be a limited number of learning outcomes. She said the
34 outcomes listed on this proposal can be refined and reworked to ensure that the most important
35 outcomes are highlighted. Professor Green said that the revision here can be much simpler and she
36 would accept his friendly amendment.
37

38 Professor Andrea Balis thought this would be a great course to have in the Gen Ed curriculum.
39

40 Devaki Naik said she thought the course was very interesting.
41

42 Professor Ben Bierman said he did support the course, but still had concerns about the political stance
43 in the course description. He thought it would need to take a more general point of view. Professor
44 Hamilton asked for more specific suggestions about wording.
45

46 Dean Lopes suggested recasting a sentence as: "The course examines the relationship between
47 capitalism and the U.S. Criminal Justice system." Professor Green suggested changing words like
48 "uncovers" to "investigates" to find more neutral language, as well as changing words like "failings" to
49 "system." The general principle she suggested was to find more neutral language, and perhaps to pose
50 the principles as questions rather than presenting them as absolute facts. Professor Cook-Francis
51 suggested wording like "demonstrates the impact of the relationship between economics and social

1 class.” Professor Bierman agreed that these suggestions would address his concerns about the course
2 description.

3
4 Dean Lopes said she would work with Professor Hamilton on the language of the course description as
5 well as the learning outcomes.

6
7 **A motion was made and seconded to approve ECO 170 Introduction to the Economics of**
8 **Crime. The course was approved with 17 votes in favor.**

9 ***New Business***

10 **Program Review Subcommittee**

11 **Self Study of B.A. in Humanities and Justice**

12
13
14
15
16 Professor Bierman said the Programs Subcommittee felt that the initial draft of the self study
17 undersold the major's value as applicable to a number of job prospects. The subcommittee also
18 suggested changes to the capstone course that might allow for a wider variety of options. His
19 committee was concerned that the major might not prepare students for a thirty-page paper. His
20 committee also suggested that the Self Study document stress more about what will be addressed in
21 the future, such as the interdisciplinary nature of the major and the value of the major in the
22 workplace. The proposers have addressed much of this feedback in their most recent draft of the self
23 study.

24
25 Professor Margaret Tabb was present to speak for the study. Professor Green complimented the plans
26 for creation of a 100-level course that works for Gen Ed.

27
28 Professor Bierman had questions about the way the major is related to pre-law, as the language in the
29 document was confusing on this point. Professor Tabb said that she personally felt that pre-law was
30 not a wise choice for these students, but some of her colleagues would disagree. Dean Lopes agreed
31 that the language about pre-law in the document was contradictory. She said that pre-law can be quite
32 a door opener for John Jay's students into a number of fields, and preparation for law school is a good
33 thing. She said that fifty-four John Jay students had gotten into law schools last year. Professor Tabb
34 asked what majors those students came from. Dean Lopes said she could look into it.

35
36 Professor Tabb said that she would make these changes to the document before it is sent to external
37 reviewers.

38
39 **A motion was made and seconded to suspend the second reading rule for the Self Study**
40 **of the B.A. in Humanities and Justice. The motion to suspend the second reading rule**
41 **was approved with 17 votes in favor.**

42
43 **A motion was made and seconded to adopt the Self Study of B.A. in Humanities and**
44 **Justice. The proposal was approved with 17 votes in favor.**

45
46 At this point, the meeting changed schedule to examine Professor Jacoby Carter's course. Prof. Carter
47 had to teach.

48
49
50

1 **Course Revision**

3 **PHI 202 American Philosophy (U.S. Exp)**

5 Kathy Killoran said the subcommittee had asked Professor Carter to clarify the meaning of pluralism
6 in the course description. Professor Carter said he appreciated the committee's feedback. Professor
7 Green said her committee was excited about how this course embraced such a diversity of American
8 thought.

10 **A motion was made and seconded to approve the revision of PHI 202 American
11 Philosophy (US Exp). PHI 202 American Philosophy (US Exp) was approved with 17
12 votes in favor.**

14 The meeting moved back to new business on the agenda.

16 **Programs Subcommittee**

18 **Proposal for a New Minor in American Studies**

19
20 Professor Varsanyi said that Professor Simon Baatz worked with the Programs Subcommittee to
21 strengthen the proposal's learning objectives and clarify the section about administration of the
22 degree. Her subcommittee had questions about how the courses were broken up into groups, and she
23 asked UCASC for relevant comments.

24
25 Dean Lopes asked about History 201 and 202, which had been in debate in the subcommittee's
26 discussion. Professor Varsanyi said that this is the standard American history sequence. Professor
27 Baatz had reasons for leaving them out of the minor, but her committee still had questions about why
28 they were left out.

29
30 Professor Hamilton asked about the use of the term "American," and whether it was a geographical
31 boundary or a political boundary. He asked why Economics was not mentioned in the description of
32 the minor. This raised a larger question about whether the minor is truly interdisciplinary. Professor
33 Hamilton felt that most of the courses mentioned in the proposal were either literature or political
34 science. He also asked for a richer examination of the way this minor complements larger majors.

35
36 Professor Balis felt that the tracks were not as interdisciplinary as they could be. Dean Lopes noted
37 that these were not tracks, but groupings. In a minor, there cannot be tracks.

38
39 Dean Lopes echoed Professor Hamilton's concerns. She also felt that the amount of choice of electives
40 was too broad. She asked how interdisciplinarity is ensured with these groupings. She was surprised
41 not to see more of a traditional cultural studies component to the minor.

42
43 Professor Baatz said that many people have had suggestions about the minor because many people
44 want to teach in the minor. As far as the question about the title, he is trying to keep it as flexible as
45 possible at this early stage of development. "American Studies" allows more flexibility than "U.S.
46 Studies" or "North American Studies." In terms of the courses, they began developing this proposal by
47 looking at what courses are already offered at the college rather than reaching for courses that may be
48 offered in the future.

49
50 On the question of the course groupings, he said that some people have said there is too much choice,

1 while others said there was too little choice. He said that with only eighteen credits in a minor, there is
2 limited space to accomplish interdisciplinarity, and the best option he came up with was to create the
3 groupings. Dean Lopes suggested looking at the Gen Ed as a model, where courses are grouped by
4 discipline, requiring students to choose from three different disciplines, thus ensuring more
5 interdisciplinarity in the combination.

6
7 Professor Green said it is hard to tell just from the titles of the core American Studies courses, so it
8 might be useful even to write a paragraph of description that would share the proposer's thinking on
9 the theoretical framework.

10
11 In defense of the title, Professor Bierman said that "American Studies" is a standard term at colleges
12 and universities across the country. Professor Varsanyi agreed that it is a field and it means something
13 outside of John Jay.

14
15 Professor Hamilton asked why there is nothing in the proposal that pertains to Native peoples. He
16 thought that omission should be a deal breaker. He felt that John Jay in general does very little for
17 study of Native peoples, and a minor like this should have special responsibility to cover such material.

18
19 Professor Mary Ann McClure asked about the exclusion of Philosophy, noting that something like
20 Pragmatism is uniquely American.

21
22 Professor Baatz wished to address Professor Hamilton's comment. Dean Lopes explained that this is
23 not a forum for debate, but for explanation. Professor Baatz said that study of Native peoples can be
24 included under the umbrella of the more general topics in literature and history. He said he took the
25 point seriously, and would consider adding such a course in revision of the document.

26
27 Dean Lopes said that further feedback could be sent to Professor Baatz.

28 29 **Proposal to Revise the Minor in Public Administration**

30
31 Professor Varsanyi said that most of the back and forth on this proposal regarded logistical concerns,
32 like clarifying the learning outcomes.

33
34 Dean Lopes asked if the learning outcomes are different than the major. Professor Maria D'Agostino
35 said they are not. Dean Lopes said it is an issue if they are too similar. Kathy Killoran said that in the
36 major, students take all of the courses, but in the minor, they only take two required courses, so it is
37 not likely for all students to come out with the same knowledge beyond the required courses. Virginia
38 Moreno said this is an issue for all minors. She said in the majors, students are expected to gain more
39 depth and breadth, while in the minors, they only learn introductory material. Dean Lopes echoed the
40 concern, saying that an internship or capstone course may be too ambitious in an eighteen credit
41 minor as well.

42 43 **Courses**

44 45 **ISP 2XX Stories We Tell (Com)**

46
47 Kathy Killoran said her committee worked with Professor Allen to clarify what the course was actually
48 about. Professor Green said it was a very interesting course in both how to read and how to construct a
49 narrative.

50

1 **A motion was made and seconded to suspend the second reading rule for ISP 2XX**
2 **Stories We Tell (Com). It was approved with 17 votes in favor and 1 abstention.**

3
4 **A motion was made and seconded to approve ISP 2XX Stories We Tell (Com). ISP 2XX**
5 **Stories We Tell (Com) was approved with 18 votes in favor.**

6
7
8 **SEC 3XX Security and Safety for Financial Institutions**
9 **SEC 3XX Security in Art Museums and Cultural Institutions**
10 **SEC 3XX Security Investigations and Consulting**

11
12 Kathy Killoran introduced the course. Devaki Naik asked about the line in the syllabus that said “Be
13 literate.” She found the language off-putting and suggested changing it.

14
15 Professor Green asked if it would be possible to consider the three SEC courses as a slate.

16
17 **A motion was made to consider the three SEC courses as a slate. The motion to consider**
18 **the three SEC courses as a slate was approved with 16 votes in favor and 1 abstention.**

19
20 Dean Lopes asked if there was discussion of the other two courses. Professor Green pointed out that
21 the Art department also has a course coming out about museums and curators, and so suggested that
22 the proposers consult with that department.

23
24 **A motion was made and seconded to suspend the second reading rule for the slate of**
25 **three SEC courses. It was approved with 18 votes in favor.**

26
27 **A motion was made and seconded to approve the slate of three SEC courses. The slate of**
28 **three SEC courses was approved with 18 votes in favor.**

29
30 **PAD 3XX Workplace Investigations: Tools, Techniques and Issues**

31
32 Kathy Killoran said her subcommittee has been working with Public Management for a while,
33 specifically on overlap between this course and the basic human resources course. The proposers have
34 further defined the scope of the course. Kathy Killoran said this course is very important strategically
35 within the Public Administration major. Right now, students cannot complete two concentrations in
36 the major without this course.

37
38 Professor Hunter Johnson found a missing word in the rationale “students will ... about malfeasance.”
39 A verb needed to be added.

40
41 **A motion was made and seconded to suspend the second reading rule of PAD 3XX**
42 **Workplace Investigation: Tools, Techniques, and Issues. It was approved with 19 votes**
43 **in favor.**

44
45 **A motion was made and seconded to approve PAD 3XX Workplace Investigation: Tools,**
46 **Techniques, and Issues. The course was approved with 19 votes in favor.**

47
48 The committee took a five minute break.

49

ECO 1XX Introduction to Microeconomics**ECO 1YY Introduction to Macroeconomics**

Kathy Killoran reminded the committee that last semester, two proposals were approved to re-name the current 200-level macro- and micro-economics courses to “intermediate” microeconomics and macroeconomics. Those changes were made in preparation for these courses. These proposals are part of an effort to align John Jay with the CUNY-wide gateway courses for economics majors.

Professor Hamilton spoke for the course. He began by thanking Professor Cathy Mulder for her work. He said it is necessary for John Jay to have these courses on the books for students who transfer in macro and micro economics from other CUNY institutions.

Professor Green said both of these courses came to the Gen Ed committee, and while that committee thought they were terrific courses, they could not find a way to fit them with the Gen Ed. Kathy Killoran said the basic intent of the courses would have to change to fit it into a cluster. Some courses are just meant to be for majors rather than for Gen Ed.

Professor Hamilton said the courses are being created purely for transfer students. Professor Green asked if that meant that native John Jay students would not be taking the courses. She asked if that would mean that the courses are not intended to be offered at all. Professor Hamilton explained the complex situation in the Economics department. Dean Lopes said the hope is that the transfer issues will be worked out within the next few years. Now that more scrutiny is being brought to the issue, courses are being created with a competency-based model in mind.

A motion was made to consider the two ECO courses as a slate. The motion to consider the two ECO courses as a slate was approved with 19 votes in favor.

A motion was made and seconded to suspend the second reading rule for the slate of ECO courses. It was approved with 18 votes in favor and 1 abstention.

A motion was made and seconded to approve the slate of ECO courses. The slate of ECO courses was approved with 19 votes in favor.

Courses Being Mapped

A motion was made to consider all of the courses being mapped as a slate. The motion to consider all of the courses being mapped as a slate was approved with 19 votes in favor.

Kathy Killoran said that a few of these items are actually revisions. She said the only true mapping course is SPA 231. Dean Lopes said that meant the courses could not be considered as a slate, since they merit actual discussion.

Course Revisions**PHI 302 Philosophy of Rights Feedback (JCII)**

Kathy Killoran said her committee worked with Professor Amie Macdonald to broaden the prerequisites to make the course accessible to as many students as possible. Professor McClure was present to speak for the course.

1 **A motion was made and seconded to approve PHI 302 Philosophy of Rights Feedback**
2 **(JCII). The course was approved with 19 votes in favor.**
3

4 **SPA 212 Intermediate Spanish II for Heritage Speakers (Com)**

5
6 Kathy Killoran said the description is being revised to bring the course into line with all other foreign
7 language courses. Professor Green said this course was a great fit for Gen Ed.
8

9 **A motion was made and seconded to approve SPA 212 Intermediate Spanish II for**
10 **Heritage Speakers (Com). The course was approved with 19 votes in favor.**
11

12 **Courses Being Mapped**

13 **SPA 231 Interpreting I (Com)**

14
15
16 Professor Green said this course is just about mapping, but her committee still had a wonderful
17 discussion about the course and found it to be a very exciting addition to the Gen Ed curriculum.
18

19 **A motion was made and seconded to approve the mapping of SPA 231 Interpreting I**
20 **(Com). The mapping of SPA 231 Interpreting I (Com) was approved with 19 votes in**
21 **favor.**
22

23 **Course Revisions**

24 **SPA 207 The Spanish American Experience (WC)**

25
26
27 Dean Lopes said this course has been revised to fit the World Cultures cluster. Kathy Killoran said this
28 course revision came about as part of its journey through the Gen Ed subcommittee. There were
29 questions about the meaning of “Spanish American” so Professor Dapia was encouraged to change the
30 title of the course. Professor Green said that the course uses literature as a lens to look at culture,
31 which is a great fit for the spirit of Gen Ed.
32

33 **A motion was made and seconded to approve SPA 207 The Spanish American**
34 **Experience (WC). The course was approved with 19 votes in favor.**
35

36 ***A motion was made and seconded to adjourn the meeting. It was unanimously***
37 ***acclaimed. The meeting concluded at 11:45.***
38

39 Respectfully Submitted,

40
41 Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA

April 19, 2013

9:30 A.M. – 12:30 P.M.

610T

- 1. *Administrative Announcements*** – Dean Lopes
- 2. *Approval of the minutes of March 22nd, 2013***
- 3. *Old Business***

Programs

- Proposal to Revise the Minor in Public Administration

4. *New Business*

Courses Subcommittee

New Courses

- COM 1XX Justice and the Outsider (JCI)
- PSY 1XX Memory: Imperfections, Injustices and Improvements (JCI)
- ANT 1XX Policing in a Multiracial and Multicultural City (NYPD Program)
- PSC 1XX (191) Supervisory Leadership for Police Services (NYPD Program)
- POL 3XX International Organizations

Courses Being Mapped

- MUS 104 Music in World Culture (CE)
- SPA 230 Translating I (Com)

Course revisions

- PHI 201 Philosophy of Art (CE)
- SPA 208 The Theme of Justice in 20th Century Spanish Literature
- Literature Courses – Pre-requisites (due to changes in the Gen Ed program)

Academic Standards Subcommittee

- Online Education Policy for John Jay

Programs Subcommittee

- Proposal for a New Minor in Sustainability & Environmental Justice

Attachments:

Agenda for April 19

Minutes of March 22nd

New Minor Proposal in Sustainability

Proposal to Revise Minor in Public Administration

New Courses:

PSC 1XX (191) Police Supervision and Leadership (NYPD Program)

ANT 1XX Policing in a Multiracial and Multicultural City (NYPD Program)

POL 3XX International Organizations

COM 1XX Justice and the Outsider

PSY 1XX Memory: Imperfections, Injustices and Improvements

Course revisions

PHI 201 Philosophy of Art

SPA 208 Themes of Justice in 20th Century Spanish Literature

Literature Courses – Prerequisites

Courses Being Mapped to Gen Ed Outcomes

MUS 104 Music in World Culture

SPA 230 Translating I

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of April 19, 2013

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, April 19, 2013 at 9:30 a.m. in 610T. Dean Anne Lopes, UCASC Chair, called the meeting to order.

Present: Ervin Balazon, Andrea Balis, Ben Bierman, Marta Bladek, Glenn Corbett, Jay Hamilton, Sarah Hammond, Hunter Johnson, Jane Katz, Kathy Killoran, Anne Lopes, Devaki Naik, Richard Ocejo, Allison Pease, Judy-Lynne Peters, Richard Saulnier, Ed Snajdr, Monica Varsanyi, Nancy Velazquez-Torres, Klaus Von Lampe, Martin Wallenstein, Peggilee Wupperman, Violet Yu.

Absent: C. Jama Adams, Luis Barrios, Lynette Cook-Francis, Silvia Dapia, Amy Green, David Guadeloupe, Mary Ann McClure, Virginia Moreno, Gloria Proni.

Guests: David Barnet, Avram Bornstein, Christopher Davis, Joan Hoffman, Vielka Holness, Jennifer Rutledge, Alexander Schultz, Sandra Swenson, Kate Szur.

Administrative Announcements

1
2 Dean Lopes reminded everyone about the upcoming Middle States review. She also announced that
3 UCASC's new liberal arts subcommittee had recently had its first meeting. She also urged the faculty to
4 attend CUNY's Coordinated Undergraduate Education conference, coming up on May 10, hosted by
5 John Jay.
6

7 She reported that the Grade Appeals Policy proposal passed at the last College Council meeting. She
8 thanked the room for the fruitful discussion about that proposal. The double major policy and all of
9 UCASC's courses also passed. Dean Lopes said she was particularly delighted to see science courses for
10 Gen Ed pass. She congratulated UCASC as well as all the faculty involved in creating these proposals.
11

12 ***Approval of the minutes of March 22, 2013***

13
14 **A motion was made and seconded to approve the minutes of March 22, 2013.**

15
16 There was no discussion.

17
18 **The minutes of March 22, 2013 were approved with 18 votes in favor and 2 abstentions.**
19
20

21 ***Old Business***

22
23 **Programs**

24
25 **Proposal to Revise the Minor in Public Administration**

26
27 Professor Judy-Lynne Peters said that the learning outcomes have been adjusted and the capstone
28 requirement has been eliminated in response to feedback at UCASC.

1 Dean Lopes had a concern about the learning outcomes. She explained what types of verbs are
2 appropriate for learning outcomes at 1XX and 2XX level versus higher level courses. She also said that
3 a minor has to reflect the realities of those levels in its own learning outcomes. She talked about the
4 difference between establishing a minor and simply putting together a collection of courses from a
5 program. A minor should unite students somehow, so the amount of choice and the groupings of
6 options becomes a key consideration.

7
8 Professor Nancy Velazquez-Torres said that she could speak with people about the appropriate
9 language for learning outcomes if they wished to consult with her.

10
11 Dean Lopes said that she did not want to hold up the progress of this particular proposal, but she did
12 want people to think about these verbs in the future, as the process continues.

13
14 **A motion was made and seconded to approve the Proposal to Revise the Minor in Public**
15 **Administration. The Proposal to Revise the Minor in Public Administration was**
16 **approved with 20 votes in favor.**

17 ***New Business***

18 **New Courses**

19 20 **COM 1XX Justice and the Outsider (JCI)**

21
22 Kathy Killoran said that this course has been proposed as a seminar for the freshman core. The course
23 is intended to be used for reading across the disciplines, so finding a solid theme for the reading has
24 been an issue for the proposers. Ultimately, they organized the course around the theme of “Justice
25 and the Outsider.”

26
27 Professor Velazquez-Torres asked why the course is not in the Communication cluster. Kathy Killoran
28 said that departments can choose the cluster as they build a course. This department already has a
29 number of communications courses, and they wanted to reach more students. Professor Velazquez-
30 Torres was concerned that students in her department could not take this course because they would
31 already be taking SEEK's required freshman seminar.

32
33 Professor Allison Pease said that the Gen Ed subcommittee had a similar experience to the courses
34 committee. The course was unfocused at first, but the proposers were able to tighten it up.

35
36 Devaki Naik was concerned about the policy that requires students to turn in papers in at the start of
37 class. She felt that it was unfair to students. Dean Lopes said that this policy has merit and is actually
38 critical to education. The issue at stake is rigor. The lower the bar is set, the less people meet the bar,
39 and it is the college's duty to model appropriate behavior for the world of work. She said this is a place
40 where the curriculum could actually stand to tighten up.

41
42 Professor Kate Szur said that this course actually does teach time management, noting that the course
43 allows for two emergencies. If a student has more than two emergencies, there might be other issues
44 involved.

45
46 **A motion was made and seconded to suspend the second reading rule for COM 1XX**
47 **Justice and the Outsider (JCI). The motion to suspend the second reading rule was**
48 **approved with 20 votes in favor and 2 abstentions.**

49
50
51

1 **A motion was made and seconded to approve COM 1XX Justice and the Outsider (JCI).**
 2 **The course was approved with 21 votes in favor and 1 abstention.**
 3

4 **PSY 1XX Memory: Imperfections, Injustices and Improvements (JCI)**
 5

6 Kathy Killoran said that Professor Jillian Grosse-Fifer has been teaching freshman seminars for a
 7 number of years. Her committee had asked Professor Grosse-Fifer to retune the description to focus
 8 more on issues of justice, and that has been done. Professor Pease said this course meets the outcomes
 9 for freshman seminar very nicely.

10 **A motion was made and seconded to suspend the second reading rule for PSY 1XX**
 11 **Memory: Imperfections, Injustices and Improvements (JCI). The motion to suspend the**
 12 **second reading rule was approved with 20 votes in favor and 2 abstentions.**
 13

14 **A motion was made and seconded to approve PSY 1XX Memory: Imperfections,**
 15 **Injustices and Improvements (JCI). The course was approved with 22 votes in favor.**
 16

17 **PSC 1XX (191) Supervisory Leadership for Police Services (NYPD**
 18 **Program)**
 19

20 Kathy Killoran introduced this course, which is part of the NYPD Program funded by City Council.
 21 These courses have been taught at John Jay for a while, and now the college wishes to make them a
 22 permanent part of the curriculum.
 23

24 Professor Klaus Von Lampe was present to speak for the course.
 25

26 Professor Jay Hamilton had questions about the program. He asked if all of the courses in the program
 27 are 1XX level. Kathy Killoran said the other courses in the program are 2XX level. Professor Hamilton
 28 asked if the other courses in this program have come through UCASC, or if the program has been
 29 reviewed by UCASC at all. Dean Lopes said that because this is a credit-granting program, it does fall
 30 under UCASC's umbrella. She said that this program should be subject to the same review and scrutiny
 31 as other credit-granting programs.
 32

33 Kathy Killoran said there is a nice website about the program itself, for anybody who wished to
 34 understand it better.
 35

36 **A motion was made and seconded to suspend the second reading rule for PSC 1XX (191)**
 37 **Supervisory Leadership for Police Services (NYPD Program). The motion to suspend the**
 38 **second reading rule was approved with 19 votes in favor and 3 abstentions.**
 39

40 **A motion was made and seconded to approve PSC 1XX (191) Supervisory Leadership for**
 41 **Police Services (NYPD Program). The course was approved with 22 votes in favor.**
 42

43 **ANT 1XX Policing in a Multiracial and Multicultural City (NYPD**
 44 **Program)**
 45

46 Kathy Killoran said this course is set up to help students transition from the police world into an
 47 academic program. She said it has been taught at John Jay for eight years.
 48

49 Professor Monica Varsanyi thought that there should be more about immigration in the syllabus.
 50

1 Professor Andrea Balis said there is an entire course in the program that is about immigration. Kathy
2 Killoran said that the immigration course is no longer going to be part of the NYPD program, because
3 History is changing it into a freshman seminar, which means that it will not be available to the NYPD
4 students. Professor Varsanyi said that, in that case, she thought immigration was a critical omission in
5 the syllabus for the course on the table. Professor Avram Bornstein pointed out how some of the
6 readings do address immigrants, but said that he had only recently learned about the loss of the
7 complementary course. He said that choosing what to cut is always complicated. He said that African-
8 American issues are so primary to policing that this is one area the course has chosen to focus on. He
9 said he would be open to considering other areas.

10
11 Kathy Killoran noted that a course Professor Varsanyi teaches could be adapted for the NYPD
12 population.

13
14 Professor Balis motioned to suspend the second reading rule with the proviso that the issues raised
15 would be considered.

16
17 **A motion was made and seconded to suspend the second reading rule for ANT 1XX**
18 **Policing in a Multiracial and Multicultural City (NYPD Program). The motion to**
19 **suspend the second reading rule was approved with 19 votes in favor and 3 abstentions.**

20
21 **A motion was made and seconded to approve ANT 1XX Policing in a Multiracial and**
22 **Multicultural City (NYPD Program). The course was approved with 22 votes in favor.**

23 **POL 3XX International Organizations**

24
25
26 Kathy Killoran said this Political Science course may be included in the International Criminal Justice
27 major.

28
29 Devaki Naik noted an inconsistency in the attendance policy, which said that attendance is not
30 officially required, but then expressed how not attending would affect a grade. Professor Jennifer
31 Rutledge asked UCASC to clarify what it wants from an attendance policy. She said she has received
32 this critique a number of times, regardless of how she writes the policy. Professor Benjamin Bierman
33 said that the basic statement “attendance is not required” at the beginning is unusual, and so that
34 leads to the confusion in this instance. Others said that removing the first sentence would do the trick.
35 The policy itself is not the problem, but some of the language may be unnecessary. In terms of
36 UCASC's feedback, Dean Lopes explained that there are a number of opinions, which would account
37 for contradictory feedback from one proposal to the next. Since those particulars are left to the
38 discretion of the professor, the main principle at stake here is that the attendance policy must be clear.

39
40 **A motion was made and seconded to suspend the second reading rule for POL 3XX**
41 **International Organizations. The motion to suspend the second reading rule was**
42 **approved with 19 votes in favor and 3 abstentions.**

43
44 **A motion was made and seconded to approve POL 3XX International Organizations. The**
45 **course was approved with 22 votes in favor.**

46 **Courses Being Mapped**

47 **MUS 104 Music in World Culture (CE)**

48
49
50 Professor Allison Pease said that this course originally came to her committee for the World Cultures
51

1 cluster, but it did not quite fit, so her committee asked the proposers to look at it for the Creative
2 Expression cluster, which they did.

3
4 Devaki Naik was very pleased to see India's Bollywood music on the syllabus for two weeks.

5
6 Professor Varsanyi said the syllabus lists fifteen weeks of classes, but John Jay classes are fourteen
7 weeks long. Dean Lopes noted that the course does not have a final exam, so that fifteenth week is
8 during exam week.

9
10 **A motion was made and seconded to approve the mapping of MUS 104 Music in World**
11 **Culture (CE). The mapping of the course was approved with 21 votes in favor and 1**
12 **abstention.**

13 14 **SPA 230 Translating I (Com)**

15
16 Professor Sylvia Dapia was not present, so Dean Lopes said she would take feedback for the course.
17 Professor Pease said that this course is for the Translation Certificate.

18
19 Professor Varsanyi noted that this course listed fifteen weeks as well as a final exam. Dean Lopes said
20 that she would communicate that to Professor Dapia.

21
22 **A motion was made and seconded to approve the mapping of SPA 230 Translating I**
23 **(Com) if the syllabus is corrected. The mapping of the course was approved with 21**
24 **votes in favor.**

25 26 **Course Revisions**

27 28 **PHI 201 Philosophy of Art (CE)**

29
30 Kathy Killoran said that the proposer changed the course description and some learning outcomes for
31 the courses committee. The proposer, Professor Tanya Rodriguez, was not present.

32
33 Professor Varsanyi noted that this course listed sixteen weeks of classes in addition to a final exam.

34
35 Professor Velazquez-Torres said that seven learning outcomes seemed like a lot. Dean Lopes said that
36 three to five would be desirable. Professor Varsanyi said it looked like that might have been a symptom
37 of wanting to use the learning outcomes from Gen Ed.

38
39 Professor Jane Katz noted that the issue about the weeks could be an aesthetic issue of the way the
40 professor laid out the course content more than a question of actual time spent. She thought the
41 professor may have a personal blueprint for how this content fits within the actual time allowed in a
42 semester.

43
44 Professor Bierman felt the second sentence in the description was too narrowly defined. Kathy Killoran
45 said that sentence was added to the description to address feedback from her committee about the
46 need for something addressing aesthetics.

47
48 Dean Lopes said that any other feedback should be sent to Professor Rodriguez, and the course would
49 come back to UCASC at the next meeting.

50
51

1 **SPA 208 The Theme of Justice in 20th Century Spanish Literature**

2
3 Kathy Killoran said this course is being raised to the 3XX level and the time period is being expanded
4 to address more than the 20th century.

5
6 Professor Martin Wallenstein asked if the college had a policy against assigning papers during exam
7 week in order to allow students to study. Dean Lopes said she was not aware of such a policy.

8
9 **A motion was made and seconded to approve the revision of SPA 208 The Theme of**
10 **Justice in 20th Century Spanish Literature. The course was approved with 22 votes in**
11 **favor.**

12 **Literature Courses – Pre-requisites**

13
14
15 Kathy Killoran explained that a number of Literature courses need the same change in prerequisites
16 because of changes to the Gen Ed curriculum. Because of the amount of courses, this proposal has
17 been created with a list of the courses up for revision, to be considered as a slate.

18
19 Vice President Richard Saulnier said that this is a lot of work. Professor Pease asked if it would be
20 feasible. He said that it would be feasible but is a lot of work.

21
22 **A motion was made and seconded to approve the revision to the Literature Courses as a**
23 **slate. The revision to the slate of Literature Courses was approved with 21 votes in favor**
24 **and 1 abstention.**

25
26 Kathy Killoran said that if any other departments are considering vast changes like this, they should
27 discuss it with her beforehand.

28
29 *The committee took a ten minute break.*

30 **General Announcement**

31
32
33 Dean Lopes recognized three UCASC faculty members who received awards yesterday. Professor Ed
34 Snajdr, Professor Peggilee Wupperman, and Professor Monica Varsanyi were all recognized for
35 scholarly excellence.

36 **Course Revisions**

37 **PHI 201 Philosophy of Art (CE)**

38
39
40 This course from earlier in the agenda was revisited because Professor Rodriguez had arrived during
41 the break and was amenable to the changes suggested by UCASC. The course was brought back to the
42 table for a vote.

43
44
45 Kathy Killoran summarized the changes. The order of second and third sentences in the course
46 description would be flipped. The material listed for week sixteen would be moved up to week
47 fourteen. Learning outcome number seven would be incorporated into learning outcome number six.

48
49 **A motion was made and seconded to approve the revisions to PHI 201 Philosophy of Art**
50 **(CE) as amended. PHI 201 Philosophy of Art (CE) was approved with 21 votes in favor.**

51

Academic Standards Subcommittee

Online Education Policy for John Jay

Dean Lopes explained how the need for this policy came about. The document in front of the committee today included the changes from the Academic Standards Subcommittee as well as changes made after approval by the Graduate Students Council. This policy will govern all online courses and programs at John Jay.

Professor Martin Wallenstein wished to praise the thoughtfulness in the development of this proposal. He thought it was simple and elegant, would serve as a good guide, and would protect faculty ownership rights.

Professor Von Lampe said that because of the importance of this policy, he wished that this document would not be rushed through governance. He wanted time to speak with his colleagues outside of the committee.

Dean Lopes said that actually there is no time left to let this proposal wait. She said that a proposal for a fully online program was stuck in governance at College Council pending approval of this policy. Faculty Senate has said that no online program can go forward until these policies are passed. The online program has been in limbo for quite some time because the college has not had an official policy about online education. Meanwhile, another online program has been allowed to exist without the policy. She was concerned about the inequality of this treatment, and hoped to help rectify it by moving this policy through governance as quickly as possible.

Vice President Saulnier said that passing a policy does not amount to etching it in granite. He said that John Jay needs a basis to be able to kick the discussion off and a basis to learn about how online programs work. Any document approved today will still be subject to change in the future. Regarding the urgency, he reminded everyone that anything approved here still has to be reviewed by State Ed, which could take six to nine months.

Professor Glenn Corbett said that the online Security Management program is in his department, and it has been held up specifically by this policy. He pointed out that the document has been subject to scrutiny by committees before this particular committee, and the people on those committees are knowledgeable and responsible, so the concern that this document has not been adequately scrutinized may not be necessary. Professor Velazquez-Torres said she had a lot of experience with the language surrounding online policies, and she agreed that this document does have a good, firm stance on online policy. She was confident in the expertise of those who had already worked on it.

Professor Balis asked if a statement could be added that would require future review. Dean Lopes said such a statement is unnecessary, as all policies are subject to future review.

Professor Von Lampe said that when other universities have failed with online programs, their reputations have suffered. He felt that the first year of implementation is an important time to review a program. Kathy Killoran said that College Council requires a review of the online program in Public Administration annually, the Provost makes a report at the College Council.

Dean Lopes said that UCASC can require that the policy come before UCASC every year, just as a report on honors program data must come before UCASC every year. That stipulation for the honors program exists because UCASC members demanded it when the proposal was initially approved. She said this is possible and appropriate because it does not interfere with governance that takes place in

1 other bodies.

2
3 Professor Wallenstein accepted the friendly amendment to bring a report on this policy before UCASC
4 once a year.

5
6 Professor Bierman said he thought the policy looked really good.

7
8 **A motion was made and seconded to approve the Online Education Policy for John Jay**
9 **with the proviso that UCASC review the policy annually. The policy was approved with**
10 **22 votes in favor.**

11 **Programs Subcommittee**

12 **Proposal for a New Minor in Sustainability & Environmental Justice**

13
14
15
16 Professor Monica Varsanyi said that her subcommittee had given extensive feedback for this proposal,
17 and the proposers did answer all of the committee's concerns. Professor Rutledge and Professor
18 Sandra Swenson were present to speak for the proposal. Professor Richard Ocejo could also speak, as
19 he wrote the proposal. He said that Professor Joan Hoffman had initiated this interdisciplinary effort,
20 which has been in the works for a year now. Eventually, the intention is to expand this minor into a
21 major. Many of the courses listed for the minor have been approved recently or are in the steps of
22 reaching approval through UCASC.

23
24 Dean Lopes said that Macaulay Honors College has approached John Jay about developing a major
25 with them in environmental justice that could be offered all over CUNY. So the courses that are being
26 developed for the minor now will provide a great base for that effort.

27
28 Professor Pease asked if there are any plans for additional courses in science that might be more
29 advanced. Professor Swenson said that this had been on her mind, and she was already considering
30 which faculty she might tap to develop new courses. She said that Professor Anthony Carpi is an
31 environmental toxicologist, and he might create a course. Professor Rutledge said they were also
32 discussing which required courses would be best and at what level. Currently the science course SCI
33 114 Environmental Science is an elective. Kathy Killoran said the idea of moving the first required
34 course to the 1XX level Justice Core is a way of getting students involved in the subject early on,
35 however it does create an issue for students who find out about the minor when they are sophomores
36 or juniors. Those students should not have to go back to a freshman year seminar in order to take the
37 minor, so the proposers could rethink the structure. She suggested turning Professor Rutledge's
38 original proposed course (100-lwcwl) into a 2XX level course. Dean Lopes said that it is possible to
39 offer several versions of a course, one at the freshman level and one at the 200-level.

40
41 Dean Lopes said the work underway is quite exciting. Kathy Killoran said that several courses on this
42 list will come to UCASC at the next meeting or next year.

43
44 Professor Balis asked about waiving the second reading. Dean Lopes said that since this is a minor,
45 there is no urgency to getting it approved, and she thought it would be appropriate to allow time for
46 consultation. She said that some chairs have not designated their UCASC representative as the person
47 who should be the department's primary consultant, so it is necessary to allow more time for chairs to
48 be consulted. She wondered if there would be a way to regularize that process and asked for input from
49 the committee.

50
51 Professor Hoffman said that for this minor, she had consulted with every chair. Dean Lopes thanked

1 Professor Hoffman, and clarified that she was raising the consultation issue because of UCASC's
2 processes in general, not because of any particular issues with this minor.
3

4 Regarding consultation, Professor Von Lampe said that it is a practical issue. His department has so
5 many courses over all that he simply does not know all of the courses. So for his department, it is
6 important for these things to follow the chain of command, and for him to have time to brief his chair.
7

8 Professor Hamilton thought that UCASC could give more guidance to course proposers and really send
9 the message that more consultation is better than less. He said he would hate to propose some sort of
10 standard because everybody is so pressed for time. Dean Lopes agreed that forcing over-consultation
11 or unnecessary consultation would not be good. However, she said that she has received the criticism
12 about lack of consultation so often that it does seem to need to be addressed. She suggested that
13 anybody who is unsure about who might need to be consulted could probably ask Kathy Killoran, as
14 Kathy has a great bird's eye view of the entire curriculum.
15

16 ***A motion was made and seconded to adjourn the meeting. It was unanimously***
17 ***acclaimed. The meeting concluded at 11:24.***
18

19 Respectfully Submitted,
20

21 Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA

May 17, 2013

9:30 A.M. – 12:30 P.M.

Room

- 1. *Administrative Announcements*** – Dean Lopes
- 2. *Approval of the minutes of April 19th, 2013***
- 3. *Old Business***

Programs (2nd readings)

- Proposal for a New Minor in American Studies
- Proposal for a New Minor in Sustainable Development & Environmental Justice

- 4. *New Business***

New Courses

- SUS 2XX Environmental Crime
- AFR 3XX Self, Identity and Justice: Global Perspectives (JCII)
- HJS 1XX The Individual on Trial (JCI)
- COM 1XX Social Encounters: Understanding Interpersonal Communication (Com)
- PSY 3XX Tests and Measures

Course Revisions

- ETH 210 Ethical Theory (I&S)
- LIT 327 (326) Crime and Punishment in Literature (JCII)
- PSY 329 History of Psychology

Report on Work Done this Year – Kathy Killoran

Looking to the Future – Dean Lopes

Attachments:

Agenda for May 17, 2013

Minutes of April 19, 2013

New Minor Proposal in American Studies

New Minor Proposal in Sustainability

New Courses:**SUS 2XX Environmental Crime****AFR 3XX Self, Identity and Justice: Global Perspectives****ENG 1XX Creative Writing: Justice and Identity****HJS 1XX The Individual on Trial****COM 1XX Social Encounters: Understanding Interpersonal Communication****PSY 3XX Tests and Measures****Course revisions****ETH 210 Ethical Theory (I&S)****LIT 327 (326) Crime and Punishment in Literature (JCII)****PSY 329 History of Psychology**

College-Wide Assessment Committee
Meeting Agenda

DATE: Thursday, Sept. 13TH, 2012

TIME: 1:40pm

LOCATION: Room 431T

1. Review of minutes from Meeting on Wednesday, May 9th, 2012
2. Introduction of new committee members.
3. Scheduling meetings for semester. Is set schedule possible? Block out times?
4. Discussion of Year Planning/Committee Priorities for the year. We will need to start to develop a yearly schedule of when various committee responsibilities (such as responding to reports, etc.) come due, so that we can all plan accordingly. Academic departments submitted end of year reports in July. We need to respond sooner rather than later.
5. Discussion of Middle States arrival and related committee priorities for the fall. There are a number of things on our list to accomplish prior to the Middle States arrival in the April. We will need to make a plan for tackling them.
 - Solidifying P&P document
 - Creating JJay Assessment Website - what is public and what is private –available via internal/external networks; best practices; useful links, etc.
 - Getting all departments to publish learning goals for majors/minors/programs on their respective web pages
 - Arranging presentations/meetings with chairs and/or council of major coordinators and/or council of graduate studies to inform/educate about ongoing assessment activities (sooner)
 - Develop Assessment Fellows proposal

College-Wide Assessment Committee
Meeting Agenda

DATE: October 1, 2012

TIME: 1:30pm

LOCATION: 610T

1. Review of notes from Meeting on 9.13.2012
2. Quick update on Website information and on plan to respond to existing annual reports.
3. Report back on Middle States assessment training session on institutional assessment from Jim and/or Sumaya.
4. Discussion of policy document. Our goal is to finalize this document. Please come to the meeting having read the document with any issues, concerns, questions about it

College-Wide Assessment Committee
Meeting Agenda

DATE: Tuesday, Oct. 30th 2012

TIME: 1:40pm

LOCATION: Room 431T

1. Review of minutes from Meeting on 10/1/2012
2. Update on status of policy document. Waiting on a few minor things and we should have a final draft.
3. New organization of the BB organization. Reports and Plans and Committee Responses and all supplemental documents are now housed altogether in degree/program folders. Thanks to Virginia for re-organizing all this- not an easy task.
4. Responding to assessment reports. Division of Labor. Timelines? Due dates? Finding materials, etc.
5. Update on goal of having departments listing LOs on departmental websites, etc.
- 6. Assessment Website for John Jay.**
7. Scheduling remaining meetings

College-Wide Assessment Committee
Meeting Agenda

DATE: Monday, Nov. 26th 2012

TIME: 1:40pm

LOCATION: TBA

1. Review of minutes from Meeting on 10/1/2012
2. Update on status of policy document. Carla has sent final draft to the Major Coordinators and Dean Lopes and Dean Domingo for comments by first week in December. Will post to CWAC BlackBoard organization soon.
3. Update on goal of having departments listing LOs on departmental websites, etc. Jim
4. Update on new organization of the BB organization. Reports and Plans and Committee Responses and all supplemental documents are now housed altogether in degree/program folders. Thanks to Virginia for re-organizing all this- not an easy task.
5. Responding to assessment reports. Division of Labor. Timelines? Due dates? Finding materials, confusions, etc.
- 6. Assessment Website for John Jay.**
7. Discussion of Dean Lopes' Gen Ed assessment statement in new Undergraduate Studies News newsletter (Carla will bring copies).
8. Scheduling remaining meeting(s) for the semester.

College-Wide Assessment Committee
Meeting Agenda

DATE: Thursday, Dec. 13th 2012

TIME: 1:30/1:40pm

LOCATION: 431T

1. Review of minutes from Meeting on 11/26/2012
2. Updates:
 - a. Status of policy document. Latest version on the BB org. Sent to Strategic Planning Subcommittee. What little feedback received (from Deans and Major Coordinators) was positive.
 - b. Listing LOs on departmental websites, etc. Jim?
 - c. Responses to assessment reports.
3. Draft Website Map.
4. Scheduling/Agenda for Spring Semester.
5. Gen Ed Assessment Report.

College-Wide Assessment Committee
Meeting Agenda

DATE: Friday, February 8th, 2013

TIME: 9:30-10:40am

LOCATION: NB –L64.00 – Admissions Office Conference Room

1. Review of minutes from Meeting on 12/13/2012
2. Status Update on Responses to Departmental Reports:
 - a. What's been sent
 - b. What hasn't and why.
3. Status update on Assessment Document:
 - a. Where it has been/comments (SPS)
 - b. Where it is headed next (Faculty Senate; HEO Council)
4. Status Update on Website
 - a. Revised map
 - b. Timeline/Process for compilation of content?
5. Middle States/Self Study
 - a. Standard 7
 - b. Standard 14
6. Discussion of Process/how we get our work done
7. Planning responses to non-academic reports
8. Possible meeting with Graduate Advisors
9. Gen Ed Assessment Report

College-Wide Assessment Committee
Meeting Agenda

DATE: Tuesday, February 19th, 2013

TIME: 1:30-3:00pm

LOCATION: NB –L64.00 – Admissions Office Conference Room

1. Review of minutes from Meeting on 2/8/2012 – (will be provided at meeting)
2. Quick Update on Responses to Departmental Reports
3. Quick Update on Website Progress
4. Status update on Grad Program Reports:
 - a. Any issues, concerns?
5. Non-Academic Unit response “norming session”

College-Wide Assessment Committee
Meeting Agenda

DATE: Tuesday, March 19th, 2013

TIME: 1:30-3:00pm

LOCATION: NB –L64.00 – Admissions Office Conference Room

1. Review of minutes from Meeting on 2/19/2012 – (will be provided at meeting)
2. Website. Has been launched. Any issues/concerns/complaints?
3. Our role with Middle States visit.
4. Update on “Comprehensive Assessment at John Jay”.
5. Filling Marilyn’s Position on Committee?
6. Update on status of CWAC responses to undergraduate assessment reports
7. Update on status of CWAC responses to Graduate Program reports
8. Update on coordinating with Graduate programs.
9. Non-Academic Unit responses. How to move forward? Are we ready?
10. AOB?

College-Wide Assessment Committee
Meeting Agenda

DATE: Tuesday, April 16th, 2013

TIME: 1:40pm

LOCATION: NB –L64.00 – Admissions Office Conference Room

1. Review of minutes from Meetings on 2/19/2013 AND 3/19/2013.
2. Update on 'Comprehensive Assessment at John Jay' document. Went to CC 4/15/2013.
3. Update on Responses to Grad Program Assessment Reports
4. Update on Responses to Undergraduate Majors Assessment Reports
5. Progress on remaining responses – Non-Acad, minors, certificates, etc.
6. Discussion of Middle States arrival.
7. AOB

College-Wide Assessment Committee
Meeting Agenda

DATE: Friday, May 3, 2013

TIME: 9:30pm

LOCATION: NB –L64.00 – Admissions Office Conference Room

1. Review of minutes from Meeting on 4/16/2013
2. Middle States debriefing.
3. Progress on remaining responses – Non-Acad, minors, certificates, etc.
4. Discussion of process for committee membership and chair election
 - a. for 2013/2014
 - b. establishing process
5. AOB

College-Wide Assessment Committee
Meeting Agenda

DATE: Friday, May 14, 2013

TIME: 9:30pm

LOCATION: NB –L64.00 – Admissions Office Conference Room

1. Review of minutes from Meeting on 5/3/2013
2. Progress on remaining responses – Non-Acad, minors, certificates, etc.
3. Discussion of process for committee membership and chair election
 - a. Carla will report back on information from Karen Kaplowitz regarding these issues
4. Fall planning/priority setting
5. End of year report planning
6. AOB

College-Wide Assessment Committee
Meeting Minutes – September 13, 2012

Present: Sumaya Villanueva, Jennifer Rutledge, Carla Barrett, Marisol Marrero, Elizabeth Jeglic, Maria D’Agostino, James De Lorenzi

Absent: Mark McBeth, Jim Llana, Marilyn Rubin, Virginia Moreno, Daniele Officer

1. Approval of Minutes for May 9, 2012. Minutes were approved.
2. Introduction of new committee members. Lisa Farrington has left the committee and Andrew Sidman is on parental leave. James De Lorenzi (History) and Maria D’Agostino (Public Management) are the replacement faculty members. They were welcomed to the group.
3. Time and frequency of meetings. There was an attempt to ascertain, amongst those in attendance, what days wouldn’t work at all for meetings. General consensus was that alternating Mondays and Tuesdays during common hour were likely to work best, although imperfect. Carla agreed to follow up with those not in attendance to work out scheduling feasibility. Discussion of how often to meet led to a discussion of committee priorities for fall and in preparation for Middle States arrival in April. It was thought that meeting about every three weeks should serve adequate if we all continued to do the work outside of committee meetings that would be needed.
4. Assessment Policy Document. We all agreed that finalizing this should be priority number one and that we should dedicate our next meeting to that purpose. Carla agreed to send around (within a week) the most recent draft along with a note regarding potential issues that may need addressing.
5. Campus Assessment Website. It was discussed that the Assessment Policy document be item 1 for the website. Some discussion arose regarding just what should the committee’s role be regarding the website. Marisol suggested it might be useful to have a web developer attend one of our meetings. Elizabeth suggested the importance of thinking in terms of a broad policy function for the committee. We discussed the need to determine what needs to be public information and what needs to be private information for dissemination. We all agreed that we need to look at examples of campus assessment websites. Carla agreed to reach out to Virginia for a list of “best practices” examples. Carla will then share this list, via email, with the group so that at our next meeting we might all have had a chance to look at some examples of assessment websites (Inside CUNY and out) and be better informed to discuss this topic more thoroughly.

6. Responding to Assessment reports. We discussed the need to respond to the assessment reports that were due by departments in July 2012. And the need to not neglect the non-academic unit reports. Sumaya suggested that, on a yearly calendar, it would make sense that the committee respond to reports in the first half of fall semester so that departments could have feedback prior to the end of the fall semester and have the ability to incorporate any suggestions going forward into spring semester. It was also discussed that we have a good system in place for responding and that we should forge ahead with our teams to tackle this work. Carla agreed to look at the teams and assign Maria and James to teams. She also agreed to find out just how many reports are in need of a response and to divide up the work amongst the teams and send all of that information out via email to the committee members (If you will, to organize and assign the work). We did not set a firm deadline for when to have responses completed but there was talk of a mid-November deadline.
7. Getting all departments to include Learning Outcomes on their respective websites. We discussed how it best might happen. Marisol suggested contacting the people in the departments who do the website updates. Others suggested that maybe sending a directive to the chairs might make it more likely to happen. Carla suggested that such a directive might best come from Jim Llana.
8. Next meeting. We decided to meet again in about 3 weeks. Carla will send round the invitation to all members.

College-Wide Assessment Committee
Meeting Notes – October 1, 2012

Present: Carla Barrett, Virginia Moreno, Jim Llana, Jennifer Rutledge, Sumaya Villanueva, Marilyn Rubin, James De Lorenzi

Absent: Maria Dagostino, Mark McBeth, Elizabeth Jeglic, Danielle Officer, Marisol Marrero

1. Approval of Notes for September 13, 2012. Approved without amendment.
2. Update on Website information. Carla will send promising links to assessment websites for discussion.
3. Responding to Annual Assessment Reports. Carla will get last year's assignments so she can make assignments to small groups for reviewing end-of-year reports.
4. Report on Middles States Assessment Workshop on Institutional Effectiveness. Sumaya said it was informative. Jim who has been to similar workshops thought the reinforcement useful.
5. Discussion of Policy Document. In a broad discussion the committee came up with the following suggestions for changes:
 - Adding a section that describes the Office of Outcomes Assessment.
 - Adding links to related documents, such as Master Plan, PMP, Assessment Website, etc
 - Consolidation of descriptions of assessment efforts under their bulleted titles in the section "The Assessment Environment at John Jay."
 - Adding a sample report or plan for Non-Academic unit assessments.
 - Replacing the rubric on page 11 with a standard student learning assessment rubric.
 - Adding to the discussion on using rubrics for assessing student learning a broader discussion of the necessity of trial and error in designing rubric and "norming."
 - Discussion of the usefulness (or lack thereof) of the current Appendix III (a somewhat outdated memo regarding assessment timelines at John Jay.) As a historical document it is important but does it belong in the document? Carla agreed to attempt to solve this issue.
 - Correction of various typos/minor issues (thanks to James for an excellent copy edit of the document).
 - The need to create section numbers that could be referred to in this or other documents.

College-Wide Assessment Committee Meeting Minutes - November 26, 2012

Present: Virginia Moreno, Carla Barrett, Maria d'Agostino, Danielle Officer, James DeLorenzi, Jim Llana

1. Approval of Minutes for Oct. 1, 2012. Minutes were approved as proposed.
2. Discussion of Policy Document. Carla sent the document to Major Coordinators and Deans for comments but little response so far.
3. Gen Ed Assessment. Carla raised the issue of the Committee's role with regard to the Gen Ed Assessment Report. At least there should be a conversation about it, but in the meantime Carla will ask Dean Lopes for a copy. Eventually, the system of overseeing assessment and coordination with other groups will work better as our role is more clearly defined.
4. Blackboard Organization Site. Carla enthusiastically acknowledged Virginia's re-organization of the Blackboard site.
5. Departmental Response to Comments from Committee. The Committee discussed the issue of getting departments to respond to our feedback. Virginia is concerned that her advice as Assessment Director may contradict the Committee group review in places. How do we avoid sending mixed messages? Carla will send reports to Virginia to identify potential problems.
6. Learning Outcomes on Website. It is important to have learning outcomes posted on departmental websites. Jim discussed this with Chairs at a recent PAC meeting, and a process will be worked out.
7. John Jay Assessment Website. The Committee reviewed samples of assessment websites from other colleges. Sacramento looks good. The key issue is what gets public exposure, and there was an extended discussion of that topic. Should we have an abstract of a protected website or full exposure? We have to start somewhere and then make adjustments. Carla and Virginia will meet and propose an initial approach.

**College-Wide Assessment Committee
Minutes – February 8, 2013**

Present: Mark McBeth, Virginia Moreno, Danielle Officer, James DeLorenzi, Jim Llana, Carla Barrett

Administrative Assessment. What to do? Jim reported that the admin units haven't done assessment as consistently or systematically as the academic units. Next time we'll talk about a couple examples of administrative reports to gauge how they might be different and how to respond to them.

Assessment in Graduate Programs. Carla is looking to meet with the Program Coordinators and she wants to get someone else to go with her. There was at least one volunteer.

Assessment Committee Teams. Carla wants Jim and Virginia off of teams because they do these evaluations in the course of their jobs. As the teams now stand, they are 1. Sumaya, James, Carla 2. Jennifer, Elizabeth, Marisol 3. Mark, Danielle, Marilyn. Carla sent 16 of 20 reports and was impressed with how variable they were from the different teams; she wants standardized formats for our feedback reports. She found a couple problems in the reports and simply made the adjustments on her own; ideally they would go back to the teams, but there really wasn't time for that. She has received no responses yet. CJM and Public Admin still need to be done. Jim and Sumaya will do them.

Assessment Report Template. Carla made an adjustment in the template to invite more discussion of the assessment process.

General Education Assessment. Virginia will create a folder for GE assessment documents for the Middle States team. We will discuss GE assessment at the next meeting.

Assessment Website. We will try to get some assessment plans on the website. Carla reviewed the website copy. We have to get the learning goals available to the public. Jim's assistant will be culling the goals, UG and Grad, for the website.

Middle States Self-Study. Carla recommends we all read Standard 14, Student Learning Assessment. We should review our Committee responsibilities, in line with a recommendation in the Self-Study.

College-Wide Assessment Committee
Meeting Minutes – Feb. 19, 2013

Present: Carla Barrett, Virginia Moreno, Marisol Marrero, Jennifer Rutledge, James De Lorenzi, Jim Llana

Approval of Minutes for Feb. 8, 2013. Committee reviewed the minutes that Jim brought in late.

Resignation. Carla announced Marilyn Rubin has decided to leave the Committee.

Responding to Administrative Assessment Plans and Reports. The Committee wants to review some examples of admin reports to get a sense of how to respond to them, since we have only worked with one last year (Academic Advising). We reviewed the plan/report for the Counseling Center in Student Affairs, which Jim recommended as a very good one. It contains elements that were prescribed a couple years ago in the Division of Student Affairs. Jim thought that it was too ambitious, certainly for many units in Student Affairs.

Marisol suggested that the administrative units are so different from one another that a single rubric might not be able to accommodate the variety. We discussed briefly the possibility of sending the rubric to units for their views on the usefulness of the rubric, with an eye on customizing it for individual cases.

Virginia led the group through the plan/report for Financial Aid. She suggested that it have a more focused and unique mission and more emphasis on larger goals, as opposed to routine activities. Again, there was a general discussion of what an administrative unit plan should look like but no firm consensus. Carla thought we need to “meet them where they are” and evaluate them on their own terms. Jim suggested that any good assessment plan has to have a few basic elements: defining goals, defining strategies (how to meet goals), figuring out where you are relative to meeting goals (that’s where data and observation of results come in), and making adjustments in strategies to get closer to goals. One can usually see whether a plan has those features, no matter what the unit is.

We looked briefly at the report from the Center for English Language Studies. It seemed to be clear and organized around a template from Undergraduate Studies.

CWAC and Major Coordinators. Virginia reported from her visit to the Major Coordinators. She asked them what they thought of the Committee's feedback, and discovered it was positive. "Give us more" was the response.

Website Building. Virginia reported too that seven department chairs have responded positively to a request that we include their plans and reports on the public website being constructed. That's good news in terms of getting departments to exchange ideas about assessment; Jim made a pitch for trying to organize a meeting to do just that across departments and administrative units.

College-Wide Assessment Committee
Meeting Minutes – March 19, 2013

Present: Virginia Moreno, Mark McBeth, Jennifer Rutledge, Carla Barrett, Elizabeth Jeglic (by phone), Jim Llana

1. Approval of Minutes for Feb. 19, 2013. Minutes were not available; Jim thought he had emailed them to Carla, but he will check.
2. New Assessment Website. Carla noted the new website and asked for comments. Mark thought that the section titles should have a visible, brief description of what is available “under” that title. Others agreed, and Jim will try to arrange that, since he has been working with the web developer. The website is a work in progress so suggestions are always welcome.
3. “Comprehensive Assessment at John Jay”. The guidelines document is moving rapidly on the way toward approval by College Council. It has been approved by the Strategic Planning Subcommittee, the HEO Council, and the Faculty Senate. It has been well-received everywhere. Next stop: College Council in early April.
4. Replacement for Marilyn Rubin. Carla is having no luck finding a replacement for Marilyn Rubin, who is resigning from the Committee. We discussed the length of term for members and learned from Jim that there was no specified length of term when the Committee was authorized. Elizabeth proposed rolling terms since the learning curve is steep and we shouldn’t lose too many people at once. We can discuss the whole issue and make a recommendation. Jim suggested to Carla that Karen Kaplan be enlisted to get a replacement for faculty members.
5. Meeting with Grad Studies. Carla reported that she was talking to Dean Domingo about meeting with her concerning assessment in Graduate Studies, but the idea is going nowhere, so far. Carla has not sent out feedback to the graduate programs, but she needs to do this soon.
6. Missing Feedback. Reports are still due for the CJ BS program and Public Administration (UG) and Public Administration, FMHC, and IC&J (Grad). Carla will assign remaining academic reports to individuals and hopefully we can finish before the end of the semester.
7. Committee Workload. There are many potential review projects for the Committee, especially when one considers minors and certificates. We have to decide how to sample them since there are so many.
8. Gen Ed Assessment. Virginia talked about the General Education Assessment Plan. Carla urged that the Committee should respond to the report when it comes out.

College-Wide Assessment Committee
Meeting Minutes – April 16, 2013

Present: James De Lorenzi, Sumaya Villanueva, Mark McBeth, Carla Barrett, Virginia Moreno, Jim Llana

1. Approval of Assessment Guidelines. Carla had the “joy” of attending the College Council meeting yesterday where she presented the assessment document, long in the making. There was one criticism of the Humanities and Justice rubric that is used as an example, but the Provost and Carla explained that faculty control their assessment, including the construction of rubrics. The definition of “meets expectations,” which was the focus of the criticism, is a faculty matter that should be resolved with each academic department. Someone else wondered why the College Council had to approve the document, which speaks to the issue of the role of the Committee. In the end the Council unanimously approved the document, although some weren’t sure what they were doing.
On the subject of rubrics that came out of Carla’s report came Mark’s comment that a workshop on designing rubrics would be interesting. Further discussion of rubrics ensued from Carla’s College Council experience. Maybe we should post some examples of rubrics on the website?
2. Assessment Council Note. Virginia announced that the CUNY Assessment Council is planning to pull best practices from across CUNY.
3. Getting Reports Out. The undergraduate feedback reports are all out except one. Carla is asking the Committee to handle 18 more feedback reports, and she has circulated assignments to do so. She is happy with what people have done. Members should use the template that Carla sent; we want the narrative and rubric in a single document. For non-academic reports we have to forge ahead. Mark read the one for Public Safety, and he suspects they don’t know how to write a report. They seem to have lots of data but don’t know how to put it together. He thinks we should hire grad students in the MPA program to work with Public Safety on the production of an assessment report. Sumaya seconded the idea so long as Public Safety leadership is fully engaged. Virginia presented another context for Mark’s idea, saying that it’s important to have a role for students in assessment.
4. Minors. Virginia suggested that we check minors to see that the learning outcomes differ from those of majors. There was a discussion of the assessment of minors, which have their own special challenges.
5. Succession. Carla announced that Maria D’Agostino cannot continue on the Committee, and this led into a general discussion of membership. Should we try to write specific terms into the rules governing the Committee? What’s the timing for replacing people? Jim will try to get someone who teaches in Grad Studies to join.
6. Middle States. We talked about Middle States and assessment. Carla had copied Chapter 10 from the Self-Study for discussion. Someone said it was time we should raise awareness of assessment on campus through some public assessment event and better communication. With the big document behind us and the website established, we will hopefully have time to balance our activities in order to pursue other goals.

College-Wide Assessment Committee
Minutes for Meeting of May 3, 2013

Present: E. Jeglic (by phone), V. Moreno, M. McBeth, C. Barrett, J. Llana, S. Villanueva

1. Approval of Minutes for April 16, 2013. Minutes were approved as proposed.
2. Middle States Debriefing. Jim received a draft copy of the team report. There are six recommendations that will require follow-up at some point. Our hope is that the follow-up will occur in the normal course of affairs in the Periodic Review Report in five years, although the recommendations are consistent with a Progress Report. Two of the recommendations concern assessment: 1) "...create additional opportunities for the campus community to learn about assessment practices and results and integrate the results to improve learning outcomes" and 2) "While John Jay has clearly made progress in its assessment in the past two years, it is recommended that assessment practices be more fully established, particularly in regards to the sustained and documented use of assessment evidence to improve learning and teaching." We need to think about whether or not we want to respond to the Commission directly about the team report; such a response would be due by May 17.
The Assessment Committee is mentioned favorably several times in the draft team evaluation, and Jim cited examples. When the final team report is received, it will be widely available to the campus community.
3. Progress on remaining responses. Carla asked about issues and concerns in terms of getting feedback to program/unit reports but she received no responses.
4. Committee membership and chair election. Carla announced that she will not be available to chair the committee next year. There was discussion of the length of terms, since it had never been specified. The committee can propose language to cover such matters. It is clearly not the best practice to have a complete or nearly complete turnover in membership at one time. In identifying new members, it will be important to have someone represent graduate studies. The HEO Council can be counted on to submit names to cover the vacant HEO positions. We do have a problem with regard to the Chair, which should ideally be settled before the fall.

College-Wide Assessment Committee
Meeting Notes – May 14, 2013

Present: James DeLorenzi, Sumaya Villanueva, Carla Barrett, Jim Llana, Jennifer Rutledge

1. Approval of Minutes for May 3, 2013. Deferred since Jim is missing some information; he will send them out when complete.
2. Progress on Remaining Responses to Dept. Reports. Mark McBeth completed his, but James and Jennifer not yet. Carla, with responsibility for CELS and Service Learning and Community Outreach is having a difficult time knowing what to say, since CELS seems fine. There was some discussion of how to handle administrative units. Carla will send out a reminder with instructions.
3. Shifting Membership. There will be considerable turnover in the Committee next year, since Carla, Mark, Sumaya, and Marisol will not return. Already M. Rubin and M. D'Agostino have left. Carla discussed membership protocols with Karen Kaplowitz who reported that with the exception of the curriculum committee, all committee members are elected for one year. Normally Karen sends out a list of vacancies over the summer and candidates are ratified in the fall. We can elect an interim chair now with an election by the new committee in the fall. There was a discussion of the Chair's responsibilities. Carla reported that the Chair for 2013-14 will receive two course releases. Jennifer expressed an interest in assuming the position. We discussed goals for next year, including a program of Faculty Fellows in Assessment; creating sessions for Faculty Development Day; and proposals regarding assessment for new faculty orientations.
Carla will send out a notice explaining who's remaining on the committee and soliciting someone to be the interim chair. We'll have a formal election in the fall.
4. End of Year Report. Carla provided the report from last year and there was a discussion of what it should contain. Certainly it should review activities of the committee, but now that assessment is well underway we should offer an assessment of how student learning is progressing. Jim will speak with Virginia about seeing what percentage of students "met expectations."

ANNUAL REPORT 2012/2013

CAMPUS-WIDE ASSESSMENT COMMITTEE (CWAC)

7/16/2013

College-Wide Assessment Committee (CWAC) Annual Report – 2012/2013

With an endorsement from the Strategic Planning Sub-Committee, the College Council approved the creation of the College-Wide Assessment Committee (CWAC) in May, 2011. CWAC has recently completed its second year of work which built on its first year activity. We are pleased that the Middle States Evaluation Team stated, in its write-up for Standard 14, that “The College Wide Assessment Committee has accomplished a significant amount of work in the past two years.” This report covers the activities of the Committee in the 2012/2013 academic year.

CWAC was very active in its second year. In addition to the “day-to-day” work of the Committee – reviewing and providing feedback on reports of assessment activities across campus – the Committee worked on important initiatives to help further a culture of assessment at John Jay (details below). The membership of the Committee consists of seven faculty and three HEOs, plus the Director of Assessment (Virginia Moreno) and the Associate Provost for Institutional Effectiveness (Jim Llana) who both serve *ex officio*. Jim Llana chaired the committee in its inaugural year and Assistant Professor Carla Barrett (Sociology) chaired the committee in its second year. The goal is to have the Committee led by faculty, since most of the assessment taking place on campus is assessment of student learning. CWAC met ten times during the 2012/2013 academic year (the first meeting on 9/13/2012 and the last on 5/15/2013). The Committee utilizes a Blackboard organization (in coordination with the Office of Assessment) to house and organize key reference documents as well as meeting minutes, assessment plans and reports, and Committee responses to campus assessment activities. In addition the Committee has its own John Jay email account (assess@jjay.cuny.edu) for communicating with departments across campus.

Below is a review of the activities of the Committee in the 2012/2013 year:

[Revision and approval of guidelines document for assessment practices at John Jay](#)

Continuing work started in the first year, a main objective for this past year was to finalize and send to College Council for approval a document titled, *Comprehensive Assessment at John Jay*. The goal for the document was to provide a “one-stop” set of guidelines regarding expectations of, and best practices for, assessment across campus. This document went through several revisions by the Committee after its own review and after feedback was provided to the Committee by the Dean of Undergraduate Studies, the Dean of Graduate Studies, the Major Coordinators, Faculty Senate and the HEO Council. The document was presented to College Council and approved on April 15, 2013. After much work and much input from various constituencies this document now serves as a guiding set of principles and best practices for assessment across campus ([Link to: Comprehensive Assessment at John Jay](#)). The creation and adoption of this document was praised by the Middle States evaluation team, listing it under

the heading “Significant Accomplishments, Significant Progress, or Exemplary/Innovative Practices” in their evaluation of Standard 7.

Design and Launch of Assessment Website

Over the past year the Committee worked, in coordination with the Director of Assessment and the Office of Marketing and Development to conceive of, design and launch a website for assessment at John Jay. The Committee envisioned this website as a resource center for those involved in various assessment activities (providing templates, best practices, links to various assessment resources and Middle States related assessment information) and as a place to showcase assessment activity at John Jay. While this site is a work in progress it already houses a rich array of useful information (guidelines, Learning Outcomes for all Majors, selected Assessment plans and reports from academic and non-academic departments). ([Link to: John Jay Assessment Website](#)).

Responding to Assessment Reports

In our first year we developed a system for responding to assessment activity. Given the large number of reports to review, we break into small groups assigning one person to write recommendations for one department report and then circulate it to the two others in the group for review. We have a standard format for such reports but also consider variations depending upon the need. The Chair reviews all the recommendations for rough consistency before sending them out. In our first year we were able to respond to seventeen reports. In the second year the Committee was able to do more, reviewing and supplying feedback to the following:

- **20 assessment reports for Academic Majors** (CIS; Correctional Studies; Criminology; Culture and Deviance; English; Fire and Emergency Service; Fire Science; Forensic Psychology; Forensic Science; Gender Studies; Global History; Humanities and Justice; ICJ, Political Science; Criminal Justice (BS); CJ Management; Economics; Law and Society; Public Administration; Security Management).
- **3 assessment reports for Academic Minors** (Philosophy; Physical Education; Political Science).
- **5 assessment reports for Graduate Programs** (Forensic Psychology; Digital Forensics; Forensic Science; Protection Management; ICJ).
- **3 assessment reports for Academic Programs** (Africana Studies; ISP; Mathematics and Computer Science).
- **6 assessment reports or plans for Non-Academic Units** (CELS; Math & Science Resource Center; Pre-Law Institute; Public Safety; Urban Male Initiative; Athletics; Community Outreach & Service Learning).

Through the course of this work we were also able to revise our rubrics for responding to academic and non-academic unit reports and to improve the template supplied to academic departments to assist in preparing their reports. Through these reviews we were able to see that some departments are doing assessment very well, some are doing well but have room for improvement and some departments have significant strides to make in their assessment activity. Overall, we witness a culture of assessment forming (assessment practices are becoming embedded within departments, assessment expertise is growing across faculty, the “language of assessment” is becoming less foreign to many, etc.). There is definite room for improvement related to “closing the loop” (taking what one learns from assessment and using it in a concrete way in a timely manner to improve the program) and getting everyone on board with assessment, but the Committee is heartened by the progress that has been made in just a few years.

As the committee is still new, this year we also focused on developing timelines, structures, templates and an organizational apparatus to facilitate the work of the committee. In order to raise awareness of the work of the Committee, the Chair presented at a Major Coordinators meeting in Fall 2012, and met with the Dean of Graduate Studies about how the committee might to help facilitate assessment activity in the graduate programs.

Agenda for 2013/2014

Now that the guidelines document has been approved, the website has been designed and a set of organizational structures and tools have been established, the Committee is looking to turn its attention to the following in upcoming year:

- Wide dissemination of the guidelines document across campus.
- Designing an assessment workshop for the new faculty orientation (possible coordination with Provost office and/or CAT for this).
- Continuing and expanding review of assessment reports, and developing a meaningful and timely rotation system for providing feedback.
- Continuing to build, develop and expand the John Jay assessment website into a useful site for assessment at the college.
- Organizing an “Assessment Day,” at John Jay for sharing assessment experiences with colleagues.
- Working with the Provost on the possibility of developing an “Assessment Fellows” program where faculty would spend time learning deeply about assessment, developing assessment practices, and sharing their knowledge with colleagues across the College.
- Turning careful attention to Gen Ed assessment as the new Gen Ed is implemented.

CWAC accomplished much this past year and worked well as a group.

At the end of the Spring 2013 semester the following members resigned from their participation in the committee after having served for two years: Carla Barrett, Mark McBeth, Sumaya Villanueva, Marisol Morrero. Maria D'Agostino resigned after serving one year. At the end of Fall 2012 Marilyn Rubin resigned after serving one and a half years. The HEO council is working to replace the two HEO members and a memo has been sent to Faculty Senate requesting replacements for the four faculty members for the fall 2013. Jennifer Rutledge was chosen as Chair of the Committee for the 2013/2014 academic year.

Submitted by Carla Barrett
(cbarrett@jjay.cuny.edu)

College-Wide Assessment Committee 2012/2013

Carla Barrett, Sociology - Chair

Maria D'Agostino, Public Management

James De Lorenzi, History

Elizabeth Jeglic, Psychology

Jim Llana, Associate Provost for Institutional Effectiveness (*ex officio*)

Marisol Marrero, John Jay Express

Mark McBeth, English

Virginia Moreno, Director of Outcomes Assessment (*ex officio*)

Danielle Officer, Student Life

Marilyn Rubin (served Fall 2012 only), Public Administration

Jennifer Rutledge, Political Science

Sumaya Villanueva, Academic Advising

