College Council Committees
Agendas, Minutes, and Sign-In Sheets
2013-2014
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Updated 2013-2014 College Council Committee Activity Report

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

Submitted Proposals and Reports for Academic Year 2013-2014

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Total: 103

101 proposals and reports were put on the College Council agenda for consideration in academic year 2013-2014.

Last Updated: September 15, 2014
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Budget and Planning Committee
Meeting Agenda
July 31, 2013 – 1:00 PM
Room 610 Haaren

1. Approval of Minutes for April 17, 2013. Proposed minutes are attached along with Report of Ad Hoc Committee on International Programs, referred to in the minutes.
2. Budget Update. Rob Pignatello and Pet Ketterer
3. Enrollment Update. Richard Saulnier
4. Discussion of Financial Plan Recommendations for FY2014. Material about the college’s financial situation has been presented and distributed to the BPC in the recent past. Prior to making recommendations on the FY2014 Financial Plan the planning subcommittees would like to share with BPC the discussions it has had to date and solicit input from the BPC. Documents (to be sent separately by Budget Office) include spending proposals from the Vice Presidents, a current vacancy list, current budget projections and action proposals to address the deficit. There is a faculty proposal for recommendations that will hopefully be circulated in advance by faculty as well. The goal for this broad discussion is to further inform the financial planning process and make recommendations to the President. It is expected this will be the first of two BPC meetings before the financial plan is finalized.
Budget and Planning Committee Meeting
Minutes
July 31, 2013


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.
1. **Approval of Minutes for July 31, 2013.** Proposed minutes are attached along with documents referred to therein.

2. **Consideration of Recommendations for FY2014 Financial Plan.** The planning subcommittees have endorsed a set of recommendations which will come to the BPC for consideration and vote. While the specific spending and saving proposals are clear, the document needs a context narrative which is currently being prepared. It will be provided to the Committee in advance of the meeting.
Budget and Planning Committee Meeting
Minutes
August 26, 2013


1. Approval of Minutes for July 31, 2013. Minutes were approved as proposed.

2. Consideration of Recommendations for FY2014 Financial Plan. Rob began by telling the committee that a Financial Plan will be due to the University on August 30. On August 12, the SPS/FPS came to a consensus and agreed to present the BPC with recommendations. In this meeting we will build context and develop recommendations for the President. We will be making very hefty reductions in spending, and the actions we make may be very consequential. Rob explained the specifics of our plans for accruals and reductions. (Document attached)

There will be a 10% reduction and 5% reduction in OTPS and College Assistant funds, respectively. We will be replacing faculty who leave, and we will be hiring for 14 tenure-track positions to start in fall 2014. We are expecting stable enrollment for FY2016. We are planning for a $2 million dollar deficit this year. We have a $1.2 million surplus from last year.

Pat then discussed the investments John Jay is making in CUNY First, which is a major priority. Our college is in the fourth wave of schools moving to the CUNY First system. John Jay needs to be especially careful with the transition because other schools have seen a drop in enrollment while making the move to CUNY First. John Jay has taken measures to ensure this doesn’t happen by communicating with the colleges who didn’t lose enrollment during this process. Jama asked why there is a drop. Pat answered that the drop is attributed to students just not being able to register because of system issues. We will be hiring students to work part-time to help other students with any CUNY First related issues. With CUNY First many of the things we were once able to do online will no longer be possible.

There will be a 2 – 3 week “lights out” period where we will not have use of SIMS or CUNY First. During this time all data will need to be entered in the system manually. Jama and Bonnie expressed concern about the lack of communication regarding these issues. Lynette also said that a message should appear on our website to inform the students that certain parts of the site may not be working because of the transition to CUNY First.

Also part of the budget proposal are recommendations regarding a recruitment initiatives and an International Student Advisor. The International Student Advisor would eventually be funded through the Student Association fee. Our space challenges will be addressed using money from Auxiliary Services to hire a consultant. Jane also made sure to let the committee know that no changes are going to occur in RF in relation to Faculty Workload Mitigation and Faculty Accruals. Jane requested that “RF” be removed from the chart.

Bonnie inquired about the $60,000 allocated to the Department of Student Affairs. Karen explained that Lynette requested that position as she has no administrative support. Karen then went on to explain the process in which recommendations were considered. Karen told the committee that the VPs were asked to submit a list of proposals; from that list the VPs had to choose which were their biggest priorities.

A motion was made to approve the recommendations the SPS/FPS brought to the table. (Document attached) The motion was seconded and a discussion followed.

Ned presented a document which consisted of suggestions for amendments to the recommendations. This document is based on input from the faculty subcommittee members.

(Document attached)

The first suggestion made was to include hard numbers in reference to the College Assistant reductions. Pat told the committee that she would send out information to clarify the College Assistant cuts. Both Tom and Bonnie explained
to the committee how badly College Assistant cuts are affecting their departments. For Tom, the cut is affecting how much administrative support he is able to get. He is currently without a full-time administrative assistant and is only permitted to hire a CA for ten hours a week. Bonnie told the committee that the Library has been using money from the book budget to hire more CAs, but now that budget is also being cut.

Jane added that many departments were staffed using CAs, so the cuts will hit them very hard. Pat said that John Jay was never living within the CA allocation, which is what prompted the conversions of CAs working full-time hours. CA spending is so high because John Jay does not have sufficient full-time coverage. Karen agreed with the original suggestion of including the 5% and dollar amount in the recommendations so we can see the impact.

Another suggestion made was to include the exemptions proposed. A suggestion was also made about the usage of net revenue from the winter term. Rob asked Ned what he considers to be “net revenue.” Ned said that a “net revenue” is anything more than what was originally expected.

Tom endorsed the document Ned presented. He also said that enrollment is always a moving target. We may not meet our target or accrue anything. While all the positions are important, there is no support for some departments. Tom suggested holding off on hires until we see what the situation is. Rob agreed that there is an uncertainty around enrollment, but some hires are critically important. We are expecting some more accruals, but we will need to wait until October for our fall numbers to come in.

Ned made a motion for the adoption of the 4 faculty requests (see attached documents), and the addition of the recommendation to hold back on hiring, and spending on new investments when possible, pending fall enrollment numbers. The committee agreed that the SPS/FPS would be the ones to review these items.

The motion was seconded.

A vote was taken with 20 members voting in favor of the adoption of these requests, and one member abstaining. There were no members who voted “no”. Richard reminded the committee that some investments such as the Enrollment initiatives cannot be held off until October. John Jay is already late as is. Furthermore, CUNY First costs are already starting to come in.

Another motion was made to adopt the recommendations as amended. The motion was seconded, and a vote was taken.

There were 22 votes for “yes”, 0 “no”, and 0 abstentions. Jim will write up recommendations as amended and send to President.

Rob told the committee that we must look for ways to raise revenue so we can avoid a repeat situation. It will be more difficult to continue making the same cuts next year, so we should make plans to increase our revenue.

Lisandro asked Rob what happens to the money the college makes from film shoots. Rob informed him that that money goes into the Aux Corp budget. Those numbers will be shown on the year-end report.

Rob ended the meeting by thanking everyone for their work throughout the year.
Budget and Planning Committee Meeting
Tuesday, November 5, 2013
4 pm - Room 702, 619 West 54th St

1. Approval of Minutes for August 26, 2013. Proposed minutes and related documents are attached.
2. President’s Strategic Priorities for 2013-14. Copies will be available, and the document is attached here. President Travis will briefly review.
4. Enrollment report. VP Richard Saulnier
5. Presentation from Strategic Positioning and Enrollment Group. Provost Bowers will provide an extensive update on SPG activities since the first SPG report to BPC in February, 2012.

The agenda is quite full and we will have to start promptly, so please allow time for the hike to 54th Street.

1. **Approval of Minutes for August 26, 2013.** Minutes were approved as proposed.

2. **President’s Strategic Priorities for 2013-14.** (attached) President Travis discussed his list of priorities for the 2013 – 2014 academic year.
The President has asked Provost Bowers and VP Pignatello to do some further analysis on the President’s Report.
Over the past few years much has changed at John Jay which in turn has changed the infrastructure of the college. With these changes in mind, John Jay will also need to adhere to the recommendations given by Middle States. This includes the need to hire more faculty. President Travis said that we will have a discussion with the Chancellor regarding faculty strength. We also need to focus on the creation of new majors. John Jay will continue to make “student engagement” a priority. In the past year the level of faculty-student engagement has gone up, a trend that the President would like very much to see continue.

3. **Budget report: end of year FY2013, FY2014 update, and summary of recent Budget Retreat.** SVP Pignatello and Exec. Director Ketterer made as powerpoint presentation. (attached)
The budget report serves to give us an update on our current status. It also explains where we’ve been over the past five years, where money has gone, how much money has come in, and how we invest vs. how other CUNYs invest.

Prof. Strobl asked what the summer revenue was. SVP Pignatello said that the college made $3 million dollars in summer revenue.

SVP Pignatello also shared with the committee that 50% of new tuition revenue goes directly to the University. President Travis added that there are some centralized expenses, but there are also things done centrally that are pushed by the University. The Chancellor is focused on centralized vs. non-centralized expenditures. Interim Dean Pease asked if the revenue increase was due to the tuition increase. The response was that the revenue increase was due to a tuition increase and an increase in enrollment as well.
The committee was also informed that the University has written to the state requesting that they increase the TAP maximum. John Jay has a higher percentage of students who rely on TAP; therefore John Jay foregoes more money than the other CUNYs since TAP students are not subject to tuition increases above the TAP maximum. VP Pignatello said that once the mid-year numbers come in, we will take another look at our budget.

4. **Enrollment Report.** VP Saulnier gave the committee updates on the state of enrollment at the college.
(enrollment “highlights” attached) John Jay needs to increase the number of transfer students, a population that typically does better in terms of academic progress than our other students. This is specifically true for our students who transfer from the Justice Academy. These students have a one-year retention rate that is five percentage points higher than transfers from other CUNYs and schools. John Jay is making plans to increase our transfer body, and to decrease our freshman numbers.
The goal for the spring semester is to enroll 96% of the students from the fall semester. Between fall 2011 to spring 2012, and fall 2012 to spring 2013, John Jay has lost 4000 students who were in good academic standing. These students are informed that they are able to reapply online; the Office of Enrollment Management also does a follow up with these students.
John Jay’s freshman class has shrunk, and there has been no growth in our grad programs. We need to think about how to get the right mix of students for our future.
John Jay will also push the “Finish in Four” initiative. We will begin to monitor what our students are registering for. In the fall of freshman year, the average number of credits a student took was 14.87. That number goes down in the spring because students are registering themselves. Follow up will be done on students who register for fewer than 12 credits. It is important for us to focus on retention because it is more cost effective for us to keep students we already have than to bring in new ones. The better our retention rates the fewer students we need to bring in.

President Travis asked if we can provide the names of students who have declared a major to faculty in the respective departments. We can ask the faculty members to reach out to these students and hopefully build a connection. President Travis asked VP Saulnier to formulate an offer to give to chairs and coordinators with a list of students who did not return to the college but were in good academic standing. The President also seconded the idea of holding an “Accepted Students” day. These students will be allowed to speak to faculty, attend a class etc. in the hopes that this can close the deal and make these students choose John Jay.

5. **Presentation from Strategic Positioning and Enrollment Group.** Provost Bowers gave a presentation to the committee. (Powerpoint attached)

In regards to our master’s program, Prof. Jacobs asked if John Jay has a presence. Provost Bowers informed him that John Jay is known in a 90-mile radius, but we are not known outside. Prof. Velazquez-Torres asked if any marketing was being done to attract adult learners. Provost Bowers responded by saying that this type of marketing has not yet been discussed, but it can be a channel for recruitment. We will need to get prior learning assessment in place, but it can be part of our future. Prof. Strobl asked why the number of conditional students is growing. VP Saulnier explained that numbers increased because the University raised its math standards. Interim Dean Pease asked about the retention rates for conditional students. She was informed that the retention rates of conditional students are good. They actually do better because they have had the chance to form bonds.

President Travis addressed the concern about students who are accepted to John Jay but chose a different CUNY. Why are they doing that? How can we change that? Provost Bowers suggested doing focus groups so we can determine what students think of when considering John Jay.

The President concluded the meeting by saying that there needs to be some sense of faculty engagement in the Master’s program. There needs to be a uniform level around faculty advising and engagement. We need to have a strong product to sell. We need a stronger faculty engagement model, a sense of ownership, and curriculum tweaking in order to improve our Master’s program.
Budget and Planning Committee
Meeting Agenda – Monday, Feb. 24, 2014
1:40 – 3:00 pm, Room 610T

1. Approval of Minutes for Nov. 5, 2013. Proposed minutes and related documents are attached.
4. FY2015 Financial Plan Recommendations Process. Financial/Strategic Planning subcommittees have begun to plan their activities for the spring and summer.
5. Old PMP, New PMP. We’ll review expectations for this year and look ahead to a much more focused exercise for 2014-15. (see draft PMP proposal from CUNY, attached)
President Travis began the meeting by introducing Robert Troy to the committee. Robert Troy is John Jay's new Vice President for Enrollment Management.

With spring enrollment numbers down, we must come up with a Multi-Year Enrollment Plan, the President told the committee. Along with the Enrollment Plan we must also create an Academic Plan, and Financial Plan.

1. **Approval of Minutes for Nov. 5, 2013.** Minutes were approved as proposed.

2. **Mid-Year Budget Report.** (attached) SVP Pignatello updated the committee on the situation in North Hall. Earlier in the day there was a smoke condition in North Hall. The Fire Department was called and it was determined that the smoke resulted from a fan belt malfunction.

John Jay is still in a period where we must defer buying and hiring. Hiring can only be done if the position has been approved by the President.

Due to lower than anticipated enrollment the surplus will not be what was projected. The college will continue to implement the same cuts as last year, namely 5% reductions in OTPS and the College Assistant budget. As of yet we do not know how much we will be receiving for the Compact, but we are expecting one. We should also expect no new State aid.

M. Haberfeld asked if there was any information regarding enrollment numbers by major. C. Dyer asked if we knew the magnitude of the enrollment shortfall. R. Troy answered these queries by saying that his office was in the process of firming up the spring enrollment numbers; a full report should come out soon. The spring enrollment numbers are important because we use them as a basis for our fall target numbers. The preliminary target for fall is 300 less than predicted earlier, based on the spring enrollment numbers. We need to minimize the shortfall, especially with the implementation of CUNYFirst.

J. Travis added that John Jay has become a transfer-dependent school. We may need to retool some of our processes and look for different strategies.

N. Benton wanted to know if we could distinguish between the transfer rates for the Justice Academy students and regular transfer students. He also asked what the monetary value loss is associated with transfer students.

R. Pignatello added that losing transfer students has a huge impact on the college. It has the possibility of wiping out the surplus for next year.

J. Travis said that we must focus on spring enrollment. We should have a lot of control over the spring semester. How can we get everyone to work together so that there is a pipeline between fall and spring enrollment?

A. Lopes discussed some of the issues regarding the graduate program. There have been admissions problems due to communication issues, lack of growth, and GRE issues as well. There is also no marketing at all for the graduate programs. Currently there are only 9 graduate programs at the college, and these programs are having problems with growth. With regard to the admission problems, the college has lost students from the time they are admitted because they don't even know they are admitted. Students have sometimes not been given proper communication to let them know they have been accepted to the program.

K. Kaplowitz asked if the college should consider having masters programs that are not “mission-related.”

J. Bowers answered that the college would not be permitted to create a Master’s of Liberal Arts, or Journalism because these programs exist at other CUNYs.
3. **FY2015 Financial Plan Recommendations Process.** The SPS/FPS group will be discussing the budget proposals for the 2015 fiscal year. Meetings have been scheduled throughout the course of the spring semester, and there will most likely be some meetings during the summer as well. The SPS/FPS group will hear proposals from the VPs as to what their needs are. The group will then discuss the proposals and bring their recommendations to the BPC. The SPS/FPS group will also look at the PMP to discuss the campus-specific metrics.

4. **Old PMP, New PMP.** The PMP has changed dramatically since last year. While the upcoming Year End Report is the same as in previous years, the Goals and Targets for 2014-15 constitutes a much shorter version, and going forward the PMP will be limited to a dozen or so metrics across the university, plus a handful of campus-specific metrics. Accountability will increase as CUNY focuses on a far smaller list of goals and targets.
Budget and Planning Committee
Meeting Agenda
May 13, 2014 – Room 630 Haaren
2:30 pm to 4:00 pm

1. Approval of Minutes for February 24, 2014. Proposed minutes are attached with related mid-year budget document.
2. Budget Update and Discussion. (25 minutes) See attachment, FY2014 May 13 Budget.
3. Space Planning Update. (10 minutes)
4. Planning Report on Graduate Studies and Related Areas. (55 minutes) Dean/AP Anne Lopes will present plans and expectations. Discussion will follow.
I. Adoption of the Agenda

II. Minutes of the May 16, 2013 College Council (attachment A), Pg. 3

III. Election of the Secretary to the College Council

IV. Approval of the Members of the College Council Committees (attachment B), Pg. 6

V. The Evaluation of Courses using an Online Tool (attachment C) – Provost Jane Bowers, Pg. 26

VI. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments D1-D7) – Interim Dean Allison Pease

- New Courses
  D1. AFR 3XX Self, Identity and Justice: Global Perspectives (JCII), Pg. 30
  D2. COM 1XX Social Encounters: Understanding Interpersonal Communication (Com), Pg. 44
  D3. HJS 1XX The Individual on Trial (JCI), Pg. 59
  D4. PSY 3XX Tests and Measures, Pg. 77

- Course revisions
  D5. PHI 210 Ethical Theory (I&S), Pg. 90
  D6. LIT 327 (326) Crime and Punishment in Literature (revised title: Crime, Punishment & Justice in U.S. Literature) (JCII), Pg. 100

- Programs
  D7. Proposal for a New Minor in Sustainability and Environmental Justice, Pg. 110

VII. Report from the Committee on Graduate Studies (attachment E) – Dean Anne Lopes

- Programs
  A NYSED application to add Distance Education to the Certificate in Terrorism Studies, Pg. 124

VIII. 2012-2013 College Council Committee Activity Report (attachment F), Pg. 135

IX. 2013-2014 College Council Calendar (attachment G), Pg. 136
X. New Business

XI. Administrative Announcements – President Travis

XII. Announcements from the Faculty Senate – Professor Karen Kaplowitz

XIII. Announcements from the Student Council – President Clinton Dyer
### JOHN JAY COLLEGE OF CRIMINAL JUSTICE  
The City University of New York

**COLLEGE COUNCIL SIGN-IN SHEET**  
Thursday, September 26, 2013

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JOHN JAY COLLEGE OF CRIMINAL JUSTICE  
The City University of New York  
MINUTES OF THE COLLEGE COUNCIL  
Thursday, September 26, 2013


Absent were: Salahdine Baroudi, Benedicta Darteh, Anthony Deda, Janice Dunham, and Stanley Ingber.

I. Adoption of the Agenda
A motion was made to approve the agenda. The motion was seconded and approved unanimously.

II. Minutes of the May 16, 2013 College Council
A motion was made to adopt the minutes as presented. The motion was seconded and passed.

In Favor: 61  Oppose: 0  Abstentions: 1

III. Election of the Secretary to the College Council
A motion was made to elect Rulisa Galloway-Perry as Secretary to the College Council. The motion was seconded and approved unanimously.

IV. Approval of the Members of the College Council Committees
It was moved to amend the membership list as follows:

College Council
- Salahdine Baroudi resigned from his position as Vice President of the Student Council.

Undergraduate Curriculum and Academic Standards Committee
• Professor Ric Curtis replaces Professor Anthony Marcus as chairperson for the Anthropology department.
• Vice President Lynette Cook-Francis replaces Professor Ma’at Lewis as the Counseling representative.
• Professor Hernando Estevez will serve both semesters as the chairperson for the Philosophy department.

Committee on Student Interests
• Benedicta Darteh is unable to serve in this position due to her injury.

Faculty-Student Disciplinary Committee
• Professor Schevaletta Alford replaces Professor Barry Latzer as a rotating chair.
• The six faculty members on the panel should be listed as:
  Professor Margaret Escher
  Professor Ali Kocak
  Professor Jeffrey Kroessler
  Professor Barry Latzer
  Professor Roger McDonald
  Professor Staci Strobl

Council of Undergraduate Program Coordinators
• Professor Monica Varsanyi is the Co-chair for the Law and Society program.
• Professor Andrew Sidman is the Coordinator for the Political Science program.

V. The Evaluation of Courses using an Online Tool (attachment C)
A motion was made to adopt the proposal as it was presented. The motion was seconded.

A motion was then made to table the motion. That motion was seconded and failed.

In Favor: 35  Oppose: 18  Abstentions: 4

The motion to adopt the proposal failed.

In Favor: 16  Oppose: 31  Abstentions: 0

VI. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments D1-D7)
A motion was made to present the new courses and course revisions marked D1-D6 as a slate. That motion was seconded and approved unanimously.

A motion was made to adopt the new courses and course revisions marked D1-D6:

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<td>D1.</td>
<td>AFR 3XX</td>
<td>Self, Identity and Justice: Global Perspectives (JCII)</td>
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<td>D2.</td>
<td>COM 1XX</td>
<td>Social Encounters: Understanding Interpersonal Communication (Com)</td>
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<td>D3.</td>
<td>HJS 1XX</td>
<td>The Individual on Trial (JCI)</td>
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D4. PSY 3XX Tests and Measures

Course revisions
D5. PHI 210 Ethical Theory (I&S)

A motion was made to adopt the new program marked “D7. Proposal for a New Minor in Sustainability and Environmental Justice.” The motion was seconded and passed.

In Favor: 46 Oppose: 0 Abstentions: 1

VII. Report from the Committee on Graduate Studies
A motion was made to adopt the NYSED application to add Distance Education to the Certificate in Terrorism Studies. The motion was seconded and approved unanimously.

The meeting was adjourned at 3:20 p.m.
I. Adoption of the Agenda

II. Minutes of the September 26, 2013 College Council (attachment A), Pg. 2

III. Election of College Council Committee Members (attachment B)

- Julio Torres was nominated to fill the vacant position as Vice President of Student Council, Pg. 8
- Clinton Dyer, Julio Torres, and Gabriella Mungalsingh were nominated to fill the vacant positions on the Executive Committee of the College Council, Pg. 10

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C5) – Interim Dean Allison Pease

Programs
C1. Proposal for a new BA in Anthropology, Pg. 25

Academic Standards
C2. Proposal to Revise the Undergraduate Dean’s List Standards, Pg. 170

New Courses
C3. SUS 2XX Environmental Crime, Pg. 180
C4. SUS 3XX Environmental Justice (JCII), Pg. 195

Programs
C5. Resolution Regarding John Jay’s Dual-Joint Associate/Baccalaureate Degrees with CUNY Community Colleges and General Education, Pg. 211

V. Report on Legal Opinion from CUNY Legal Counsel regarding FPC (attachment D), Pg. 213

VI. New Business

VII. Administrative Announcements – President Travis

VIII. Announcements from the Faculty Senate – President Karen Kaplowitz

IX. Announcements from the HEO Council – President Carina Quintian

X. Announcements from the Student Council – President Clinton Dyer
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The College Council held its second meeting of the 2013-2014 academic year on Thursday, October 24, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Veronica Acevedo, Schevaletta Alford, Dale Barleben, Warren Benton, Adam Berlin, Jane P. Bowers, Claudia Calirman, Anthony Carpi, Katarzyna Celinska, Lynette Cook-Francis, Geert Dhondt, Clinton Dyer, Jennifer Dysart, Robert Terry Furst, Lior Gideon, Norman Groner, Maki Haberfeld, Shereef Hassan, Joanne Jeung, Shaobai Kan, Karen Kaplowitz, Katherine Killoran, Maria Kirikova, Tom Kucharski, Anru Lee, Anne Lopes, Vincent Maiorino, Marisol Marrero, Nancy Marshall, Gabriella Mungalsingh, David Munns, Hyunhee Park, Jay Pastrana, Allison Pease, Robert Pignatello, Carina Quintian, Tanya Rodriguez, Raul Romero, Raul Rubio, Caridad Sanchez, Rosann Santos-Elliott, Richard Saulnier, Francis Sheehan, Carmen Solis, Charles Stone, Richard Stripp, Staci Strobl, Nadia Taskeen, Ivonne Torres, Julio Torres, Jeremy Travis, Janet Winter, and Kathryn Wylie-Marques.

Absent were: Andrea Balis, James Cauthen, Benedicta Darteh, Anthony Deda, Janice Dunham, Margaret Escher, Diana Falkenbach, John Gutierrez, Stanley Ingber, Nancy Jeeuth, Kwando Kinshasa, Charles McKenzie, Joshua Medas, Danius Remeza, and Fritz Umbach.

I. Adoption of the Agenda

A motion was made to amend the agenda as follows:

President Carina Quintian requested that “Announcements from the HEO Council” be removed from the agenda. The President of the HEO Council will notify the Secretary of the College Council when the HEO Council would like to be added to the agenda for announcements. The motion was seconded and approved unanimously.

II. Minutes of the September 26, 2013 College Council

A motion was made to adopt the minutes as presented. The motion was seconded and passed.

In Favor: 52
Oppose: 0
Abstentions: 1

III. Election of College Council Committee Members

A motion was made to approve the membership list as presented. The motion was seconded and approved unanimously. A motion was made by Prof. Karen Kaplowitz to nominate the following faculty members for Committee membership:

*College-Wide Grade Appeals Committee*
- Professors Glenn Corbett and Nancy Velasquez-Torres were nominated to fill the vacant positions.
**Student Evaluation of the Faculty Committee**
- Professors Charles McKenzie and Elizabeth Nisbet were nominated to fill the vacant positions.

**Committee on Honors, Prizes, and Awards**
- Professor Charles McKenzie was nominated to fill the vacant position.

The motion was seconded and passed.

In Favor: 50    Oppose: 0    Abstentions: 3

IV. **Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C5)**
A motion was made to adopt the new program marked “C1. Proposal for a new BA in Anthropology”. The motion was seconded and approved unanimously.

A motion was made to adopt the academic standard marked “C2. Proposal to Revise the Undergraduate Dean’s List Standards”. The motion was seconded and amended as follows:

- Include the past requirement to the new policy which reads “Passed or been exempted from all three assessment exams (reading, writing and mathematics)”.
- Include a separate Dean’s List for part-time students.

The motion was seconded and approved unanimously.

A motion was made to present items C3 and C4 as a slate. The motion was seconded and approved unanimously.

A motion was made to approve the slate:

C3. SUS 2XX Environmental Crime
C4. SUS 3XX Environmental Justice (JCII)

The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “C5. Resolution Regarding John Jay’s Dual-Joint Associate/Baccalaureate Degrees with CUNY Community Colleges and General Education”. The motion was seconded and approved unanimously.

V. **Report on Legal Opinion from CUNY Legal Counsel regarding FPC (attachment D)**
President Travis explained the history behind this document and what the information means moving forward. He also mentioned that Assistant Vice President Rosemarie Maldonado will attend a future FPC meeting to further clarify the meaning.

VI. **New Business**
Vice President of Student Council Julio Torres asked when will the Veteran’s Lounge be moved to the New Building and will there be more advertisement about the Veteran’s lounge?
Student Council Treasurer Shereef Hassan suggested we create a Student Union in the New Building, preferably where the New Game room is located. Shereef also suggested that we go paperless for the College Council books.

President Travis requested that Senior Vice President Robert Pignatello and Vice President Lynette Cook-Francis speak with the students regarding these spacing issues.

President Travis mentioned the conversation in ECCC regarding limiting debates during College Council and setting time limits so everyone can get heard in a reasonable manner.

The meeting was adjourned at 3:04 p.m.
I. Adoption of the Agenda

II. Minutes of the October 24, 2013 College Council (attachment A), Pg. 2

III. Election of College Council Committee Members (attachment B)

-Frantzy Clement and Nicole Ponzo were nominated to fill the vacant positions for Graduate Student Representatives on the College Council, Pg. 8

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C9) – Interim Dean Allison Pease

Programs
C1. Proposal to Revise the BS in Computer Information Systems, Pg. 25
C2. Proposal to Revise the BA in Law and Society, Pg. 37
C3. Proposal to Revise the BA and Minor in Gender Studies, Pg. 40
C4. Proposal for a New Minor in Biology, Pg. 54

New Courses
C5. ANT 3XX Class, Race, Ethnicity and Gender in Anthropological Perspective, Pg. 61
C6. ANT 3XX Ethnographic Research Methods in Anthropology, Pg. 72

Course Revisions
C7. PSY 329 History of Psychology, Pg. 83
C8. SPE 209 (DRA 209) Voice and Diction for the Professional, Pg. 86
C9. HIS Course Prerequisite Changes Due to New Gen Ed, Pg. 88

V. New Business

VI. Administrative Announcements – President Travis

VII. Announcements from the Faculty Senate – President Karen Kaplowitz

VIII. Announcements from the Student Council – President Clinton Dyer
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The College Council held its third meeting of the 2013-2014 academic year on Tuesday, November 26, 2013. The meeting was called to order at 1:57 p.m. and the following members were present: Veronica Acevedo, Warren Benton, Adam Berlin, Jane P. Bowers, James Cauthen, Katarzyna Celinska, Frantz Clement, Lynette Cook-Francis, Janice Dunham, Clinton Dyer, Margaret Escher, Robert Terry Furst, Lior Gideon, John Gutierrez, Maki Haberfeld, Shereef Hassan, Nancy Jeemth, Joanne Jeung, Shoaib Kan, Karen Kaplowitz, Maria Kiriakova, Anru Lee, Anne Lopes, Marisol Marrero, Nancy Marshall, Joshua Medas, David Munns, Hyunhee Park, Allison Pease, Nicole Ponzo, Danius Remeza, Raul Rubio, Caridad Sanchez, Rosann Santos-Elliott, Richard Saulnier, Dev Sharma, Francis Sheehan, Carmen Solis, Richard Stripp, Staci Strobl, Julio Torres, Jeremy Travis, Janet Winter, and Kathryn Wylie-Marques.

Absent were: Schevaletta Alford, Andrea Balis, Dale Barleben, Claudia Calirman, Anthony Carpi, Benedicta Darteh, Anthony Deda, Geert Dhowd, Jennifer Dysart, Diana Falkenbach, Norman Groner, Stanley Inger, Katherine Kollor, Kwando Kinshasa, Tom Kucharski, Vincent Maiorino, Charles McKenzie, Gabriella Mungalsingh, Jay Pastrana, Robert Pignatello, Carina Quintian, Tanya Rodriguez, Raul Romero, Charles Stone, Nadia Taskeen, Ivonne Torres, and Fritz Umbach.

I. Adoption of the Agenda
A motion was made to adopt the agenda as presented. The motion was seconded and approved unanimously.

II. Minutes of the October 24, 2013 College Council
A motion was made to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Election of College Council Committee Members
A motion was made to approve the membership list as presented. The motion was seconded and approved unanimously.

Then the next motion was made by Julio Torres to nominate the following students for Committee membership:

Student Evaluation of the Faculty Committee
- Tyheem Parrot and Gevorg Margaryan to fill the vacant positions.

The motion was seconded and approved unanimously.

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C9)
A motion was made to adopt the new program marked “C1. Proposal to Revise the BS in Computer Information Systems”. The motion was seconded and approved unanimously with the following amendments:
UCASC and Mathematics and Computer Science Department faculty will work together to revise the mission statement on page 26.

The Ethics and Technology course should be added under “New Required Courses for Revised Computer Science Major” on page 27.

Change the major title to “Computer Science and Information Security” on page 29.

A motion was made to adopt the new program marked “C2. Proposal to Revise the BA in Law and Society”. The motion was seconded and approved unanimously.

A motion was made to adopt the new program marked “C3. Proposal to Revise the BA and Minor in Gender Studies”. The motion seconded and passed with the following recommendation:

- The Gender Studies department will consult with the Chair of Law, Police Science and Criminal Justice Administration on tailoring the learning objectives of “COR 230/PSC230 Sex Offenders in the Criminal Justice System” to the program.

In Favor: 43    Oppose: 0    Abstentions: 1

A motion was made to adopt the new program marked “C4. Proposal for a New Minor in Biology”. The motion was seconded and approved unanimously.

A motion was made to present new courses C5 and C6 as a slate. The motion was seconded and approved unanimously.

A motion was made to approve the slate:

C5. ANT 3XX Class, Race, Ethnicity and Gender in Anthropological Perspective
C6. ANT 3XX Ethnographic Research Methods in Anthropology

The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked “C7. PSY 329 History of Psychology”. The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked “C8. SPE 209 (DRA 209) Voice and Diction for the Professional”. The motion was seconded and approved unanimously with the following recommendation:

- Communication and Theater Arts Department and UCASC will work on creating a title that appeals to all students.

A motion was made to adopt the course revision marked “C9. HIS Course Prerequisite Changes Due to New Gen Ed”. The motion was seconded and approved unanimously.

The meeting was adjourned at 2:30 p.m.
I. Adoption of the Agenda

II. Minutes of the November 26, 2013 College Council (attachment A), Pg. 2

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B10) – Interim Dean Allison Pease

   Academic Standards
   B1. Proposal on the Overlapping of Major/Minor Courses, Pg. 4

   Programs
   B2. Proposal for a BA in Latin American and Latina/o Studies, Pg. 5
   B3. Proposal to Revise the BA in Criminology, Pg. 137
   B4. Proposal to Revise the BA in English, Pg. 144
   B5. Proposal to Revise the BA in Global History, Pg. 151
   B6. Proposal to Revise the Minor in Economics, Pg. 163
   B7. Proposal to Revise the Minor in Mathematics, Pg. 165

   New Courses
   B8. ENG 2XX Grammar, Syntax, & Style: Writing for All Disciplines, Pg. 169
   B9. LWS 3XX Law and Society Internship, Pg. 182

   Course Revisions
   B10. POL 270 Political Philosophy, Pg. 200

IV. New Business

V. Administrative Announcements – President Jeremy Travis

VI. Announcements from the Faculty Senate – President Karen Kaplowitz

VII. Announcements from the Student Council – President Clinton Dyer
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The College Council had its fourth meeting of the 2013-2014 academic year on Thursday, December 12, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Schevaletta Alford, Andrea Balis, Dale Bareleben, Warren Benton, Adam Berlin, Jane P. Bowers, Claudia Calirman, Anthony Carpi, James Cauthen, Katarzyna Celinska, Frantzy Clement, Lynette Cook-Francis, Geert Dhondt, Janice Dunham, Clinton Dyer, Jennifer Dysart, Margaret Escher, Diana Falkenbach, Lior Gideon, Norman Groner, John Gutierrez, Maki Haberfeld, Shereef Hassan, Karen Kaplowitz, Katherine Killoran, Maria Kiriakova, Tom Kucharski, Anru Lee, Anne Lopes, Vincent Maiorino, Nancy Marshall, Joshua Medas, Gabriella Mungalsingh, David Munns, Hyunhee Park, Jay Pastrana, Allison Pease, Robert Pignatello, Carina Quintian, Dainius Remeza, Raul Romero, Raul Rubio, Caridad Sanchez, Richard Saulnier, Francis Sheehan, Charles Stone, Nadia Taskeen, Julio Torres, Jeremy Travis, Janet Winter, and Kathryn Wylie-Marques.


I. Adoption of the Agenda
A motion was made to adopt the agenda as presented. The motion was seconded and approved unanimously.

II. Minutes of the November 26, 2013 College Council
A motion was made 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 –B10)
A motion was made to adopt the academic standard marked “B1. Proposal on the Overlapping of Major/Minor Courses”. The motion was seconded and approved unanimously.

A motion was made to adopt the new program marked “B2. Proposal for a BA in Latin American and Latina/o Studies”. The motion seconded and approved unanimously.

A motion was made to adopt the new program marked “B3. Proposal to Revise the BA in Criminology”. The motion was seconded and approved unanimously.

A motion was made to adopt the new program marked “B4. Proposal to Revise the BA in English”. The motion was seconded and approved unanimously.
A motion was made to adopt the new program marked “B5. Proposal to Revise the BA in Global History”. The motion was seconded and approved unanimously.

A motion was made to adopt the new program marked “B6. Proposal to Revise the Minor in Economics”. The motion was seconded and approved unanimously.

A motion was made to adopt the new program marked “B7. Proposal to Revise the Minor in Mathematics”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “B8. ENG 2XX Grammar, Syntax, & Style: Writing for All Disciplines”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “B9. LWS 3XX Law and Society Internship”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course revision marked “B10. POL 270 Political Philosophy.” The motion was seconded and approved unanimously.

The meeting was adjourned at 2:30 p.m.
I. Adoption of the Agenda

II. Minutes of the December 12, 2013 College Council (attachment A), Pg. 4

III. Announcement of College Council Committee Members (attachment B)

-Professor C. Jama Adams was nominated to fill the vacant position on College Council as the Africana Studies representative, Pg. 7

-Professor Charles Jennings was nominated to fill the vacant position on College Council as the Security, Fire and Emergency Management representative, Pg. 7

-Professor Elton Beckett was nominated to fill the vacant position on College Council as the Communication & Theater Arts representative, Pg. 7

-Professor Daniel Yaverbaum, Science Department and Professor Louis Kontos, Sociology Department were nominated by the Faculty Senate to fill the vacant positions on College Council as Faculty at-large members, Pg. 8

-Alisa Matusevych was nominated to fill the vacant position on College Council as a Senior class representative, Pg. 9

-Professor Raul Rubio was nominated to fill the vacant faculty position on the Executive Committee to the College Council, Pg. 11

-Sanjida Meem and Artem Gurkivskyi were nominated to fill the vacant positions on the Committee on Student Interests as the Student representatives, Pg. 13

-Professor Louis Kontos was nominated to fill the vacant position on the Faculty-Student Disciplinary Committee as the Faculty representative, Pg. 14

-Joshua Medas, Johnny Derogene, Alisa Matusevych, Joon Won Yoon, Jared Remig, and Imatashal Tariq were nominated to fill the vacant positions on the Faculty-Student Disciplinary Committee as the Student representatives, Pg. 14

-Sandrine Dikambi was nominated by the HEO Council to fill the vacant position on the Budget and Planning Committee as a HEO representative, Pg. 18

-Sabrina De Los Santos was nominated to fill the vacant position on the Budget and Planning Committee as the Student representative, Pg. 18
- Thamanna Hussain and Sanjida Meem were nominated to fill the vacant positions on the Committee on Honors, Prizes and Awards as the Student representatives, **Pg. 24**

- Professor Anissa Helie was nominated to fill the vacant position on the College-Wide Grade Appeals Committee as a Faculty representative, **Pg. 24**

**IV. Report from the Committee on Honors, Prizes and Awards (attachment C) – Vice President Lynette Cook-Francis**

**C. Proposal to Establish Veteran Awards for Undergraduate and Graduate Students, Pg. 26**

**V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments D1-D21) – Interim Dean Allison Pease**

**New Courses**

D1. AFR 1XX (132) Arts & Culture in the African Diaspora (CE), **Pg. 28**

D2. AFR 3XX Perspectives on Justice in the Africana World (JCII), **Pg. 43**

D3. ANT 2XX Language and Culture, **Pg. 56**

D4. ANT 3XX Anthropology of Development, **Pg. 69**

D5. ANT 3XX Anthropology of Global Health, **Pg. 80**

D6. ANT 3XX Structural Violence & Social Suffering, **Pg. 92**

D7. ANT 3XX Theory in Anthropology, **Pg. 102**

D8. ANT 4XX Senior Seminar in Anthropology, **Pg. 112**

D9. BIO 2XX (205) Eukaryotic Cell Biology, **Pg. 125**

D10. CSCI 3YY Cryptography and Cryptanalysis, **Pg. 135**

D11. CSCI 4XX Computer Security and Forensics, **Pg. 144**

D12. PAD 3XX Administration of International Intergovernmental Organizations, **Pg. 154**

D13. SOC 2XX Environmental Sociology, **Pg. 179**

D14. SOC 3XX Global Social Movements, **Pg. 192**

D15. ISP 3XX Sex, Gender and Justice in Global Perspective (JCII), **Pg. 203**

D16. PHI 2XX Environmental Ethics, **Pg. 215**

**Course revisions**

D17. LIT 286 The Horror Film, **Pg. 227**

D18. PSY 243 Theories of Personality, **Pg. 229**

D19. Economics Courses Change of Prerequisites, **Pg. 237**

**Programs**

D20. Proposal for a New BA with a Major in Sociology, **Pg. 239**

D21. Proposal to add Honors Option to BA in Gender Studies

**Academic Standards**

D21. Policy on Dean’s List Standards for Part-time Students, **Pg. 314**
VI. Report from the Committee on Graduate Studies (attachment E1-E3) – Dean Anne Lopes

Academic Standards
E1. Proposal for an Addition to the Graduate Studies Master’s Thesis Guidelines, Pg. 315

Course Revision
E2. CRJ 772 Proseminar in Terrorism Studies, Pg. 318

Programs
E3. Proposal for an Advanced Certificate in Criminal Investigation, Pg. 321

VII. Report from the Department of Foreign Languages and Literatures (attachment F) – Provost Bowers

F. Request for Name Change, Pg. 339

VIII. New Business

IX. Administrative Announcements – President Jeremy Travis

X. Announcements from the Faculty Senate – President Karen Kaplowitz

XI. Announcements from the Student Council – President Clinton Dyer
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<td>Winter, Janet</td>
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<td>Yaverbaum, Daniel</td>
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Student Council Members are bolded
The College Council held its fifth meeting of the 2013-2014 academic year on Wednesday, March 12, 2014. The meeting was called to order at 1:55 p.m. and the following members were present: C. Jama Adams, Schevaletta Alford, Andrea Balis, Dale Barleben, Elton Beckett, Warren Benton, Adam Berlin, Jane Bowers, Claudia Calirman, Anthony Carpi, James Cauthen, Katarzyna Celinska, Frantzy Clement, Lynette Cook-Francis, Geert Dhondt, Clinton Dyer, Margaret Escher, Robert Furst, John Gutierrez, Maki Haberfeld, Nancy Jeeuth, Charles Jennings, Shaobai Kan, Karen Kaplowitz, Katherine Killoran, Tom Kucharski, Anne Lopes, Vincent Maiorino, Nancy Marshall, Alisa Matusevych, Joshua Medas, Gabriella Mungalsingh, David Munns, Jay Pastrana, Allison Pease, Nicole Ponzo, Carina Quintian, Danius Remeza, Raul Romero, Raul Rubio, Caridad Sanchez, Rosann Santos-Elliott, Francis Sheehan, Carmen Solis, Charles Stone, Nadia Taskeen, Julio Torres, Jeremy Travis, Robert Troy, Fritz Umbach, Janet Winter and Daniel Yaverbaum.

Absent were: Veronica Acevedo, Benedicta Darteh, Janice Dunham, Jennifer Dysart, Diana Falkenbach, Lior Gideon, Shereef Hassan, Stanley Ingber, Joanne Jeung, Maria Kiriakova, Louis Kontos, Anru Lee, Hyunhee Park, Robert Pignatello, Tanya Rodriguez, Richard Stripp and Ivonne Torres.

I. Adoption of the Agenda
A motion was made to amend the agenda. Item E1 (pages 316-317) was withdrawn from the agenda. The motion was seconded and approved unanimously.

II. Minutes of the December 12, 2013 College Council
A motion was made to adopt the minutes as presented. The motion was seconded and passed.

In Favor: 51
Oppose: 0
Abstentions: 1

III. Announcement of College Council Committee Members
A motion was made to have the minutes reflect the following changes:

- Professor C. Jama Adams was elected to fill the vacant position on College Council as the Africana Studies representative.

- Professor Charles Jennings was elected to fill the vacant position on College Council as the Security, Fire and Emergency Management representative.
• Professor Elton Beckett was elected to fill the vacant position on College Council as the Communication & Theater Arts representative.

• Professor Daniel Yaverbaum, Science Department and Professor Louis Kontos, Sociology Department were elected by the Faculty Senate to fill the vacant positions on College Council as Faculty at-large members.

A motion was made to approve the changes to these committees. The motion was seconded and approved unanimously.

IV. Report from the Committee on Honors, Prizes and Awards (attachment C)

A motion was made to adopt the proposal as presented. The motion was seconded and approved unanimously.

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments D1 –D21)

A motion was made to present the new courses marked D1-D16 as a slate. That motion was seconded and approved unanimously.

A motion was made to adopt the new courses and course revisions marked D1-D16:

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<td>D1. AFR 1XX (132)</td>
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<td>D15. ISP 3XX</td>
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<td>D16. PHI 2XX</td>
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The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked “D17. LIT 286 The Horror Film”. The motion seconded and approved unanimously.
A motion was made to adopt course revision marked “D18. PSY 243 Theories of Personality”. The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked “D19. Economics Courses Change of Prerequisites”. The motion was seconded and approved unanimously.

A motion was made to adopt the new program marked “D20. Proposal for a New BA with a Major in Sociology”. The motion was seconded and approved unanimously.

A motion was made to adopt the academic standard marked “D21. Policy on Dean’s List Standards for Part-Time Students”. The motion was seconded and approved unanimously.

VI. Report from the Committee on Graduate Studies (attachments E1-E3)
A motion was made to adopt the academic standard marked “E1. Proposal for an Addition to the Graduate Studies Master’s Thesis.” A motion was made to table this item. The motion was seconded and approved unanimously. The item will be referred back to the Committee on Graduate Studies.

A motion was made to adopt the course revision marked “E2. CRJ 772 Proseminar in Terrorism Studies.” The motion was seconded and approved unanimously.

A motion was made to adopt the new program marked “E3. Proposal for an Advanced Certificate in Criminal Investigation.” The motion was seconded and approved unanimously.

VII. Report from the Department of Foreign Languages and Literatures (attachment F)
A motion was made to adopt the name change. The motion was seconded and passed.

In Favor: 42  Oppose: 5  Abstentions: 0

The meeting was adjourned at 3:09 p.m.
I. Adoption of the Agenda

II. Minutes of the March 12, 2014 College Council (attachment A), Pg. 3

III. Election of College Council Committee Member (attachment B)

-Erick Alonzo was nominated to fill the vacant position on the Undergraduate Curriculum and Academic Standards Committee as a student representative, Pg. 13

-Professor Olivera Jokic of the English Department was nominated to fill the vacant position on the Faculty Elections Committee, Pg. 24

IV. Report from the Committee on Honors, Prizes and Awards (attachment C) – Vice President Lynette Cook-Francis, Pg. 26

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments D1-D15) – Interim Dean Allison Pease

New Courses
D1. ANT 3XX Anthropology of Work, Pg. 27
D2. SEC 3XX Security Management Internship, Pg. 37
D3. ENG 3XX Advanced Legal Writing: Advocacy and Oral Argument, Pg. 49

Programs
D4. Proposal to Revise the Electives in the BA and Minor in Humanities and Justice, Pg. 63
D5. Proposal to Revise the Minor in Psychology, Pg. 70
D6. Proposal for a New BS with a Major in Cell and Molecular Biology, Pg. 75

Course Revisions and Mapping to Gen Ed Outcomes
D7. SOC 328 Qualitative Research Methods in Criminology, Pg. 157
D8. SOC 329 Evaluation Research, Pg. 160
D9. AFR 215 Police and the Ghetto, Pg. 162
D10. SOC 315 Modern Sociological Theory, Pg. 171
D11. BIO 315 Genetics, Pg. 179
D12. BIO 412 Molecular Biology I, Pg. 181
D13. BIO 413 Molecular Biology II, Pg. 183
D14. CHE 315 Biochemistry, Pg. 185
D15. SPA 202 Intermediate Spanish II (Com), Pg. 187
VI. Report from the Committee on Graduate Studies (attachment E1-E3) – Dean Anne Lopes

Academic Standards
E1. Proposal to Change the Steps to Completing a Thesis, Pg. 198

Course Revision
E2. CRJ/PAD 730 Policy Analysis in Criminal Justice, Pg. 201

Programs
E3. Proposal for Changes to the MA in Criminal Justice, Pg. 203

VII. New Business

VIII. Administrative Announcements – President Jeremy Travis

IX. Announcements from the Faculty Senate – President Karen Kaplowitz

X. Announcements from the Student Council – President Clinton Dyer
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The College Council held its sixth meeting of the 2013-2014 academic year on Wednesday, April 23, 2014. The meeting was called to order at 1:55 p.m. and the following members were present: C. Jama Adams, Warren Benton, Adam Berlin, Jane Bowers, Claudia Calirman, James Cauthen, Katarzyna Celinska, Lynette Cook-Francis, Janice Dunham, Clinton Dyer, Jennifer Dysart, Margaret Escher, John Gutierrez, Maki Haberfeld, Shereef Hassan, Charles Jennings, Karen Kaplowitz, Katherine Killoran, Maria Kiriakova, Tom Kucharski, Anne Lopes, Vincent Maiorino, Nancy Marshall, Alisa Matusevych, Gabriella Mungalsingh, David Munns, Hyunhee Park, Jay Pastrana, Allison Pease, Robert Pignatello, Nicole Ponzo, Carina Quintian, Danius Remeza, Raul Rubio, Caridad Sanchez, Rosann Santos-Elliott, Francis Sheehan, Carmen Solis, Charles Stone, Nadia Taskeen, Ivonne Torres, Julio Torres, Jeremy Travis, Robert Troy and Daniel Yaverbaum.


I. Adoption of the Agenda
   A motion was made to amend the agenda as follows:
   
   Angelo Kyriacou was nominated to fill the vacant position as the HEO alternate on College Council.
   
   Fritz Umbach was elected as the Vice Chair of the Faculty Senate Fiscal Affairs Committee on the Budget and Planning Committee, Financial Planning Subcommittee and the Strategic Planning Subcommittee.

II. Minutes of the March 12, 2014 College Council
    A motion was made to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Election of College Council Committee Members
     A motion was made to adopt the members as presented. The motion was seconded and approved unanimously.

IV. Report from the Committee on Honors, Prizes and Awards (attachment C)
A motion was made to adopt the report as presented. The motion was seconded and approved unanimously.

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments D1–D15)

A motion was made to adopt the new course marked “D1. ANT 3XX Anthropology of Work”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “D2. SEC 3XX Security Management Internship”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “D3. ENG 3XX Advanced Legal Writing: Advocacy and Oral Argument”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “D4. Proposal to Revise the Electives in the BA and Minor in Humanities and Justice”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “D5. Proposal to Revise the Minor in Psychology”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “D6. Proposal for a New BS with a Major in Cell and Molecular Biology”. The motion was seconded and approved unanimously.

A motion was made to adopt D7-D15 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions and Mapping Gen Ed Outcomes marked D7-D15:

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<td>D14. CHE 315 Biochemistry</td>
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<td>D15. SPA 202 Intermediate Spanish II (Com)</td>
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The motion was seconded and approved unanimously.

VI. Report from the Committee on Graduate Studies (attachments E1-E3)
A motion was made to adopt the academic standard marked “E1. Proposal to Change the Steps to Completing a Thesis.” The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked “E2. CRJ/PAD 730 Policy Analysis in Criminal Justice.” The motion was seconded and approved unanimously.

A motion was made to adopt the new program marked “E3. Proposal for Changes to the MA in Criminal Justice.” The motion was seconded and approved unanimously.

In Favor: 43  Oppose: 0  Abstentions: 1

The meeting was adjourned at 2:37 p.m.
I. Adoption of the Agenda

II. Minutes of the April 23, 2014 College Council (attachment A), Pg. 3

III. Proposal from the Mission Statement Review Committee (attachment B) – Provost Jane Bowers, Pg. 6

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C22) – Interim Dean Allison Pease

New Courses
C1. AFR 3XX Environmental Racism (JCII), Pg. 7
C2. SUS 2XX Introduction to Sustainability Studies (WC), Pg. 24
C3. SOC 1XX Tabloid Justice: Causes & Consequences of Crime Sensationalism (JCI), Pg. 40
C4. BIO 2XX (211) Microbiology, Pg. 58
C5. CHE 3XX Inorganic Chemistry, Pg. 67
C6. CSCI 4YY (412) Network Security & Forensics, Pg. 76
C7. SOC 2XX Sociology of Mental Illness, Pg. 88
C8. SOC 3XX Classical Sociological Theory, Pg. 104
C9. SOC 4XX Senior Seminar in Sociology, Pg. 115
C10. SPA 2XX Conversation and Composition in Spanish, Pg. 127

Course Revisions
C11. ART 125 Graphic Arts (Com), Pg. 138
C12. BIO 220 The Incredible Living Machine: The Human Body, Pg. 149
C13. CHE 123 The Extraordinary Chemistry of Ordinary Things, Pg. 151
C14. CHE 126 The Chemistry of Cooking, Pg. 153
C15. PHI 204 Logic (MQR), Pg. 155
C16. POL 244 Law & Politics of Immigration, Pg. 170
C17. SOC 315 Contemporary Sociology, Pg. 178

Programs
C18. Proposal to Revise the Prerequisites for the General Education Program /College Option: Justice Core II (300-level) section, Pg. 185
C19. Proposal for a New BS in Fraud Examination and Financial Forensics, Pg. 194
C20. Proposal for a New Minor in Accounting, Pg. 220
C21. Proposal for a New Minor in Fraud Examination, Pg. 223
C22. Proposal for a New Certificate Program in Forensic Accounting, Pg. 226
V. Report from the Committee on Graduate Studies (attachment D1-D4) – Dean Anne Lopes

New courses
D1. PAD 7xx Public Oversight of Policing, Pg. 239
D2. PAD 819 The Independent Sector: Contemporary Issues in Nonprofits and Philanthropy, Pg. 261
D3. FCM 74x Applied Cryptography, Pg. 278

Programs

VI. Proposed College Council Calendar for 2014-2015 (attachment E), Pg. 287

VII. New Business

VIII. Administrative Announcements – President Jeremy Travis

IX. Announcements from the Faculty Senate – President Karen Kaplowitz

X. Announcements from the Student Council – President Clinton Dyer
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<td>Medas, Joshua</td>
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<td>Mungalsingh, Gabriella</td>
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<td>Torres, Ivonne</td>
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Alternates are Italicized  
Student Council Members are bolded
<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Torres, Julio</td>
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<td>Travis, Jeremy</td>
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<td>Yaoverbaum, Daniel</td>
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<td>Zhang, Guoqi</td>
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Alternates are italicized

Student Council Members are bolded
The College Council held its sixth meeting of the 2013-2014 academic year on Thursday, May 15, 2014. The meeting was called to order at 1:53 p.m. and the following members were present: Schevaletta Alford, Dale Barleben, Elton Beckett, Warren Benton, Adam Berlin, Jane Bowers, Claudia Calirman, Anthony Carpi, Katarzyna Celinska, Lynette Cook-Francis, Janice Dunham, Margaret Escher, Diana Falkenbach, John Gutierrez, Maki Haberfeld, Charles Jennings, Shaobai Kan, Karen Kaplowitz, Katherine Killoran, Maria Kiriakova, Louis Kontos, Anru Lee, Anne Lopes, Nancy Marshall, Gabriella Mungalsingh, David Munns, Hyunhee Park, Jay Pastrana, Allison Pease, Robert Pignatello, Nicole Ponzo, Carina Quintian, Dainius Remeza, Raul Romero, Raul Rubio, Caridad Sanchez, Rosann Santos-Elliott, Francis Sheehan, Carmen Solis, Charles Stone, Ivonne Torres, Julio Torres, Robert Troy, Fritz Umbach and Janet Winter.


I. **Adoption of the Agenda**

A motion was made to amend the agenda as follows:

Dean Pease withdrew Proposals 2 and 3 of Item C18 on page 187 and 188 since they were not approved by UCASC.

The motion was seconded and approved unanimously.

II. **Minutes of the April 23, 2014 College Council**

A motion was made to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. **Proposal from the Mission Statement Review Committee (attachment B)**

A motion was made to adopt the Mission Statement as presented. The motion was seconded and passed.

<table>
<thead>
<tr>
<th>In Favor</th>
<th>Oppose</th>
<th>Abstentions</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>1</td>
<td>5</td>
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</tbody>
</table>

IV. **Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1 –C22)**
A motion was made to adopt the new course marked C1 – C10 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the new courses marked C1-C10 as presented:

**New Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1.</td>
<td>AFR 3XX Environmental Racism (JCII)</td>
<td></td>
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<tr>
<td>C2.</td>
<td>SUS 2XX Introduction to Sustainability Studies (WC)</td>
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<tr>
<td>C3.</td>
<td>SOC 1XX Tabloid Justice: Causes &amp; Consequences of Crime Sensationalism (JCI)</td>
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<td>C4.</td>
<td>BIO 2XX (211) Microbiology</td>
<td></td>
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<tr>
<td>C5.</td>
<td>CHE 3XX Inorganic Chemistry</td>
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<tr>
<td>C6.</td>
<td>CSCI 4YY (412) Network Security &amp; Forensics</td>
<td></td>
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<tr>
<td>C7.</td>
<td>SOC 2XX Sociology of Mental Illness</td>
<td></td>
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<tr>
<td>C8.</td>
<td>SOC 3XX Classical Sociological Theory</td>
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<tr>
<td>C9.</td>
<td>SOC 4XX Senior Seminar in Sociology</td>
<td></td>
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<tr>
<td>C10.</td>
<td>SPA 2XX Conversation and Composition in Spanish</td>
<td></td>
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</tbody>
</table>

The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked C11-C17 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked C11-C17 as presented:

**Course Revisions**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>C11.</td>
<td>ART 125 Graphic Arts (Com)</td>
<td></td>
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<tr>
<td>C12.</td>
<td>BIO 220 The Incredible Living Machine: The Human Body</td>
<td></td>
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<tr>
<td>C13.</td>
<td>CHE 123 The Extraordinary Chemistry of Ordinary Things</td>
<td></td>
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<tr>
<td>C14.</td>
<td>CHE 126 The Chemistry of Cooking</td>
<td></td>
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<tr>
<td>C15.</td>
<td>PHI 204 Logic (MQR)</td>
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<tr>
<td>C16.</td>
<td>POL 244 Law &amp; Politics of Immigration</td>
<td></td>
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<tr>
<td>C17.</td>
<td>SOC 315 Contemporary Sociology</td>
<td></td>
</tr>
</tbody>
</table>

The motion was seconded and approved unanimously.

A motion was made to adopt the proposal marked “C18. Proposal to Revise the Prerequisites for the General Education Program/College Option: Justice Core II (300-level) section”. The motion was seconded and approved unanimously.

A motion was made to adopt the proposal marked “C19. Proposal for a New BS in Fraud Examination and Financial Forensics”. The motion was seconded and passed.

In Favor: 40 Oppose: 0 Abstentions: 4

A motion was made to adopt the proposal marked “C20. Proposal for a New Minor in Accounting”. The motion was seconded and approved unanimously.
A motion was made to adopt the proposal marked “C21. Proposal for a New Minor in Fraud Examination”. The motion was seconded and approved unanimously.

A motion was made to adopt the proposal marked “C22. Proposal for a New Certificate Program in Forensic Accounting”. The motion was seconded and approved unanimously.

V. Report from the Committee on Graduate Studies (attachments D1 – D4)
A motion was made to adopt the new course marked “D1. PAD 7XX Public Oversight of Policing”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “D2. PAD 819 The Independent Sector: Contemporary Issues in Nonprofits and Philanthropy”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “D3. FCM 74X Applied Cryptography”. The motion was seconded and approved unanimously.

A motion was made to adopt the proposal marked “D4. Change in the Advanced Certificate in Crime Prevention and Analysis”. The motion was seconded and approved unanimously.

VI. Proposed College Council Calendar for 2014-2015 (attachment E)
A motion was made to adopt the calendar as presented. The motion was seconded and approved unanimously.

VII. New Business
Vice President Robert Troy made a motion to approve the list of Spring 2014 and Summer 2014 graduates pending completion of all academic requirements. The motion was seconded and approved unanimously by faculty only.

In the future, the link for the list of graduates should be available to all faculty.

The meeting was adjourned at 2:48 p.m.
Participants: Keith Markus, Joshua Clegg, Mariani Mewengkang

Keith and Joshua discussed whether or not they would endorse Kevin Nesbitt’s online evaluation. It was decided that the SEOF committee would not endorse the online evaluations because there was not enough information, and also there was not enough members in the SEOF committee to vote on this item. Keith will draft an email to send to Kevin explaining the committee’s decision.

Keith and Joshua agreed that Alex Long and Rod Colvin would be included in the authorship of the Pilot Study report. Overall, there was improvement with the nine point scale, but not as much as originally expected. It was also found that options that had anchors did more favorably. The ideal solution would be for the committee to come up with anchors for every response option. However this poses a serious challenge when items need to be phrased broadly enough to apply to all kinds of classes offered at the college. Also, the students seemed to like the new evaluations. They were able to give more specific feedback, and a number of students also filled in the blank spaces.

The committee will need to think about to create anchors that are empirically spaced. While the reliability of 5-response and 9-response forms were comparable in the pilot study, the new form is better in qualitative ways provides more context. Joshua will send Keith the paragraph he wrote for the Pilot Study report.

Keith has been in contact with Karen Kaplowitz regarding membership in the SEOF committee. Keith will also contact Marlon Daniels about student members for the committee. Joshua suggested recruiting students from his own class.

Keith and Joshua both agreed that they should meet with Karen once the committee has formed.

The committee will need to think about the next steps following the pilot. The results suggest a need for another pilot study with a larger sample. The committee will also need to think about how the online transition is going to change the dynamic of the evaluation.

In the meantime, the report will be given to the Advisory Board. The Advisory Board will also be asked to “donate” classes to participate in the pilot evaluations the committee has created. Keith and Joshua discussed gathering the next pilot study sample online using a survey site, but that would need to be discussed with the Provost first if funding is needed for a subscription to the survey site.

Assignments-
Keith: Draft Email to Kevin explaining the non-endorsement of the online evaluation.

Remain in touch with Karen Kaplowitz regarding faculty members for the SEOF committee.
Contact Marlon Daniels regarding student members for the SEOF committee.

Joshua: Add language to the pilot study report which explains why the new form is better and has more reliability compared to the original form.
Participants: Keith Markus, Joshua Clegg, Charles McKenzie, Elizabeth Nesbit, Mariani Mewengkang
Guest: Kevin Nesbitt

The meeting began with the introduction of new members. The new members are Charles McKenzie and Elizabeth Nesbit. The committee then discussed student members. Keith told the committee that thus far the SEOF group has been misinformed about the proper way to recruit student members. In order for students to join this committee they must first apply for the role. After the application process is complete the members of the College Council vote to decide which students will join the committee. The contact person for this process is Danielle Officer, Director of the Office of Student Life. Though we had two student members, one has since resigned, and the other has not responded.

Elizabeth asked about the make-up of the advisory group. She was told that the advisory group consists of faculty, staff, and student volunteers.

Kevin Nesbitt joined the meeting to discuss online evaluations. He is requesting that the SEOF committee endorse the online evaluations. Currently the online evaluation has not been endorsed for the fall 2013 semester. Some concerns were raised regarding online evaluations. One concern is about the confidentiality of these evaluations. There is also not enough information about the response rates, or the outliers. McKenzie said that it feels as though the online evaluations are being forced upon the faculty, though it serves no benefit to them. If anything these evaluations are positioned for the vendor, especially considering John Jay’s contract with the vendor is ending.

As we have one more semester to pilot online evaluations, the committee discussed whether or not we should use it as a platform for the revised evaluations. The committee discussed doing these evaluations during the winter semester so that they will not be included as part of the personnel files. However it is important to bear in mind that online evaluations usually have lower ratings and lower response rates because they are not done in class. Moving from paper evaluations changes the statistical standards. In order to have a better understanding of how paper evaluations and online evaluations compare, we will look at the results of both sets of evaluations from the same semester.

Keith asked the committee to approve sending the draft pilot study report to the advisory group and the committee members agreed. The committee felt that it would be best to conduct a follow up study to provide more definitive results before going back to the Faculty Senate for further discussion.
December 19, 2013
SEOF Meeting Minutes

Participants: Keith Markus, Joshua Clegg, Elizabeth Nesbit, Mariani Mewengkang

Since the last meeting Charles Mc Kenize has resigned from the committee. Karen Kaplowitz will be in touch with the committee regarding a new member. The committee still hasn’t received any contact information for student members.

The committee decided to fix some questions from the Student Evaluations based on results from the initial Pilot Report, and feedback from the Advisory Group. The questions need to be able to work for all courses. Also, the anchors may be too specific. It was questioned if perhaps we should base the anchors on outcomes rather than technique.

The committee then re-did Question No. 2. – it is below:

2. The instructor provides opportunities for students to participate.
   1. 
   2. Rarely organizes activities such as discussions or group work.
   3. 
   4. 
   5. Sometimes organizes activities such as discussions or group work.
   6. 
   7. 
   8. Often organizes activities such as discussions or group work.
   9. 

The committee also discussed the sample size, citing that it was small. If possible the committee would like to do the evaluation again but with a larger sample size. It was asked if we should test the old forms too, as the 9 item form, and the 5 item form have the best properties. However, the 5 item form, with anchors at 1, 3, and 5, did not test well.

The committee discussed doing a 2 x 2 design with -
   Old questions and old responses
   Old questions and new responses
   New questions and old responses
   New questions and new responses

The committee will try to see if these evaluations can be given to students in January.

UPDATES:

On January 17, the Office of the Provost informed the SEOF committee that it would not be possible to conduct a pilot study using the Intersession courses due to work being done on CUNYfirst.

On April 16, the Office of the Provost indicated that they could accommodate up to 5 trail questions on the Spring 2014 administration of the SEOF. The committee has discussed via email which questions to include and delivered these to the Office of the Provost.

On April 23, the Office of the Provost indicated that they would not be included any trial questions in the Spring 2014 administration of the SEOF.
FACULTY PERSONNEL COMMITTEE
AGENDA
September 27th, 2013
Room 610 T, Haaren Hall
9:30AM-12:30PM

I. Welcome New Chairs, At Large, & Alternate Members for Fall 2013 & Spring 2014

II. Faculty Personnel Process: General Discussion and Updates

III. Fall 13 Meeting Plan and Process
   a. Meetings Schedules (shared in July of 2013)
   b. Subcommittee Assignments (shared in July and Updated in September)
   c. Conducting Business Memo
   d. Subcommittee Expectations

IV. Introduction to Faculty Internet Document Organizer (FIDO)

V. Fall 2013 Initial Appointments: Vote
   a. Candidate List

VI. Second and Third Reappointments: Vote
   a. Candidate List

VII. Distinguished Professor Reappointments: Vote
   a. Candidate List

VIII. Review of Actions for 2013
   a. Candidate List

Next FPC Meeting: October 4th, 9:30am-1:00PM 4th and 5th Reappointments
Department Votes on: 6th reappointments due October 3rd
Department Votes on: CCE, Tenure & Promotion due October 10th
Subcommittee Votes on: 4th and 5th reappointments due October 2nd
Subcommittee Votes on: 6th reappointments due October 9th

Other Votes Due dates refer to “Meeting Schedules”

Notes:
FACULTY PERSONNEL COMMITTEE
AGENDA
October 4th, 2013
Room 610 T, Haaren Hall
9:30AM-12:00PM

I. Implement Agreements from 9/27/13 FPC
   a. Resolution 2
   b. Resolution 4

II. Fourth Reappointments: Vote
    a. Candidate List

Next FPC Meeting: October 11th, 9:30am-1:00PM
5th Reappointments (23 candidates)
6th Reappointments (25 presentations)

Department Votes on: 6th reappointments due October 3rd
Department Votes on: CCE, Tenure & Promotion due October 10th
Subcommittee Votes on: 5th reappointments due October 9th
Subcommittee Votes on: 6th reappointments due October 9th

Other Votes Due dates refer to “Meetings Schedule”

Notes:
FACULTY PERSONNEL COMMITTEE
AGENDA
October 11th, 2013
Room 610 T, Haaren Hall
9:30AM-1:00PM

I. Write up of Agreements from 9/27/13 FPC
   a. Resolution 2: Rewrite & Expand
   b. Resolution 4: Rewrite & Expand

II. Fifth Reappointments: Vote
    a. Candidate List (slate)
    b. Candidate List (independent actions)

III. Sixth Reappointments: Vote
    a. Candidate List (slate)
    b. Candidate List (independent actions)

Next FPC Meeting: October 25th, 9:30am-1:00PM
Annual Evaluation Deadlines Discussion
6th Reappointments (25 presentations)
6 Stand Alone Faculty Tenure; 1 CLT Tenure
7 CCE Candidates

Department Votes on: CCE, Tenure & Promotion due October 10th
Department Votes on: Department Fellowship Leave Votes due October 19th
Subcommittee Votes on: 6th reappointments due October 9th & October 16th
Subcommittee Votes on: Tenure & CCE Votes due October 23rd

Other Votes Due dates refer to "Meetings Schedule"

Notes:
FACULTY PERSONNEL COMMITTEE
AGENDA
October 25th, 2013
Room 610 Haaren Hall
9:30am-1:00pm

I. Emeriti Applications: Vote
   a. Candidate List (slate)

II. Fifth Reappointments: Vote
    a. Candidate List (slate)
    b. Candidate List (individual actions)

III. Sixth Reappointments: Vote
     a. Candidate List (slate)
     b. Candidate List (individual actions)

IV. CCE Appointments: Vote
     a. Candidate List (individual actions)

V. Tenure Appointments (Stand Alone): Vote
   a. Faculty Candidate List (individual actions)
   b. CLT Candidate List (individual actions)

VI. Faculty Personnel Process: Taskforce Proposal

VII. Tenure and Promotion (Combined): Vote
     a. Candidate List (individual actions)

Next FPC Meeting: November 1st, 9:30am-2:30pm
     Tenure and Promotion Votes Continued
     Fellowship Leaves

Review Committee Votes on: Associate Professor Promotion due October 26th
Review Committee Votes on: Full Professor Promotion due December 5th

Notes:
FACULTY PERSONNEL COMMITTEE
AGENDA
November 1st, 2013
Room 610 Haaren Hall
9:30am - 2:30pm
EXTENDED MEETING

Meeting Closed to the Public

I. Tenure Appointments (Stand Alone): Vote
   a. Faculty Candidate List (individual actions)

II. Tenure and Promotion (Combined): Vote
   a. Review of New Process for Consideration of Cases
   b. Candidate Lists (individual actions)

Next FPC Meeting:
November 15th, 9:30am - 2:30pm
Scheduled Appeals (3)
Tenure and Promotion (Combined) Votes Continued
Stand Alone Promotions Begin
Fellowship Leaves
Counsel Maldonado invited for discussion

Review Committee Votes on: Fellowship Leave Applications due by October 30th
Review Committee Votes on: Full Professor Promotion due December 5th

Notes:
FACULTY PERSONNEL COMMITTEE
AGENDA
November 15th, 2013
Room 610 Haaren Hall
9:30am - 2:30pm
EXTENDED MEETING

Meeting Closed to the Public

I. Fellowship Leaves
   a. Candidate List

II. Appeals
   a. Reappointment

III. Tenure and Promotion (Combined): Vote
   a. Mixed Vote Candidates
      i. Tenure
      ii. Promotion

IV. Promotions: Vote
   a. Slate Vote Candidates
   b. Mixed Vote Candidates

Next FPC Meeting: December 13th 9:30am - 2:30pm Extended Meeting
   Scheduled Appeals (3)
   Stand Alone Promotions Continues
   Fellowship Leaves Continued
   Counsel Maldonado invited for discussion on Early Tenure and
   Recording of Minutes of the FPC

Review Committee Votes on: Full Professor Promotion due December 5th

Notes:
FACULTY PERSONNEL COMMITTEE
AGENDA
December 13, 2013
Room 630 Haaren & 610 Haaren Hall
9:30am - 2:30pm
EXTENDED MEETING

Meeting Closed to the Public 9:30am- 630 Haaren Hall

I. Fellowship Leaves
   a. Candidate List

II. Tenure and Promotion (Combined): Vote
   a. Mixed Vote Candidates
      i. Early Tenure
      ii. Promotion

III. Promotions: Vote
   a. Slate Vote Candidates
   b. Mixed Vote Candidates

Meeting Open to the Public 10:45am- 630 Haaren Hall

I. Early Tenure & Open Meetings Law Implication for Recording Minutes
   a. Counsel Maldonado-Invited Guest

Meeting Closed to the Public 11:25am- 610 Haaren Hall

IV. Appeals
    a. Reappointment
    b. Tenure/CCE
    c. Promotion

Spring 2014 FPC Meetings
2/7/14: Four (4) Appeals & Early Tenure Conversations Continued
2/28/14: Impact Factors across Disciplines-Clarity & Glossary of Terms and Definitions
3/14/14: First Year Reappointments/Second Year Appointments
4/4/14: Distinguished Professor Case
5/2/14: TBD

Notes:
FACULTY PERSONNEL COMMITTEE
AGENDA
February 7, 2014
Room 610 Haaren Hall
9:30am – 1:00pm

Meeting Closed to the Public 9:30am
I. Stand Alone Promotion
   a. Mixed Vote Candidates

II. Distinguished Professor Announcement
    a. Candidate's Bio

III. Faculty Internet Document Organizer (FIDO)
    a. First Reappointment Candidates
    b. Chair's Roles

IV. Appeals
    a. Promotion to Associate 10:30
    b. Promotion to Associate 11:15

Meeting Open to the Public 12:00pm
V. Implication of CUNY Bylaws for Early Tenure & Implication of Open Meetings Law for Recording Minutes
   a. Counsel Maldonado, invited Guest

Remaining Spring 2014 FPC Meetings & Tentative Agenda Items:

2/28/14: Meeting Starts at 11:30 AM
  Promotion
  Appeal
  Tenure Case for Initial Appointment Vote

3/14/14: Glossary of Terms and Definitions to Accompany the Faculty Personnel Guidelines
  First Reappointment to Second Year of Service Votes
  Appeal Process

4/4/14: Fellowship Leave Vote
  Suggested Faculty Personnel Guidelines Edits

5/2/14: Distinguished Professor Case Vote
  New Faculty Appointments Vote

Notes:
FACULTY PERSONNEL COMMITTEE
AGENDA
February 28, 2014
Room 610 Haaren Hall
11:30am – 2:00pm

Meeting Closed to the Public 11:30am
I. Stand Alone Promotion
   a. Mixed Vote Candidates

II. Appeals
   a. Promotion to Full Professor 12:00pm

III. Initial Appointments
   a. Tenure & Promotion (Combination)
      i. Candidate List
   b. Associate Professor
      i. Candidate List

Meeting Open to the Public 12:45pm
I. Compliance Language for Bylaws Regarding Early Tenure

Reminders: Faculty Considering Promotion must notify Provost, CCing Kevin Nesbitt, 3/15/14

Remaining Spring 2014 FPC Meetings & Tentative Agenda Items

3/14/14: Glossary of Terms and Definitions to Accompany the Faculty Personnel Guidelines
         First Reappointment to Second Year of Service Votes
         Appeal Process

4/4/14: Fellowship Leave Vote
         Suggested Faculty Personnel Guidelines Edits

5/2/14: Distinguished Professor Case Vote
         New Faculty Appointments Vote

Notes:
FACULTY PERSONNEL COMMITTEE
AGENDA
March 14, 2014
Room 610 Haaren Hall
9:30am – 12:00pm

Meeting Closed to the Public 9:30am

I. Appeal
   a. Promotion to Full Professor  9:45am

II. First Reappointment Vote
   a. Candidate List

Meeting Open to the Public 10:30am
I. Appeal Process

Reminders: Faculty Considering Promotion must notify Provost, CCing Kevin Nesbitt, 3/15/14

Remaining Spring 2014 FPC Meetings & Tentative Agenda Items

4/4/14:  Glossary of Terms and Definitions to Accompany the Faculty Personnel Guidelines Fellowship Leave Vote Suggested Faculty Personnel Guidelines Edits

5/2/14:  Distinguished Professor Case Vote New Faculty Appointments Vote

Notes:
FACULTY PERSONNEL COMMITTEE
AGENDA
April 4th, 2014
Room 610 Haaren Hall
9:30am – 11:30am

Meeting Closed to the Public 9:30am

I. Review of Candidate List Up For CCE/Tenure/Promotion
   a. Candidate List

II. Initial Appointment at Rank of Associate Professor
   a. Candidate CV

Meeting Open to the Public 10:00am

I. Codifying Approved Faculty Personnel Guideline Edits
   a. Identified Passages

Meeting Closed to the Public 11:00am

FPC Promotions and Leaves Subcommittee Meeting at 11:00am

Promotions Subcommittee will meet to vote on Faculty Fellowship Leaves/Sabbaticals
610 Haaren Hall

Remaining Spring 2014 FPC Meetings & Tentative Agenda Items

5/2/14: Glossary of Terms and Definitions to Accompany the Faculty Personnel Guidelines
         Updates on Early Tenure Processes
         Fellowship Leave Vote
         Distinguished Professor Case Vote
         Appeal Process Changes
         New Faculty Appointments Vote
         Proposed Schedule of FPC Meetings for Fall 2014

Notes:

__________________________________________
__________________________________________
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FACULTY PERSONNEL COMMITTEE
AGENDA
May 2nd, 2014
Room 610 Haaren Hall
9:30am – 12:30pm

Meeting Closed to the Public 9:30am

I. Fellowship Leaves (Vote)
   a. Candidate List

II. Distinguished Professor (Vote)
   a. Candidate List

III. Proposed Schedule of Fall 14/Spring 15 FPC Meetings
    a. Save the Date

Meeting Open to the Public 10:15 am

I. Approved Faculty Personnel Guideline Edits
   a. Identified Passages
   b. Glossary of Terms

II. Appeal Process Changes
    a. Discussion on Six Year Look-Back on Appeals
    b. Proposal(s)

Fall 14 FPC Meetings

9/19/14: New Faculty Appointments

Notes:
FACULTY PERSONNEL COMMITTEE  
Action Minutes  
February 7, 2014  
Room 610 Haaren Hall

Meeting Open to the Public 12:00pm
At this meeting two items were discussed, neither requiring a vote.

1. Open Meetings Law and Action Minutes:  
   a. It was agreed that as often as required the FPC would have a portion of its meetings open to the Public. Due to volume of work, most those meetings will be scheduled for spring terms.  
   b. It was agreed that at those meetings a record of what was voted on and who voted in which way would be recorded  
   c. It was agreed that Kevin Nesbitt and his staff to the FPC would keep these minutes and records of votes as action minutes  
   d. The President (Travis) is considering if he will entertain and allow others to speak that are non FPC members during these open to the public sessions. He indicated considering following the College Council model where nonmembers could be entertained.

2. Implication of CUNY Bylaws for Early Tenure:  
   a. Counsel Maldonado was invited to help the FPC examine the state of early tenure as it relates to the FPC and the Bylaws  
   b. It was agreed that the Bylaws lay out explicit and/or prescribed circumstances wherein early tenure should be entertained  
   c. It was agreed that the prior practice was not in full compliance with the spirit of early tenure and that going forward, as of March 2014, we would come into compliance  
   d. Maldonado and Nesbitt asked to clarify if the College can set a minimum number of years before one can come up for early tenure. Maldonado agreed to research.  
   e. Kevin Nesbitt was asked to prepare language for review at the 2/28/14 FPC that will make conditions for early tenure more clear and tie into the FPC guidelines.  
   f. Evan Mandery suggested that Kevin use much of the language from the bylaws that he had already gathered.  
   g. Kevin agreed and is scheduled to provide this draft to (after review with Provost) to FPC on 2/28/14 at 12:30pm.

Reference Materials:  
Open Meetings Law Statements  
Materials Where “Early Tenure” is cited in Bylaws, FPC Guidelines and Vice Chancellor’s Interpretations.

Prepared by Kevin Nesbitt on 2/19/14 from notes taken at FPC Meeting
FACULTY PERSONNEL COMMITTEE
Action Minutes
February 28, 2014
Room 610 Haaren Hall

Meeting Open to the Public 12:45 pm
At this meeting 1 item was discussed; the new language to frame it came to a vote aimed to bring the FPC practice of awarding Early Tenure into compliance with the Bylaws.

1. Compliance with Early Tenure as per Bylaws

- Provost presents proposed compliance text (on screen)
- Provost reaffirms that all changes and clarifications over last year will be presented at a later meeting in April/May
- Kevin Nesbitt clarifies that this compliance move goes into effect now for candidates considering Early Tenure and should guide the Chairs consultation, and will guide Academic Affairs with candidates.

Vote Taken:
- Benton moves to adopt new insertion to Faculty Personnel Guidelines
- Mandery seconds after removal of references to 5 year tenure clock as it does not exist
- Body votes yeah (all)
- Early Tenure Language adopted with amendment

Reference Materials:  Early Tenure References in FPPG
Proposed Early Tenure Compliance Text
## Spring 2014 Committee on Faculty Personnel
Friday, May 2, 2014

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

### Attendance and Minutes

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- Hamilton, Jay
- Haw, Richard
- Jacobs, Jonathan

**Attendance:**
- Absent: Brotherton, David
- Present: All others
## Attendance and Minutes

**Fall 2013 Committee on Faculty Personnel**  
Friday, November 15, 2013

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

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*Update 10/04/2013*
### Fall 2013 Committee on Faculty Personnel
Friday, October 11, 2013

**Meeting Begin Time:** 9:30 AM  
**Meeting End Time:** 12:00 PM

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# Attendance and Minutes

## Fall 2013 Committee on Faculty Personnel
Friday, October 04, 2013

**Meeting Begin Time:** 9:30 AM  
**Meeting End Time:** 12:00 PM

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Meeting Open to the Public 10:45 am
At this meeting 1 item was discussed; a proposal to modify the appeal practice at the FPC. Two proposals were put forward. None came to a vote.

1. Appeal Process

- President Opened the Discussion
- R Barberet joined the meeting
- Kucharski asked to present Appeal Changes Proposal as lead person
- Kucharski clarifies that this is the work of many members of FPC and expresses their concerns.
  - Appeal Change Document Addressees
    1. Need for Separate Body to review appellants
    2. No long wait period
    3. No in person appeals in general

- Provost reports in her research on CUNY colleges and their appeal processes
  - Of the 12 respondents, primarily senior colleges:
    - 7 campuses with no appeal committee
    - 5 appeal committees (3 independent, 2 are part of FPC Subcommittees)
    - 3 of 5 appeal committees chaired by Provost

- Benton refers to proposal he has shared as option 2 as part of discussion
- President requests that we consider Kucharski proposal first
- The body agrees to table Kucharski Proposal but open discussion
- Discussion ensues

- Wrapping up the discussion, President proposes that the FPC consider a way forward where the Appeal is:
  1. Relying on the Record and not personality or presentation or relationships
  2. Continues to respect that the Record protects faculty as the record gives the faculty the opportunity to put forward best information.
  3. The reliance on the record is in accord with new first and second reader practice at subcommittee, followed by reports to FPC.
  4. Ideal makeup of an appeal committee would be a full professor panel

Things to Consider:
- A formal requirement for Provost to meet with Candidates up for Appeal.
- If the FPC moves to remove the appeal to the FPC or to a panel, in favor of direct written appeal to the president, this may be difficult for the faculty to stomach, if even a good idea. The appeal to FPC or a panel may interfere with the faculty perception of their rights
Next Steps:

- FPC members and others in attendance (there were no others in attendance) will send information about membership of appeal panel to Kucharski/Mandery as per request at meeting.

- Nesbitt will work with Kucharski/Mandery to circulate proposal for next FPC meeting
Meeting Open to the Public 10:15 am

Summary of Actions
At this meeting 2 items were discussed; 1) a codified set of the revisions to the Faculty Personnel Guidelines that relate to procedures and processes, and 2) a proposal to modify the appeal process at the FPC. Both items were amended, and came to votes with positive outcomes. The result will be producing and disseminating an edited version of the Faculty Personnel Guidelines that codifies new practices, clarifies existing ones, and includes the new appeal process. This document goes into effect Fall 14, and replaces the current guidelines approved in December 10, 2009.

Item I: Codified Edits to the Guidelines of FPC presented by the Provost

1) Two sections were chiefly discussed:
   a. Review Committee Assignments of Departments (4 Review Committees)
      i. There were errors with Review Committee B and C, and they were corrected to reflect the below:

         Review Committee A: AMU, CTA, ENG, HIS, MLL, PHI, ISP
         Review Committee B: AFR, ANT, LLS, LPS, POL, SOC
         Review Committee C: CRJ, ECO, MAT, PSY, SCI
         Review Committee D: PAD, SFEM, LIB, CSL, PED, SEEK

   b. The Glossary regarding publications
      i. A discussion ensued that required various edits to the glossary. Provost and Nesbitt captured those edits. Provost read them aloud while Nesbitt made changes on screen for committee.

   c. After revising and reaffirming the constitution of the Review Committees and reaffirming the Glossary edits, a vote was taken to adopt the edits and other changes approved at the 4/27/14 meeting.
      i. The vote was unanimously positive with 29 yes votes constituting all members present.

President calls the question to Adopt Clarified and Codified Faculty Personnel Guidelines

Record of Votes to adopt Clarified and Codified Faculty Personnel Guidelines:

No Votes: 0

Abstention Votes: 0

Absent for the vote: Robert DeLucia, Allison Pease, Larry Sullivan, Davidson Umeh, & Roberto Visani

Item 2) Kucharski Proposal to Modify the Appeal Process

1) Kucharski proposal to modify existing process for appeals is presented. Cauthen proposed that the faculty eligible to serve on the Appeals Panel be faculty eligible to serve on the FPC, but who are not currently serving on the FPC.

Record of Votes to adopt Cauthen amendment to Kucharski proposal:


No Votes: (3) Maria Haberfeld, Lawrence Kobilinsky, Charles (Chuck) Nemeth

Abstention Votes: 0

Absent for the vote: David Brotherton, Robert DeLucia, Allison Pease, Larry Sullivan, Davidson Umeh, & Roberto Visani, Lynette Cook-Francis

2) Benton amendment with friendly amendment by Mandery proposed that the written statement of an appellant is restricted to information contained within the personnel file, but may include any updates to the status of scholarly contributions already referenced in the file with supporting evidence and documentation.

Record of Votes to adopt Benton and Mandery amendment to Kucharski proposal:


No Votes: (1) Rosemarie Barberet

Abstention Votes: (1) Gail Garfield

Absent for the vote: David Brotherton, Robert DeLucia, Maria Haberfeld, Allison Pease, Larry Sullivan, Davidson Umeh, & Roberto Visani, Lynette Cook-Francis

3) Travis proposes that the record for the Appeal Panel be inclusive of the full file, and in that regard also include the FPC votes on the appellant up until that point.

Record of Votes to adopt Travis policy for the Appeals Panel review of the record:

No Votes: 0

Abstention Votes: 0

Absent for the vote: David Brotherton, Robert DeLucia, Maria Haberfeld, Richard Haw, Anthony Marcus, Allison Pease, Larry Sullivan, Davidson Umeh, & Roberto Visani, Lynette Cook-Francis

4) Majumdar amendment to Kucharski proposal is that composition of the Appeals Panel be fulltime tenured associate and full professors, not elected by the President, but coming from an election of the faculty. Travis amends this proposal so that those elected as defined by Majumdar must serve terms. In specific, the twelve-member Appeals Panel, comprised of faculty who are eligible to serve on the FPC and who are not current members of the FPC, shall be elected by the faculty to staggered three year terms. In the initial 2014 election one-third of the elected candidates shall be determined by lottery to have been elected to a one-year term, one-third to a two-year term, and one-third to a three-year term.

Record of Votes to adopt Majumdar & Travis Amendment to Kucharski proposal:


No Votes (2): Tom Kucharski & Lisandro Perez

Abstention Votes: 0

Absent for the vote: David Brotherton, Robert DeLucia, Maria Haberfeld, Richard Haw, Anthony Marcus, Gerald Markowitz, Allison Pease, Larry Sullivan, Davidson Umeh, & Roberto Visani, Lynette Cook-Francis.

5) Vote on fully Amended Kucharski proposal to go into effect Fall 2014 and be included in the Faculty Personnel Process Guidelines:

Record of Votes to adopt fully amended Kucharski proposal:


No Votes: (5) Rosemary Barberet, Warren (Ned) Benton, Gail Garfield, Jay Hamilton, & Nivedita Majumdar
Abstention Votes: 0

Absent for the vote: David Brotherton, Anthony Carpi, Lynette Cook-Francis, Gerald Markowitz, Silvia Dapia, Robert DeLucia, Maria Haberfeld, Allison Pease, Larry Sullivan, Davidson Umeh, & Roberto Visani

Meeting Ended at 12:25pm
COMMITTEE ON GRADUATE STUDIES

1. September 12, 2013
   12:30 p.m. to 2:00 p.m.
   Room 610

AGENDA

1. Announcements
2. Minutes of May 20, 2013 CGS meeting
3. Proposed faculty
   International Crime and Justice Program
   • Jonas Shaende
   • Maxwell Mak
   Digital Forensics and Cybersecurity
   • Adam Wandt
   MPA Programs: Inspection and Oversight & Public Policy and Administration
   • Nicole Rishel Elias
   • Karin Martin
   • Elizabeth Nisbet
   • Stephen Rolandi
   • Vijay Sampath
   • Denise Thompson
   • Lois Warner
   • Phil Zisman

ATTENDANCE

Present:  Associate Provost and Dean Anne Lopes, Vice President Richard Saulnier, Dean Kenneth Holmes, Professors Warren Benton, Rosemary Barberet, Avram Bornstein, Diana Falkenbach, Richard Lovely, Marilyn Rubin, Margaret Wallace, and Kevin Nadal, and Student Representative Taisha Guy

Not Present:  Dean Larry Sullivan and Student Representative Radsoslava Mechkyurova
Also Present: Mary-Ann Triest, Bonnie Nelson

MINUTES

1. Announcements
2. Minutes of May 20, 2013 CGS meeting
3. Proposed faculty
   - International Crime and Justice Program
     - Jonas Shaende
     - Maxwell Mak
   - Digital Forensics and Cybersecurity
     - Adam Wandt
   - MPA Programs: Inspection and Oversight & Public Policy and Administration
     - Nicole Rishel Elias
     - Karin Martin
     - Elizabeth Nisbet
     - Stephen Rolandi
     - Vijay Sampath
     - Denise Thompson
     - Lois Warner
     - Phil Zisman

A meeting was not held in October.

2. AGENDA

   COMMITTEE ON GRADUATE STUDIES
   November 13, 2013
   November 13, 2013
   12:30 pm – 2:00 pm
   610 T

1. Announcements
2. Proposal for an Addition to the Graduate Studies Master’s Thesis Guidelines
3. Proposal to Revise the Steps to Completing a Thesis
3. Ad hoc Committee representation
4. Scholarship funding
5. New business

Attendance

Present: Dean Anne Lopes, Deans Larry Sullivan and Kenneth Holmes, Professors Warren Benton, Rosemary Barberet, Avram Bornstein, Diana Falkenbach, Charles Nemeth, Richard Lovely, Mechthild Prinz, Chitra Raghavan and Marilyn Rubin and Student Representative Taisha Guy

Not Present: Vice President Richard Saulnier, Professor Kevin Nadal, and Student Representative Radsoslava Mechkyurova

Also Present: Virginia Moreno (Institutional Research)

Minutes

1. Dean’s Announcements:
   a) Dean Lopes welcomed the committee. She then introduced Professor Mechthild Prinz, the new Program Director of Forensic Science Program, and asked the other members of the committee to introduce themselves for the benefit of the new program director.

2. Two proposals to revise the existing guidelines for submission of the Master’s Theses.
   i. Proposal One proposed an addition to the Graduate Studies Master’s Thesis Guidelines
   ii. Proposal Two proposed a revision of the Steps for completion of a Thesis

a. Proposal One - A Proposal for an Addition to the Current Graduate Studies Master’s Thesis Guidelines:
   i. The Dean advised the committee that complaints had been received regarding students who had completed work on a thesis for publication; however, their work was used by faculty without giving credit to the students as first author. In her view, this is an integrity issue. The change to the policy has been submitted for consideration to ensure that students are credited as first author on their own work. This is done to protect the interests of the students.

After a lengthy discussion the Committee agreed that under the current system articles accepted for publication are not automatically accepted as a master’s thesis. The student is required to register for the Thesis course, obtain a thesis advisor and complete the process toward having the thesis accepted for publication in the Library.
Several members of the committee stated that some students are unwilling to be named as first author on their own work for publication. In cases Dean Lopes proposed that a clause be added that states “...Unless the student declines.” Additionally, it was proposed that going forward, there should be a stipulation that requires a student, after graduation, to submit a completed thesis within one year; the student should be required to speak to the thesis advisor regarding their willingness to receive authorship credit for publication before that faculty member is able to move on with publication. Dean Lopes agreed with the 1 year stipulation.

Dean Lopes said she will work with the Forensic Psychology Department regarding their guidelines in order to amend the proposal for next month’s meeting. She also discussed the larger issue of a need for more culminating projects, such as grant proposals, as another viable option at the Master’s level for completion of the degree.

b. Proposal Two - A Proposal to Revise the Steps to Completing a Thesis

i. Dean Lopes stated that she was unable to follow the guidelines for writing a thesis as listed in the Graduate Bulletin and felt that students may similar difficulty in understanding these requirements.

ii. Dean Lopes also stated that it is unusual for Master’s theses to be reviewed by the Dean and that she will continue doing so only until May 2014. For the next academic year, the thesis will no longer be reviewed in the Office of Graduate Studies; instead, the program directors will be required to review and sign these documents or allocate someone to review the theses.

iii. Each program was asked to develop guidelines that follow a step-by-step model to be included in the Graduate Bulletin; this will allow for more clarity with respect to the requirements for completion of a thesis.

Committee members were concerned that program directors do not have the authority to determine whether or not a faculty member can serve as a thesis advisor to a student. Dean Lopes asked program directors to submit proposals for changes to the thesis requirements in the Graduate Bulletin before the next meeting.

c. Scholarship Funding

i. Dean Lopes announced that Graduate Studies has been allocated funding as follows:

The first fund of $55,000 can be used for several scholarships.
The second fund of $37,000 is a one-time allocation.
The final fund is $22,500.

The last two funds (totaling $59,500) are to be used for students doing well in their programs to incentivize them.
The funding is to be used for the incoming 2014 class.
ii. The Dean expressed concern about Criminal Justice Program’s declining enrollment; she suggested that the allocation should be used to attract students to Criminal Justice Program through the offer of scholarships offered on a one-time basis for this year.

iii. Dean Lopes recommended dividing the remaining funds among the other programs to use as required. Several committee members commented that the graduate programs are struggling in terms of diversity and that some of the funding should be directed to help increase diversity. Additionally, some members remarked that all of the funding should not be used solely to address the problems of one program, but should also be used for 2nd year students as well.

d. Ad hoc Committee Representation:

Dean Lopes reminded the program directors that a representative from each program was needed to serve on the Ad hoc Committee. She also wanted to invite the Registrar to participate. She asked the program directors to suggest the names of faculty who will be willing to work on academic policy review sub-committee. She asked the program directors to submit names to her by email.

The meeting was adjourned at 2:00 p.m.

Committee on Graduate Studies

3. Agenda

December 12, 2013

12:30 pm – 2:00 pm
6110 T

1. Announcements
2. Proposal for an Addition to the Graduate Studies Master’s Thesis Guidelines
3. Proposal to Revise the Steps to Completing a Thesis
4. Additional Scholarship funding consultation
5. CRJ Request to Approve a Graduate Faculty Member
6. New business

Attendance
Present: Dean Anne Lopes, Vice President Richard Saulnier, Deans Larry Sullivan and Kenneth Holmes, Professors Warren Benton, Rosemary Barberet, Avram Bornstein, Diana Falkenbach, Kevin Nadal, Richard Lovely, Mechthild Prinz, Chitra Raghavan and Marilyn Rubin and Student Representative Taisha Guy

Not Present: Charles Nemeth, Professor and Student Representative Radsoslava Mechkyurova

Minutes

The meeting began at 12:30 p.m.

- Dean’s Announcements:
  - Final interviews for the Associate Dean with be held on December 17, 2013
  - Dean Lopes thanked the committee for their excellent job providing two finalists

- Exciting New Projects
  - Massive online course will be launching on February 11, 2014
    - John Matteson was announced as the instructor
    - Subject matter of the online course is Literature and Law of Slavery
  - This will be launched on February for Black History month; Lincoln’s birthday
  - Dean Lopes thanked John Matteson for the excellent presentation of the online course which provides a clear objective of the course offering.

- This online course will be promoted as follows:
  - To Historical Societies, Professional Associations, libraries, lawyers, legal groups etal ....
  - It is a free online course that will be promoted via social media such as Facebook and Twitter.

- The goal is to put John Jay College on the map with creative advertisement.

- Get students to take online programs and to expend the online program

- Proposal for an Addition to the Graduate Studies Master’s Thesis Guidelines
  - Committee reviewed Graduate Studies Master Thesis Guidelines
  - Strike the word “additional” November 10, 2013 proposal; committee agreed to that it should read “Authorship of the publication shall be determined following professional ethics, in advance initiation project communication with the student and the faculty advisor.”

- Proposal steps to completing a thesis
  - Programs will create their own completion steps for thesis
  - Thesis will be reviewed by Faculty Advisor, Program Director and Dean Graduate Studies
  - One year from the end of the course the thesis should be completed; if student cannot complete it within one year the student must ask for an extension.
  - This process will encourage students to complete the thesis in a timely matter.
  - A tracking system will be put in place for students with completed credit.
• Notification will be sent out to students
  o After the program director has approved the thesis the student must submit two copy of thesis to the library with cover sheet and two signature pages.

• Additional Scholarship Funding Consultation
  o Dean Lopes announced that a scholarship fund of $55,000 will be allocated to CRJ as recommended by Provost.
  o $59,000 will be split equally throughout the remaining programs
    ▪ Should be based on program size
• CRJ Request to Approve a Graduate Faculty Member
  ▪ New faculty member Dr. Petrossian (CJR) was unanimously approved.

• The meeting was adjourned at 2:00

4. Agenda

Committee on Graduate Studies

2.11.14

1. Introductions
2. Minutes of last meeting
3. Program policies for the thesis
4. Review of new graduate faculty candidates
5. Proposal for an Advanced Certificate in Criminal Investigations
6. Proposal for a course revision of the Proseminar in the Terrorism Certificate Program
7. Office of Graduate Studies Staffing and Roles
8. New business

Attendance


Minutes

1. Announcements and Introductions

Dean Lopes introduced Professor Roblin Meeks, who is new to the committee. He has joined Graduate Studies primarily to work with curriculum development issues. He's had experience at Hunter working with program revisions on the undergraduate and graduate level. He will also oversee staff in the Graduate Studies office on the day-to-day level on academic quality issues.
She also introduced Professor Robert Troy, the new VP for Enrollment management. He has come to John Jay from Lehman College, and before that was a chemistry professor in Connecticut. He’s been at John Jay for one week, and has been familiarizing himself with the enrollment figures and goals, which have been very ambitious.

The rest of the table introduced themselves.

2. Minutes of December 12, 2013 CGS meeting

Dean Lopes asked the committee to review these minutes and send her corrections.

Professor Ned Benton said that in past years the committee actually deliberated about the scope of the minutes, and chose to limit the scope.

3. Program policies for the thesis

Dean Lopes asked that every program that has a thesis send her a sample program of thesis guidelines for their program like the ICJ sample included in the packet.

There was some debate about the wording and requirements should be for the completion of the thesis. Richard Lovely objected to the sentence, “All students must complete the thesis by the end of the thesis course.” Dean Lopes agreed that the deadlines and requirements for completion would vary by program, and said that she could remove this entire paragraph before taking the proposal to College Council. She asked that each program write a program-specific paragraph describing the thesis parameters, and that paragraph will then go through governance. She said she would submit the program-specific descriptions with the general revision to thesis guidelines.

Professor Rosemary Barbaret said there was a handbook that students like, and Dean Lopes said that Graduate Studies is getting rid of that handbook because her office should not be instructing students about how to write a thesis. Given the nuances from one discipline to another, she felt that each program should be educating students about their theses. There was some discussion about whether basic formatting guidelines, like a style guide, should be college-wide, and whether that could be Graduate Studies’ burden to standardize. Dean Lopes said she would rather not have her office legislating style guides. Professor Benton said that there may be
a need to undo work from previous years when such standardization was put in place. Dean Lopes said she would speak to Marta Bladek and the librarians to find out what style guides they provide, and what Graduate Studies must provide to students.

The question on the table was whether to revise the bulletin's information on theses so that it includes every program, or whether every program should do their own.

Professor Bornstein suggested tiers of information, some general items like the policy on working with human subjects, some program-specific, like bibliographies. Professor Benton said it is advantageous to have one place that students can go. Dean Lopes agreed, but said that she thinks it is important for the program to make that “one place” for its students. She said departments may share information, but they should each construct their own.

Professor Barbaret said it seemed most efficient to make a common document with some program breakdowns. Professor Prinz said that a handbook is really useful, but then program specific policy can be a simple paragraph like the ICJ example. Dean Lopes said that Graduate Studies can produce a handbook, but she needed a professor in the room to work on it. She said this is a job for faculty, not for the administrator who has been doing it. She said an administrator cannot understand the import of the details of the document the same way that faculty can. Professor Prinz volunteered. Professor Barbaret said that everyone who has a thesis has to be involved. Professor Prinz asked that everybody in the room e-mail her any changes they need for their own program information in the handbook.

4. Review of new graduate faculty candidates

A motion was made and seconded to approve all of the faculty candidates as a group.

All of the faculty candidates were approved with (6?) in favor and 1 abstention.

5. Proposal for the Advanced Certificate in Criminal Investigations

Professor Bornstein said this is one step in many revisions that are coming to the Criminal Justice masters program. He spoke to the issues in play. A key question was whether the words “and international” should be part of this program. Professor Barbaret had brought opinions from four of her faculty which said that the implication that this program would prepare a student to work internationally is false.
Professor Benton wondered if the Investigative Techniques course should be cross-listed. Professor Bornstein said that actually his program did not want domain over Investigative Techniques at all, and thought it could be left to PAD. Professor Benton said the reason not to decouple the cross-listing is that there can be more to investigation than criminal investigation, so it can be beneficial to leave the course open to different types of treatment. Professor Bornstein said it would be a reasonable elective. Cross-listing has been a problem for his students, because they have not realized that the course is in Public Management. He wanted students to have a clearer understanding of the source of the course. Professor Benton made a motion to cease to cross-list 754, which would mean that Public Management would then be able to update the course as they like.

Professor Lovely said the one benefit of cross-listing is that it makes it easier for out-of-program students to register for the course. He mentioned how difficult SIMS makes it to register. Professor Bornstein said that policy should not be dictated by SIMS. Dean Lopes said that the new Associate Registrar has identified this problem in the system and is working on it.

6. Proposal for a course revision of the Proseminar in the Terrorism Certificate Program

Dean Lopes asked if the term “proseminar” could be changed to “seminar.” Professor Bornstein said he thought it could, and he would take it back to the proposer. Professor Bornstein said that this is a capstone for the certificate in which Professor Strozier brings heavy-hitters from the terrorism studies world on Friday afternoons. Students register for the course in the fall, but the seminars continue into the Spring, so he had been giving Incompletes which was problematic. He wants to divide the course into Part A and Part B, separated over the year, for 1.5 credits each. Essentially, these are two half courses, which are two separate courses. There was some question about the possible redundancy of the two semesters. Professor Bornstein said that these seminars will not be sequential, and the guests will be different every semester, so students can take them in any order. He asked if he needs to write two separate course descriptions.

A motion was made and seconded to approve the Seminar in the Terrorism Certificate Program.

The motion was unanimously approved with 7 votes in favor.
7. New business:
   1. Proposed changes to the CJ MA

Professor Rubin was concerned with the proposed change to remove CRJ 730 as a prerequisite for the CRJ Comprehensive Exam. If that happens, will it change the course? She said her department would need to offer its own version of the course if this change happens. She said it will disadvantage her students in the MPA program. Dean Lopes said that CRJ and MPA should have a discussion together about this course and the reasoning behind this change.

Professor Benton felt that there would be good reason for splitting the course into PAD 730 and CRJ 730. CRJ’s approach is more scholarly, and he felt that it would be okay to acknowledge the difference between the programs. Dean Lopes said this is a great idea, but she would need a proposal in writing to split the course and eliminate the cross-listing. Professor Benton said that such a resolution could be added to the proposal on the table.

Professor Bornstein spoke to the reasons for the changes on the table for the CRJ MA program. A large portion of students have been failing the Comprehensive Exam at the 30-credit point, and they wanted to restructure the program so that students have to get through that barrier earlier in their career, at 12-24 credits. He had wanted it to be even earlier, but other faculty in his department pointed out that students have many different avenues into the program.

Professor Benton brought up a point about form, suggesting a clearer way to propose changes. Dean Lopes noted that this is a first reading, and it’s only for a reaction. She said it will come in on the appropriate form at the next meeting when it will come for a vote.

8. Changes in the Office of Graduate Studies

Dean Lopes said that Anila Druro is going on maternity leave on Friday. She has been the most conversant with student issues. Dean Lopes has split her responsibilities 60/40 between Janice Carrington and Inez Brown. She asked that faculty use Inez as their point person for academic issues, and larger issues should come to Dean Lopes or Roblin Meeks. She said that Janice Carrington is out of this loop. Janice Carrington will still be working with budget issues.

Professor Rubin said that NASPAA self-study will be coming to John Jay to review her program, and they will need to see her program’s budget. Dean Lopes said that the program should have a budget written up. Professor Benton said he will be working on this. Dean Lopes said this is
challenging to write up because much of the money comes from the department. She would like her office to be able to help.

Dean Lopes mostly wished to alert the program directors to be aware of Ms. Duro’s absence and to CC her and Professor Meeks.

Professor Benton said that in the next meeting it would be useful to have some type of discussion about budgets, and perhaps adopt a proposal to give to the Budget Planning Committee. He said if this body thinks about how budget lines are considered in these programs and articulates these feelings, then administration may be able to support the programs.

A motion was made and seconded to adjourn the meeting.

The meeting adjourned at 2 p.m.

Committee on Graduate Studies

5. Agenda

March 13, 2014

12:30 pm – 2:00 pm
610 T

1. Announcements
   o College Council Review
     ▪ Authorship guidelines
     ▪ Criminal Justice Investigations Certificate
     ▪ Seminar in Terrorism

2. Review of full minutes

3. Review of Proposed Graduate Faculty—Forensic Science—Theresa A. Caragine

4. Authorship guidelines

5. Fourth reading—Steps to Completing a Thesis—Program Specific guidelines

6. Second reading—Proposal for Revisions to the CJ MA program

7. Proposal for Revisions to CRJ 730

8. Proposal Revision ICJ 760

9. New business
Attendance


Minutes

I. **Announcements**
   a. Several proposals were submitted to the College Council (CC); Criminal Justice Investigation Certificate passed; changes to Seminar in Terrorism passed; proposed addition to Graduate Studies Master’s Thesis Guidelines did not pass.

II. **Review of Minutes**
   a. Dean Lopes prefers full minutes over summary minutes; especially useful for individuals to follow what was said, and for follow-up actions/revisions.
   b. Edits noted for the minutes of the last CGS:
      i. “Barberet” and “Duro” misspelled
      ii. The motion to approve the Advanced Certificate in Criminal Justice is not reflected in the minutes; there was a vote to approve with changes.
      iii. Statement on last page, “Janice Carrington is out of the loop.” seems out of place.
   c. Minutes were accepted with edits/changes.

III. **Review of Proposed Graduate Faculty – Forensic Science**
   a. Prof. Prinz recruited a former colleague, Theresa A. Caragine, to teach a course that was scheduled to be taught by Prof. Wallace who is out on medical leave. Theresa A. Caragine was approved as a permanent member of the Graduate Faculty by the CGS.

IV. **Master’s Theses Authorship and Guidelines**
   a. The committee discussed concerns raised to the proposal about student authorship of publishable theses at College Council. Concerns discussed were:
      i. APA guidelines dictate that the person who does the most work should get first authorship credit.
      ii. A question arose as to who would be responsible for tracking down students after one year.
      iii. Authorship cannot be decided in the beginning; it is against the guidelines of the APA authorship, although these apply to doctoral students and professionals.
   b. Dean Lopes does not believe this provision on authorship will pass the CC given how controversial the matter proved to be.
   c. Prof. Benton offered his insights on the situation; he believes that there are several groups in the CC that oppose for varied reasons. The CGS may want to
establish GS guidance more narrowly written. Prof. Falkenbach believes there will undoubtedly be pushback from the Psychology department.

d. It was noted that perhaps this proposal may not work simply because of the way the guidelines are fashioned. Perhaps establishing a generic set of guidelines and allowing each program to make decisions would be a better approach.

e. Chief Librarian Sullivan noted that there is not much literature regarding master’s thesis guidelines; most standards cover doctoral dissertations.

f. Dean Lopes posed the question, “How much do we need this?” It seems inherently problematic in certain disciplines.

g. Prof. Barberet posed the question, “If a student feels they were taken advantage of, what is their recourse?” Dean Lopes believes it would be an academic integrity issue and that a Research Integrity Officer would deal with this type of matter. CUNY has a policy regarding responsible conduct for research for doctoral students. Prof. Benton proposed that the CGS adopt the CUNY level doctoral rule for John Jay masters students. Dean Lopes will get the guidelines from Anthony Carpi, distribute to the CGS members, and consult with the two faculty members of CC who were most opposed (Psychology professor and Law and Police Science professor). Prof. Prinz wanted to make it clear that adopting this type of policy does not mean that all thesis papers must be publishable, and the committee so agreed.

h. The CGS started review of the *Steps to Complete a Thesis* since November, and all programs have weighed in to date.

i. ICJ would like to use a sentence from CRJ regarding the second reader; FOS will also add a sentence regarding readers even though it is stated in the thesis guidelines, but not in the bulletin. Changes will be sent to Dean Lopes.

j. Prof. Sullivan posed the following question, “What have we done with the lost students?” Dean Lopes has notified program directors that they may pursue lost students (students who have completed everything for their degrees except their theses), but the effort is towards pushing students to complete the thesis in one year. She plans to send a letter to students reminding and encouraging them to complete the thesis in one year. It was noted that students need alternatives to a thesis; the lost students contribute to the poor graduation rate.

k. Motion to approve the new thesis document:  

Approved unanimously

l. Current students will get the new policy and will be held to it; they may adhere to the degree requirements in effect when they entered their program, but not policy changes.

V. Proposed Revisions to the Master’s Degree in Criminal Justice

a. There are three major changes to the program:

   i. Specializations have been reduced from 8 to 5

   ii. Comprehensive Exam being moved earlier in the program instead of at the end, ideally after students take the first core courses

   iii. Removing the two-track system: All students will be required to take the comprehensive exam; qualified students will have the option to write a thesis and complete 6 fewer credits (as current thesis students do).
b. As a signature course there will be a form of standardized assessment and a stabilized syllabus across sections.

c. A request was made to clarify the proposal’s rationale regarding what was meant by thesis “option.” The thesis option to the four free elective courses.

d. Discussion ensued regarding the 30 vs. 36 credits to complete the program. There is perhaps a delivery system flaw as a question of curriculum design because it costs the college more for students to do a thesis than to take the two electives. The college loses two courses in revenue in addition to the costs associated with a student completing a thesis. Dean Lopes believes the college should be willing to sacrifice the two courses revenue loss until the CRJ program is made stronger.

e. Dean Lopes recommended that students who fail the comp exam be required to retake the exam two months later. Prof. Bornstein believes that there are multiple problems that must first be addressed before a recommendation of that nature is put in place. There are concerted efforts to improve student performance (30% fail rate on the comp exam last semester): the comp exam will now focus on four core courses instead of based on what comes up during the comp review course; the exam will be developed differently as opposed to being developed by one faculty member. Prof. Raghavan suggested that it would be a good idea to look at the GPA of the students who have not passed; this may be a way of identifying common scenarios. She also suggested looking at whether some of those failing might be students with disabilities. In her experience, students with disabilities may not be aware of the services that are available to them, and additional support services may make the difference in some students passing the exam.

f. Motion to approve the revisions to the CRJ MA as written: **Approved unanimously**

VI. **Proposed Revisions to CRJ 730**

a. Revisions to CRJ 730 to include new prerequisites reflecting changes to the MA program in CJ; no longer cross-listed with PAD 730.

b. The new prerequisites will require students to pass the comp exam before they can register for the course. This change requires ending the cross-listing of CRJ 730 with PAD 730. Revisions to PAD 730 must be approved this year so that students are not stuck/excluded by the CRJ course.

c. Motion to approve the CRJ 730 revisions AS IS: **11 Approved: 0 opposed: 1 abstention (Prof. Lovely came late)**

VII. **New Business**

a. There was a motion to change the course number for ICJ 760 to ICJ 762. This was a cross-listed course and PAD 760 already existed; hence the Office of the Registrar assigned the course the number ICJ 762. This proposal just makes that change official.

b. Motion to approve the ICJ 760 revision: **Approved unanimously**
Meeting was adjourned at 3 pm.

6. Agenda

April 8, 2014

1. Announcements

2. Review of Minutes

3. Review of Graduate Faculty Candidates

4. Curricular Proposals

5. New Business

Attendance


I. Announcements

a. Problems arising from concurrent times of the chairs meeting and the program directors meeting were addressed. Two of the program directors of the graduate programs are also department chairs, and some conflict was inevitable. Committee members elected to keep roughly the same time for monthly meetings next fall but suggested varying the days of the week.

II. Review of Minutes for March 13, 2014

a. There are typos on the first page that need to be corrected. Under the subject of attendees, “Dean Lopes” should be changed to Dean Anne Lopes. Also under the topic of review of minutes, “Dean Lopes” should be changed to Dean Anne Lopes.

b. Minutes were approved with minor edits.

III. Review of Proposed Graduate Faculty Candidates

a. Professor Bornstein presented Anthony Marcus as a candidate for membership in the graduate faculty of the Criminal Justice graduate program. Professor Ned Benton seconded the nomination; the motion to include Anthony Marcus: Approved unanimously.

b. Dean Anne Lopes, on behalf of Richard Lovely, presented Robert Shullich for membership in the graduate faculty of the Digital Forensics and Cybersecurity Program. The motion to include Robert Shullich: Approved unanimously.
c. Dean Anne Lopes, on behalf of Richard Lovely, presented the case for Carl Wong for membership in the graduate faculty of the Digital Forensics and Cybersecurity Program. The motion to include Carl Wong: **Approved unanimously.**

**IV. Curriculum Proposals**

a. Professor Ned Benton presented the proposal for a new course within the Public Administration Program, PAD 7XX Oversight of Policing. Professor Marcos Soler is proposed as the instructor for the course.

b. Professor Avram Bornstein raised concerns by his faculty that the proposed course overlaps the police administration area within the MA in Criminal Justice program. In representing these concerns, he suggested that further discussion of the delineation of the proposed course and the existing courses needs to be further examined. Professor Benton said that he would be willing to discuss the concerns of the Criminal Justice program.

c. Dean Anne Lopes stated that the learning objectives section of the proposed course’s syllabus need to be recast to reflect true learning outcomes and that the learning outcomes could be reviewed for possible indications of overlap with Criminal Justice.

d. The new course proposal for PAD 7XX was **approved unanimously** with the condition that the learning outcomes be revised and that MPA and Criminal Justice programs consult about possible overlap before agenda items are due to College Council on April 25.

e. Professor Benton presented the proposal for a new course within the Public Administration Program, PAD 819 The Independent Sector: Contemporary Issues in Nonprofits and Philanthropy. Professor Tanya Coke was proposed as the instructor for the course. The motion to approve PAD 819 as a new course: **Approved unanimously.**

f. Dean Anne Lopes presented the proposal for a new course within the Digital Forensics and Cybersecurity Program, FCM 74X Applied Cryptology, on behalf of Richard Lovely. Professor Robert Shullich is proposed as the instructor for the course. The motion to approve FCM 74X: **Approved unanimously.**

g. Professor Avram Bornstein presented a change to the existing Advanced Certificate in Crime Prevention Analysis. The advanced certificate was created with four required courses for a total of 12 credits. In a review of the Graduate Bulletin, the Registrar’s Office noticed that one of the required courses, CRJ 786 Problem Oriented Policing, has CRJ 710 and 715 as prerequisites that were not reflected in the credit total. The proposed change therefore makes explicit these prerequisites and updates the actual required credits to 18. The curriculum itself is undergoing no change. The motion to approve the proposed changes to the Advanced Certificate in Crime Prevention Analysis degree program: **Approved unanimously.**

**V. New Business**

a. Dean Lopes again raised the topic of student authorship and research integrity. She distributed a handout to the committee that she received from Professor Anthony Carpi, John Jay’s Research Integrity Officer, used in training on research protocol and ethics. Dean Lopes asked the committee to return to the question of how best to address potential problems with the integrity of student research and whether new policy needed to be adopted and included in the graduate bulletin. Proposed ideas for the alleviation of confusion and the resolution of issues included: individually structured program guidelines for each program, clear information dispersal to students via the Graduate Bulletin, referrals to the CUNY website on research integrity for students, the inclusion of authorship issues within thesis course syllabi, workshops each semester that educate students about issues of authorship, and the
possible establishment of a student/instructor agreement of understanding concerning authorship issues with the thesis. At the close of the discussion, Dean Anne Lopes asked who would assist her in working on a general policy for the graduate programs concerning thesis authorship issues. Professor Bornstein volunteered.

Meeting adjourned at 1:30 pm.

7. Agenda

Tuesday, May 13, 2014
12:30 p.m.
Room 610T

1. Announcements
2. Review of minutes
3. Curriculum Proposals
4. Policy Discussions

Attendance

Professors Avram Bornstein, Mechthild Prinz, Chitra Raghavan, Ned Benton, Charles Nemeth, Richard Lovely, Diana Falkenbach, Chief Librarian Larry Sullivan, VP Enrollment Management Robert Troy, Dean Anne Lopes, Dean Ken Holmes, Associate Dean Roblin Meeks.

Minutes

I. Announcements

a. Dean Anne Lopes announces that the first John Jay College Accepted Graduate Students Reception would be held tonight.

b. Dean Anne Lopes announces that this meeting of the Committee of Graduate Studies will be the last until the committee reconvenes in September.

II. Review of Minutes for April 8, 2014

a. Minutes were approved with no changes

III. Curriculum Proposals

a. The new course of ICJ 805 Human Rights and Counterterrorism is proposed. Professor Bornstein moves to accept the course; Professor Prinz seconds. The motion to accept the course of ICJ 805: Approved unanimously.
b. An updated list for the Advanced Certificate in Terrorism program is proposed by Professor Bornstein. Professor Benton moves to accept the changes; Professor Nemeth seconds the motion. The motion to accept the changes to the Advanced Certificate in Terrorism program: **Approved unanimously.** (VP of Enrollment Management Robert Troy arrives at 12:47)

**IV. Policy Discussions**

a. A discussion for the settling and extension of grades marked incomplete (INC) was carried out. Dean Anne Lopes proposes the issuing of INC grade extension forms for students in order to better ascertain the amount of INC grades within programs, and that this practice would quell INC grades that “go on forever”. Professor Lovely expresses the need for program director discretion in regards to extreme cases brought forward by students (serious illness, military service, etc.); Professor Benton concurs with Professor Lovely’s view. Dean Anne Lopes understands that extreme cases regarding grades of INC are present, yet even in those cases a check-in procedure must be maintained between the student and the program director. Dean Anne Lopes raises a related issue of students auditing or sitting in on classes that are not registered needs to be addressed. Professor Benton states that this procedure is carried out within the MPA program’s capstone courses often; Professor Bornstein affirms this takes place within the CRJ program as well because students often audit the CRJ 793 comprehensive review course. VP of Enrollment Management Robert Troy addresses the fact that if a student is not registered for the class, nor is he/she not paying the matriculation fee, this practice is in violation of CUNY policy; Dean Anne Lopes concurs with this statement. Discussion was closed with the intent of intensely addressing the INC policy when the CGS reconvenes within the fall 2014 semester.

b. Dean Anne Lopes addresses concerns with the Graduate Grade Appeals process. Grade appeal specialists should be available for courses; reviewers of grade appeals must have sufficient knowledge in regards to the course and subject material in order for a fair and valid assessment. Professor Benton recommends that Graduate Studies adopt a similar model of grade appeals to that of the undergraduate level within John Jay College. Dean Anne Lopes states that she would like the grade appeals process to be the purview of the individual program directors. The CGS will address this policy change more in depth when the committee is reconvened in the fall of 2014.

**V. New Business**

a. Professor Bornstein raises issues regarding a lack of available slots within certain classes; he affirms that there should be some equitable judgment regarding students who are farther along in the program when registering for certain classes. (Dean Ken Holmes leaves at 1:24, Professor Lovely leaves at 1:33)

Meeting adjourned at 1:47 pm.
Honors, Prizes and Awards Committee Meeting
January 28, 2014

Agenda
1. Defining the role of the committee
   a. Expectations of committee members
   b. Understanding the stakeholders (students, Student Transition Programs, Scholarship Office, College Council, Marketing & Development, Committee on Honors, Prizes and Awards)

2. Goals for the year:
   a. Develop policy and protocol for creating awards for 2014-2015
   b. Review and select award recipients
   c. Understanding awards budget
   d. Develop rubric for evaluating awards 2014-2015

3. Review of the Awards

Next Meetings Date: TBA
The meeting was called to order by VP Cook-Francis.

Present:

Lynette Cook-Francis Stafford, Student Affairs
Dean Kenneth Holmes, Student Affairs
Professor Sanjana Nair, English
Danielle Officer, Student Life
Michael Scaduto, Scholarships
Sanjida Meem, Student Representative
Christina Mujica, Student Affairs

Introduction & Responsibilities

- Carika Dixon, a Student Representative informed the group that she is a senior and since being a part of this group would make her ineligible to apply for an award she would like to repose her position and allow someone else the opportunity to join.

- Vice President Cook-Francis welcomed the members of the Committee and provided the group with the goal of the meeting.

- Danielle Officer explained the award process to the Committee. HPA reviewed the award list.

- Danielle Officer offered the question, can Faculty win more than once. What is the protocol? This should be brought to College Council or research should be done.

- Danielle Officer then offered some possible changes that should be made on the eligibility for the Undergraduate Veteran’s Award in comparison to the Graduate Veterans Award.

- Changes for the Undergraduate Vet Award: use good academic standing rather than G.P.A (define good academic standing) and share your experience from military life to civilian life.

- The deadline for student applications is currently February 7th for students and January 30th for Faculty. The hope is to extend the deadline to March to allow more students the opportunity to apply.

- The next meeting we will vote on applicants, after the reviewing of applications which will be sent to the committee by Michael Scaduto. The following meeting will be to go over policy changes on how we should decide and establish an award and the monetary value for each.
• Michael Scaduto would email the committee with the rubric sheet should anyone like to make any changes before the selection process.

• Suggestions for next year:
  Each award should list the award and who the funder is.
  A new rubric sheet.
  G.P.A for the Distinguished Service Award

Respectfully submitted by: Christina Mujica, Student Affairs
John Jay College of Criminal Justice
Committee on Honors, Prizes, and Awards

March 13, 2014

Agenda:

- Vote for the awards recipients for the:
  - Leonard Reisman Medal
  - Scholarship & Services Award
  - Distinguished Service Award selected awardees
  - Howard Mann Award
  - Graduate Student Service Award
  - Graduate Veteran Award
  - Faculty Service To Students Award
John Jay College of Criminal Justice
Committee on Honors, Prizes, and Awards

Minutes for March 13, 2014 Meeting

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

Present:

Lynette Cook-Francis Stafford, Student Affairs
Professor Sanjana Nair, English
Danielle Officer, Student Life
Michael Scaduto, Scholarships
Sanjida Meem, Student Representative
Ingrid Cabanilla, Student Affairs

Introduction & Responsibilities

• Vice President Cook-Francis welcomed the members of the Committee and provided the group with the goal of the meeting, to review the candidate criteria and vote on recipients of the 2014 Commencement Awards.

• Leonard Reisman Medal: Joseph DeLuca is the 2014 selected Awardee
• Scholarship & Services Award: Navila Abbas is the 2014 selected Awardee
• Distinguished Service Award selected awardees:
  1. Zeeshan Ali;
  2. Shana Bell;
  3. Alexis Hiralall;
  4. Emelia Johnson; and
  5. Lesly Abreu
• Howard Mann Award: Jellisa Grant is the 2014 selected Awardee
• Graduate Student Service Award: Pasang Tsering is the 2014 selected awardee
• Graduate Veteran Award: Charles Barkley is the 2014 selected awardee
• Faculty Service To Students Award: Jason Rauceo is the 2014 selected awardee

Respectfully submitted by: Ingrid Cabanilla, Student Affairs
John Jay College of Criminal Justice
Committee on Honors, Prizes, and Awards Meeting

Agenda
May 6, 2014

- Suggestions for next year:
  - Each award should list the award and who the funder is.
  - A new rubric sheet.
  - G.P.A for the Distinguished Service Award
The meeting was called to order by Dean Kenneth Holmes.

Present:
Kenneth Holmes, Dean of Students
Danielle Officer, Student Life
Thamanna Hussain, Student Representative
Sanjida Meem, Student Representative
Christina Mujica, Student Affairs

Meeting Discussion

- Process on structure for adding an award
- Criteria for adding new awards. When proposing an award you are to identifying the funder. Give them a (x) amount of years necessary to keep the award going. The funder should be able to fund for at least five years.
- There should be no self-nominations for the Distinguished Faculty Award.
- Submit to chairs and nominees a notice, so either the nominee or the chair of the department is made aware that this person was nominated for the faculty award. Also, send nomination letters. This can be added to the Faculty members work file.
- The Faculty member should only be able to win every three years.
- Table rubric will be reviewed in a meeting early fall.
- Leave good academic standing, 2.0 in the award for Distinguished Service Award, Danielle has the language.
- Ruth Gomez will then on behalf of the Dean review the list and verify each student’s academic standing to state if they are eligible for the award.

Respectfully submitted by: Christina Mujica, Student Affairs
Committee on Student Interests (C.O.S.I.)

Committee Members 2013-2014

Chair - Kenneth Holmes, Dean of Students
Danielle Officer, Director of Student Life
Carol Kashow, Director of Athletics
Sheeba Johnson, Faculty, Math and Computer Science Dept.
Alexa Capeloto, Faculty, English Department
Benedicta Darteh
Carika Dixon
Artem Gurkivskyi
Nandanie Jeeuth
Joanne Jeung
Sanjida Mecm

Meeting Dates – Fall 2013

October 1, 2013
October 21, 2013
November 11, 2013
December 4, 2013

Meeting Dates – Spring 2014

February 24, 2014
March 18, 2014 – canceled
April 23, 2014
May 19, 2014
Committee on Student Interests Meeting
Tuesday, October 1, 2013
Room L.65.08NB
1:40 pm

Agenda

1) Introductions

2) What is Committee on Student Interests (C.O.S.I.)?
   The Committee on Student Interests is concerned with matters of student life
   including but not limited to student organizations, student housing, extracurricular
   activities and student concerns at the College.

3) Recap of 2012-2013 COSI items
   Checklist Update
   2012-2013 meeting minutes

4) New Business

Next meeting: Monday, October 21, 2013
   Time: 1:40 PM
   Room: L.65.08.NB
Minutes
Committee on Student Interests Meeting
Tuesday, October 1, 2013
Room L.65.08NB
1:40 pm

Dean Holmes called the meeting to order at 1:44pm.

Introductions
2013 – 2014 Committee on Student Interests members introduced themselves.

In Attendance
Chair - Kenneth Holmes, Dean of Students
Danielle Officer, Director of Student Life
Sheeba Johnson, Faculty, Math and Computer Science Department
Alexa Capeloto, Faculty, English Department
Carika Dixon
Nandanie Jeeuth
Joanne Jeung

Not In Attendance
Carol Kashow, Director of Athletics
Benedicta Darteh

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

The Committee on Student Interests is concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities and student concerns at the College.

Recap of 2012-2013 COSI items

Review of checklist of ongoing key items.
Committee was given a copy of the meeting minutes from the 2012-2013 academic year.

New Business

Computerized Student Sign-in
It was suggested to have a computerized database in the Office of Student Life and SGA for club and student government members to sign-in – a system similar to the one in Career Services.
Vending Machines
Item pricing is inconsistent.
College has a contract with Pepsi for the vending machines.
Danielle Officer will follow-up with appropriate parties.

MBJ
It was suggested that MBJ offer more of a variety of food.
MBJ’s facility is not equipped to prepare different types of food.
Have a suggestion box.
MBJ is having an issue with theft and are looking to ways to reduce it (i.e. Turnstyles)
They are currently on Facebook and Instagram.
Need a more efficient checkout system – lines are too long.
Students would welcome meal plans.
Committee wants to invite MBJ representatives to a meeting for further discussion.

Workshop
For first-year and transfer students on how to use Outlook on their phones and laptops to access JJ apps.

Academic Advisement
Advisors are not knowledgeable about the curriculum and new Gen Ed requirements.
Students are finding it difficult to make appointments with advisors.
Degree Works is inaccurate.

Tuition
Tuition due dates are confusing.
Is tuition refund percentages a CUNY or John Jay policy?

Next meeting
Monday, October 21, 2013 at 1:40pm in room L.65.08.NB

Meeting adjourned at 2:40pm
Committee on Student Interests Meeting

Date: 10/11/2013
Place: Room L.65.08NB
Time: 1:40 pm

Attendees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Yes</th>
<th>No</th>
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Committee on Student Interests Meeting
Monday, October 21, 2013
Room L.65.08NB
1:40 pm

Agenda

1) Review of October 1, 2013 Minutes

2) Updates
   Vending Machines – Danielle Officer
   Tuition due dates and refunds
   Tuition rates and fees are set by CUNY
   Tuition refund schedule is set by CUNY

3) New Business
   MBJ representatives Arnold Oransky and Aldana Vasquez

Next meeting: Monday, November 11, 2013
Time: 1:40PM
Room: L.65.08.NB
Minutes
Committee on Student Interests Meeting
Monday, October 21, 2013
Room L.65.08NB
1:40 pm

Dean Holmes called the meeting to order at 1:45pm.

In Attendance
Chair - Kenneth Holmes, Dean of Students
Danielle Officer, Director of Student Life
Carol Kashow, Director of Athletics
Benedicta Darleh
Carika Dixon
Nandanie Jeeuth
Joanne Jeung

Not In Attendance
Sheeba Johnson, Faculty, Math and Computer Science Dept.
Alexa Capeloto, Faculty, English Dept.

Review of October 1, 2013 Minutes
Committee reviewed and approved minutes

Updates
Vending Machines
- Danielle Officer had a work-study student survey most of the vending machines in North Hall and New Building - there is inconsistency in price
- Helen Cedeno, Director of Accounting, Audit & Compliance (AAC) at John Jay College will contact vendor and follow-up with Ms. Officer

Tuition due dates and refunds
- Tuition rates and fees are set by CUNY
- Tuition refund schedule is set by CUNY

Representatives from MBJ – Arnold Oransky and Aldana Vasquez – listened to student concerns and questions and gave updates to what MBJ is doing and wants to do for the students of John Jay College
- Food
  o Students want more a variety
  o Trying different food varieties one week a month
  o MBJ will look into spice rack for students
  o Will consider offering different food varieties around campus
  o Students can ask for food sample before buying
- Meal plan
  o MBJ working on offering gift cards of different denominations that are refillable online
• Suggestion box
  o MBJ currently uses Twitter and Facebook
  o Will consider doing the old-fashioned way with an actual box at both entrances
  o Students contact Aldana and express their views.
  o Will consider doing a survey on Ipad – immediate results if done during Community Hour
    Have a table with cookies for students to complete survey

• MBJ doesn’t have John Jay email address – difficult to contact students - want immediate
  communication

• MBJ website will be operational soon - will have “special of the day”

• Other
  o MBJ has 2 ½ year contract with John Jay to offer exclusive cafeteria services
  o Private companies not keen on coming to campuses – price margin not good
  o Current facility does not accommodate other food choices (such as frozen yogurt machine) -
  health code is also an issue
  o Cashier Line - all cashiers are take credit cards
  o MBJ can do anything you request for catering
  o Better prepared with staffing between classes at cafes
  o Keep basic food like pizza out in the evening for evening students

Next meeting - Monday, November 11, 2013 at 1:40pm in room L.65.08.NB
Meeting adjourned at 2:52pm
# Committee on Student Interests Meeting

**Date:** 10/21/2013  
**Place:** Room L.65.08NB  
**Time:** 1:40 pm

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Committee on Student Interests Meeting
Monday, November 11, 2013
Room L.65.08NB
1:40 pm

Agenda

1) Review of October 21, 2013 Minutes
2) Updates
3) New Business

Next meeting: Wednesday, December 4, 2013
Time: 1:40PM
Room: L.65.08.NB
Minutes  
Committee on Student Interests Meeting  
Monday, November 11, 2013  
Room L.65.08NB  
1:40 pm

The meeting was called to order at 1:56pm. Danielle Officer, Director of Office of Student Life was facilitator.

In Attendance  
Danielle Officer, Director of Student Life  
Alexa Capeloto, Faculty, English Dept.  
Benedicta Dartehe  
Nandanie Jeeuth

Not In Attendance  
Chair - Kenneth Holmes, Dean of Students  
Sheeba Johnson, Faculty, Math and Computer Science Dept.  
Carol Kashow, Director of Athletics  
Joanne Jeung  
Carika Dixon

Review of October 21, 2013 Minutes  
Committee reviewed and approved minutes.

Updates  
MBJ Catering  
Danielle Officer will follow-up with MBJ on some of the topics they spoke about at the Oct. 21st meeting such as progress on the suggestion box and iPad survey.

New Business  
General Announcements  
- Student Digest needs some improvements  
- Work-in-Progress  
- Suggestions  
  Eliminate date column  
  Title it: “Upcoming Events”  
  Is it necessary to have email at bottom?  
- Jay Stop portal is not used by students  
  Coming soon - new software to improve student portal.

Next meeting - Wednesday, December 4, 2013 at 1:40pm in room L.65.08.NB

Meeting adjourned at 2:25pm.
Committee on Student Interests Meeting

Date: 11/11/2013

Place: Room L.65.08NB

Time: 1:40 pm

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Committee on Student Interests Meeting  
Wednesday, December 4, 2013  
Room L.65.08NB  
1:40 pm

Agenda

1) Review of November 11, 2013 Minutes
2) Updates
3) New Business
   Commencement Focus Group - Rosann Santos-Elliott
Minutes
Committee on Student Interests Meeting
Wednesday, December 4, 2013
Room L.65.08NB
1:40 pm

The meeting was called to order at 1:45pm.

In Attendance
Chair - Kenneth Holmes, Dean of Students
Danielle Officer, Director of Student Life
Carol Kashow, Director of Athletics
Carika Dixon
Sanjida Meem

Not In Attendance
Sheeba Johnson, Faculty, Math and Computer Science Dept.
Joanne Jeung
Alexa Capeloto, Faculty, English Dept.
Benedicta Darteh
Nandanie Jeeuth

Review of November 11, 2013 Minutes - Committee reviewed and approved minutes.

Updates - MBJ Catering - Spice Rack is now available.

New Business
Rosann Santos Elliott, Associate Director, Student Transition Programs did a Focus Group with COSI members pertaining to 2015 Commencement and beyond:

1) Speakers at Commencement
   - Well known speaker at Commencement would be of interest to students.
   - Alumni coming back to speak would be of interest.

2) Student Recognition
   - Walking across the stage is important.
   - Can also recognize students through Senior events or a Booklet.

3) Commencement Format
   - Students are okay with separate ceremonies for Undergraduate and Graduate.

4) Other
   - 2014 Commencement will have video vignettes, Commencement Choir, Brass Ensemble Contemporary Concert

Mrs. Santos-Elliott will return in spring 2014 to conduct another Focus Group.

Meeting adjourned at 2:22pm.
Committee on Student Interests Meeting

Date: 12/4/2013

Place: Room L.65.08NB

Time: 1:40 pm

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Committee on Student Interests Meeting
Monday, February 24, 2014
Room L.65.08NB
1:40 pm

Agenda

1) Review of December 4, 2013 Minutes
2) Updates
3) New Business
Minutes
Committee on Student Interests Meeting
Monday, February 24, 2014
Room L.65.08NB
1:40 pm

The meeting was called to order at 1:47pm. Danielle Officer presided on behalf of Kenneth Holmes.

In Attendance
Danielle Officer, Director of Student Life
Carol Kashow, Director of Athletics
Alexa Capeloto, Faculty, English Dept.
Carika Dixon
Artem Gurkivskyi

Not In Attendance
Chair - Kenneth Holmes, Dean of Students
Sheeba Johnson, Faculty, Math and Computer Science Dept.
Joanne Jeung
Sanjida Meem
Benedicta Dartehe
Nandanie Jeeuth

Introduction of new committee member Artem Gurkivskyi who is a senior and political science major.

Review and approval of December 4, 2013 minutes.

Athletics
- Updating department’s Policy and Procedures
- Training new recreation supervisor
- Added more hours
- Supervision of all facilities (students sign in and drop off id) and students use lockers
- No food or drink allowed in the recreation area

Danielle Officer will explore MBJ’s willingness to put microwaves in the dining hall. Random students use microwave in Office of Student Life

MBJ will begin taking EBT cards

Students have a concern about whether there is a part-time nurse.
  Note: Nurse is in Health Services – Tuesday and Thursday from 10:00am – 4:00pm

Commencement Suggestions
- Yearbook and Commencement Committee should work together
- Secretary of Student Council is responsible for the Yearbook
- Position should also sit on Commencement Committee
- 100 days of Commencement should be in the Yearbook

Meeting adjourned at 2:22pm.
Committee on Student Interests Meeting

Date: 2/24/2014

Place: Room L.65.08NB

Time: 1:40 pm

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Committee on Student Interests Meeting
Wednesday, April 23, 2014
Room L.65.08NB
1:40 pm

Agenda

1) Review of February 24, 2014 Minutes

2) Updates
   Meal Plan
   CUNYfirst – claim your ID
   Game Room

3) New Business

Final Meeting for Spring 2014: Monday, May 19, 2014 at 1:40 pm
Focus Group on with Rosann Santos Elliott
Minutes
Committee on Student Interests Meeting
Wednesday, April 23, 2014
Room L65.08NB
1:40 pm

The meeting was called to order at 1:47pm.

In Attendance
Chair - Kenneth Holmes, Dean of Students
Danielle Officer, Director of Student Life
Jeneice Jordan representing Carol Kashow,
Director of Athletics
Alexa Capeloto, Faculty, English Dept.
Carika Dixon

Not In Attendance
Sheeba Johnson, Faculty, Math and Computer Science Dept.
Joanne Jeung
Sanjida Meem
Benedicta Darteh
Nandanie Jeeuth
Artem Gurkivskyi

1) Review and approval of February 24, 2014 minutes.

2) Athletics - Dean Holmes congratulated Athletics for a great year!

3) Updates
   - Meal Plan
     MBJ and Food Service Committee met
     Waiting on MBJ proposal
     Add money to a card
     Meal plan can be part of student’s financial aid packet
     May offer meal discounts

   - CUNYfirst
     Students should claim their IDs
     Complaints:
     Courses are hard to find
     Need a link saying this is where you get your classes
     Need help navigating
     Suggestions:
     Important Announcement cheat sheet
     Mini workshop – similar to what was done during GenEd
     Video tutorial on outside wall of L61
Include tutorials during orientation  
Classroom visits  
Faculty can ask students before class if they have claimed their IDs.  
So far, 50% of students have claimed their ID

- Game Room  
  Video game contract talks are going with OSL  
  Students are hooking up own device to TVs.  
  OSL will put up warnings (if it breaks you are responsible)  
  Game Room clubs are emerging – ping pong club in the works  
  A third pool table will be acquired  
  Investigating other options for further noise reduction  
  Plan to move vending machines into the game room open area – currently machines are in an alcove and students do not know the machines are there.  
  Marketing and Development are planning naming opportunities with donors  
  Plan to have an information desk in front

4) Other
- OSL will receive large touchscreen monitors
- COSI Tracking List
  MBJ is limited in what they can do because of the space  
  Open to idea of having microwave – plan to have an electrician look at outlets
- OneCard System
  Once CUNYfirst is fully implemented we will be into work on the one card system
- Health center Nurse  
  Beginning Fall 2014, full-time nurse practitioner from Monday – Friday 8:30am to 6:00pm

Meeting adjourned at 2:40pm.
Committee on Student Interests Meeting

Date: 4/23/2014

Place: Room L.65.08NB

Time: 1:40 pm

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Committee on Student Interests Meeting
Monday, May 19, 2014
Room L.65.08NB
1:40 pm

Agenda

1) Review of April 23, 2014 Minutes

2) Updates

3) New Business
   Commencement Focus Group – Christie Graziano and Christina Mujica, Student
   Transitions Program
Minutes
Committee on Student Interests Meeting
Monday, May 19, 2014
Room L.65.08NB
1:40 pm

The meeting was called to order at 1:45pm.

In Attendance
Chair - Kenneth Holmes, Dean of Students
Carol Kashow, Director of Athletics
Alexa Capeloto, Faculty, English Dept.
Carika Dixon

Not In Attendance
Danielle Officer, Director of Student Life
Sheeba Johnson, Faculty, Math and Computer Science Dept.
Joanne Jeung
Sanjida Meem
Benedicta Darteh
Nandanie Jeeeth
Artem Gurikivskyi

Review and approval of April 23, 2014 minutes.

New Business
Christie Graziano and Christina Mujica of Student Transitions Programs conducted a second Focus Group with COSI members pertaining to Commencement and John Jay’s 50th Anniversary. Questions were targeted to different groups (Undergraduate Student, Faculty, and HEO). Highlights from the session:

Group Suggestions
- Advertise about graduation much earlier (in the fall) because students felt like everything was last minute. (I.e. filming the graduation videos, taking senior pictures, etc.)
- Students don’t read email because they get too many emails
- Put posters on all the floors near the classrooms and North Hall advertising graduation.
- Bring more attention to ordering Cap & Gown deadline by dressing Madison the dog and the Mascot in a cap and gown all week and have them walk around campus reminding students of the deadline.
- More advertising for night students.
- Have Graduation Pop-Up booths just like Career Center. Have it up for the month before students need to apply for graduation with a checklist and all the things they need to know.

50th Anniversary
- When everyone thinks of 50th anniversary they think: bands, live performances, comedian, confetti, celebration, fireworks.
- Funny/Fresh video of predictions of what John Jay will look like in 50 years.
- Time capsule: create one for the 50th and ask students can put items in it throughout the year. Close the capsule at graduation.
• Historic Series: Things that happened 50 years ago - throughout the year. (Facts, art gallery exhibit, historians come to give talks, get clubs involved).

Meeting adjourned at 2:40pm.
Committee on Student Interests Meeting

Date: 5/19/2014

Place: Room L.65.08NB

Time: 1:40 pm

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Agenda

1. Introductions
2. Undergraduate Studies Goals – The Academic Journey
3. Closing the Loop on Outcomes Assessment: setting priorities
   a. Where is your program in the 5 year cycle?
   b. What is the culture of assessment in your program? strengths and challenges
   c. What was the primary finding of your assessment last year and how does your program plan to address it, if necessary?
Council of Academic Program Major and Minor Coordinators Meeting Minutes September 10, 2013


I. Announcements

Today’s meeting called coordinators’ attention towards the Academic Journey and Roadmap. The next meeting’s focus will be on sophomores and Gateway courses and how students do in such entry levels classes.

II. Academic Journey

- Major coordinators first heard of the academic journey when it was introduced at last year’s final meeting in May.
- Findings show that students who take 15 credits per semester and engage with the opportunities that the institution offers have a higher completion rate than those that do not. The academic journey roadmap creates a framework for students to plan their coursework and co-curricular opportunities in a coordinated and purposeful manner. For this reason, Dean Pease asked faculty to be cognizant of the Academic Journey and Roadmap.
- Coordinators and advisors should assist students in major/minor requirements, while being mindful of the Roadmap (timeline)
- Sophomore Year
  Coordinators can help ensure the success of students by providing academic support, tutoring services, and special opportunity programs

III. Closing the Loop of Outcomes Assessment

- Majors/Minors need to plan what they want their graduate to look like and work towards that outcome by figuring out if what is being assessed is working or not and making necessary adjustments.
- Dean Pease said the committee can act as a support group to help improve outcomes. She asked departments to share results of outcomes assessment in their respective departments

Forensic Science
  o Department believes in the culture of assessment
  o Assessment focused on the 400 level intensive courses (capstone)
  o Department will expand the assessment to other 400 level courses and work their way down.
  o Assessment reviewed the students’ written reports on internships
  o The finding were that students need to work on their communication skills (primarily written)
Computer Science/Computer Information System
- This was a fast-growing major until the .com crash. However, the major is currently experiencing a dramatic increase in students.
- Took part in a self-evaluation and major revamping of the programs, which involves: increasing digital security and computer forensics courses; looking at retention; setting up learning outcomes; trying to attract students to the major.
- The coordinator is new and wasn’t previously involved in the assessment.
- A culture of assessment needs to be developed in the department.
- The first step will be solidifying learning outcomes.

Math (minor)
- The coordinator is new and has not reviewed the overall assessment data.
- He has collected data for calculus.
- Minor hopes to attract more students, since it would support different degrees.

Film (minor)
- Relatively new minor.
- Plans to work with the Gateway courses to make sure they are in line with learning outcomes.
- Department is not ready to close loop and acknowledges that a lot of work remains to be done.

Foreign Languages/Minor in Spanish
- Assessments are in their second year (data collection over past 2 years).
- Department has implemented pre and post tests for assessment purposes.
- The results/findings indicate that students are performing at acceptable levels, however, the findings vary across the different languages.
- Learning Goals have to do with 5 skill areas that they want their students to know: speaking, listening, reading, writing, and culture.

Counseling/Human Services
- New Coordinator - ready to start collecting data (on foundation courses this semester) and assessing.

Gender Studies
- Assessed all core but not nearly done.
- Since they don’t have their own department, Gender Studies is grappling with being cross-listed with courses taught in other departments.
- Received two reports from the College Assessment Committee.
- Reports show that scaffolding has worked well.

History
- Department is on year five of assessment.
- Need to re-rubric.
- They need to address the problem students are having with analyzing the use of primary sources.

Humanity and Justice
- Culture of assessment is well developed in major.
- Have assessed three quarters of the program.
- Findings show that students are not meeting outcomes.
- Plan to address the size of the capstones.
International Criminal Justice (3 majors and 2 minors)
- Entering third year of assessment
- Everyone in department is involved in identifying learning outcomes and assessment
- There is a Coordinator of Assessment tasked with collecting all relevant materials (Staci Strobl)
- Findings - in assessing the 100 level courses, the students were found to have difficulty with writing
- The program is working with the English Department to solve this issue

Psychology
- Third year of assessment
- Everyone is on board with the idea of having pre tests and post test to aid in assessment

Law & Society and Political Science
- The culture has been growing as more people get involved
- Finding - students have weak research and writing skills (for both law and society and political science)
- Department created a position for a Writing Coordinator to address the issue

Legal Studies
- Major is being phased out - will be replaced by Law & Society
- No assessment report as department is now solely helping remaining student in the major

Culture and Deviance
- Department needs to develop culture of assessment (faculty cooperation is problematic)
- Having issues integrating outcomes because there are different professors that teach the same courses
- Program is redefining its mission and updating its courses

Public Management
- Doing their self-study this year
- Re-worked courses and assessment plan

Fire Science
- New Coordinator (only 2 weeks in job)
- No assessment from last year

Art History
- Findings from assessment - students were not submitting work on time and were having issues with reading comprehension
- they sought to remedy the issues with reading comprehension by having the students outline the chapter from reading assignments

Music
- Third year of Assessment
- Tracked core classes for two years
- Students have issue with oral communication (presentations and articulation on subject) and written communication (analytical discussion)
- To remedy this issue, a writing class has been added

Library Science
- New Coordinator
Anthropology
- New Chair/Coordinator

English
- Fifth year of Assessment
- Program has strong culture of Assessment

Philosophy
- The culture of assessment is half and half
- Findings - two-thirds of entry level students have difficulty identifying an arguments premise and conclusion
- The major is being revamped

English (minor)
- Third year of evaluation
- Finding - Professors were unable to cover everything in the Gateway course (material could not be covered in 15 weeks, for this reason, changing minor name to a “creative writing” minor.
- Future Goals - develop rubric, focus more on creative writing, and create public relations plan to increase student interest
- Assessing creative writing is difficult

Economics
- Department successfully closed the loop and is now assessing the assessment

Comments/Observations
- AP Llana announced the appointment of Jennifer Rutledge as the Chair of the College’s Assessment Committee; he also noted the importance of taking advantage of the support from said committee and from the Director of Assessment, Virginia Moreno.
- He urged departments that did not complete assessments and are just getting started to catch up and not to fall further behind in the process, otherwise it becomes a daunting task.
- Director Moreno said that the college needs an assessment plan for all degrees. She asked coordinators to make sure minors complement majors and invited coordinators to reach out to her for further assistance.
Majors and Minors Coordinators Meeting
October 10, 2013

Agenda

1. Guests
2. Announcements
3. Academic Advisement
   a. The Center
   b. Current Trends
   c. Implementing the new Gen. Ed.
   d. Breaking Down the new Gen Ed.
4. Major Advisement
   a. Effective advising
   b. Advising Homepages on the JJ website
   c. Gateway Courses
   d. Recommendations for major Advising
Meeting Minutes

Present: Doug Salane, Maria D'Agostino, David Munns, Evan Mandery, Salomon Guajardo, David Green, Patricia Tovar, Cathy Mulder, Caroline Reitz, Marie Maras, Deryn Strange, Katie Gentile, Mathew Perry, Karen Okamoto, Maxwell Mak, Jack Jacobs, Andrew Sidman, Robert McCrie, Eric Piza, Lawrence Kobilinsky, Virginia Moreno, Jim Llana

I. Guests:
   A. Charles Davidson, Director, Center for the Advancement of Teaching
   B. Sumaya Villanueva, Director, Academic Advisement

II. Announcements
   A. Open House- Some Coordinators have still not responded as to who will be representing their major. We are urging them to respond soon.

III. Academic Advisement (Sumaya)
   A. The Center
      1. The center was established 5 years ago to handle graduation policy related issues among other things.
      2. Degree audit and the bulletin are used in conjunction for advising.
      3. A new Deputy Registrar, Naomi Nwosu, was hired to do a lot of the work of cleaning the degree audit. Many glitches are now fixed.
   B. Current Trends
      1. Advising for incoming students is mandatory and the bread and butter of academic advisement.
      2. Advising is also mandatory for students on academic probation. These students must make an appointment. A stop is placed on the student’s account for spring 2014 semester.
      3. There were a total of 11,714 visits by students last year. This is an increase of 4,000 visits from the previous year.
      4. In the last three days 228 students were seen in group sessions, 90 are expected to be seen today and an average of 70 students are seen per day.
      5. Students who take advantage of Priority registration will be able to register by Nov. 8th while seniors can register by Nov. 11th.
      6. Students will be seen until Dec 12th from Monday to Thursday from 1:30-2:40pm.
      7. While 60% of the incoming class came in for advisement, 40% did not. Transfer students may have been among those students as they are not required to come for advisement.
      8. Advisement is divided between 8 full time and 5 part time employees. This is a huge undertaking.
   C. Implementing the New Gen. Ed.
      1. The new Gen. Ed. campaign is so far successful. About 2,500 students, including 1,800 incoming freshman, have opted in.
      2. Opt in easiest for incoming freshman. For sophomores and juniors some things will be off in degree audit.
      3. While the new Gen. Ed is updated on the degree audit course substitutions may not be reflected. This is especially the case for the new 100 level justice course which will be substituted for continuing students.
4. Since the new Gen. Ed is fluid due to courses revisions and new course proposals, courses in the required core, flexible core and college option and ever changing. The most updated list (Approved as of 6/04/13) can be found on the website.

D. Breaking Down the New Gen. Ed.
1. 42 credits are required with a required common core (12 credits) and a flexible common core (18 credits) and college option (12 credits).
2. Students are required to take 2 semesters of foreign language. The first course will be chosen from world cultures and global issues (FL 101) in the flexible common core while the second will be chosen from communications (FL 102) in the college option. Those exempt from foreign language can take any other course from those areas.
3. Full details of the new Gen. Ed. can be found on the advisement webpage in the “molecule” or flowchart.

IV. Major Advisement
A. Effective Advising
1. It is highly desirable to see and advise students before the withdrawal deadline.
2. Registrar and academic advisement have access to Advisor track which contains all updated advisement forms. Coordinators should feel free to look over these forms and point out changes that need to be made.
3. Unfamiliarity for advisors advising with the new Gen. Ed. can be dealt with by meeting with staff from the academic advisement center.
4. For any uncertainty with the Gen. Ed. and for Gen. Ed. specific student issues advisors should refer students back to the advisement center.
5. Advisors should know that some courses that are required for the Gen. Ed. can also be counted towards a student’s major requirements.
6. Sumaya recommended that each major have planners by year which would allow students to stay on track with coursework and graduate on time. (ie. “this is what we recommend juniors take”)
7. Another option to increase student access to resources related to their major may be to place an advising link in every syllabus.

B. Advising Homepages on the John Jay website
1. Information is not easily accessible for students for most majors. Departments like Humanities and Justice are not even listed under academic departments.
2. Navigation is a huge issue. A decision needs to be made as to what is useful and the best way to access the necessary information on the website.

C. Gateway Courses
1. These are introductory courses for a major that help advisors see the student’s chances of success. According to Virginia the best predictor of success is what student’s know and a grade of C or better is considered successful as it is tied with outcomes assessment.

D. Recommendations for major Advising
1. Cathy Mulder suggested we have an advising day where there are no classes but students and advisors are required to attend advising sessions.
2. Look at how other schools handle the task of advising and see how we might benefit from their practices.
3. A more clear standardized criteria for service needs to be made to encourage major coordinators to advise regularly. This is opposed to a sitting on a committee which is currently done.
Majors and Minors Coordinators Meeting
November 12, 2013

Agenda

1. Open House Debrief
2. Last week Richard Saulnier explained that more than 4000 students in good academic standing with 60 credits leave the college. Some might be transfer students but some are not. If you would like to track those students in your major you can contact Enrollment Management.
3. We can move on to item number four on our agenda since Dara Byrne is here. We have a rising issue here about honors in the major especially since we have Macaulay students here now who must complete honors in their major. So I invited Dara to talk about what students need.
4. Next item on the agenda is the 4 year academic plan. Oftentimes students will leave the college because they have too many choices and there is confusion as to what they need to take so they lose their way. Experts said a 4 year plan can help students stay since they will know what they need to take. They will be on the department homepages. There will also be a link to access the academic plan under the requirements for the major.
Council of Major and Minor Coordinators Meeting

November 12, 2013

In Attendance: Allison Pease, Jim Llana, Virginia Moreno, Hunter Johnson, Eric Piza, Salomon Guajardo, Patricia Tovar, Andrew Karmen, Cathy Mulder, Caroline Reitz, Marie Maras, Delyn Strange, Larry Kobilinsky, David Munns, Klaus Von Lampe, Karen Okamoto, Maxwell Mak, Catherine Kemp, Jon Shane, Andrew Sidman, Vince Maiorino, Sandrine Dikambi

I. Open House Debrief

- **Allison Pease**: Thinking about reorganizing Open House. What was good or bad about Open House for those who attended? Feedback?
- **Marie Maras**: Had a great turnout— I was told it was larger than previous years. One recommendation would be to have the Fire Science and Security Management majors together. Students were asking questions and we kept referring them back and forth between the two tables. Also it would be helpful to have the breakdown of courses available to hand out to students since many students were asking for those.
- **Salomon Guajardo**: Similar to Marie, I think the majors should be grouped in themes; for example, the Management majors could be grouped together.
- **Allison Pease**: The history of the alphabetical nature of the majors in the gym was through the President who asked them to be in alphabetical order so it could be easier for students who don’t know a lot about John Jay to walk around and see what John Jay has to offer. But an improvement has been that the major signs have been raised so that can be beneficial in locating the major. But of course they are open to ideas to change.
- **Jon Shane**: We had a great turnout for our department; about 25 staff members were there for Police Studies. Just echoing what was already said if we could group together majors under the same department it would be helpful; especially, since we had to keep sending students back and forth between Criminal Justice (BS) and Police Studies. Also, there were a lot of administrative questions that students were asking and there was not a lot of representation there.
- **Allison Pease**: Perhaps we could have a fact sheet that had the general answers to questions?
- **Jon Shane**: I had to keep referring students to Admissions because I didn’t know the answers to their administrative questions.
- **Delyn Strange**: Not all minors were represented at the gym. I think the minors should be represented; especially for students who want to explore what their options are.
- **Allison Pease**: The minors were removed in order to have fewer tables so there is less clutter in the gym.
- **Delyn Strange**: Could we at least have handouts for the minors?
- **Sandrine Dikambi**: We did that last year—some minors sent us information to put out and some didn’t. This year SPG removed the table for minors altogether.
- **Allison Pease**: Maybe we could have one brochure with all the minors listed?
- **David Munns**: We had a lot of transfer students who know what they want to do and had a lot of administrative questions, such as: when can I register for classes?
- **Allison Pease**: Another suggestion that came up this morning was possibly the idea of enrollment on the day of open house.
- **Andrew Karmen**: We could have one sheet of the minor at each major table.
- **Allison Pease**: Not all minors are based out of a department. Some are interdisciplinary.
- **Catherine Kemp**: I have the information for the Philosophy major and minor consolidated in a brochure. But that wouldn’t handle the ISP minors. Also the 4th floor gym is overflowed with people and I feel like maybe we can utilize the atrium in the NB.
- **Allison Pease**: Jim (Llana), maybe you can address that?
- **Jim Llana**: The atrium has the overflow from everyone coming out of the theatre.
- **Catherine Kemp**: Level 1 in the NB?
- **Allison Pease**: The flow of people going to the breakout sessions is on the 1st floor since most of our breakout sessions are there.
- **Caroline Reitz**: I was giving out my contact information to students who wanted to come sit in on classes. I think class sit-ins would be more effective than having students come in on a Sunday with their parents and go to class.
- **David Munns**: We have a lot of impressive spaces in the New Building that we could potentially use such as the 9th floor conference room or the 8th floor quad overlooking the Jay Walk.
- **Allison Pease**: Well with 2100 students those spaces wouldn’t work. Could also be a potential fire/safety hazard
Cathy Mulder: I wasn’t able to attend Open House this year but Ian Seda and Jay Hamilton were there and their feedback was that the breakout session was poorly attended. Ian had no one in his session and Jay had 2 people, 1 by mistake. I think the different departments should rotate who gets to present at what time.

Allison Pease: I agree. Especially since I was the one reaching out to faculty and asking them to come in on a Sunday. I don’t think empty rooms do any good to the college marketing strategy as well. I think we could reduce the number of breakout sessions and have a smaller menu option for the students and have some sort of logical spread to the event.

Patricia Tovar: We had a pretty large turnout for Culture and Deviance Studies. We had a big poster that advertised our research. It might be a good idea for other departments to advertise their research as well. Also, I noticed there were a lot of Spanish Speakers so I think maybe we could wear buttons that say ‘we speak Spanish’ that may help out the students/parents.

Last week Richard Saulnier explained that more than 4000 students in good academic standing with 60 credits leave the college. Some might be transfer students but some are not. If you would like to track those students in your major you can contact Enrollment Management.

Patricia Tovar: We can use social media like a Facebook page to connect current and former students.

Deryn Strange: I think it might be effective for smaller majors to reach out but not large departments like ours especially with the lack of administrative help.

Allison Pease: Do you feel that the department reaching out is not effective?

Deryn Strange: Would we have access to email and or the physical addresses of these students?

Maxwell Mak: I think the Dean of Students should reach out because he/she has the ability to make the proper referrals to wherever they need to go.

Virginia Moreno: But there is a special bond between the department and students.

Deryn Strange: But we have no capacity to do that.

Klaus von Lampe: Would we be able to circulate the names through the department and those faculty who have special bonds can reach out to those students?

Jim Llama: I think that would be a violation of FERPA.

Allison Pease: Why major coordinators and not professors?

Klaus von Lampe: Some professors may want to know what happened to their students.

Jim Llama: I don’t think the 60 credits was part of the report. I think the numbers were just that 4000 students in good academic standing left the college each year.

David Munns: I think the Dean of Students should reach out to those students. I think it would be too late to reach out to these students because they most likely left for good reasons and it’s beyond us to reach out to them.

Klaus von Lampe: You don’t know that.

David Munns: I do know that a lot of good students of mine want to transfer out and John Jay might have just been a stepping stone for them. I’ve written letters of recommendations for students who want to transfer out.

Cathy Mulder: Would we be able to see the demographics of those students? I think the freshmen retention rate is just horrible and we should focus our energies on improving that.

We can move on to item number four on our agenda since Dara Byrne is here. We have a rising issue here about honors in the major especially since we have Macaulay students here now who must complete honors in their major. So I invited Dara to talk about what students need.

Dara Byrne: All Macaulay students must graduate with honors in the major. The college articulation says that honors in the major are achieved through a 3.5 GPA at graduation. However, not all departments have a specific set of requirements for honors in the major.

We have our first cohort of Macaulay students on campus now and we need to start thinking about what constitutes honors in the major. So we need to think about what students can do to fulfill their research requirements. Could they take additional courses? The students are ready to get started and we will be having another group of 20 students coming. We have most of the infrastructure in place, we just need to figure out the other part of it. If it’s helpful I could send you what other CUNY campuses do. For example, Baruch College does not have the students take additional classes but only has a GPA requirement, which is quite unusual.

Caroline Reitz: I think Honors requires some significant research which is really important as well. So for the English senior seminar we have the students doing longer than average papers. Or they could do an independent study in the Honors.
IV. Challenges.

Dara Byrne: We’re trying to have a friendly conversation with the departments, be flexible and try to understand the challenges. So for the regular Honors projects they could do a thesis, a creative piece, or a group project as long as they can demonstrate what the independent piece was.

Dara Byrne: We’re starting to prep juniors for the senior year; so they would start to think about their research and identify their mentors in their junior year as opposed to their senior year. Students and faculty can talk and write a proposal which would be submitted for review and the Honors Capstone faculty would have an idea of what research the students are doing. The idea of the senior seminar/capstone course is to have the students teach other about the common good and its relationship to the community and also to present their research at research week, conferences and even submit it for publication.

Catherine Kemp: Does Macaulay follow the common good curriculum as well?

Dara Byrne: Yes, their thesis work should be in the common good curriculum since most of them chose John Jay because of their interest in public service.

Virginia Moreno: If they take extra classes, would they count towards electives or go above the 120 limit?

Dara Byrne: They would not go above 120.

Cathy Mulder: What if the department has no honors classes, should they create honors classes?

Dara Byrne: Honors contract—special treatment in class. Extra rigor in assignments. Depends on faculty teaching.

No need to create a new class.

Kathy Mulder: Would we need to create a research methods class for them in ECO?

Dara Byrne: If they are doing an ECO thesis they would need to learn the skills they will be applying so maybe if you could identify what other campus offers classes that they can take that might be the easier option.

Allison Pease: There is no need to reinvent the wheel. The Honors in major policy is in the bulletin and if you would like to add that component in your major all you need to do is create a revision to major memo for honors option and it will go to UCASC, College Council and will eventually show up in the UG bulletin.

Catherine Kemp: Can non Macaulay students pursue Honors in the Major?

Dara Byrne: Yes

Catherine Kemp: Regular students?

Dara Byrne: Yes

David Mums: I’m concerned about the pushback for Independent study in the summer.

Salomon Guajardo: I am working with a student but his independent study was denied in the summer. The student now has to work extra to keep up with everything.

Deryn Strange: Students have to pay for summer classes, so I don’t think we need to worry too much about independent study in the summer.

Caroline Reitz: Need to approach it as a yearlong commitment. May not be registered but still need to work on paper, bibliography, writing, etc. Based on desired outcome, the thesis can serve as a writing sample for graduate school.

Next item on the agenda is the 4 year academic plan. Oftentimes students will leave the college because they have too many choices and there is confusion as to what they need to take so they lose their way. Experts said a 4 year plan can help students stay since they will know what they need to take. They will be on the department homepages. There will also be a link to access the academic plan under the requirements for the major.

Klaus Von Lampe: It makes sense that when students come in there is checklist to follow. We should also encourage a sequencing mandate so that students would know the required courses.

Allison Pease: Maybe especially useful for transfers who need to know how to finish in 2 years.

Catherine Kemp: What would be the process to change those sheets?

Deryn Strange: Send edits to Sumaya in Advisement.

Cathy Mulder: Advisement is not giving best advice. Gen Ed in the first two years; students might want to take some Gen Ed classes in their 3-4 year as well.

Allison Pease: So we could make suggestions to smooth out the Gen Ed’s over the 4 years via the 4 year plans. There needs to be someone in Advisement—possibly a liaison to each department who can answer questions and work with major advisors.
Major and Minor Coordinators Meeting
February 11, 2014

Agenda

1. CUNY First and you – Kathy Killoran

2. second baccalaureate degree advising/ new Degree Overlap policy – Kathy Killoran

3. Major and Minor Events in February and March – Allison Pease and Shelley Germana (SASP)
   a. Sequence of Events: Awareness Phase, Exploration Phase, Decision Phase
   b. Awareness 2/3-2/21: signs, letters, giveaways, iPad surveys
      Exploration 2/24-3/14:
   c. A Major Quest: Digital Treasure Hunt 2/24
      i. This may lead students to contact Major Coordinators/Advisors
   d. The Minor Choice Made Easy: Pizza with Minor Coordinators SIGN UP for 3/5
   e. Pop-Up Booth SIGN UP
      i. https://docs.google.com/spreadsheet/ccc?key=0Aho1n7i51aiVdGdaVmFRZUhiYiRNczAzUHNtchVEc1E&usp=drive_web#gid=0
   f. Major Posters
   g. Decision Week 3/17-3/21
      i. Open Houses
      ii. Decision Day in Atrium, Photos of declaration “I AM Economics” putting face to programs, showing choices – please go yourself and advertise YOUR undergrad major as model of where one goes. Photos displayed on college website.
Council of Major and Minor Coordinators Meeting
February 11, 2014

In Attendance: Allison Pease, Jim Llana, Hunter Johnson, Eric Piza, Salomon Guajardo, Cathy Mulder, Marie Maras, Deryn Strange, Larry Kobilinsky, David Munns, Klaus Von Lampe, Karen Okamoto, Maxwell Mak, Catherine Kemp, Andrew Sidman, Vince Maiorino, Doug Salane, David Green, Samantha Majic, John Decarlo, Monica Varsanyi, Maria D’Agostino, Robert McCrie, Jay Waldialo, Patricia Tovar, Jim, Llana, Thalia Vrachopolous, Ben Bierman, Nikki Hancock-Nicholson

I. CUNY First and You- Kathy Killoran
   ➢ Kathy gave a brief overview of the new CUNYFirst system. There was a Q&A and then she let the coordinators know that she will be conducting training and will send around the dates for them to sign up.

II. Second Baccalaureate degree advising/ new Degree Overlap policy- Kathy Killoran

III. Major and Minor Events in February and March – Allison Pease and Shelley Germana (SASP)
     Sequence of Events: Awareness Phase, Exploration Phase, Decision Phase
     Dean Pease explained the purpose of Major and Minor Awareness Campaign and the way it would be rolled out to create student interest

   ➢ Awareness 2/3-2/21: signs, letters, giveaways, iPad surveys
     Exploration 2/24-3/14: Dean Pease explained that the exploration phase was the portion where active involvement of Major and Minor Coordinators would be necessary.

   ➢ A Major Quest: Digital Treasure Hunt 2/24
     This may lead students to contact Major Coordinators/Advisors

   ➢ The Minor Choice Made Easy: Pizza with Minor Coordinators SIGN UP for 3/5

   ➢ Pop-Up Booth SIGN UP. Shelley Germana explained how to use and sign up for the booth. https://docs.google.com/spreadsheet/ccc?key=0Aho1n7l51ajVdGdaVmFRZUhiYjRNczAzUHNTcHVEc1E&usp=drive_web&gid=0

   ➢ Major Posters : Shelley Germana explained how to have major posters made

   ➢ Decision Week 3/17-3/21
     Open Houses
     Decision Day in Atrium, Photos of declaration “I AM Economics” putting face to programs, showing choices – please go yourself and advertise YOUR undergrad major as model of where one goes. Photos displayed on college website.
Major Coordinators Meeting
March 11, 2014
Room 630T

AGENDA

1. 1:40-1:50 Kate Szur on the M&m campaign and Decision Week (sign-up sheets for pizza at Open Houses)
2. 1:50-2:00 Naomi Nwosu, Deputy Registrar, on Degree Works
3. 2:00-2:45 Discussion on Advising in the Majors: next steps for universal advising
Council of Major and Minor Coordinators Meeting
March 11, 2014

In Attendance: Allison Pease, Jim Llana, Hunter Johnson, Eric Piza, Salomon Guajardo, Cathy Mulder, Marie Maras, Deryn Strange, Larry Kobilinsky, David Munns, Klaus Von Lampe, Karen Okamoto, Maxwell Mak, Catherine Kemp, Andrew Sidman, Vince Maiorino, Doug Salane, David Green, Samantha Majic, John Decarlo, Monica Varsanyi, Maria D’Agostino, Robert McCrie, Jay Walitalo, Patricia Tovar, Kate Szur, Naomi Nwosu, Jim Llana, Nikki Hancock-Nicholson

I. 1:40-1:50 Kate Szur on the M&M campaign and Decision Week (sign-up sheets for pizza at Open Houses)
   a. Kate Szur explained that we are in the final stage of the M&M campaign and that Open Houses and Decision Week would follow in the next two weeks. She asked Coordinators to sign up for pizza at their events.

II. 1:50-2:00 Naomi Nwosu, Deputy Registrar, on Degree Works
    a. Deputy Registrar Nwosu explained the work she has done to clean up Degree Works and scribe it to the current UG Bulletin. She explained that months of work had gone into getting it up to date, but that she always wants to know where there are problems. She asked Coordinators to contact her with problems.

III. 2:00-2:45 Discussion on Advising in the Majors: next steps for universal advising
    a. Coordinators and Dean Pease discussed ways to begin advising all sophomores so that students know what to do after they have received general advising in the first year from Academic Advising.
Major and Minor Coordinators Meeting
April 6, 2014

Agenda

Dear Major Coordinators,

I look forward to seeing you on Thursday. This is to let you know that we will spend the first 30 minutes of our meeting discussing advising in the majors for next fall and the second 30 minutes of the meeting discussing assessment and that elusive goal of closing the loop. Jim Llama will be encouraging or scolding as necessary, and I will share an interesting presentation from LaGuardia Community College that shows that they have a very solid assessment process in place that we can learn from.

If advising and assessing do not motivate you, the coffee that we have ordered might.

All best,

Allison
Council of Major and Minor Coordinators Meeting

April 6, 2014

In Attendance: Allison Pease, Jim Llana, Hunter Johnson, Eric Piza, Salomon Guajardo, Cathy Mulder, Marie Maras, Deryn Strange, Larry Kobilinsky, David Munns, Klaus Von Lampe, Karen Okamoto, Maxwell Mak, Catherine Kemp, Andrew Sidman, Vince Maiorino, Doug Salane, David Green, Samantha Majic, John Decarlo, Monica Varsanyi, Maria D’Agostino, Robert McCrie, Patricia Tovar, Jim Llana, Virginia Moreno, Nikki Hancock-Nicholson

I. Advising in the Majors

Dean Pease explained the following:

Registration Stops: Beginning October 1 next fall, Advisement Stops will be placed on all students who, at the end of the fall 2014 semester, will have accumulated between 30-50 credits. These students will receive a "reason code" on their record that says "contact your major advisor." These advisement stops will remain in place until either (a) the major advisor, faculty, or an administrator in your program removes the stop on CUNY First (training will be provided to all - Adam Stone assures me this is very simple), or (b) one week after registration begins. Until we can be sure that all programs are providing multiple opportunities for student advising in their majors, we will offer this eventual release to prevent havoc.

Advising Plans: How will your program handle its advising? Each major should handle advising duties according to the size of the major, and in a way that makes sense with your staffing. Smaller programs can have one program advisor who will see each student, medium-sized programs can assign multiple faculty members to advise students and this will function as significant service to the college in their personnel records, and the largest programs (CJBS, Forensic Psychology, Forensic Science and Criminology) can offer a mix of one-on-one advising and group advising in order to ensure that all students are seen (again, advising by faculty will function as significant college service). The only requirement is that you have a plan that realistically offers opportunities to the number of students who will need to be advised. **This plan should be submitted to me by Monday, May 5, 2014.**

How many students will be in this cohort of your major? According to this spring’s enrollment, the following numbers represent the number of students you should expect will need to be advised next fall in the requirements of your major, courses of interest to them, and other odds and ends that make up a human interaction between a professional adult and a developing student.

CIS = 52
CJBA = 39
CJBS = 392
Criminology = 167
CJM = 48
Culture & Deviance = 8
Economics = 36
English = 43
Fire EMT = 13
Fire SCI = 10
For PSYCH = 338
For SCI = 134
GEN Studies = 6
HJS = 20
ICJ = 70
Law & SOC = 84
LGL Studies = 4
PHI = 13
POL SCI = 67
Police Studies = 66
II. Discussing Assessment

We were short on time and simply reminded everyone that they should be preparing their assessment reports for June and we would discuss it at length in our May meeting.
Majors & Minors Coordinators Meeting
May 6, 2014
Room 630T

Agenda

Discuss old business

Discuss new business:

Coordinator’s plans for advising sophomores in Fall 2014

Focus on Outcomes Assessments
Council of Major and Minor Coordinators Meeting

May 6, 2014

In Attendance: Allison Pease, Jim Llana, Hunter Johnson, Eric Piza, Salomon Guajardo, Cathy Mulder, Marie Maras, Deryn Strange, Larry Kobilinsky, David Munns, Klaus Von Lampe, Karen Okamoto, Maxwell Mak, Catherine Kemp, Andrew Sidman, Vince Maiorino, Doug Salane, David Green, Samantha Majic, John Decarlo, Monica Varsanyi, Maria D'Agostino, Robert McCrie, Patricia Tovar, Jim Llana, Virginia Moreno, Thalia Vrachopolous, Ben Bierman, Hunter Johnson, Martin Wallenstein, Lyell Davies, Nikki Hancock-Nicholson

I. Advising in the Majors (coordinator’s plans for advising in the Fall 2014)
   Dean Pease distributed a document with each program’s plans for advisement of sophomores. The need for advisor training was expressed and Dean Pease agreed to set up training in August.

II. Discussing Assessment (Focus on Outcomes Assessments)
   a. Virginia Moreno and Jim Llana discussed the importance of continuous assessment and Virginia Moreno emphasized the importance of contacting her in advance of creating reports.
   b. Minor Coordinators expressed concern about assessing minors.
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Interim Executive Committee of the College Council
Agenda

Tuesday September 10, 2013
1:40 p.m.
610T

I. Adoption of the Agenda for the Interim Executive Committee

II. Minutes of the May 2, 2013 Executive Committee Meeting, Pg. 2

III. Review of Proposals Approved by the College Council on May 16, 2013, Pg. 3

IV. Adoption of the Agenda for the September 26, 2013 College Council, Pg. 5

V. New Business
The Interim Executive Committee of the College Council held its first meeting of the 2013-2014 academic year on Tuesday, September 10, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Salahdine Baroudi, Jane Bowers, Lynette Cook-Francis, Janice Dunham, Clinton Dyer, Karen Kaplowitz, Nilsa Lam, Robert Pignatello, Carina Quintian, and Jeremy Travis.

Absent were: Andrea Balis and Staci Strobl.

I. Adoption of the Agenda for the Interim Executive Committee
   It was moved to make the following amendments to the agenda: Add nominations to the Faculty Student Disciplinary Committee. The motion was seconded and approved unanimously.

II. Minutes of the May 2, 2013 Executive Committee
   It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Review of Proposals Approved by the College Council on May 16, 2013
    It was noted that special attention should be given to the Policy for Online Programs and Courses and that it should be added to the Policies and Procedures Compendium and the General Announcements.

IV. Adoption of the Agenda for the September 26, 2013 College Council
    It was motion to amend the agenda as follows:
    - The Evaluation of Courses using an Online Tool should be moved from item VII to item V.
    - Anne Lopes title should read Dean Anne Lopes and not Associate Provost as that is not the capacity in which she is serving for the Committee on Graduate Studies.

    The motion was seconded and approved unanimously.

V. Nominations to the Faculty Student Disciplinary Committee
    Professor Karen Kaplowitz, President of the Faculty Senate nominated Janice Bockmeyer, Barry Latzer, and Robert McCrie to serve as rotating chairs for the Faculty Student Disciplinary Committee. Since Professor Latzer has opted into the Phase Retirement program we should check to see if he is eligible to serve in this position.

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

Wednesday October 9, 2013
1:40 p.m.
610T

I. Adoption of the Agenda for the Executive Committee

II. Minutes of the September 10, 2013 Interim Executive Committee Meeting, Pg. 2

III. Review of Proposals Approved by the College Council on September 26, 2013, Pg. 3

IV. Adoption of the Agenda for the October 24, 2013 College Council, Pg. 4

V. New Business
The Executive Committee of the College Council held its first meeting of the 2013-2014 academic year on Wednesday, October 9, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Schevaletta Alford, Jane Bowers, Lynette Cook-Francis, Jennifer Dysart, Karen Kaplowitz, Tom Kucharski, Rosann Santos-Elliott, Francis Sheehan, Staci Strobl, Jeremy Travis, and Janet Winter.

Absent were: Warren Benton and Robert Pignatello.

I. Adoption of the Agenda for the Executive Committee
   It was moved to adopt the agenda as presented. The motion was seconded and approved unanimously.

II. Minutes of the September 10, 2013 Interim Executive Committee Meeting
   It was moved to amend the minutes as follows:

   Under the heading “Nominations to the Faculty Student Disciplinary Committee” to remove the line that reads “Since Professor Latzer has opted into the Phase Retirement program we should check to see if he is eligible to serve in this position.”

   The motion was seconded and approved unanimously.

III. Adoption of the Agenda for the October 24, 2013 College Council
   It was moved to amend the agenda as follows:

   • I. Adoption of the Agenda
     II. Minutes of the September 26, 2013 College Council (attachment A)
     III. Election of College Council Committee Members (attachment B)
     IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C5) – Interim Dean Allison Pease

   Programs
   C1. Proposal for a new BA in Anthropology

   Academic Standards
   C2. Proposal to Revise the Undergraduate Dean’s List Standards

   New Courses
   C3. SUS 2XX Environmental Crime
C4.  SUS 3XX  Environmental Justice (JCII)

Programs

C5.  Resolution Regarding John Jay’s Dual-Joint Associate/Baccalaureate Degrees with CUNY Community Colleges and General Education

V.  Report on Legal Opinion from CUNY Legal Counsel regarding FPC (attachment D)

VI.  New Business

VII.  Administrative Announcements – President Travis

VIII.  Announcements from the Faculty Senate – President Karen Kaplowitz

IX.  Announcements from the HEO Council – President Carina Quintian

X.  Announcements from the Student Council – President Clinton Dyer

- The “Resolution Regarding John Jay’s Dual-Joint Associate/Baccalaureate Degrees with CUNY Community Colleges and General Education” report was not included in the materials. We will request the report from Interim Dean Pease.

The motion was seconded and approved unanimously.

IV.  New Business

President Travis requested that everyone think of ways to impose time limits on “hot button” topics so that we can stay within reasonable time frames for College Council. It was also suggested that we consider using clickers again during College Council.

The meeting was adjourned at 3:00 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the October 9, 2013 Executive Committee Meeting, Pg. 2

III. Review of Proposals Approved by the College Council on October 24, 2013, Pg. 4

IV. Adoption of the Agenda for the November 26, 2013 College Council, Pg. 5

V. New Business
The Executive Committee of the College Council held its second meeting of the 2013-2014 academic year on Monday, November 11, 2013. The meeting was called to order at 1:50 p.m. and the following members were present: Warren Benton, Jane Bowers, Lynette Cook-Francis, Clinton Dyer, Jennifer Dysart, Karen Kaplowitz, Gabriella Mungalsingh, Rosann Santos-Elliott, Francis Sheehan, Staci Strobl, Julio Torres, and Janet Winter.

Absent were: Schevaletta Alford, Tom Kucharski, Robert Pignatello and Jeremy Travis.

I. Adoption of the Agenda for the Executive Committee
   It was moved to adopt the agenda as presented. The motion was seconded and approved unanimously.

II. Minutes of the October 9, 2013 Executive Committee Meeting
   It was moved adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Review of Proposals Approved by the College Council on October 24, 2013
   It was noted to highlight the Revision to the Undergraduate Dean’s List Standards for an announcement.

IV. Adoption of the Agenda for the November 26, 2013 College Council
   It was moved to adopt the agenda as presented. The motion was seconded and approved unanimously.

V. New Business
   There was a discussion regarding the Draft Resolution to Facilitate Debate and Vote document that was handed out. The committee members shared the following thoughts:

   - Any changes should be included in the Bylaws.
   - The Rules should be flexible. The reporting chair should inform ECCC when an item will require in depth discussion to allow for rules to be set up in advance to facilitate debate and vote at the College Council.
   - The debate should not be limited and that the proposed rules were unnecessary.
   - Robert’s Rules provides enough guidance so that the proposed document does not need to be implemented.

Provost Bowers will relay the discussion to President Travis.

The meeting was adjourned at 2:10 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the November 11, 2013 Executive Committee Meeting, Pg. 2

III. Review of Proposals Approved by the College Council on November 26, 2013, Pg. 3

IV. Adoption of the Agenda for the December 12, 2013 College Council, Pg. 4

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 2, 2013

The Executive Committee of the College Council held its third meeting of the 2013-2014 academic year on Monday, December 2, 2013. The meeting was called to order at 1:45 p.m. and the following members were present: Jane Bowers, Lynette Cook-Francis, Clinton Dyer, Jennifer Dysart, Karen Kaplowitz, Tom Kucharski, Gabriella Mungalsingh, Robert Pignatello, Rosann Santos-Elliott, Francis Sheehan, Staci Strobl, Julio Torres, Jeremy Travis and Janet Winter.

Absent were: Schevaletta Alford and Warren Benton.

I. Adoption of the Agenda for the Executive Committee
   It was moved to adopt the agenda as presented. The motion was seconded and approved unanimously.

II. Minutes of the November 11, 2013 Executive Committee Meeting
    It was moved adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Adoption of the Agenda for the December 12, 2013 College Council
     It was moved to amend the agenda as follows:

     • Item B10 titled “Proposal on the Overlapping of Major/Minor Courses” will be moved up to Item B1 to allow for additional time for discussion if needed.

     The motion was seconded and approved unanimously.

IV. New Business
    The December 10, 2013 College Council meeting will be cancelled.

    Clinton Dyer informed the committee that there is a petition going around regarding film shoots during the semester.

    The meeting was adjourned at 1:56 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the December 2, 2013 Executive Committee Meeting, Pg. 2

III. Review of Proposals Approved by the College Council on December 12, 2013, Pg. 3

IV. Adoption of the Agenda for the February 13, 2014 College Council, Pg. 4

V. New Business
The Executive Committee of the College Council held its fourth meeting of the 2013-2014 academic year on Thursday, January 30, 2014. The meeting was called to order at 1:52 p.m. and the following members were present: Schevaletta Alford, Jane Bowers, Lynette Cook-Francis, Jennifer Dysart, Karen Kaplowitz, Gabriella Mungalsingh, Robert Pignatello, Rosann Santos-Elliott, Francis Sheehan, and Janet Winter.

Absent were: Warren Benton, Clinton Dyer, Tom Kucharski, Staci Strobl, Julio Torres, and Jeremy Travis.

I. Adoption of the Agenda for the Executive Committee
   It was moved to adopt the agenda as presented. The motion was seconded and approved unanimously.

II. Minutes of the December 2, 2013 Executive Committee Meeting
    It was moved adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Review of Proposals Approved by the College Council on December 12, 2013
    - The Academic Standard “Proposal on the Overlapping of Major/Minor Courses” should have an effective date of Fall 2014 and there should be an announcement sent out.
    - The Programs section should have the effective date listed as Fall 2014 pending approval from the CUNY Board of Trustees.
    - The effective dates for the New Courses and Course revisions should be requested from Kathy Killoran.

IV. Adoption of the Agenda for the February 13, 2014 College Council
    It was moved to amend the agenda as follows:
    - Item III. should read “New College Council Committee Members” with IIIa. to read “Announcements of New Members” and IIIb. to read Election of New Members.”
    - Item VI. should be the new proposal presented by VP Cook-Francis and read “Report from the Committee on Honors, Prizes and Awards (attachment C) – Vice President Lynette Cook-Francis. C. Proposal to Establish Veteran Awards for Undergraduate and Graduate Students.”
    - Item V. should read “Report from the Undergraduate Curriculum and Academic Standards Committee.” The Program “Proposal to add Honors Option to BA in Gender Studies” should be listed first as D1. moving the remaining items listed down.
    - Item VI. should read “Report from the Committee on Graduate Studies.”

The meeting was adjourned at 2:23 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Discussion Regarding the Handling of Cancelled Meetings

III. Adoption of the Agenda for the March 12, 2014 College Council, Pg. 2

IV. New Business
The Executive Committee of the College Council held its fifth meeting of the 2013-2014 academic year on Wednesday, February 26, 2014. The meeting was called to order at 1:45 p.m. and the following members were present: Schevaletta Alford, Warren Benton, Jane Bowers, Lynette Cook-Francis, Clinton Dyer, Karen Kaplowitz, Gabriella Mungalsingh, Robert Pignatello, Francis Sheehan, Julio Torres and Janet Winter.

Absent were: Jennifer Dysart, Tom Kucharski, Rosann Santos-Elliott, and Jeremy Travis.

I. Adoption of the Agenda for the Executive Committee
   It was moved to amend the agenda to include Item III. Minutes of the January 30, 2014 Executive Committee of the College Council Meeting. The motion was seconded and approved unanimously.

II. Minutes of the January 30, 2014 Executive Committee Meeting
   It was moved to adopt the minutes as presented. The motion was seconded and approved unanimously.

III. Discussion Regarding the Handling of Cancelled Meetings
   The Committee decided that if the college is open the chair will not cancel the meeting.

IV. Adoption of the Agenda for the March 12, 2014 College Council
   It was moved to amend the agenda as follows:

   • Merge items from the canceled February 13 College Council meeting with the items for the March 12 agenda.
   • The proposals to add the Honors Option to BA in Gender Studies and Economics was withdrawn by Dean Pease pending further discussion by UCAS.

   The motion was seconded and approved unanimously.

The meeting was adjourned at 2:22 p.m.
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda

Wednesday, April 2, 2014
1:40 p.m.
610T

I. Adoption of the Agenda for the Executive Committee

II. Minutes of the February 26, 2014 Executive Committee Meeting, Pg. 2

III. Review of Proposals Approved by the College Council on March 12, 2014, Pg. 3

IV. Adoption of the Agenda for the April 23, 2014 College Council, Pg. 4

V. New Business
The Executive Committee of the College Council held its sixth meeting of the 2013-2014 academic year on Wednesday, April 2, 2014. The meeting was called to order at 1:55 p.m. and the following members were present: Schevaletta Alford, Jane Bowers, Lynette Cook-Francis, Clinton Dyer, Jennifer Dysart, Karen Kaplowitz, Gabriella Mungalsingh, Robert Pignatello, Rosann Santos-Elliott, Francis Sheehan, Julio Torres and Jeremy Travis.

Absent were: Warren Benton, Tom Kucharski, Raul Rubio and Janet Winter.

I. Adoption of the Agenda for the Executive Committee
   It was moved to adopt the agenda as presented. The motion was seconded and approved unanimously.

II. Minutes of the February 26, 2014 Executive Committee Meeting
    It was moved to amend Item III. of the minutes as follows:

    The Executive Committee decided to leave it to the President’s discretion regarding the cancellation of meetings. The emergency cases would include inclement weather.

III. Adoption of the Agenda for the April 23, 2014 College Council
     It was moved to amend the agenda as follows:

     Members of Student Council informed that they will provide names to add to the Election of the College Council membership list.

IV. New Business
    President Clinton Dyer and Vice President Julio Torres proposed the idea of putting together a master calendar which contains dates of all priority committees. This would allow meetings and events to be coordinated with the least amount of conflict.

    The meeting was adjourned at 2:27 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the April 2, 2014 Executive Committee Meeting, Pg. 2

III. Review of Proposals Approved by the College Council on April 23, 2014, Pg. 3

IV. Adoption of the Agenda for the May 15, 2014 College Council, Pg. 4

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

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Tuesday, May 6, 2014

The Executive Committee of the College Council held its last meeting of the 2013-2014 academic year on Tuesday May 6, 2014. The meeting was called to order at 2:05 p.m. and the following members were present: Jane Bowers, Warren Benton, Lynette Cook-Francis, Jennifer Dysart, Karen Kaplowitz, Raul Rubio, Rosann Santos-Elliott, Francis Sheehan, Julio Torres and Jeremy Travis.

Absent were: Schevaletta Alford, Clinton Dyer, Tom Kucharski, Gabriella Mungalsingh, Robert Pignatello, Francis Sheehan and Janet Winter

I. Adoption of the Agenda for the Executive Committee
   It was moved to adopt the agenda as presented. The motion was seconded and approved unanimously.

II. Minutes of the April 2, 2014 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 15, 2014 College Council
   It was moved to amend the agenda as follows:

   Item III will be “Proposal from the Mission Statement Review Committee” on the agenda. Item VI will be the 2014-2015 College Council Calendar on the agenda. The motion was seconded and approved unanimously.

The meeting was adjourned at 2:50 p.m.
Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)  
June 5, 2013

<table>
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<tr>
<th>SPS-FPS Membership</th>
<th>Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>1. Provost and Senior Vice President for Academic Affairs</td>
<td>Jane Bowers</td>
<td>[Signature]</td>
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<tr>
<td>2. Associate Provost for Institutional Effectiveness</td>
<td>James Llana (SPS Chair)</td>
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<td>3. Senior Vice President of Finance &amp; Administration</td>
<td>Robert Pignatello (FPS Chair)</td>
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<td>4. Executive Director, Finance and Business Service</td>
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<td>5. Vice President of Enrollment Management</td>
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<td>6. President of the Faculty Senate</td>
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<td>9. Chair of the Council of Chairs</td>
<td>Jama Adams</td>
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<td>13. Student Representative</td>
<td>Zeeshan Ali</td>
<td>[Signature]</td>
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<tr>
<td>14. *Director of Operations - Provost's Office (SPS only)</td>
<td>Kinya Chandler</td>
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<tr>
<td>15. *Director of Institutional Research (SPS only)</td>
<td>Ricardo Anzaldúa</td>
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(*) = Non-voting staff/guest of the subcommittee.
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<td><strong>Guest(s)</strong></td>
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<td>Lynette Cook Francis</td>
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<td>Virginia Moreno</td>
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<td>Mariani Mewengkang</td>
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Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
JUNE 27, 2013

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| 7. Faculty Senate Representative | Janice Dunham | [Signature]
| 8. Faculty Senate Representative | Jay Hamilton | [Signature]
| 9. Chair of the Council of Chairs | Jama Adams | [Signature]
| 10. Council of Chairs Representative | Warren (Ned) Benton | [Signature]
| 11. Council of Chairs Representative | Thomas Kucharski | [Signature]
| 12. President of the Higher Education Officers Council | Carina Quintian | [Signature]
| 13. Student Representative | Zeeshan Ali | [Signature]
| 14. *Director of Operations - Provost's Office (SPS only) | Kinya Chandler | [Signature]
| 15. *Director of Institutional Research (SPS only) | Ricardo Anzaldúa | [Signature]

(*) = Non-voting staff/guest of the subcommittee.
16. *Director of Outcomes Assessment (SPS only)
17. *Office of the Associate Provost (SPS only)

Guest(s)

18. Mary Ann DiMagio

19.

20.

21.

22.

23.

Virginia Moreno

Mariani Mewengkang

Mary A. Dimagio

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<td>5. Business Manager</td>
<td>Maryann DiMaggio</td>
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17. *Director of Outcomes Assessment (SPS only)  
Virginia Moreno

18. *Office of the Associate Provost (SPS only)  
Mariani Mewengkang

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### Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
August 12, 2013

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Ricardo Anzaldúa
Virginia Moreno
Mariani Mewengkang

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# Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

**October 21, 2013**

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Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)  
February 6, 2014

SPS FPC Membership

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   Jane Bowers

2. Associate Provost for Institutional Effectiveness  
   James Liana (FPS Chair)

3. Senior Vice President of Finance & Administration  
   Robert Binarelli (FPS Chair)

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# Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

**March 18, 2014**

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Mariani Mewengkang

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Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

April 1, 2014

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Ricardo Anzaldua  
Virginia Moreno  
Mariani Mewengkang  

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## Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

**April 23, 2014**

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Guest(s)

20. **LYNETTE COOK FRANCE - GUEST**
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Ricardo Anzaldua
Virginia Moreno
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Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
MAY 06, 2014

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### Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

**MAY 20, 2014**

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Virginia Moreno  
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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 Anzaldua, 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

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 Llanas (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.
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.
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.
1. **Approval of Minutes for July 25, 2013.** Proposed minutes are attached, along with faculty budget recommendations distributed at the meeting.

2. **Budget Update and Discussion.** The goal of the discussion is to produce and vote on recommendations for the FY2014 Financial Plan for presentation to the Budget and Planning Committee later in the month. Rob will provide an update on the budget situation and on the recent ESM budget discussion.

3. **New Business.**
Joint Meeting: SPS – FPS
Minutes
August 12, 2013

Present: James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ricardo Anzaldua, Jane Bowers, MaryAnn Di Maggio, Janice Dunham, Karen Kaplowitz, Thomas Kucharski, Carina Quintian, Richard Saulnier, Mariani Mewengkang (Recorder), Alison Blachut, Ned Benton and Kim Chandler (via telephone)

1. Approval of Minutes from July 25, 2013. Minutes were approved as proposed.

2. Budget Update Discussion. Rob began by telling the committee that we should still be looking for additional savings and things we can do for cuts. Rob then discussed the content of the documents that were handed out. (attached) Page 1 of the document “FY2014 Budget Request” shows the list of proposed investments and accruals from the cuts. We will be making a substantial investment for CUNY First. We will also invest in an International Student Advisor as it is the President’s priority. He would actually like to do more but because of our financial state we cannot. We need to make investments in Distance Learning for course development. We will be keeping the recurring costs associated with Distance Learning in the Tech Fee. The Department of Student Affairs also needs administrative support. Veteran Support has been using money from the Student Association fees, and Space Planning is a 1-time expense that will be using money from the Aux Corp. The Faculty Workload mitigation is funded, and we have a pending request regarding TAP waivers. We are also pausing 35 vacancies in order to increase our savings. In order to avoid a deficit next year we need to eliminate expenses or generate more revenue. The only way for us to not have a deficit is to make more cut backs, so the cuts we are making now will remain for another year; this includes the pauses in vacancies. Enrollment is key for us in order to generate more revenue and decrease our deficit.

Pat then addressed the questions Ned raised in a previous email. (His questions are in bold)

i. Are the CUNY First proposals one-year expenditures of overtime and special hours and one-time projects, so that they are not recurring in FY 2015? If any is recurring, what is to recur?

Pat responded by saying that an investment of $130,000 for full-time mostly in Enrollment Management for Scheduling Assistant. The Bursar is requesting 3 positions, but we are suggesting they have 2 positions at a lower salary. These costs will be recurring. In FY 2014 SIMS will be cut off. The students will need to transition into CUNY First. We will use Student Ambassadors to help their peers as we make these changes. Richard’s staff will need similar support. Richard has visited other campuses which did not lose enrollment while moving to CUNY First. We hope to use similar strategies so we too do not lose our enrollment numbers.

Karen asked if CUNY Central has been asked for more funding because of the costs of CUNY First. Rob answered and said that those requests fall on deaf ears.

ii. What is the total SPG budget, including these proposed increases? What is recurring from last year? How much was budgeted for last year, how much was spent last year, and how much is being re-allocated for this year? Is the entire budget from last year being reallocated, or just what was spent last year?

To answer this question Pat asked us to turn to page 6 of the “FY2014 Budget Request” document. (attached) Since we did not spend all the funds allocated for FY2013, it will
be repurposed. It will go towards a Coordinator for Graduate Studies position, which has been funded, but not filled. Ned asked if money was being allocated from CUNYFirst. Pat responded that these are accruals from the year-end balance that will rollover. Some funds in Aux Corp are for one-time expenses; the rest can be rolled over.

iii. Is the distance learning allocation for course development in addition to the $200,000 from tech fee? What is the total budget for Distance Learning, and are revenues expected during FY 2015? Will the new online program start in Fall 2014?

There will be $50,000 for course development. $200,000 includes the Director’s salary which is funded through OTPS. MaryAnn, Pat, Kim, Feng, and Joe Laub have met and went over the numbers. Mindy Bockstein has also met with the City Council to discuss Capital Funds. Ned then asked about the New Recruiter position. Pat said that that was funded in 2013 as a Multi-Media Developer, but Feng has recast it as a Lead Recruiter. That position will not need additional funding. Ned also asked if they plan on starting in FY 2014. The committee answered “yes, if not sooner.”

iv. If Faculty Workload Mitigation is to come from RF accruals, is this the same pot of funds that is insufficient for travel? Is this effectively a proposal to cut faculty travel funds?

Jane answered this question and said that only a small amount comes from RF: $24,000 per year to fund the Senior Scholar Release Program. This is new money from OAR indirect. It does not change the amount available for academic travel. The money used for post-tenure release (which will be variable each year) will come from faculty accruals in the tax levy budget, to be achieved by leaving two faculty lines unfilled per year. The revitalization of teaching funds will come from the tax levy adjunct budget in that an adjunct will be hired to replace the faculty member who is released.

v. Did the VPs decide to spend nothing to increase January and Summer enrollment revenues? The faculty had proposed reassignment for a faculty member.

Rob said that we still intend on increasing summer and winter enrollment. Jim also said that a workgroup is following up on these initiatives. Because there are no Pell funds for summer courses, it is a tougher challenge to get students to enroll. Ned then asked if Jim’s group would be able to do anything for summer/winter without funding. Jim replied that his committee is coming up with strategies but they do not have any funds yet. Ned said that this is one area where revenue could be generated for this year. If we can do something, the payoff has potential. Rob also stressed the importance of attracting different students and a different population. Students who pay per credit are who we should be looking for. Jim said that we need to look for things we can do that will not cost money. If we can do that we will be in better shape.

Jane told the committee that she would send a message to the Chairs about the state of our budget. John Jay will be getting 34 new faculty members. Fourteen of them are on new lines, while the others are replacements for faculty who have left. Jim then told the committee that we need a list of recommendations. Rob agreed and said that we need a plan to advance to the BPC. Jane also said that is important for the BPC to know how the SPS/FPS committee felt about the plan. Ned said that he would feel more comfortable endorsing a plan that was more completely written. Rob said that the formatting and presentation can be discussed. Karen and Ned suggested including the 4 bullets used in the Faculty Recommendations in the plan presented to the BPC because it provided an explanation and gave context. Pat said that a new draft will be circulated via e-mail. We still need to close out this year, update our latest vacancies, and scrub our numbers before we can have a proposal. We
also need to balance FY 2015. Rob said that we will need to carry over cuts so next year’s plan looks balanced. The University needs to see something balanced.

Karen made a motion that the SPS/FPS committee recommends to the BPC that they recommend to the President the Financial Plan discussed at today’s meeting, August 12, 2013. The Financial Plan will include the narrative and 4 bullet points from the Faculty Recommendations document, and other relevant information, such as Jim’s task-force for Summer/Winter programs, the new vacancy list, new faculty list, etc. The motion was seconded, and then voted on. The committee voted in favor of the motion with 9 votes for yes, 0 for no, and 0 abstentions. A draft of this plan will be circulated to the committee members before the BPC meeting on August 26.

3. **New Business.** There was no new business to discuss.

Rob ended the meeting and thanked everyone in the committee. The process this year has been great, and hopefully it can continue next year as well.
Joint Meeting: SPS – FPS
Minutes
August 12, 2013

Present: James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ricardo Anzaldua, Jane Bowers, MaryAnn Di Maggio, Janice Dunham, Karen Kaplowitz, Thomas Kucharski, Carina Quintian, Richard Saulnier, Mariani Mewengkang (Recorder), Alison Blachut, Ned Benton and Kim Chandler (via telephone)

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2. Budget Update Discussion. Rob began by telling the committee that we should still be looking for additional savings and things we can do for cuts. Rob then discussed the content of the documents that were handed out. (attached) Page 1 of the document “FY2014 Budget Request” shows the list of proposed investments and accruals from the cuts. We will be making a substantial investment for CUNY First. We will also invest in an International Student Advisor as it is the President’s priority. He would actually like to do more but because of our financial state we cannot. We need to make investments in Distance Learning for course development. We will be keeping the recurring costs associated with Distance Learning in the Tech Fee. The Department of Student Affairs also needs administrative support. Veteran Support has been using money from the Student Association fees, and Space Planning is a 1-time expense that will be using money from the Aux Corp. The Faculty Workload mitigation is funded, and we have a pending request regarding TAP waivers. We are also pausing 35 vacancies in order to increase our savings. In order to avoid a deficit next year we need to eliminate expenses or generate more revenue. The only way for us to not have a deficit is to make more cut backs, so the cuts we are making now will remain for another year; this includes the pauses in vacancies. Enrollment is key for us in order to generate more revenue and decrease our deficit.

Pat then addressed the questions Ned raised in a previous email. (His questions are in bold)

i. Are the CUNY First proposals one-year expenditures of overtime and special hours and one-time projects, so that they are not recurring in FY 2015? If any is recurring, what is to recur?

Pat responded by saying that an investment of $130,000 for full-time mostly in Enrollment Management for Scheduling Assistant. The Bursar is requesting 3 positions, but we are suggesting they have 2 positions at a lower salary. These costs will be recurring. In FY 2014 SIMS will be cut off. The students will need to transition into CUNY First. We will use Student Ambassadors to help their peers as we make these changes. Richard’s staff will need similar support. Richard has visited other campuses which did not lose enrollment while moving to CUNY First. We hope to use similar strategies so we too do not lose our enrollment numbers.

Karen asked if CUNY Central has been asked for more funding because of the costs of CUNY First. Rob answered and said that those requests fall on deaf ears.

ii. What is the total SPG budget, including these proposed increases? What is recurring from last year? How much was budgeted for last year, how much was spent last year, and how much is being re-allocated for this year? Is the entire budget from last year being reallocated, or just what was spent last year?

To answer this question Pat asked us to turn to page 6 of the “FY2014 Budget Request” document. (attached) Since we did not spend all the funds allocated for FY2013, it will
be repurposed. It will go towards a Coordinator for Graduate Studies position, which has been funded, but not filled. Ned asked if money was being allocated from CUNYFirst. Pat responded that these are accruals from the year-end balance that will rollover. Some funds in Aux Corp are for one-time expenses; the rest can be rolled over.

iii. Is the distance learning allocation for course development in addition to the $200,000 from tech fee? What is the total budget for Distance Learning, and are revenues expected during FY 2015? Will the new online program start in Fall 2014?

There will be $50,000 for course development. $200,000 includes the Director’s salary which is funded through Aux Corp. MaryAnn, Pat, Kim, Feng, and Joe Laub have met and went over the numbers. Mindy Bockstein has also met with the City Council to discuss Capital Funds. Ned then asked about the New Recruiter position. Pat said that that was funded in 2013 as a Multi-Media Developer, but Feng has recast it as a Lead Recruiter. That position will not need additional funding. Ned also asked if they plan on starting in FY 2014. The committee answered “yes, if not sooner.”

iv. If Faculty Workload Mitigation is to come from RF accruals, is this the same pot of funds that is insufficient for travel? Is this effectively a proposal to cut faculty travel funds?

Jane answered this question and said that only a small amount comes from RF: $24,000 per year to fund the Senior Scholar Release Program. This is new money from OAR indirect. It does not change the amount available for academic travel. The money used for post-tenure release (which will be variable each year) will come from faculty accruals in the tax levy budget, to be achieved by leaving two faculty lines unfilled per year. The revitalization of teaching funds will come from the tax levy adjunct budget in that an adjunct will be hired to replace the faculty member who is released.

v. Did the VPs decide to spend nothing to increase January and Summer enrollment revenues? The faculty had proposed reassignment for a faculty member.

Rob said that we still intend on increasing summer and winter enrollment. Jim also said that a workgroup is following up on these initiatives. Because there are no Pell funds for summer courses, it is a tougher challenge to get students to enroll. Ned then asked if Jim’s group would be able to do anything for summer/winter without funding. Jim replied that his committee is coming up with strategies but they do not have any funds yet. Ned said that this is one area where revenue could be generated for this year. If we can do something, the payoff has potential. Rob also stressed the importance of attracting different students and a different population. Students who pay per credit are who we should be looking for. Jim said that we need to look for things we can do that will not cost money. If we can do that we will be in better shape.

Jane told the committee that she would send a message to the Chairs about the state of our budget. John Jay will be getting 34 new faculty members. Fourteen of them are on new lines, while the others are replacements for faculty who have left. Jim then told the committee that we need a list of recommendations. Rob agreed and said that we need a plan to advance to the BPC. Jane also said that is important for the BPC to know how the SPS/FPS committee felt about the plan. Ned said that he would feel more comfortable endorsing a plan that was more completely written. Rob said that the formatting and presentation can be discussed. Karen and Ned suggested including the 4 bullets used in the Faculty Recommendations in the plan presented to the BPC because it provided an explanation and gave context.

Pat said that a new draft will be circulated via e-mail. We still need to close out this year, update our latest vacancies, and scrub our numbers before we can have a proposal. We
also need to balance FY 2015. Rob said that we will need to carry over cuts so next year’s plan looks balanced. The University needs to see something balanced.

Karen made a motion that the SPS/FPS committee recommends to the BPC that they recommend to the President the Financial Plan discussed at today’s meeting, August 12, 2013. The Financial Plan will include the narrative and 4 bullet points from the Faculty Recommendations document, and other relevant information, such as Jim’s task-force for Summer/Winter programs, the new vacancy list, new faculty list, etc. The motion was seconded, and then voted on. The committee voted in favor of the motion with 9 votes for yes, 0 for no, and 0 abstentions. A draft of this plan will be circulated to the committee members before the BPC meeting on August 26.

3. **New Business.** There was no new business to discuss.

Rob ended the meeting and thanked everyone in the committee. The process this year has been great, and hopefully it can continue next year as well.
SPS/FPS Meeting  
Agenda – Monday, October 21, 2013  
4 pm – 610 Haaren

1. **Approval of Minutes for August 12, 2013.** Proposed minutes are attached.
3. **Enrollment Report for Fall 2013.** Update on enrollment against fall targets for headcount, FTEs, and revenue. VP Saulnier will send a document along later.
5. **President’s Planning Priorities for Year.** See attached document provided to Executive Staff in early September.
6. **PMP Goals and Targets.** CUNY changes to PMP process. See attached letter to Chancellor on PMP priorities. Jim will report and provide context.
Joint Meeting: SPS – FPS  
Minutes  
October 21, 2013

Present: James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ricardo Anzaldua, Jane Bowers, Kim Chandler, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Thomas Kucharski, Virginia Moreno, Carina Quintan, Mariani Mewengkang (Recorder), Alison Blachut

1. Approval of Minutes from August 12, 2013. Jane asked that a correction be made to the minutes. On page two, the second line in the second paragraph reads “$200,000 includes the Director’s salary which is funded through OTPS.” The salary is actually funded through Aux Corp. The changes will be made in the minutes and redistributed. The committee approved of the minutes with the changes.

2. Report on Space. Rob informed the committee that the University has provided John Jay with six different vendors who are experienced space consultants/planners. Several of these vendors have partnered with Scott Paige. It would be ideal to choose one of those vendors since Scott is familiar with John Jay, but the decision will ultimately be made by the University.  
Rob then discussed the “Scope of Work” document. (Attached) He would like some feedback before a final version is presented to the University. Rob would like the SPS/FPS committee to be involved in these discussions. This project has a timeframe of 2 -5 years. We will also need to consider how we will resolve space issues once our leases with Westport, BMW, and 54th Street end. Our lease with Westport will likely be renewed as the University is already talking to Westport’s managers. Our lease with BMW will be up in 2015, and in 2018 our lease with 54th Street will end. Rob would like to push the University to begin this project by the spring semester. He is also suggesting that final comments and feedback be done by November. Once we have the final draft we can finally engage with the vendors. But it will be the University who will engage in discussions with the vendors. 
Tom asked if it would be possible to begin addressing the space concerns for people in his department. There are many grant applicants in the psych. department who have no room. 
Rob said that we will need to look at ways to repurpose space. Interviews will be conducted so we can see how space is currently being utilized. 
Karen suggested that the college write a proposal to the borough president to explain John Jay’s space needs. She also asked for an update on our 20/20 proposal. Rob told her that a decision won’t be made until November, but so far he is hearing good things.

3. Enrollment Report for Fall 2013. Richard provided the committee with the enrollment numbers. (Attached) 
Tom said that the report does not give any specifications about the “mix” of students. He would like to know what the mix of students is. 
Pat told the committee that revenue for fall is on par with the predictions made earlier this year. She thinks spring will be okay, but there are still variables to consider as lots of things can happen between fall and spring. The implementation of CUNY First is something to keep in mind, as well as summer transfer elements. Because of this we should still be cautious about vacancies and overspending. 
Jane said that as enrollment numbers unfold we will have a better feel of how things will go.
Rob also discussed the measures John Jay will take to make the transition to CUNY First easier. Special areas will be set up so students can get their new ID information. There will also be information about CUNY First throughout the campus. Pat also urged everyone to get their new ID before the conversions occur in April.

4. **Report on Budget.** The year-end surplus is better than what was originally projected. In August a $1.6 million dollar surplus was forecast, but we actually ended up with a $2.4 million dollar surplus. This was possible because we under spent on our energy allocation which allowed us to save $230,000. We also did not spend as much as we thought we would on adjuncts and in OTPS funds.

Kim told the committee that we need to make efforts to fill out paperwork on time. In order to have payments processed in a timely fashion, the paperwork must first be submitted on time.

Rob then discussed the issue of students who use credit cards to pay their tuition. The college used to absorb the fees associated with using a credit card. Since the University could not charge the students directly for the fee a third party was used. But that practice will no longer be allowed. We need to decide whether or not we should still allow students to use credit cards. John Jay gets between $8 to $9 million dollars in credit card tuition. If we do not allow students to pay with a credit card we could face a potential loss in enrollment. The University will make a decision that will be implemented in 2014. Pat mentioned that 20% of our students use a credit card to pay. She also suggested that perhaps John Jay can offer our own payment plan.

Tom asked if there have been any changes to our policies regarding veteran tuition. Rob said that nothing has changed.

Rob told the committee that an email will be sent to the John Jay community explaining how the money we generate from filming and space rental is being used. The email should give a better understanding of how decisions regarding the Aux Corp funds are made, who sits on the Aux Corp committee, and what the money is used for. Rob also said that we need to find ways to address the University regarding the fact that John Jay gets less than the other CUNYs. Karen shared a letter she and Ned wrote to the Interim Chancellor requesting more funding for John Jay. Karen told the committee that she and Ned received approval from the Faculty Senate to write this letter. (Attached)

Tom asked if some of the surplus money will be reconstituted for College Assistants. Rob said that we will need to look at the mid-year budget first. If we are able to do so, College Assistants should be the first place the surplus goes to. We should have an idea of how the mid-year budget looks after the Budget ESM Retreat on Monday, October 28, 2013.

5. **President’s Planning Priorities for Year.** The President sent a letter to the Interim Chancellor in early September regarding John Jay’s priorities. (Attached)

There was a discussion about the need to focus on academic success. Many John Jay students are registering for 18 credits a semester. While we do want our students to register for 15 credits a semester, or 30 a year to be on track for a 4-year graduation rate, many of the students who end up enrolling for 18 credits do not end up completing those courses. These students usually end up withdrawing from a course. It was asked if there is an advantage in terms of revenue if our students do not register for 15 credits a semester. While it is true that we can make more money if students were registering for...
fewer credits, we run the risk of students dropping out due to lack of academic momentum.

6. **PMP Goals and Targets.** Jim told the committee that CUNY has made changes to the PMP process which will be implemented next year. Rather than a broad set of targets, the University will suggest about ten targets they want us to focus on. We will also be asked to pick our ten areas that we would like to focus on. This will raise the accountability bar because there will be more intense focus on each of the targets chosen.
BPC Planning Subcommittees (sps/fps)
Meeting Agenda
February 6, 2014
3:00-4:30 PM
North Hall 2449

1. Approval of Minutes for October 21, 2013. Proposed minutes are attached, along with various handouts from last meeting.
2. Spring/ Summer Schedule of Meetings. We will review and discuss subcommittee activities leading up to recommendations on the FY2015 financial plan. Ideally we will roughly sequence those activities, conversations, and information needed to inform our budget and planning discussions.
4. Space Update.
5. New PMP. The Interim Chancellor has proposed a drastically scaled back version of the PMP for 2014-15, including a small set of goals and metrics that each campus proposes for itself on an annual basis. The subcommittees should make recommendations to the President concerning those goals sometime in the next couple months; at the meeting we should have a brief procedural discussion. The proposed model (attached as 01.27.14 Proposed 2014-15 Goals) has examples of the things campuses might want to propose.
6. Mission Statement Review. An informational item concerning the committee appointed to review the Mission Statement.

Please arrive promptly since we have a full agenda and will need to start without delay.
Joint Meeting: SPS – FPS 
Minutes
February 6, 2014

Present: James Llana *(SPS Chair)*, Robert Pignatello *(FPS Chair)*, Ricardo Anzaldua, Ned Benton, Jane Bowers, Kim Chandler, Janice Dunham, Mark Flower, Jay Hamilton, Shereef Hassan, Karen Kaplowitz, Patricia Ketterer, Thomas Kucharski, Carina Quintian, Robert Troy, Mariani Mewengkang *(Recorder)*

The meeting began with the committee members introducing themselves. Two new members were added to the group. Mark Flower, our new Business Manager, and Robert Troy, John Jay’s new Vice President for Enrollment Management.

1. **Approval of Minutes from October 21, 2013.** Minutes were approved as proposed.

2. **Spring/Summer Schedule of Meetings.** Jim gave a brief explanation of the purpose of the SPS/FPS meetings. As the subcommittee to the larger Budget and Planning Committee, the members of the SPS/FPS work to create proposals and recommendations regarding John Jay’s budgets, strategic initiatives, and space plans. The proposals and recommendations are then brought forward to the BPC for discussion. Beginning in March, the SPS/FPS committee will meet at least two times a month for the duration of the spring semester, and will also conduct meetings in the summer mainly with the aim of producing recommendations for the FY2015 financial plan.


For the past couple of years John Jay has had to deal with budget concerns. The college has had to take drastic measures to ensure we have a balanced budget. At the beginning of our plan there were 72 vacancies. The essential positions were filled with staggered hiring. The other positions remained open unless the President granted an exemption. By holding off on filling all the vacant positions, John Jay was able to save $1.7 million. The 5% reduction in College Assistants will remain in effect.

Overall, enrollment in the University has gone down. While it poses no problem for John Jay this year, things will be more difficult next year.

The college will use the Compact allocations for new faculty. John Jay currently has 14 searches in progress. Any remaining funds will be used to invest.

Rob stated that these projections are based on an assumed growth of 335 FTEs.

Tom suggested that we get away from gross numbers, but rather focus on how to get these students. How will John Jay plan for it?

In response to this, Rob said that every college has to make enrollment predictions because they affect how the Compact is spent.

Ned informed the committee that the number of online applications has gone up. He also stated that both MPA programs need a budget. There have been objections to the infrastructure fee being charged though the fiscal committee approved it.

Shereef asked if CUNYfirst strategies will be discussed. Rob informed him that strategies will not be discussed in detail at the SPS/FPS meetings. He also added that John Jay has a great team leading the CUNYfirst initiatives. Communication plans have been created because it is important that the move to CUNYfirst goes well. So far John Jay has a 68% success rate with the faculty claiming their accounts.
Robert T. said that the enrollment target numbers are ambitious, especially considering the 10% drop in community colleges. Other considerations for our budget plan include the “wish list” of our VPs and Deans. They will be invited to attend an SPS/FPS meeting to discuss their budgetary wants and needs. Ned questioned the necessity of a process that would lead them to discuss spending funds that will never materialize. Instead, he suggested giving them a number that is conceivable and then ask them to discuss what their priorities are within that limitation. Rob said that the VPs have already been asked about their thoughts for the budget. They will be invited to discuss them in April. John Jay is expecting a $400,000 shortfall, so the VP’s should tell us what we are cutting. Ned asked if there was confidence in the numbers we are asking the VP’s to work with. Tom also added that there has been a 40% drop in the CRJ master’s program because of the new GRE requirement.

Jim said that a discussion about the college’s priorities is especially appropriate at a time of fiscal stress. This discussion should take place at our April 1, meeting. By then we should have our enrollment numbers in.

4. **Space Update.** Rob informed the committee that the Space Planner and vendors will be taking a tour of John Jay on Feb. 7, 2014. He will also be given a chance to talk to them about John Jay’s needs. The vendors will place bids, and a decision will be made by the University in March. Rob then said that before anything happens information will be needed, such as how many faculty lines are needed. Ned said that he would like the information going to the vendors to be presented to the committee first. Ned also said that we need to identify who will be responsible for putting together the information for the vendors. Kim told Ned that there were people already working on gathering this information. Anthony Carpi, Kim and Pat, and Jane’s Academic Plan all need to converge. The Chairs will also need to provide information so all the information can be aggregated. Rob added that we need to identify departments who will grow, shrink, or stay the same, and those factors are dependent on funding. Ned said that we should “paint a picture of how things will look.” It would be more effective if we give them our assumptions. Kim then said that we need to involve the Office of Space and Capital Planning. They should be the keepers of this information. Jim agreed to provide a status report on where we are with collecting information for the consultant; he will speak to the relevant individuals to do this.

Janice stated her concerns about space for the Library and its archives. The library has long term space needs and she would like the opportunity to make her case. Tom said that we need to know the Academic Plan before we can put together this document. In response to that Karen said that we will need a subcommittee for the Academic Plan. Ned asked Rob how the vendor will be selected. Rob told him that it will be discussed in a meeting. One representative from each university will be a part of this meeting.

5. **New PMP.** Jim began this discussion by telling the committee that CUNY has introduced a new PMP. The new PMP will have three parts to it. The first part will be dictated by CUNY and will apply to all campuses. Part two will be applicable to specific sectors. A new faculty satisfaction goal has also been added to part two. The third part of the PMP will require input from this committee, and the campus at large. John Jay must submit 3 – 5 goals we hope to achieve. This committee should give recommendations to the President on what these goals should be. We should discuss the metrics and recommendations at our March 18 meeting. Karen asked if there was a deadline. Jim answered by saying that a deadline has not yet been set, but we should assume it is in June.
6. **Mission Statement Review.** An ad-hoc committee has been put together to discuss changes to our current Mission Statement. Jim presented the committee with the names of the members of the Mission Statement Review Committee. (attached) Our Mission Statement needs to be updated as it was recommended by the Middle States team. Updating our Mission Statement will also help us come up with a new Master Plan. The Mission Statement Review Committee will be co-chaired by, Jane, Jim, and Karen.
Agenda for SPS/FPS Joint Meeting
March 18, 2014
3 – 4:30 pm – Rm. 2449 North Hall

1. Approval of Minutes for Feb. 6, 2014. Proposed minutes are attached along with related documents.
2. Budget and Space Updates. If possible we will sketch out agendas for following meetings to insure we get what we need to develop recommendations for the FY2015 financial plan.
3. Space Information Collection, a Status Report.
4. PMP Discretionary Goals. For 2014-15, the College has to identify 3-5 goals that are particular to the campus. The subcommittee will begin a discussion that should eventually lead to recommendations. See PMP goals, attached.
Joint Meeting: SPS – FPS
Minutes
March 18, 2014

Present: James Llana (SPS Chair), Ricardo Anzaldua, Ned Benton, Kim Chandler, , Mark Flower, Jay Hamilton, Shereef Hassan, Karen Kaplowitz, Patricia Ketterer, Thomas Kucharski, Robert Troy, Mariani Mewengkang (Recorder)

1. Approval of Minutes from February 6, 2014. Minutes were approved as proposed.

2. Budget and Space Update. Since our last meeting the Mid-Year Budget Report has been updated. Based on the spring enrollment numbers we are 300 - 400 fte below our plan for Spring 2014 which wipes away our revenue over target of $1 million. We may have savings in other areas that will allow us to end the year with a small surplus but next year (FY 2015) we are looking at no surplus. We will need to look at the funding for faculty in the Compact. There are searches underway and we are committed to hire 14 new faculty members. However, we may need to revisit our plans on backfilling faculty retirements, as well as look at the list of administrative hires, pending hires, and delays. The college is not anticipating an OTPS freeze, and we should also look at ways to increase soft revenues. We are looking at a $3 million dollar deficit for next year so we need to focus on closing that gap, especially considering that next year's Compact may not be as generous.

There was concern raised about what the college is doing to market and recruit students. We need to look at every opportunity to market. It was mentioned that Anne Lopes is working on initiatives for Graduate recruitment. SPG has increased funding to put into marketing and future marketing endeavors for the Graduate program. John Jay also needs to fix issues related to the Graduate programs such as the GRE issue in the Forensic Psych program, and there are concerns that John Jay is not well received in the Fire Academy.

The committee agreed that there needs to be a systematic review for positions. Every year we end up in the same situation because we have more people than we can afford. But in order to do this we must first think about what we want to achieve academically while operating with the staff we currently have. We should look at the overall operational costs rather than thinking of money in specific categories. We need to think about how cutting staff can negatively impact departments. We also need to think about the things we want to do and where we want to go, while keeping the recommendations form Middle States in mind.

We may need to begin instilling a culture of “no” to the things we cannot do or afford.

Only one person from the College will be on the committee to select the Space Consultant. Work is projected to begin in May. Tom K. brought up the urgent need to move out of North Hall as soon as possible. In the past few months there have been dangerous situations in the NH building and he is concerned about the safety of the building. Ned agreed and asked that entities be moved out of North Hall. Some suggestions included opening up classrooms on the second floor of Haaren Hall, and using conference rooms in the New Building so that classes in NH can be moved to those empty locations. Shereef mentioned the possibility of a backlash from students if their meeting spaces are taken away, but Jim invited members of the committee to draft a resolution, circulate it, and have a vote on April 1.
3. **Space Information Collection, a Status Report.** Jim told the committee that Ynes Leon conducted a survey in the fall. Of the 26 academic departments, only 6 have not responded. Ynes has been able to get lists of people, maps, and the spaces they occupy. In addition, 6 administrative departments have not responded. Anthony Carpi has provided information regarding research space. 90% of the research space is used by Science, Psychology, and Anthropology. He will look at the inventory to see what the needs are before the end of the semester. We will invite Anthony to come in for a meeting and discuss his report. Before any real space planning can go on we need to know what the academic plans are. We need to know what the quantitative growth projections are for each department within a range of time. We also need to think about how we will deal with landlocked departments.

The Library has also discussed their space needs especially their need for a Special Collections Room. We will need the assistance of a library consultant to help with figuring out these issues. We will also need to think about the classroom issues and make decisions based on enrollment projections, time of day usage, and integrated planning.

Ned asked if there was any information regarding enrollment trends by sections. Ric said that he would provide Ned with the information he is requesting. Ned also asked to see the maps and information Ynes has. Jim told Ned that he would check with Ynes to see if this information can be shared.

As of yet we still have not heard anything about the CUNY 20/20 capital proposal.

4. **PMP Discretionary Goals.** It was mentioned that Faculty Satisfaction should be at the top of list of goals. John Jay has been asked to participate in the COACHE survey so it is important we try and understand what it is that drives faculty satisfaction. How can we improve faculty satisfaction?

Some other goals that were mentioned are:

- increasing student success, student learning, and student career success.
- There should also be goals about student readiness at each level of study.

We should also create goals regarding faculty workload and scholarly activity.
SPS/FPS Subcommittees Meeting
Meeting Agenda
April 1, 2014 -- Rm. 2449 North Hall
3-4:30 pm.

1. Approval of Minutes for March 18, 2014. See proposed minutes attached.
2. Budget Update and Discussion. See attached report. Continuation of discussion from last meeting on addressing the mismatch between resources and programs.
3. Space Consultant Update. Last week some members asked to see the results of the survey taken to inventory space; see attachments.
5. Campus Discretionary PMP metrics. Continuation of earlier discussion.
Joint Meeting: SPS – FPS
Minutes
April 1, 2014

Present: Jane Bowers, James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ricardo Anzaldua, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Thomas Kucharski, Carina Quintian, Robert Troy, Fritz Umbach, Mariani Mewengkang (Recorder)

1. Approval of Minutes from March 18, 2014. Minutes were approved as proposed.

2. Report on Academic Plan. Jane gave a report on her Academic Plans for the college through fall 2017. Developing a Health curriculum is among the top priorities. There are currently 25 faculty members who are teaching health-related courses. Jane would like work to be done to develop health in the undergraduate curriculum. There are also plans to expand and market pre-med and pre-health pipeline programs. Thanks to grants we are taking steps to make this happen. The college is also committed to taking over the costs for a pre-medical, pre-health advisor once the grant is done. While we currently have a pre-med program in the science department, it is not marketed. Changes in the science curriculum are also part of the Academic Plan. There is a proposal for a Biology major. Allison Pease is also working with the science department to develop an admissions requirement for the Forensic Science major. The college will also plan to carry out the Critical Choices agenda. We will create new programs based on demands and market needs. There is also the need to develop more liberal arts majors. There is a Spanish major close to completion, and an arts major being planned. Jane also discussed the need to rebalance enrollment in the majors, especially in LPS. Chairs will be included in the discussions about ideal enrollment in the major, and in setting targets for growth.

These plans will evolve and change as needed. Though there are currently no plans for international initiatives, Jane may add some objectives later on. Fritz asked why there is a sense of demand for health programs. Jane said that there are employment demands in the health field and that the criminal justice system has been focusing on health issues.

Pat asked if there are majors with low enrollment that should be phased out. Jane said there are departments who have been informed that they will not grow. But low enrollment numbers do not necessarily mean that a major should be phased out. Someone also asked how the college plans on diverting students to other majors. Jane said that advisement would play a key role in this. We also need to provide better messaging to our students, and let them know that they can choose other majors to get where they want to go. It was also mentioned that John Jay students will soon have the option of choosing “undeclared” as a major, allowing them to choose a major at a later time.

Jane then discussed the budget priorities for her department. Faculty hiring remains the top priority. There will be no new lines other than the 14 lines funded from the Compact. Jane is also prioritizing the John Jay Online initiatives. Progress is being made in the program, so it is important we keep supporting them. If possible, Jane would also like to have funding to develop additional programs, and to provide academic departments who are understaffed with a budget so they can hire the ideal level of academic support. It was mentioned that the faculty’s main priority is workload mitigation, and that we should work on addressing those issues before we consider hiring. Jim suggested these recommendations and concerns be put on hold until a later meeting.
3. **Budget Update and Discussion.** As of April 1, there was no new information regarding the State budget, but Rob is expecting to find out more tomorrow. The State budget can impact the Compact. Rob said that he is expecting the Compact to be 75% of last year’s Compact. The college was still able to build a $900,000 surplus due to recalculating adjunct costs and OTPS cuts. There was also a savings of $1.7 million through the delaying hiring in administrative vacancies. There is still worry about next year’s numbers, given that our enrollment numbers look flat. While there has been a bit of growth due to the launch of master’s programs, the 2016 projections look like there will be no growth. In the event we do not receive a Compact, we would face a potential deficit of $3.8 million, if we continue with our plan to hire 14 additional faculty members.

4. **Space Consultants Update.** Rob informed the committee that things are moving along. Two vendors are being interviewed, and both these vendors use Scott Paige. One of the vendors being interviewed previously worked with John Jay on the New Building. There is hope that there will be a decision made in May. After that there will be a six- to nine- month work period. The vendor will need different pieces of information. Therefore, the vendor will conduct interviews with Chairs, committees, etc. Because of the scale of work this will require, Tom suggested that bigger departments receive some help. The Chair should have someone who can assist with the surveys, grant information, and anything else this project may require. This suggestion will be taken into consideration. It was also mentioned that Anthony Carpi will come up with a plan for research space. If all goes well a report should be ready to give to the University long before John Jay needs to vacate North Hall.

5. **Campus Discretionary PMP Metrics.** Broad suggestions have been made but more specific ones need to be discussed. This agenda item will be discussed at the next SPS/FPS meeting, due to time constraints.
SPS/FPS Joint Meeting
Meeting Agenda – April 23, 2014
Rm. 2449 North Hall
4:00 – 5:30 pm

1. Approval of Minutes for April 1, 2014. Proposed minutes are attached.
2. Space Consultant Update.
3. Budget Update (if there is news).
4. VP Planning/Budget Report and Conversation. VP for Student Affairs Lynette Cook-Francis will preview her planning.
5. PMP Campus Metrics. Continuation of discussion on recommendations for John Jay’s unique PMP metrics for next year. Please bring specific suggestions for discussion.
Joint Meeting: SPS – FPS
Minutes
April 23, 2014

Present: Jane Bowers, James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ricardo Anzaldua, Ned Benton, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Thomas Kucharski, Carina Quintian, Robert Troy, Fritz Umbach, Mariani Mewengkang (Recorder)
Guest: Lynette Cook-Francis, (Vice President for Student Affairs)

1. Approval of Minutes for April 1, 2014. Minutes were approved as proposed.

2. Budget Update. There was no new information regarding the budget. A revised report will be done in the first week of May. The Business Office is currently working with the Provost’s Office to discuss faculty vacancies.

3. Space Consultant Update. Interviews were done for two of the prequalified vendors. One was selected and we are in the final stages of negotiation. The vendor selected works with Scott Paige and has worked on the New Building as well. We may also consider bringing in a “Vertical Transportation Expert” in place of a “Technology Expert” to help us deal with our “vertical circulation challenges” due to limited elevator programming. Data is still being collected to give to the vendor. A checklist was distributed to the committee to inform us of the types of information the vendor will need, and who will be responsible for gathering that information. An electronic version of the checklist will be distributed to the committee. The hope is that there will be six-month turnaround time after work commences.

4. VP Planning/Budget Report and Conversation. VP Cook-Francis of Student Affairs gave a presentation detailing her budget priorities (attached). She explained the functions, structure, goals, and values of Student Affairs and concluded by making the case for three new positions with a total cost of $160,000. She explained that she was basically satisfied with the current functioning and structure of the Division but looking at the same time to make some important improvements and hence the requests for additional positions in several key areas.

5. PMP Campus Metrics. The college will need to come up with three to five campus-specific goals for the 2014-15 PMP Goals and Targets. Though general suggestions have been made, we need to focus on more specific ones. We must also think about what actions we need to take to help us reach our goals. The metrics we create should be more focused on short-term goals rather than long-term goals. It was suggested that we have a goal to balance expenditures and revenue. In order to do this we need to develop a process where we do not overestimate revenue. Another metric suggested was to “even out enrollment in the majors.” Some suggestions designed to help us accomplish this metric included:
   - Holding workshops about majors to bring attention to the college’s other offerings
   - Have “undeclared” as a major choice for incoming freshmen
   - Not allowing students to declare a major until sophomore year

Another suggestion made was to increase the number of participants in “faculty/student engagement.” We should also come up with “outcome” metrics there.

The committee will continue to discuss PMP metrics via email. There will also be a meeting to focus solely on the PMP metrics.

6. New Business. Karen distributed a letter to the committee which was sent to President Travis on behalf of the Faculty Senate. The letter discusses the Faculty Senate’s concerns regarding the teaching load. Karen will propose this item for an upcoming agenda.
Joint SPS/FPS Subcommittees Meeting
Agenda -- Tuesday, May 6, 2014
Room 610 Haaren
3:00 – 4:30 pm

1. Approval of Minutes for April 23, 2014. Proposed minutes and related documents are attached.
2. Budget Report. Pat Ketterer will provide an update on the financial plan projection and on potential options to balance the FY 2015 budget, including a review of the mid-year all-funds report and associated opportunities. Documents will be emailed to you directly on Monday.
3. Faculty Senate Request for Consideration. Faculty Senate President Kaplowitz is seeking endorsement of a workload mitigation proposal from the Senate. See attached document.
4. Discussion of PMP Campus-Specific Goals. This is an ongoing discussion which we should try to wrap up. Consider contributing to the current email conversation so we can think some of this through before the meeting.
5. New Business.
Joint Meeting: SPS – FPS
Minutes
May 6, 2014

Present: Jane Bowers, James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ricardo Anzaldua, Ned Benton, Kim Chandler, Janice Dunham, Karen Kaplowitz, Patricia Ketterer, Virginia Moreno, Carina Quintian, Fritz Umbach, Mariani Mewengkang (Recorder)

1. Approval of Minutes for April 23, 2014. Minutes were approved as proposed.

2. Budget Report. John Jay's deficit number has not changed since the last meeting. [The budget document discussed went by email to the subcommittees with the agenda.] There has also been no update about the Compact budget, though it is still expected that we will get about 75% of last year’s Compact. Due to our budgetary constraints we will not be able to fund any new investments. We are in the process of completing 14 searches for faculty who will start in the fall. We have also added 7 sub lines. Though we need 4 more sub lines we have not been authorized for more searches. We may also have to think about whether or not we can afford to hire for the vacancies that have received exemptions. We may need to use funds from other areas such as the Student Activity Fee, Research Foundation, Aux Corp, and Philanthropy to remove our deficit. The deficit numbers for FY 2016 are not looking any better. There was concern raised about what the Differential Tuition money is being used for. It was asked if that money can be used to invest in programs. There was also a question about what the decision-making process is for using those funds. Interested parties may want to meet to discuss these concerns.

3. Faculty Senate Request for Consideration. – Amended - Faculty Senate Request for Consideration. Karen K. shared with the committee a letter she wrote to President Travis on behalf of the Faculty Senate regarding faculty workload. The letter which reported a resolution which had been endorsed unanimously by the Faculty Senate as well as by the Council of Chairs, requests $240 thousand to allocate towards faculty course reassignments. There is already $120 thousand allocated, but the Faculty Senate is requesting an additional $120 thousand. It was suggested that as a last resort, this could be funded from vacant faculty positions. If this request goes through, the college will need to find a stable source for funding. The Faculty Workload issue has been a consistent complaint among our faculty. It has also been an issue for candidates we are interested in hiring. The committee discussed the proposal in anticipation of a vote at a later date.

4. Discussion of PMP Campus – Specific Goals. We need to come up with specific goals by the end of the May 20, meeting as we have to report back to CUNY in June. The campus-specific goals should be ones we can reach within a year or two. Ideas suggested include: rebalancing our enrollment in the majors, improving classroom usage, and a metric focused on student learning. It was asked why we are not using CLA results as part of the PMP. The response was that a year's worth of CLA results would not be enough. Also, CUNY may start to use the CLA so we should be cautious about using the CLA before the other CUNYs do. This conversation will continue at our next SPS/FPS meeting.

5. New Business. Jane, Jim, and Karen, the co-chairs for the Steering Committee for Strategic Planning shared with the committee the names of faculty members they have nominated to join the Steering Committee. The group will consist of 5 faculty members, 2 students, and administrators. The co-chairs asked for committee comments and recommendations. Ideas should be sent to Jane. The Steering Committee will come up with preliminary thoughts, ideas, and goals for the college for the next five years. The committee should begin work early in the fall semester.
1. **Approval of Minutes for April 23, 2014.** Minutes were approved as proposed.

2. **Budget Report.** John Jay’s deficit number has not changed since the last meeting. [The budget document discussed went by email to the subcommittees with the agenda.] There has also been no update about the Compact budget, though it is still expected that we will get about 75% of last year’s Compact. Due to our budgetary constraints we will not be able to fund any new investments. We are in the process of completing 27 searches for faculty who will start in the fall. We have also added 7 sub lines. Though we need 4 more sub lines we have not been authorized for more searches. We may also have to think about whether or not we can afford to hire for the vacancies that have received exemptions. We may need to use funds from other areas such as the Student Activity Fee, Research Foundation, Aux Corp, and Philanthropy to remove our deficit. The deficit numbers for FY 2016 are not looking any better. There was concern raised about what the Differential Tuition money is being used for. It was asked if that money can be used to invest in programs. There was also a question about what the decision-making process is for using those funds. Interested parties may want to meet to discuss these concerns.

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Joint Meeting: SPS – FPS
Minutes
May 6, 2014

Present: Jane Bowers, James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ricardo Anzaldua, Ned Benton, Kim Chandler, Janice Dunham, Karen Kaplowitz, Patricia Ketterer, Virginia Moreno, Carina Quintan, Fritz Umbach, Mariani Mewenkang (Recorder)

1. **Approval of Minutes for April 23, 2014.** Minutes were approved as proposed.

2. **Budget Report.** John Jay’s deficit number has not changed since the last meeting. [The budget document discussed went by email to the subcommittees with the agenda.] There has also been no update about the Compact budget, though it is still expected that we will get about 75% of last year’s Compact. Due to our budgetary constraints we will not be able to fund any new investments. We are in the process of completing 14 searches for faculty who will start in the fall. We have also added 7 sub lines. Though we need 4 more sub lines we have not been authorized for more searches. We may also have to think about whether or not we can afford to hire for the vacancies that have received exemptions. We may need to use funds from other areas such as the Student Activity Fee, Research Foundation, Aux Corp, and Philanthropy to remove our deficit. The deficit numbers for FY 2016 are not looking any better. There was concern raised about what the Differential Tuition money is being used for. It was asked if that money can be used to invest in programs. There was also a question about what the decision-making process is for using those funds. Interested parties may want to meet to discuss these concerns.

3. **Faculty Senate Request for Consideration.** Karen K. shared with the committee a letter she wrote to President Travis regarding faculty workload. The letter, written on behalf of the Faculty Senate, and endorsed unanimously by the Council of Chairs, requests $240 thousand to allocate towards faculty course reassignments. There is already $120 thousand allocated, but the Faculty Senate is requesting an additional $120 thousand. It was suggested that as a last resort, this could be funded from vacant faculty positions. If this request goes through the college will need to find a stable source for funding. The Faculty Workload issue has been a consistent complaint among our faculty. It has also been an issue for candidates we are interested in hiring. The workload situation may also force us to think about our identity as a college and what kind of teachers we want. Do we want research faculty who engage in scholarship activity? Or do we want faculty whose mission is to teach though it will mean fewer grants for the college? This will be a topic that needs to be revisited. In the meantime an analysis of faculty workload will be sent out. Karen initially asked for a vote of support from the committee but withdrew the motion, instead opting for a discussion of the letter.

4. **Discussion of PMP Campus – Specific Goals.** We need to come up with specific goals by the end of the May 20, meeting as we have to report back to CUNY in June. The campus-specific goals should be ones we can reach within a year or two. Ideas suggested include: rebalancing our enrollment in the majors, improving classroom usage, and a metric focused on student learning. It was asked why we are not using CLA results as part of the PMP. The response was that a year’s worth of CLA results would not be enough. Also, CUNY may start to use the CLA so we should be cautious about using the CLA before the other CUNYs do. This conversation will continue at our next SPS/FPS meeting.

5. **New Business.** Jane, Jim, and Karen, the co-chairs for the Steering Committee for Strategic Planning shared with the committee the names of faculty members they have nominated to join the Steering Committee. The group will consist of 5 faculty members, 2 students, and administrators. The co-chairs asked for committee comments and recommendations. Ideas should be sent to Jane. The Steering Committee will come up with preliminary thoughts, ideas, and goals for the college for the next five years. The committee should begin work early in the fall semester.
1. Approval of Minutes for May 6. Proposed minutes are attached.
2. Recommendations for campus-specific PMP metrics for next year. For our recommendations to be useful, we have to wrap this up at the meeting. You may want to refer to the examples and description provided by CUNY (attached, see “College Focus Area Goals” on page 2) and to earlier email exchanges among members.
4. Future Meeting Schedule. With no additional meetings scheduled at the moment, we need to talk about number and frequency of meetings moving into the summer.

As of the time of this announcement, there is no new update on the budget situation.
Joint Meeting: SPS – FPS
Minutes
May 20, 2014

Present: Jane Bowers, James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ricardo Anzaldua, Ned Benton, Kim Chandler, Janice Dunham, Karen Kaplowitz, Patricia Ketterer, Virginia Moreno, Carina Quintian, Fritz Umbach, Mariani Mewengkang (Recorder)
Guest: Maki Haberfeld (Chair of LPS)

1. Approval of Minutes for May 6, 2014. Karen asked that the minutes be amended in the section “Faculty Senate Request for Consideration.” Karen will edit this portion of the minutes. The minutes were approved pending those changes.

2. Recommendations for Campus-Specific PMP Metrics. The college can create up to 5 PMP goals for itself. Some of these goals have been discussed via email, but we need to recommend as a committee which goals we will work on over the next year. Jim distributed a list of the recommendations that have been discussed. The committee discussed the list and decided that some of the recommendations are related and could be combined into one goal. The committee also agreed that some of the recommendations should be rephrased.

Maki Haberfeld, chair of the Department of LPS attended the meeting as a guest to discuss the issue of rebalancing the enrollment distribution among majors. Maki emphasized the point that students come to John Jay for our brand and reputation in Criminal Justice; changing that could be institutional suicide. Maki also told the committee that she welcomes other faculty from other departments to teach courses in LPS. In response to Maki, Jane said that the college plans on promoting more balance in enrollment in the curriculum. It is becoming more apparent that organizations such as the NYPD, and others are looking for people from other majors – not just CJ.

Fritz also agreed with the sentiment that students come to John Jay for Criminal Justice. Now is not the time to push students out of CJ, especially if we need to keep our enrollment numbers.

Pat reminded the committee that the goals we chose are ones that we should be able to achieve. Since John Jay will allow students to choose “undeclared” as a major option, we should probably revisit this measure in a year. The committee agreed that they are against rebalancing particular majors for this fall.

Classroom utilization rates were also discussed as an important measure to work on.

Jim will prepare and send out a draft of the campus-specific goals for 2014 – 2015 based on the discussion from this meeting. The committee voted to support the five goals as a package in a vote of: 6 – Yes, 0 – No, 0 - Abstention

3. VP Troy Report on Planning in Enrollment Management. Bob Troy gave a presentation to the committee regarding his planning and budgetary needs for the upcoming academic year. (attached) The Office of Enrollment Management currently has six different sub-offices under its umbrella. Among his priorities, Bob said that getting assistance for Stephanie Autenreith is important as she has a heavy workload. He is also looking to reorganize the Registrar’s Office and to improve other student services.

4. Future Meeting Schedule. There are no SPS/FPS meetings scheduled for the summer but we will plan to have at least two meetings.
BPC Subcommittees Meeting
Agenda for June 17, 2014
11 am – 12:30 pm
Room 630 Haaren

1. Approval of Minutes for May 20, 2014. Proposed minutes are attached along with VP Troy’s presentation. In addition, the amended minutes from the May 6 meeting are attached; they were approved pending amendments.
2. Budget Update.
3. Revenue Sharing for Online Programs, Preliminary Discussion. Some subcommittee members have had discussions about revenue allocation and sharing from online programs. Ned has pointed out the following obligation:

“The Online Education Policy, which was formally approved by UCASC and CGS and then by the College Council, states:

1.8 Revenue Sharing: A percent of net tuition revenue from each online program shall be reinvested to support the enhancement of the program, professional development of its faculty, and other initiatives contributing to the strategic goals of the College’s current Master Plan, subject to the final approval by the Provost. The Budget and Planning Committee will annually recommend the percentage of the net revenue involved, and the method for calculating net revenues.”

It’s understood that we can’t complete this discussion without hearing from Anne Lopes and Feng Wang, so on Tuesday we will try to educate ourselves on the relevant issues and frame questions for discussion with Anne and Feng at a later date. Ned and Chuck Nemeth developed one allocation model, and Ned promises to circulate an updated version, hopefully well before the meeting. There will perhaps be another proposal to inform the discussion.
Faculty and Student Disciplinary Hearings
Dates for Academic Year
2013-2014

**Fall 2013**
MONDAY, DECEMBER 9th at 3:30 PM
Chair: Professor McCrie

Faculty:
Ali Kocak
Jeffrey Kroessler

Student:
Imstashal Tariq

TUESDAY, DECEMBER 10th at 3:30PM
Chair: Professor Schevaletta

Faculty:
Roger McDonald
Staci Strobl

Student:
Alisa Matusevych

THURSDAY, DECEMBER 12th at 3:30
Chair: Professor Schevaletta

Faculty:
Jeffrey Kroessler
Staci Strobl

Students:
Joshua Medas
Joon W. Yoon
Spring 2014

THURSDAY, APRIL 24th at 3:30 PM  
Chair: Professor McCrie

Faculty:
Jeffrey Kroessler  
Roger McDonald

Student:
Joshua Medas

WEDNESDAY, APRIL 30th at 3:30PM  
Chair: Professor Bockmeyer

Faculty:
Peggy Escher  
Barry Latzer

Student:
Alisa Matusevych

MONDAY, MAY 5th at 3:30PM  
Chair: Professor McCrie

Faculty:
Ali Kocak  
Jeffrey Kroessler

Students:
Alisa Matusevych  
Imstashal Tariq

MONDAY, MAY 12th at 3:30PM  
Chair: Professor Alford

Faculty:
Peggy Escher  
Roger McDonald

Students:
Alisa Matusevych  
Imstashal Tariq
WEDNESDAY, MAY 14th at 3:30PM
Chair: Professor Alford

Faculty:
Jeffrey Kroessler
Barry Latzer

Students:
Alisa Matuseyvych
Joon W. Yoon
Provost’s Advisory Council Meeting
Meeting Minutes
September 16, 2013


Guests: Charles Davidson, Richard Saulnier, Joseph Laub

1. Provost’s Announcements. Jane welcomed the Interim Undergraduate Dean Allison P. and new Chairs, Richard Haw of Interdisciplinary Studies and Valerie A. of English. She welcomed back Larry S. and introduced Nicole B. She moved on to discuss the Faculty/Staff meeting which has been rescheduled for early October. Jama A. asked if the President would be speaking at this function about CunyFirst or the budget as he would be more motivated to attend meetings where serious discussion is being had. Jane will convey the message that the Chairs would like more realistic, meaningful discussion to the President. Kevin N. then asked everyone to remember to send the registrar’s office accurate information on each department’s classes (who is teaching, etc.). He will send out email reminders showing where and to whom this information is to be sent.

2. Faculty Matters. Ned B. would like “Space Plan for Staff in North Hall” added to every PAC agenda. The conditions in North Hall are horrible. Morale is down and staff are miserable. There has been no construction done on the 4th & 5th floors of Haaren, and it doesn’t look as if any will be happening soon. Administration needs to push for answers on construction timeframes and deadlines. Kim C. stated that there was a space meeting on Thursday in which she requested more frequent updates. Ned B. reported the conditions in North Hall, such as - no air conditioning, no blackboards for classes, crowding in the stairwells, filthy bathrooms, etc. Jane asked for a list of issues and stated that she would do a walkthrough later that week. Tom K. said that he has no help in his department and too much work. The budget is tight and many chairs feel that collapse is imminent. Chairs worry that faculty will begin looking elsewhere for jobs. Human resources is problematic. Allison K. stated that the Chairs are scheduled to discuss these and possibly other concerns with the President when he visits the Council of Chairs on Wednesday.

3. Jane introduced Charles Davidson, the new CAT Director. He said that he would like to work with the Chairs and faculty so that he can assess their needs and assist them.

4. CunyFirst. Richard S. explained that in CunyFirst everyone would be assigned an ID. This would not be a Social Security number but would follow you around in whatever capacity you are at CUNY schools. For example, you would have the same number as an employee if you decided to take classes. CunyFirst will go live on March 31. Students will not be able to get their ID’s until April 7th. Students will have to register for graduation early. Faculty will have to file grades in the spring using CUNYfirst. Allison K. asked for a quick guide now, so that the Chairs can start familiarizing themselves in advance. Ned B. asked the relationship that this would have with Blackboard to which Joseph L. replied that Blackboard should not be affected. Tom
K. said that it would be helpful to have someone on campus who is an expert so that Chairs would not be required to learn the entire system. Maki H. suggested a list of 6 bullets that the chairs could use as a guide and share with their faculty. Joe L., Kim C. and Richard S. will be available to attend department meetings to assist if requested. Ned B. requested a fall back plan for approximately 2% that may not grasp the grading system initially. Ned B. and Jay H. are liaisons to the CUNYfirst team. The team will invite them to attend meetings very soon.

5. Faculty Start-up. Jane said that up until now she has been very generous with laptops, research assistants and other start-up for new faculty. This period of generosity is over for now because the pot of indirect money that funds start-up is dwindling in part because the college is still relying on the release time account and the money above the cost of adjunct replacement to plug budget holes, and that practice was supposed to be phased out with the new distribution model. Without that phase out, the new distribution model is resulting in less indirect to the Provost’s Office for start-up. We will honor commitments already made and relocation expenses, but Chairs need to give candidates for positions a realistic picture of available start-up and not over-promise based on what faculty have received in the past. Jama A. asked how much the art work in the Atrium was costing. Jane replied that the college was not paying for it, but was required to select and install art work because of the “1 % for art” law that 1% of the total capital budget for a public building must be spent on public art installed in that building. So, the State of New York paid for the artwork now being installed in the atrium and elsewhere. James C. asked to please increase the amount departments can spend for searches. Jane B. will advocate for this increase.

6. Online Student Evaluation of Faculty is on the September 26th agenda of the College Council. If you have had a good experience participating in the pilot, get the word out to faculty to support the proposal to go entirely online. Lisandro P. stated that he didn’t recall chairs being able to give feedback. Feedback has been given to participating departments throughout the pilot. Response rate has improved over time, and will improve even further with incentives and when we are completely online. Many CUNY schools have gone online for evaluations. Jane B. said that we are proposing a 3-year commitment only, subject to review and subsequent vote. Please review the proposal. Kevin N. will send out.
Present: Jane Bowers (Chair), C. Jama Adams, Valerie Allen, Ned Benton, Kim Chandler, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Tom Kucharski, James Llana, Anthony Marcus, Charles Nemeth, Kevin Nesbitt, Lisandro Perez, Peter Shenkin, Staci Strobl, David Umeh, Roberto Visani, Nicole Brooks (Recorder)

1. **Provost’s Announcements.** Jane B. stated that she had been reviewing personnel files of the faculty and that it was a very gratifying process. She was very pleased with the quality faculty here at John Jay. She informed the chairs of the upcoming State of the College Address on November 4th. Then she introduced Staci Strobl as a new PAC member.

2. **Faculty Matters.** Jama A. asked how the administration could spend $150,000 on a statue but there is no money for additional counselors, faculty, etc. If the administration could raise the funds for that then they could certainly get money for the things that they need. Jane B. replied that John Jay needs more ongoing positions and that it is difficult to raise money for that. Tom K. stated that the air quality in North Hall is very poor. Testing revealed that there is something in the air (not asbestos). Jane B. stated that there was a delay in construction of Haaren Hall due to issues with the Lynch theatre. It had not passed a fire safety test. Ned B. said that during class changes students are packed into the stairwells of North Hall. There are overcrowding and fire code violations. Anthony M. said that the New Building is not great for anthropology classes because the tables and chairs are bolted down, restrict movement. Charles N. said the ambulance noise goes on all day long and reduces his ability to work in his office. He also stated that the windows have never been cleaned and need to be done badly. Tom K. said that in case of a fire in North Hall, it would be very difficult to get everyone out. Roberto V. stated that on a positive note the square footage and space is better over in North Hall. Ned B. said that we urgently need to communicate with Iris Weinshall because people want to get out of North Hall. Karen K. suggested just moving back to Haaren Hall because it will takes years to get the Lynch theatre fire approval. She thinks that classes at least should take place Haaren Hall.

3. **Enrollment in Majors.** Jane B. said that Forensic Psychology and Criminal Justice majors are too big. We need to come up with ideas to lower enrollment in these and redirect students to other majors. More or new majors may entice students. She reviewed a list of majors that were going down in enrollment and those that were increasing. Jane also stated that you can now start new majors without a letter of intent. This is a great improvement.

4. **Increasing summer courses and enrollment.** Jane B. said that the money John Jay makes from enrollment during the summer stays here at the college. We need to grow summer enrollment. There is a revenue sharing proposal which will give 35% to the departments and 65% to the college. Rob Pignatello is considering giving departments the money upfront for this. Chairs should receive contact from Richard Saulnier asking that particular classes be scheduled in the summer. If you do what he asks you may receive money for increased enrollment. Ned B. asked if departments that have already been doing this would be receiving money. Jama A. said that we don’t just want to boost summer enrolment we also want to boost graduation. Jane B. stated that the reason students don’t take summer courses is because of money. There is a proposal to CUNY to finance a discount to change this for example take one class get the next
class for 50% off. Lisandro P. mentioned that they schedule a lot of classes but end up having to cancel half of them because of low enrollment. Tom K. is going to survey students to see what kind of classes they would want to have in the summer. He also mentioned that the allotment of summer salary for chairs needs to be increased because chairs will be working more. There needs to be some money for departments to incentivize chairs if you want to really increase the summer numbers. Ned B. suggested they work on how to package this for students. This should include packaging a few courses together to make it attractive. Jim L. stated that he had discussed matching a package with speakers in the city.

5. **Searches for External Chairs.** Jane B. said that on occasion departments need an external chair. This is not imposed on the department, it is an option. The sociology department wants to do a search and the math department has decided not to do this. Searching for an external chair is very expensive to do. Tom K. asked if the process could be written out and given to them and whether or not there was some sort of policy protecting the investment so that people couldn’t work for a few months and leave. Jane B. stated that the incentives will be withdrawn if the person ceases to be chair. Ned B. would like a report of everyone’s salaries and incentives are to be more transparent. Jane B. said that she will consider it. In summary, Jane states that she is not forcing departments to hire externally, she is a part of the process but not exclusively. Her only motivation is that she wants a functioning department and therefore needs good chairs.
Provost's Advisory Council
12-11-13
Attendance Sheet

1. C. Jama Adams
2. Valerie Allen
3. Ned Benton
4. Seth Baumerin
5. Jane Bowers, Chair
6. Nicole Brooks *
7. David Brotherton / Jayne Mooney
8. James Cauthen
9. Kim Chandler
10. Lynette Cook-Francis
11. Silvia Dapia
12. Jonathan Jacobs
13. Maki Haberfeld
14. Jay Hamilton
15. Richard Haw.
16. Karen Kaplowitz
17. Allison Kavey
18. Larry Kobilinsky
19. Tom Kucharski
20. James Llana
21. Evan Mandery
22. Anthony Marcus
23. Charles Nemeth
24. Kevin Neshitt
25. Lisandro Perez
26. Peter Shenkin
27. Larry Sullivan
28. Staci Strob
29. David Umeh
30. Nancy Velazquez-Torres
31. Roberto Visani

* recorder
Provost’s Advisory Council

December 11, 2013

2:00 – 4:00 p.m., Room 610T

Agenda

1. Provost’s Announcements
2. Chairs and Faculty Matters (North Hall and others)
3. Academic Program Plan update
4. Three year workload analysis
5. Request to CUNY for new faculty lines
6. Faculty recognition awards
7. New Business

1. Provost’s Announcements. None

2. Chairs and Faculty Matters. Ned B. distributed instructions to use the new CUNY First system so that everyone can see what’s coming. Kim C. stated that there will be training. Tom K. said that chairs should be getting reports instead of creating them. He would like to see this change made to free up more time to manage the departments. Jane B. said that there would be money for the departments because of CUNY First and because of the awareness that the departments are overburdened. Ned B. asked where the money would come from and suggested that it came from last year’s deficit. Allison K. asked a questions about candidate travel issues to which Kim C. responded. James C. spoke of the large amount of academic dishonesty in the classes and how an honor code is needed to get students to recognize the importance. Kevin N. stated that because this is a public institution there may be an issue getting students to sign and that there is a movement toward having some sort of pledge administered collectively. Jane B. would like to look and see if there is a workaround but will revisit.

3. Academic Program Plan update. Jane stated that health related classes are the next big thing in curriculum at the college, and she encouraged chairs as they are hiring to look at professors that are in these fields or with this background. She may even consider a public health related department. The council expressed concerns regarding resources, the direction this would take the college, and lack of research into this idea. Jane B. asked that comments be sent to her by email.

4. Three year Workload analysis. Jane B. stated that Kim C. and Kate Gribbin worked on this project. There is a handout “Analysis of Full Time Teaching Load” of the 315 faculty who were consistently employed across the three year period of analysis – (not including counselors and librarians). Kim C. stated that this is stage one and there will be more to come. Ned B. asked about workload mitigation. Jane B. replied that Charles Davidson of CAT will send out a notice about teaching revitalization awards to be paid next year, and that all faculty tenured effective fall 2014 would be receiving two courses of reassigned time to be used over a four-year period post tenure. A letter to this effect would be going out shortly to each one of these eligible faculty. Ned B. would like to review this because the financial subcommittee said the release time would be funded this year. Kim C. will follow up on budget documents and get the information to Jane B.
Provost's Advisory Council
2/3/14

Attendance Sheet

1. C. Jama Adams
2. Valerie Allen
3. Ned Benton
4. Seth Baumrin
5. Jane Bowers, Chair
6. Nicole Brooks*
7. David Brotherton/Jayne Mooney
8. James Cauthen
9. Kim Chandler
10. Lynette Cook-Francis
11. Silvia Dapia
12. Jonathan Jacobs
13. Maki Haberfeld
14. Jay Hamilton
15. Richard Haw
16. Karen Kaplowitz
17. Larry Koblinsky
18. Tom Kucharski
19. James Llana
20. Evan Mandery
21. Anthony Marcus
22. Gerald Markowitz
23. Charles Nemeth
24. Kevin Nesbitt
25. Lisandro Perez
26. Peter Shenkin
27. Larry Sullivan
28. Staci Strobl
29. David Umeh
30. Nancy Velazquez-Torres
31. Roberto Visani

* recorder
Provost’s Advisory Council

February 3, 2014

2:00 – 4:00 p.m., Room 610T

Agenda

1. Provost’s Announcements
2. Chairs and Faculty Matters (North Hall and others)
3. Three year workload analysis
4. Request to CUNY for new faculty lines
5. Faculty recognition awards
6. Collegiate Learning Assessment
7. New Business
Provost's Advisory Council Meeting  
Meeting Minutes  
February 3, 2014

Present: Jane Bowers (Chair), Jama Adams, Valerie Allen, Ned Benton, David Brotherton, James C authen, Lynette Cook-Francis, Maki Haberfeld, Richard Haw, Karen Kaplowitz, Tom Kucharski, James Llana, Anthony Marcus, Gerald Markowitz, Kevin Nesbitt, Lisandro Perez, Peter Shenkin, Nicole Brooks (Recorder)

1. Provost’s Announcements. Jane B. stated that Kim Chandler would be preparing a preview of the new workload reporting process and tool this semester. This will require more work from the faculty and less from the chairs. Kim will also address the delay in travel/recruitment reimbursement. Gerald Markowitz will chair the History department this semester. Jane B. stated that Faculty Development Day was terrific. 130 faculty attended, 32% adjunct and 68% fulltime. The theme was feedback. Jane said that she sent a letter to faculty that referred to giving raises to faculty that are soon to be promoted. These step increases are to remind them that they are valued.

2. Chairs and Faculty Matters. Ned B. on behalf of the chairs and Karen Kaplowitz on behalf of the Faculty Senate sent a letter to the President asking him to expedite construction in North Hall where the conditions are unacceptable. Nothing has changed and no response was provided. He asked what the plan was. Jim Llana said that he saw the letter but had no update on the situation. Ned B. would like the Chairs’ and the Senates’ views communicated to VC Weinshall and suggests that the faculty boycott College Council until answers are received. Karen K. suggested that chairs could refuse to send the class schedules to get the attention of the administration. Gerald M. asked if the Provost can get the President to respond to the Chairs and the senate within 2 weeks. Jama A. asked if the president is hearing the requests. Tom K. discussed an email that went out about an internship with FBI telling all students that they needed a recommendation from the chair of their respective departments. All of the chairs are dealing with the issue now of having so many students requesting recommendations; they are overloaded. Lynette F. replied that her department sent the email and she apologized for the confusion. She is working to rectify the situation. David B. was offended by the perceived breach of trust when Jane B. copied all chairs on her answer to his email regarding inequities in faculty compensation. . . Jane B. said that she is not allowed to give discretionary raises; any apparent inequities come about through the amount offered at time of first appointment. She is aware that there are inequalities in pay as there are in any organization. As for her allocation of release time to faculty for various service activities, she is willing to consider James C. idea of giving chairs some discretionary release time to disperse. Jane B. will get back to the chairs on that. Lisandro P. would like the discretionary release time to be tied to the annual evaluation and the goals articulated by the chair for his/her department. . Maki H. requested new faculty lines because she is losing faculty to college initiatives but needs to maintain the same level of delivery. She also stated that she has awesome faculty that are being pulled onto other initiatives without her knowledge and without any consideration of other work that needs to be done in the department. Jane B. suggests that requests to “use” faculty go through the chairs so that they are aware.

3. Three year workload analysis. Jane B. will resend the workload analysis to the chairs. The take away is the 75% of faculty teach below 7 courses (for various reasons). The teaching hours
metric is going away to focus more on coverage. Tom K. asked that sabbaticals be removed from the data. Jane B. will discuss more as more data is received.

4. **Request to CUNY for new faculty lines.** President Travis will be invited to a meeting at CUNY to discuss our request for new lines. Jane B. said that we need 114 lines, 58 have been self-funded and 56 were requested. This is still in the works.

5. **Faculty recognition awards.** Jane B. was going to ask that everyone nominate someone for this but the deadline has passed.

6. **Collegiate Learning Assessment.** Jane B. stated that this assessment replaces the CPE exam. Jim L. went over the highlights- CLA was mandated last year; it is an assessment based on a standardized exam with a variety of tasks. It is designed to provide a way of comparing institutions in the interest of improving learning. He said that CLA Plus is new this year and that 100 freshmen and seniors are taking it this year. Scoring is done by computer and 10% are graded by humans. CLA plus is being advertised to students. The results show the average senior student score at 1150. John Jay scored 1134. Our seniors did better than those at peer institutions in 5 categories. The SEEK department did exceedingly well. Jim has a PowerPoint with more results in it, and he will send it to the chairs.

7. **New Business.** Karen K. stated that there is a new PMP. Each college will have to choose 3 to 5 measures to be evaluated on. Jim L. stated that this would be discussed by the SPS/FPS.
Provost's Advisory Council
3/5/14
Attendance Sheet

1. C. Jama Adams
2. Valerie Allen
3. Ned Benton
4. Seth Baumrin
5. Jane Bowers, Chair
6. Nicole Brooks *
7. David Brotherton/Jayne Mooney
8. James Cauthen
9. Kim Chandler
10. Lynette Cook-Francis
11. Silvia Dapia
12. Jonathan Jacobs
13. Maki Haberfeld
14. Jay Hamilton
15. Richard Haw.
16. Karen Kaplowitz
17. Larry Kobilinsky
18. Tom Kucharski
19. James Llana
20. Evan Mandery
21. Anthony Marcus
22. Gerald Markowitz
23. Charles Nemeth
24. Kevin Nesbitt
25. Lisandro Perez
26. Peter Shenkin
27. Larry Sullivan
28. Fritz Umbach
29. David Umch
30. Nancy Velazquez-Torres
31. Roberto Visani

* recorder
☑ = attended, but did not sign in
Provost’s Advisory Council

March 5, 2014

2:00 – 4:00 p.m., Room 610T

Agenda

1. Provost’s Announcements
2. Chairs and Faculty Matters (North Hall and others)
3. Workload process preview- Kim Chandler
4. Retention offers
5. Auxiliary Corporation allocation
7. New Business
Provost's Advisory Council Meeting

Meeting Minutes

March 5, 2014


1. Approval of the 2/3/14 minutes. Jane B. welcomed Fritz Umbach to the advisory council on behalf of the faculty senate. Karen K. will submit changes for the minutes; otherwise they were approved as written.

2. Provost’s announcements. Jane B. mentioned the celebration of Jock Young on March 13 and the faculty and staff meeting on March 18. She hopes that chairs will attend. OCCP are auditing CUNY colleges to check for diversity. City College passed but others are not finished yet. They are looking for things like equal pay so we have to make sure to document pay differentials. There is a new federal requirement (effective immediately) that 8% of staff need to be veterans and 7% disabled. Accommodations must be provided for the disabled. The college will pay for these accommodations, not the departments. Title 9 compliance refers to reporting sexual harassment and assault; All reports must be taken to Silvia Montalban. Ned B. stated that the 9/11 Inspector General would be coming to the college. Karen K. said that job applicants do not have to state on the application that they are disabled so it may be difficult to target that group. Jane B. said that they will need to recruit more to attain that percentage. Lynette C. stated in reference to Title 9 there is a counselor in the Women’s center that chairs could refer people to if needed. Kevin N. mentioned the CUNY service corps and said that it is a wonderful opportunity so look out for emails in the near future Kim C. spoke about web attendance rosters. There are 325 outstanding so please reach out to faculty. Valerie A. and Jim C. say that there may be an issue with the system because faculty are saying that they have been submitted but it is not showing.

3. Chairs and Faculty Matters. Ned B. stated that there are fire and heating issues in North Hall. The temperature is too hot, but there have been contractors there trying to fix the doors. Nancy V. added that the conditions are getting worse and that no one wants to work or go to school there. Ned B. said that people want to move out as soon as possible, and he asked when the work will be completed so that this can happen. The planning study needs to be underway. Jane B. added that they are working on the report and that this is a good subject to bring up in the planning meeting. Larry S. informed everyone that the pipes broke on that previous Saturday on the third floor of Haaren. Sociology books were soaked. Nancy V. stated that the heat is unbearable, the facilities are unhuman and that it is not good for students and staff. No cleaning is being done. Jane B. will send the message to VP Pignatello. Charles N. said that there is only one working urinal, broken windows and things are out of code. Jama A. said that this was going to start affecting work and that personnel actions would begin to start. Kim C. staff should report all issues to human resources. Students can talk to student affairs or dean of students. Karen K. asked for a briefing on online student evaluations of faculty. Kevin N. said
that 9 or 10 departments were participating and that students like the surveys because they are in class. There is a taskforce and they are considering communal incentives such as a tree on the Jaywalk dedicated to the department.

4. Workload process preview. Kim C. reviewed a presentation and stated that it only applied to full timers and was based on the academic year. This is not complete, but she hopes it can be by the end of May so that it will start fresh this fall with CUNYFirst. All of the information can be changed in-house because this system is created and run here at John Jay. Lisandro P. would like to add “chair discretion” to the drop down box for reason for reassigned time. There is oversight to ensure that the information and numbers match up. Chairs can run reports on their own departments.

5. Retention offers. Jane B. asked if retention offers were affecting personnel morale. She makes retention offers when chairs would like to keep the professor, but if it is causing problems within the departments she can stop. The offers include matching loads or pay increases when the faculty member can provide a written offer from another college or university. Jama A. said that it could seem as if only those that complain and are disloyal get increases and the others don’t. Ned B. asked for two things: 1. To have the process of getting retention offers written and 2. Once a year all retention offers should be reported at the FPC meeting. Jane B. agrees with #2 but feels that #1 could be a problem because the college certainly couldn’t afford all professors trying to do this. She will share the information with the chairs. Evan M. appreciates the question but does not see this as a morale issue, he thinks of it more as an issue of allocation of resources. James C. stated that his department has received most of the retention offers (2 successful, 3 unsuccessful) and that not making the offer would’ve hurt morale much more than having the professors leave. Jane B. closed this subject by saying that she will continue making offers as necessary, and chairs will manage their faculty morale.

6. Auxiliary Corporation allocation. Jane B. stated that VP Pignatello informed her that there was $35,000 in the Aux Corp budget for the provost account. The provost will distribute the funds to the departments. How should this be distributed? Roberto V. suggested more interdisciplinary things so that departments could work together more. Ned B. asked where specifically the money was coming from. Lynette C. stated that the money had not been voted on yet and she was unsure why VP Pignatello gave Jane B. this information. Jama A. suggested just giving the funds to the departments without asking their purpose, which would allow chairs to decide its use. Maki H. agrees with Jama A. Kim C. is not sure when the funds will be received but they expire on June 30th.

7. Master Plan Report Card 2013. Jim L. discussed the five goals of the 2013 master plan report card: Student success, teaching, research and scholarship, strategic partnership and institutional effectiveness. Maki H. asked about all of the money that has been and is being raised, where is it going?

8. New Business. none
Provost's Advisory Council
4/7/14
Attendance Sheet

1. C. Jama Adams
2. Valerie Allen
3. Ned Benton
4. Seth Baumrin
5. Jane Bowers, Chair
6. Nicole Brooks *
7. David Brotherton/Jaime Mooney
8. James Cauthen
9. Kim Chandler
10. Lynette Cook-Francis
11. Silvia Dapia
12. Jonathan Jacobs
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24. Kevin Nesbitt
25. Lisandro Perez
26. Peter Shenkin
27. Larry Sullivan
28. Fritz Umbach
29. David Umch
30. Nancy Velazquez-Torres
31. Roberto Visani

Guests:
Allison Pease
Anthony Carpi

* recorder
Provost’s Advisory Council Meeting

Meeting Minutes

April 7, 2014

Present:  Jane Bowers (Chair), Jama Adams, Valerie Allen, Ned Benton, Seth Baumrin, James Cauthen, Lynette Cook-Francis, Maki Haberfeld, Jay Hamilton, Richard Haw, Karen Kaplowitz, Larry Kablinsky, Tom Kucharski, James Llana, Gerald Markowitz, Kevin Nesbitt, Lisandro Perez, Peter Shenkin, Larry Sullivan, Fritz Umbach, David Umeh, Nancy Velazquez-Torres, Roberto Visani, Nicole Brooks (Recorder)

Guests:  Allison Pease, Anthony Carpi

1. Approval of the 3/5/14 minutes. Minutes approved.

2. Provost’s announcements. Jane B. stated that the summer evaluation of chairs is to be pushed back this year because of the Delaware study. The Delaware study looks at faculty productivity in terms of teaching and research. The data will be used for evaluations and is useful because it compares like departments among hundreds of colleges. We will have data by July. The Faculty Recognition reception is this Thursday, please attend if you can.

3. Chairs and Faculty Matters. Seth B. boasted about the success of the symposium. James C. asked about release time to be given to chairs for distribution because departments are planning for next year. Jane B. said that she has thought about this but she doesn’t know where to get the money. She asked how the spending was going with the AuxCorp money to which everyone replied that it was well. Maki H. stated that it takes too long for reimbursements to be processed for conferences. Tom K. asked if the Provost would consider providing additional pay for the additional work and time that will be necessary to work with the space consultant. Chairs will have to measure their rooms, labs etc. in addition to other tasks. Jane B. isn’t sure what exactly is required of the chairs but will speak with Tom K. offline. Jane B. states the following about faculty lines: There will be no new lines, we will be able to replace a few faculty with full-timers next year. As far as replacement lines there are 20 vacancies that the provost would like to authorize and 20 searches that have not been given authorization. The president says he will not make commitments until he sees fall enrollment. James C. would like to know what is happening with the search for the dean of undergraduate studies. Jane B. replied that she is very optimistic they should announce after spring break.

4. Faculty release buyout. Anthony Carpi discussed faculty release buyout.

5. Academic advisement. Allison Pease discussed academic advisement.

6. Budget priorities. Jane B. asked for input regarding budget priorities specifically concerning faculty lines versus workload mitigation. Discussion ensued as there were differing opinions on the topic. Some chairs felt there needed to be a balance between the two while others mentioned the need for more or less faculty lines.
Provost's Advisory Council
5/8/14
Attendance Sheet

1. C. Jama Adams
2. Valerie Allen
3. Ned Benton
4. Seth Baumrin
5. Jane Bowers, Chair
6. Nicole Brooks *
7. David Brotherton/Jayne Mooney
8. James Cauthen
9. Kim Chandler
10. Lynette Cook-Frankie
11. Silvia Dapier
12. Jonathan Jacobs
13. Maki Haberfeld
14. Jay Hamilton
15. Richard Haw
16. Karen Kaplowitz
17. Larry Kobilinsky
18. Tom Kucharski
19. James Liana
20. Evan Mandery
21. Anthony Marcus
22. Gerald Markowitz
23. Charles Nemeth
24. Kevin Nesbitt
25. Lisandro Perez
26. Peter Shenkin
27. Larry Sullivan
28. Fritz Umbach
29. David Umeh
30. Nancy Velazquez-Toro
31. Roberto Visani

* recorder
Provost’s Advisory Council Meeting

Meeting Minutes

May 8, 2014


1. Approval of the 4/7/14 minutes. Minutes approved.

2. Provost’s announcements. Jane B. stated that James Cauthen is a sub at an event and has requested discretionary reassigned time that the chairs could allocate. Her thoughts referring to this were that productivity credit could be called “chairs discretion” with a clause that chairs would be prepared to explain who had gotten the time and for what purpose during their annual evaluations.

3. Chairs and Faculty Matters. Seth B. boasted about the success of the symposium. James C. asked about release time to be given to chairs for distribution because departments are planning for next year. Jane B. said that she has thought about this but she doesn’t know where to get the money. She asked how the spending was going with the AuxCorp money to which everyone replied that it was well. Maki H. stated that it takes too long for reimbursements to be processed for conferences. Tom K. asked if the Provost would consider providing additional pay for the additional work and time that will be necessary to work with the space consultant. Chairs will have to measure their rooms, labs etc. in addition to other tasks. Jane B. isn’t sure what exactly is required of the chairs but will speak with Tom K. offline. Jane B. states the following about faculty lines: There will be no new lines, we will be able to replace a few faculty with full-timers next year. As far as replacement lines there are 20 vacancies that the provost would like to authorize and 20 searches that have not been given authorization. The president says he will not make commitments until he sees fall enrollment. James C. would like to know what is happening with the search for the dean of undergraduate studies. Jane B. replied that she is very optimistic they should announce after spring break.

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**Guests:**

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**Quorum = 16 Voting Members**

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## Curriculum Committee
November 22, 2013

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**CURRICULUM COMMITTEE**  
April 25, 2014  
**ATTENDANCE**  
Quorum = 16 Voting Members

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CURRICULUM COMMITTEE
May 16, 2014
ATTENDANCE
Quorum = 16 Voting Members
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
September 20, 2013
9:30 A.M. – 12:30 P.M.
ROOM 610T

1. Administrative Announcements – Dean Pease

2. Review of Best Practices in Undergraduate Curriculum – Dean Pease

2. Approval of the minutes of May 17, 2013

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)

4. UCASC Subcommittees – description and sign up – Dean Pease

5. Old Business
   Courses (2nd reading)
   - SUS 2XX Environmental Crime

5. New Business

   Programs Subcommittee
   - Resolution Regarding JJ’s Dual/Joint degrees with CUNY Community Colleges & Gen Ed
   - Revision of the BS in Computer Information Systems
   - Proposal for a New Minor in Biology

   Courses Subcommittee
   - SUS 3XX Environmental Justice (JCII)
   - ISP 3XX Sex, Gender and Justice in Global Perspective (JCII)?
   - ANT 3XX Class, Race, Ethnicity, and Gender in Anthropological Perspective
   - ANT 3XX Ethnographic Research Methods in Anthropology

[OVER]
Attachments:
Agenda for September 20, 2013
Minutes of May 17, 2013
Best Practices in UG Curriculum document
Resolution on JJ’s Dual/Joint Degrees & Gen Ed
Revision of the CIS major
Proposal for New Minor in Biology

Courses
SUS 2XX Environmental Crime
SUS 3XX Environmental Justice
ISP 3XX Sex, Gender and Justice in Global Perspective
ANT 3XX Class, Race, Ethnicity, and Gender in Anthropological Perspective
ANT 3XX Ethnographic Research Methods in Anthropology
The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, September 20, 2013 at 9:30 a.m. in 610T. Interim Dean Allison Pease, UCASC Chair, called the meeting to order.


**Absent:** Ma’at Lewis, Silvia Dapia.

**Guests:** David Barnet, Joan Hoffman, Nathan Lents, Mike Puls, Douglas Salane, Alexander Schlutz, Peter Shenkin, Adam Stone, Kate Szur, Sumaya Villanueva, Alisse Waterston.

**Administrative Announcements**

Interim Dean Allison Pease welcomed everybody to the meeting.

She distributed the plan for new majors produced by the Provost. Changes in leadership at CUNY have led to new policies in CUNY's oversight of John Jay's creation of new majors which will expedite the approval of new majors. Several of John Jay's new majors have been waiting for approval for years, and it is hoped that they will be able to move through the process this semester.

Professor Jama Adams wished to speak to his experience as part of the Community Justice Services major committee. For that major, his group had a meeting with professionals from the field to learn what prospective employers are looking for from John Jay's graduates. He encouraged other professors who are developing majors to meet with communities of practice. Dean Pease agreed and said that David Barnet works with professors to convene Communities of Practice.

Professor Andrea Balis had recently seen a notice from Microsoft that noted that they did not require job candidates to have particular majors, and this seemed positive for liberal arts majors.

**Review of Best Practices in Undergraduate Curriculum**

Dean Pease wished to begin the year by reviewing the principles that faculty should aim to support when reviewing syllabi, proposals, and so forth during the year.

Professor Adams suggested creating workshops at the Center for Teaching about how professors can manage the need to cover content. Dean Pease disagreed with the point that there must be a certain set of information that the students will master. Professor Adams said that the expectations of amount of learning do have a direct relation to the scaffolding of courses.
Approval of the minutes of May 17, 2013

A motion was made and seconded to approve the minutes of May 17, 2013.

There was no discussion.

The minutes of May 17, 2013 were approved with 18 votes in favor and 5 abstentions.

Elections

Vice Chairperson

The Vice Chairperson will run meetings in the case that Dean Pease needs to step out or to speak about something. Dean Pease nominated Professor Jay Hamilton, and that was seconded.

A motion was made and seconded to elect Jay Hamilton to be Vice Chairperson.

Professor Jay Hamilton was elected to be Vice Chairperson with 22 votes in favor and 2 abstentions.

General Education Subcommittee

UCASC nominates five members of this subcommittee, and the Faculty Senate nominates five members. Dean Pease said that she has appointed Professor Mark McBeth to chair this subcommittee. She has also spoken to Professor Hernando Estevez, Professor Jessica Gordon-Nembhard, Professor Judy-Lynne Peters, Professor Sara McDougal, and Professor Sandra Swenson about serving. She noted that the Faculty Senate has been having a very difficult time filling their five slots, so any new nominations might best be brought to Faculty Senate.

Her nominations were seconded.

Professor Martin Wallenstein was concerned with the process. He did not object to the actual people nominated, but he felt that the nominations were presented as handpicked by the administration, without allowing faculty to go through its own process of selection and nomination. Professor Sandra Swenson noted that she had actually volunteered, and was not handpicked by the administration. Professor Wallenstein clarified that his remarks were not meant to impede today's vote, but to state a point that the administration may consider in the future. Procedurally, there should be a call for nominations. Dean Pease said she agreed, but it has proved very difficult to get members for this subcommittee this year.

A motion was made to vote on the General Education Subcommittee members as a slate.

The motion to consider the General Education Subcommittee members as a slate was approved with 22 votes in favor and 2 abstentions.

A motion was made and seconded to approve the new members of the General Education Subcommittee. The General Education Subcommittee was approved with 24 votes in favor.

Two Representatives to the Honors Program Advisory Committee

Dean Pease nominated Professor Jason Rauceo from the Science department and Carmen Kynard from the English department.
Professor Balis moved that UCASC approve both names.

A motion was made to vote on the Honors Advisory Subcommittee members as a slate. The motion to consider the Honors Advisory Subcommittee members as a slate was approved with 23 votes in favor and 1 against.

A motion was made and seconded to approve the new members of the Honors Advisory Subcommittee. The Honors Advisory Subcommittee was approved with 24 votes in favor.

**UCASC Subcommittees Description**

Dean Pease distributed a sign-up sheet, reminding the committee that everybody in UCASC must sign up for at least one subcommittee, and members may sign up for more than one.

Professor Adams asked if there would be two courses subcommittees again this year. Kathy Killoran said that the volume of work this year does not warrant that, but having some extra people would still be useful. Professor Adams said that he had realized that to get a course approved for Fall 2014, the course must be approved by UCASC by November. To get courses into the system to be added to the schedule for Fall 2014, the courses have to make it through all levels of approval by Spring.

**Old Business**

**Courses (2nd Reading)**

**SUS 2XX Environmental Crime**

Professor Joan Hoffman presented the revised proposal, which included a new description of Environmental Crime and some adjusted readings.

A motion was made and seconded to approve SUS 2XX Environmental Crime. The Proposal for SUS 2XX Environmental Crime was approved with 24 votes in favor.

**New Business**

**Programs Subcommittee**

**Resolution Regarding John Jay's Dual/Joint degrees with CUNY Community Colleges & Gen Ed**

David Barnet explained that joint degrees involve shared governance, so when John Jay revised the Criminal Justice BS, Community Colleges took action on that as well. This resolution recognizes the changes made at the community colleges, resolving to accept those students' credits as they enter John Jay.

Professor Adams was unclear on what the change had been. Kathy Killoran said it had to do with the CUNY Gen Ed structure, and that John Jay will accept the CUNY Common Core that these students get at their schools. Dean Pease said that this is what would normally be natural behavior for any institution, but because of the dual governance, a resolution is in order.
Professor Adams was concerned about the procedure of submitting a document without full information about what is being approved. He felt that proposers should err on the side of providing more information than less. If a change has been made and must be approved, then spell out what that change was.

A motion was made and seconded to pass the Resolution Regarding John Jay's Dual/Joint Degrees. The vote to pass the Resolution Regarding John Jay's Dual/Joint Degrees was approved with 24 votes in favor.

Revision of the BS in Computer Information Systems

Professor Michael Puls was present to speak for the revision. The major was developed in the 1980s, and technology has changed enormously since then. The tracks in Criminal Justice and Public Administration are going to be phased out. Courses more relevant to cyber security are in development to make a clearer path to the MS.

Professor Balis asked why John Jay only has 54 credits, which makes it one of the smaller majors in computer science. Professor Puls said that is historical. If more students enroll, they might be able to increase it.

Professor Adams asked about the content of the proposed courses. He asked how the department will manage the tension between ethics and craft in the courses that deal so extensively with cybercrime and NSA-related material.

Professor Doug Salane said that Professor Adams' point was a very good one. Having worked in this career for many years, he has seen business models drive extreme data collection with no consideration for the ethics, and he felt that ethical consideration of the impact of data collection must be spread through the entire curriculum. As Director for the Center for Cybercrime Studies, he has brought guests in to speak to this. In addition, he agreed that students must be informed of the legal considerations and legal constraints. He thought ethics could be incorporated into advisement.

Professor Adams said he heard the interest in the content, but did not see it explicitly integrated in the curriculum.

Virginia Moreno drew the room's attention to Goal Number 5, which does draw attention to ethics.

Professor Hamilton noted that this is a first reading, which means that the committee offers feedback, so then the proposers can go back and develop the proposal before the second reading. He noted that Learning Outcome # 5 does address ethics, but could be fine-tuned.

Professor Anthony Marcus suggested adding something to the curriculum about the historical development of computers and this technology, to contextualize the present moment for students. Professor Salane spoke to the actual history a bit to show how such talk is embedded in the courses.

Professor Salane asked that they be allowed to have enough credits in the major to satisfy the professional requirements.

Alana Albert felt that John Jay students might not want to take the math courses, and a liberal arts option would be desirable. Professor Salane felt the math courses are necessary.

Professor Ben Bierman said there is a great shortage of trained developers of IOS, and his son had gotten a job in that with only a summer course under his belt.
Professor Bierman said he wondered if there might be more courses, a new course that would directly teach this kind of skill. Professor Salane said that when you put something on the books, you want to have a course that can stand the test of time. So creating a course about mobile apps would only be useful if there is first a course in operating systems. The capstone course exists to be flexible for timely content like this.

Kathy Killoran said that special topics courses might be great for this major in a constantly changing field. She noted that a number of new course ideas will be coming through UCASC in the next few months, so the committee can engage more with this major through that.

Adam Stone noted the need for the phrase “at the time of declaration” in the paragraph about declaring major. He also noted that on page 10, most of the courses are not math courses, so he suggested creating a new course prefix for computer science.

Vice President Saulnier said that the name of the major is great. Other schools have this major, and it would work well to advertise.

Professor Brian Arbour asked if there are enough faculty to teach the courses, given that the changes mean an expansion in course offerings. Professor Salane said this has been considered.

This proposal will come back for a second reading in October.

Proposal for a New Minor in Biology

Kathy Killoran said that last year, the Programs Subcommittee saw this proposal twice. She presented Professor Varsanyi’s notes about the proposal from last Spring. The Programs Subcommittee’s feedback felt the proposal was initially too ambitious with the learning outcomes, and the proposer has since reduced the number.

Professor Nathan Lents presented the new Biology minor. This minor is a good option for students who have an interest in the material, but do not want to pick up the forensics major. This was designed to serve a large population of students. This biology minor is smaller than most schools’ because of the 18-credit limit. The original proposal was for a much bigger minor, but they have narrowed it down. It is not all that different from the minor at Hunter College. The Science Department would not like to make it any smaller than this.

Professor Balis thought the new minor would make a wonderful addition to the curriculum. She was concerned about the lack of mention of ethics. Professor Lents said that one of the cut learning outcomes had been explicitly about ethics. The department’s thinking in cutting this was that ethics might belong more to a major than a minor, and also that ethics is specifically integrated into a few of the courses. He said it is an issue of balance.

Professor Adams asked that the PPP and Curriculum Committee pick up the question of this tension between content and ethics, in light of the fact that this is a Justice college. He felt especially wary of the majors in the sciences and computers and so forth that consistently value content over ethics.

Professor Celinska noted that ethics is addressed under the “practical skills” item.

Professor Anthony Marcus asked if there is a course on the philosophy of science that might address this. Kathy Killoran said there are a few ethics courses in other departments. Professor Marcus said
that his department does actively promote those courses among his students.

Professor Wallenstein applauded the department's interest in having students be able to write and speak, and he asked where that is reflected in the syllabus.

Professor Marcus described some of the oral presentations, but said he had a concern with the way this body looks at model syllabi. He wants the professors to have flexibility to treat the material their own way.

This will come back for a second reading in October.

**New Courses**

**SUS 3XX Environmental Justice (JCII)**

Kathy Killoran presented this proposal. Her committee had suggested some changes to Professor Alexander Schlutz last Spring. Professor Judy-Lynne Peters said the Gen Ed committee had felt the course had a bit of a one-sided perspective, so they asked the proposer to be more inclusive for a broader, global perspective.

Professor Schlutz said that they revised the course description to clearer define Environmental Justice, and they agreed that moving it to Gen Ed's Global cluster would make it a lot of sense. He noted that it is an Interdisciplinary Course, so the readings reflect a collective effort from a number of disciplines, and he has tried to make that more visible in the syllabus.

Professor Violet Yu asked why there were not penalties in the attendance policy. Professor Schlutz said he normally puts penalties in, but he was asked to take them out. Professor Adams turned this discussion to the Best Practices handout for guidance about attendance policies.

A motion was made and seconded to dispense with the second reading of SUS 3XX Environmental Justice (JCII). The motion was approved with 19 votes in favor.

A motion was made and seconded to approve SUS 3XX Environmental Justice (JCII). The motion to approve SUS 3XX Environmental Justice (JCII) was approved with 24 votes in favor.

Professor Schlutz said that this course is one of several for the new minor, and other courses will come before the committee soon.

**ISP 3XX Sex, Gender and Justice in Global Perspective (JCII)**

Dean Pease said that the Gen Ed committee’s prime concern was that this course not overlap with Gender Studies’ material. Professor Sondra Leftoff said that they did meet with Gender Studies to ensure that this course would be complementary to Gender Studies.

Professor Adams felt that the readings did not reflect the “global” aspect of the course. Professor Peters said that this confirmed her feeling last Spring that the material was both too sweeping and too Western to claim a spot as a Global Course.
Professor Leftoff said she could bring this course back to the creator. She was unclear about whether
the course had been revised since the Gen Ed Committee's feedback.

Kathy Killoran also asked how this course is a “topics” course. The syllabus should include first the
bulletin description, then the description for the particular topic this iteration wishes to address.

Professor Adams felt that the proposal did not communicate the department's expertise to teach this
course, given its interest in Oscar Wilde over something like Rwanda.

Professor Leftoff said the point is well-taken that the readings are not contemporary, but this has been
proposed by a historian and so incorporates her expertise as a historian. Professor Adams said that
attitude is not appropriate for a global course.

Professor Hamilton was concerned with the use of the word “and” where the course says “western and
non-western.” He didn’t see the tension managed.

Professor Adams thought the conception of “global” could be re-conceived. A “non-western” family
might exist in Queens. “The global is here.”

Professor Wallenstein asked if all this would be answered by taking out “western and non-western”
and recasting that as “a variety of societies.”

Proposal for a New Major in Anthropology

Professor Alisse Waterston presented the new Anthropology major. This document is the result of a
long process. She began by presenting a note from a student asking about the possibility of an
anthropology major. The student would have to transfer to Hunter if John Jay could not offer an
anthropology major, so this is actually a retention issue. She said over the years, other students have
left to go to other schools where they could major in anthropology.

Kathy Killoran said the Letter of Intent was approved by UCASC and the College Council in 2010. The
document itself is essentially unchanged since then. Some language has been added regarding
employment prospects and faculty resources to cover the material. Professor Waterston said they were
able to secure about 15 letters from institutions expressing support for this program. John Jay has a
wonderful urban field study agenda in place, so this would be the first anthropology major of its kind
in the US. The kind of knowledge that John Jay's anthropology majors will develop over the years - to
understand culture, ethics, to operate in the world as it currently exists, to understand multiple
“others” - makes it a very important major, critical to John Jay's offerings.

Professor Adams raised a point about procedure. The document was delivered to the faculty late in the
day, the day before this meeting. He felt that it was unfair for UCASC to give consideration to a serious
piece of work when most of the committee had not had the chance to review it properly. Kathy
Killoran said this is a first reading. Professor Adams said that most people in the room are new. It is an
awkward position. The committee should be able to give knowledgeable feedback. Kathy Killoran said
feedback is regularly given between readings.

Alana Albert said she had received it and did read it, and felt that the anthropology major is much
needed at John Jay and would be great.

Professor Adams said the procedure violates the spirit of “first reading.” Professor Waterston asked if
this body read the Letter of Intent. Professor Adams said this is a new body, three years later, and his question is procedural. Professor Waterston appreciated his distinction, but wished to assert how critical the timing is at this point. The proposal needs to move through the process so that the major can be offered in Fall of 2014. She asked the committee if anything could be done to expedite the movement, offering to make herself available to answer any questions.

Professor Hamilton said he was sympathetic to both issues. He said he would be amenable to doing the first reading discussion now, but noted that the anthropology faculty should understand that the risk involved. If this body is not adequately informed now, then at the second reading it is more possible that the body may not approve the document, since the committee members did not get to fully express their questions and concerns at the first round.

Adam Stone noted that “Bachelor of Arts degree” should be changed to “major in anthropology.”

A motion was made and seconded to postpone the first reading of the Proposal for a New Major in Anthropology. The motion to postpone the first reading was not approved with 6 votes in favor, 9 votes against, and 9 abstentions.

Professor Adams clarified “this does not in any way give away our right to have a third reading.” Dean Pease agreed.

**ANT 3XX Class, Race, Ethnicity, and Gender in Anthropolgical Perspective**

Kathy Killoran presented the course.

Professor Adams said the syllabus should be modified to show what is being done every week. At a glance, the assigned readings look light for a 3XX-level course. He said the readings are interesting, but it does not look like a substantial enough amount for three week blocks.

Kathy Killoran said that we might not want to imply that they need to load up on the reading, because last year there was much discussion of allowing time for discussion and digestion.

Professor Adams raised a point of order, that proposers do not need to defend every point or engage in feedback for first readings. At second readings, proposers present their point of view.

Professor Waterston said that the particular readings in this course are actually quite sophisticated, so the page count may not communicate how substantive the readings are.

Professor Wallenstein said that the issue might be that students see the syllabus laid out in three-week blocks, and they might need to be guided week by week.

Professor Adams asked if the model syllabus guides professors to address weekly expectations. Kathy Killoran said that weekly topics are required. Some faculty elect to set up the syllabus on a weekly basis rather than a class by class basis.

**ANT 3XX Ethnographic Research Methods in Anthropology**

Kathy Killoran said the courses subcommittee saw this last Spring and asked for clarification of grading percentages, citations for readings, and other details.
Professor Waterston spoke to the clarifications.

Adam Stone asked when this course would be effective. Dean Pease said that depends on how quickly
the course could be passed. Kathy Killoran said there are a lot of aspects of governance that affect the
course, and it would probably 2014. Adam Stone said that by that time, the college would not have the
same character-requirements for titles, and asked for a clearer abbreviated title.

Professor Adams asked about the attendance policy, which stated “absences will have a very negative
impact.” He asked that the consequences be made more concrete. Also, on the item about having
computers in class, he has found that students sometimes read assigned material online, so he
wondered if that language could be recalibrated to allow for that.

Professor Leftoff asked if it is usual for a research methods class to have only 3 credits rather than four
to incorporate fieldwork. Professor Waterston said in nearly all anthropology courses, students are
actually going out into the field, so they do need a course where they can get the background literature.
She had hopes that opportunities to go out into the field could be more institutionalized. Even in 101,
students are going out into the field and getting a taste of ethnographic methods.

Professor Swenson asked if IRB protocol is discussed with the students. She wondered if it is in a
prerequisite. Professor Waterston said even in 101, when students go out in the field, they do get
certified IRB. They talk about ethics and anthropology. She said there is an extensive set of resources
available on the website of the American Anthropology Association, so it is integrated.

Professor Wallenstein was concerned that a discussion of research ethics was not one of the goals
listed.

Kathy Killoran noted that the department does offer a lot of undergraduate research experiences, and
there has been an experimental course related to this. She said that the department might consider
including that research experience course in its major, perhaps as an optional course.

Professor Katarzyna Celinska asked if the assignments could be described in more detail. Was it left
open for different professors? Professor Waterston said it had been left open deliberately, but that she
could create a template. Professor Celinska said short descriptions do not need to lock the professor
down to something too detailed.

A motion was made and seconded to adjourn the meeting. It was unanimously
acclaimed. The meeting concluded at 11:25.

Respectfully Submitted,

Sarah Hammond, Scribe
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE

AGENDA
October 18, 2013
9:30 A.M. – 12:30 P.M.
ROOM 610T

1. Administrative Announcements – Dean Pease

2. Approval of the minutes of September 20, 2013

3. Old Business

   Course Revisions (2nd readings)
   • PSY 329 History of Psychology (1st read: May 17, 2013)

   Programs (2nd readings)
   • Proposal for a BA with a Major in Anthropology
   • Revision of the BS in Computer Information Systems
   • Proposal for a New Minor in Biology

   New Courses (2nd readings)
   • ANT 3XX Class, Race, Ethnicity, and Gender in Anthropological Perspective
   • ANT 3XX Ethnographic Research Methods in Anthropology

4. New Business

   Academic Standards Subcommittee (1st reading)
   • Proposal on the Overlapping of Major/Minor Courses

   Courses Subcommittee (1st reading)
   • Course revision: SPE 209 Voice & Diction for the Professional
   • Course revisions: HIS Courses Prerequisites Change Due to new GE

   Programs Subcommittee
   • Proposal to Revise the BA in Law and Society
   • Proposal to Revise the BA in Criminology
   • Proposal to Revise the BA and Minor in Gender Studies
   • Proposal for a BA in Latin American and Latina/o Studies

Attachments:
Agenda for October 18, 2013
Minutes of Sept 20, 2013
Revision of BS in CIS
Revision of BA in Law & Society
New Minor in Biology
Proposal for BA Latin American Studies...
Proposal to Revise the BA in Criminology
Proposal to Revise the BA & Minor in Gender Studies
Proposal on the Overlapping of Major/Minor Courses

Courses
ANT 3XX Class, Race, Ethnicity, and Gender in Anthropological Perspective
ANT 3XX Ethnographic Research Methods in Anthropology
Course revision: SPE 209 Voice & Diction for the Professional
Course revisions: HIS Courses Prerequisites Change Due to new GE
The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, October 18, 2013 at 9:30 a.m. in 610T. Interim Dean Allison Pease, UCASC Chair, called the meeting to order.


Guests: David Barnet, Seth Baumrin, Suzanne Oboler, Mike Puls, Doug Salane, Peter Shenkin, Alisse Waterston.

Administrative Announcements

Interim Dean Allison Pease spoke about Phase II of John Jay's new Academic Journey initiative, which the school is in the process of rolling out. Also, she announced a new push to get students to enroll in Winter and Summer classes. Studies show that the more credits students accumulate, the more likely they are to graduate, so John Jay is making a great effort to get students to consider those semesters as a regular part of their year.

Approval of the minutes of September 20, 2013

A motion was made and seconded to approve the minutes of September 20, 2013.

There was no discussion or changes.

The minutes of September 20, 2013 were approved unanimously with 19 votes in favor.

Old Business

Courses Revisions (2nd Reading)

PSY 329 History of Psychology

Professor Angela Crossman spoke to changes that have been made to the prerequisite requirements for the course.
A motion was made and seconded to approve PSY 329 History of Psychology. The proposal was approved unanimously with 21 votes in favor.

Programs (2nd Reading)

Proposal for a BA with a Major in Anthropology

Professor Alisse Waterston introduced the revised document, explaining that many years of thoughtful planning have gone into the proposed curriculum.

Kathy Killoran spoke a bit about the components of the proposal, which is quite detailed and polished at this point. The package includes syllabi, faculty bios, letters of support, budget tables, and a number of other items that are required by CUNY for a proposal of a new major.

Professor Sandra Swenson asked about the lengths of semesters. Kathy Killoran said that the semester is 15 weeks for 29 classes but that the syllabi in this package are illustrative, and the committee will see more finely tuned syllabi as individual courses come before this body for approval.

Alana Albert asked how this curriculum would merge with the new Gen Ed. Kathy Killoran said this major can accommodate students in either version of the Gen Ed.

A motion was made and seconded to approve the Proposal for a BA with a Major in Anthropology. The Proposal for a BA with a Major in Anthropology was approved unanimously with 21 votes in favor.

Dean Pease and Professor Waterston thanked Kathy Killoran for the work she did to shepherd such a polished proposal through the process. Kathy Killoran then thanked David Barnet for all of his work on the proposal.

Revision of the BS in Computer Information Systems

Professor Michael Puls addressed the concerns from the last meeting about the incorporation of ethics into the program. Now, they are adding a required ethics course. Professor Brian Arbour asked about the Ethics in Law class listed on the proposal. He understood the addition of Ethics in Technology. Prof. Puls explained that they are removing the choice because LAW/PHI 310 has hidden prerequisites for students. Dean Pease clarified that there is no longer a choice for students. They are only required to take Ethics in Technology.

Alana Albert asked about student interest in the new major. Dean Pease said that for a revision of an existing major, the department is not required to address that question.

A motion was made and seconded to approve the Revision of the BS in Computer Information Systems. It was unanimously approved with 21 votes in favor.

Proposal for a New Minor in Biology

Professor Swenson represented the course in place of Professor Nathan Lents, who could not be present. She described the changes that had been made to the proposal regarding ethics. There was no further discussion.
A motion was made and seconded to approve the Proposal for a New Minor in Biology. The Proposal for a New Minor in Biology was approved unanimously with 21 votes in favor.

New Courses (2nd Reading)

ANT 3XX Class, Race, Ethnicity, and Gender in Anthropological Perspective

Professor Waterston noted some changes to the syllabus based on last month’s meeting. Professor Andrea Balis complimented the presentation of the changes, which were laid out for the committee in a supplemental cover page.

A motion was made and seconded to approve ANT 3XX Class, Race, Ethnicity, and Gender in Anthropological Perspective. ANT 3XX was approved unanimously with 22 votes in favor.

ANT 3XX Ethnographic Research Methods in Anthropology

Professor Waterston described the changes made to this proposal.

Professor Swenson wished to say how excited she was about this new major.

A motion was made and seconded to approve ANT 3XX Ethnographic Research Methods in Anthropology. It was approved unanimously with 22 votes in favor.

New Business

Academic Standards

Proposal on the Overlapping of Major/Minor Courses

Dean Pease was representing this proposal, so she handed the floor over to Vice Chair Jay Hamilton.

Dean Pease spoke a bit on why she had brought this proposal to the committee. As a chair of a department, she has noticed that students are confused by the college’s expectations when it comes to minors. The college lacks a policy about overlap between major and minor (minor and minor, major and second major, etc.) credits. Students often think they deserve credit for a minor with less credits than the college believes they would need. She felt that the college’s expectations are reasonable, but have not been made explicit to students, and so the Academic Standards subcommittee has brought this proposal forward.

Professor Al Coppola asked about the rationale behind the amount of courses required. Dean Pease said that at other schools she looked at, the requirements for overlapping varied between six and nine credits. The Academic Standards subcommittee opted for the more rigorous of the two.

Professor Silvia Dapia asked if this proposal might apply to certificates. Kathy Killoran said it should. Dean Pease said that certificates could be included, and a discussion followed about how this language could be added to the proposal. Kathy Killoran felt there might be a problem with the Certificate in Addiction Studies, which has a certain amount of natural overlap with the major.
Professor Glenn Corbett asked if there is a way to distinguish between different types of certificate programs. Vice President Saulnier said that this proposal would apply to registered certificate programs, so the language in the proposal could simply cover “Minors, majors and registered certificate programs.”

There was not a vote on this item. Dean Pease will consult with the coordinators of registered certificate programs before the second reading.

Courses Subcommittee (1st reading)

Course Revision: HIS Courses Prerequisite Change Due to New GE

Professor Balis spoke for the revision. Professor Ben Bierman asked if 100-level courses are ever prerequisites for 2XX courses. Professor Balis said that History has built its 100 and 200-level courses to exist independently from each other.

A motion was made and seconded to waive the second reading of the History Prerequisites Change. The motion was approved with 20 votes in favor, 2 against, and 2 abstentions.

A motion was made and seconded to approve the History Prerequisites Change. It was approved unanimously with 22 votes in favor.

Programs Subcommittee

Proposal to Revise the BA in Criminology

Kathy Killoran introduced the proposal, which removes PSY 101 as a prerequisite to the major. However, that course will remain a prerequisite for the psychology courses that are listed within the major. In the bulletin, there is an item that spells out the prerequisites for the various courses within the Electives section of the Criminology major.

Professor Hamilton spoke for the Programs Subcommittee. He said that this major does have a fairly complicated set of prerequisites, and this proposal could help students move through the major faster.

Katsiaryna Tsyndryna felt that the proposal could be problem. She said that most students will wind up needing to take this course anyway, but now it will not count toward the major, so it appears that there is an extra class on top of the required course work. Kathy Killoran noted that the courses that do require this prerequisite are also electives. Students who do not choose psychology electives would not need to take this course.

Professor Hamilton said that this is the way the major has always been. Some students choose to do more of their electives in the Psychology area, while others choose to do more of their electives in the Economics area. In the past, all students had to take that PSY 101 class even if they were choosing a different elective area. Now there is a level playing field. He noted that all students, regardless of area, will have to take additional courses on top of the major. He said this is the nature of this major.

A motion was made and seconded to waive the second reading of the Proposal to Revise the BA in Criminology. The motion to waive the second reading was approved with 21 votes in favor and 2 abstentions.
A motion was made and seconded to approve the Proposal to Revise the BA in Criminology. It was approved unanimously with 23 votes in favor.

Courses Subcommittee (1st Reading)

Course Revision SPE 209 Voice & Diction for the Professional

Professor Seth Baumrin was present to speak for the course for the proposer, Professor Elton Beckett, who could not attend the meeting. The revision eliminates a prerequisite course which no longer exists after the revision to the General Education curriculum. Professor Arbour asked if sophomore standing was still required for the course. Professor Baumrin said that it is not. There was some discussion about what the revision document actually says about this point and what the proposing professor’s desires are. Kathy Killoran said that this course is an elective, and it should be open for second semester freshmen if they wish to take it. Professor Baumrin said that as chair of the department, he had no objection to eliminating any requirements for sophomore standing, and making the only prerequisite ENG 101.

A motion was made and seconded to waive the second reading of the course revision to SPE 209 Voice & Diction for the Professional. The motion was approved with 21 votes in favor and 2 abstentions.

A motion was made and seconded to approve the revision to SPE 209 Voice & Diction for the Professional. It was approved unanimously with 23 votes in favor.

Kathy Killoran noted that the course prefixes for the Communication and Theatre Arts department are changing. SPE is being phased out, and their courses will be changed to COM and DRA.

Programs Subcommittee

Proposal to Revise the BA in Law and Society

Professor Monica Varsanyi described the changes to the BA.

Professor Hamilton asked about discrepancies in the language about prerequisites between the bulletin and this proposal. Kathy Killoran said that the bulletins have had new language each year for the past few years.

A motion was made and seconded to approve the Proposal to Revise the BA in Law and Society. The proposal was approved with 23 votes in favor.

Proposal to Revise the BA and Minor in Gender Studies

Professor Hamilton, as chair of the Programs Subcommittee, described the revisions, which include some adjustments to the structure of the electives and their categories. Professor Katie Gentile was present. She said that clarifying the categories for the electives was a very useful exercise for the faculty as they reconceived the major. With this revision, the learning objectives and the course objectives were mapped.

Kathy Killoran complimented way the major and minor are structured to allow students to move from a major to a minor if they need to without losing credits.
A motion was made and seconded to waive the second reading of the Proposal to Revise the BA and Minor in Gender Studies. The motion to waive the second reading was approved with 21 votes in favor and 2 abstentions.

A motion was made and seconded to approve the Revision to the BA and Minor in Gender Studies. It was approved unanimously with 23 votes in favor.

Proposal for a BA in Latin American and Latina/o Studies

Professor Hamilton said this is the second new major this year. He said this proposal has been in the pipeline for a long time. The document before the committee is now being transformed from a letter of intent into a proposal. He said the Programs Committee loves the idea of this major at John Jay. His committee wished for more clear language about articulation prospects. The proposal does a very good job of describing the interdisciplinary nature of the major, though there are some questions about how that will be translated into the bulletin. Most of the courses listed are LLS. He said that the curriculum itself is not a problem, but his committee asked the department to think about how they communicate the interdisciplinary nature of it to students. He said there had also been a small concern that students might be able to take all four of their electives in one area.

Professor Suzanne Oboler was present to speak for the proposal. She said that LLS is meant to include literature and social sciences. Professor Hamilton asked the students in the room if they would know that LLS represents a variety of disciplines. The students said they would not.

Professor Oboler said that Latina/o Studies started in the 1990's, and it has developed slowly but firmly across the country. She said that it would be incredible to have the recognition that the field deserves. One key issue here is that a discussion of immigration in America cannot begin only at the moment that a person crosses the border.

Dean Pease opened the floor to discussion. Professor Swenson asked if the study abroad and fieldwork opportunities were already in place. Professor Oboler said that she is currently designing the structure for those opportunities. Professor Jane Katz said that the Olympics are scheduled for Brazil, and thought that might provide a great opportunity for the major.

Dean Pease said that since this is a new major, she recommended that it not be rushed through, even though it was clearly very well received.

A motion was made and seconded to adjourn the meeting. It was unanimously acclaimed. The meeting concluded at 11:10 am.

Respectfully Submitted,

Sarah Hammond, Scribe
1. Administrative Announcements – Dean Pease
   • Reminder: Dec 13th UCASC starts at 9 am (9-12 noon)

2. Approval of the minutes of October 18, 2013

3. Old Business

Programs (2nd readings)
   • Proposal for a BA in Latin American and Latina/o Studies
   • Proposal to Revise the BA in Criminology

Academic Standards (2nd reading)
   • Proposal on the Overlapping of Major/Minor Courses

4. New Business

Programs Subcommittee
   1. Proposal to Revise the BA in English
   2. Proposal to Revise the BA in Global History
   3. Proposal to Revise the Minor in Economics
   4. Proposal to Revise the Minor in Mathematics

Courses Subcommittee (1st reading)
   1. CSCI 3XX Cryptography and Cryptanalysis
   2. ENG 3XX Grammar, Syntax, & Style: Writing for All Disciplines
   3. BIO 2XX (205) Eukaryotic Cell Biology
   4. LWS 3XX Law and Society Internship
   5. SOC 2XX Environmental Sociology
   6. SOC 3XX Global Social Movements

Course revisions
   • POL 270 Political Philosophy

Attachments:
Agenda for Nov 26, 2013
Minutes of Oct 18, 2013
Proposal for BA Latin American & Latina/o Studies
Revise the BA in Criminology
Revise the BA in Global History
Revise the BA in English
Revise the Minor in Economics
Revise the Minor in Mathematics
Proposal on the Overlapping of Major/Minor Courses

New Courses
ENG 2or 3XX Grammar, Syntax, & Style: Writing for All Disciplines
CSCI 3XX Cryptography and Cryptanalysis
SOC 2XX Environmental Sociology
SOC 3XX Global Social Movements
BIO 2XX (205) Eukaryotic Cell Biology
LWS 3XX Law and Society Internship

Course revisions
POL 270 Political Philosophy
The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, November 22, 2013 at 9:30 a.m. in 610T. Interim Dean Allison Pease, UCASC Chair, called the meeting to order.


**Absent:** Andrea Balis, Luis Barrios, Ben Bierman, Jay Hamilton, Sondra Leftoff, Violet Yu.

**Guests:** David Barnet, David Brotherton, Les Hansen, Jack Jacobs, Nathan Lents, Maxwell Mak, Catherine Mulder, Lisandro Perez, Matthew Perry, Caroline Reitz, Douglas Salane, Peter Shenkin. Adam Stone.

**Administrative Announcements**

Dean Pease reminded everyone that the December UCASC meeting would begin at 9 a.m.

**Approval of the minutes of October 18, 2013**

A motion was made and seconded to approve the minutes of October 18, 2013. There was no discussion or changes.

The minutes of October 18, 2013 were approved with 17 votes in favor and 1 abstention.

**Old Business**

**Programs (2nd Reading)**

**Proposal for a BA in Latin American and Latina/o Studies**

Professor Lisandro Perez introduced the major and summarized the changes.

Alana Albert felt the program seemed to be geared toward Latina/o Americans and wondered if there was a way to expand it to reach out to students beyond the Latina/o community. Professor Perez said this is an aim of the program. Dean Pease said that there are lots of Area studies at the college, and none of them is restricted to the group that it talks about. Professor Jama Adams said that the concern that Alana Albert was expressing may have to do with the fact that teachers can wind up organizing their courses with an assumption of a Latina/o audience. He thought there could be a nuance in the language that this is the “study of an area” rather than “teaching students about their area.” Professor...
Perez spoke to the development of the field in academia and its wider scope.

Professor Martin Wallenstein thought this major would be increasingly attractive to people regardless of their ethnicity, given the demographic changes in the nation and at the college in the past few years.

Professor Silvia Dapia asked if more courses from the Foreign Language Department could be included in the curriculum. Professor Perez said this is something he would like to do, but in a judicious way, in particular because of assessment. The major should be structured so that students have to take courses and electives in Latina/o Studies. He said there is a wealth of Latina/o related courses at the college. This problem partly arises from the inability to offer cross-listed courses.

Professor Adams said he did not doubt Latina/o Studies' interest in interdisciplinarity, but he had a concern about new majors introduced recently that work exclusively within their own department. He urged Professor Perez to look at the list of electives and include some additional disciplines.

A motion was made and seconded to approve the Proposal for a B.A. in Latin American and Latina/o Studies. The Proposal was approved with 18 votes in favor, 1 opposed and 1 abstention.

Professor Adams asked that the issue of interdisciplinarity be brought up in the PPP committee. It bothered him that there are a lot of degrees that do not seem to engage with courses outside of their department. Professor Wallenstein also asked for examination of the rule against cross-listed courses, which was not generated by faculty. Kathy Killoran said that it is rare that a cross-listed course is actually taught by faculty from both departments. Vice President Saulnier said that the thought that the prefix of the course has to show the cross-disciplinarity is not true.

Professor Wallenstein said that the policy has discouraged new course development. He spoke about a movie musicals class that his department wanted to develop with the music department, but the course did not go because neither department wanted to take sole responsibility. Professor Wallenstein asked that this item go on the agenda for the next meeting in order to begin a discussion that could go up the ladder to 80th street. “We urge administration to request that the ability to cross-list courses be put back in CUNY First.”

Kathy Killoran said that such a suggestion should go through the UCASC process, and it should begin in a subcommittee, which could draft a proposal. Professor Adams said that Dean Pease could work on it outside of the meeting. Professor Perez said that several years ago, on this committee, he tried to argue this exact point with 80th street, but it did not move. Dean Pease said the PPP would take it up.

Academic Standards (2nd Reading)

Proposal on the Overlapping of Major/Minor Courses

Dean Allison Pease was representing this proposal, so she asked Professor Judy-Lynne Peters to chair the meeting while this item was discussed.

Professor Brian Arbour asked why May 2015 will be the effective date. Dean Pease said that students need time to prepare before the policy goes into effect. Kathy Killoran said it gives the college the chance to get it into the bulletin for next year. Professor Adams suggested rewording the language.

Adam Stone said this policy pretty much codifies what John Jay has already been doing, so it should not be a drastic change to students.
Professor Hunter Johnson spoke of a problem specific to his department, where Calculus 1 and 2 are the point of intersection between math and Forensic Science, students sometimes choose math majors based on this course. This policy would disallow that. He said it could be addressed with some discussion of course level.

Professor Adams said that could be handled with a line about allowances that might be possible at the discretion of the Dean, and/or the items could be revisited again in two years. Professor Brian Arbour thought both of those solutions could be applied.

Dean Pease said she was sympathetic but also felt that the problem Professor Johnson raised was actually part of the reason the document has been brought forward. The idea would be to maintain the integrity of the minor versus the major.

Professor Swenson said that with Forensic Science, often students get through their degree and then need to pick up a minor, so the particular question of the math minor for those students could be beneficial to the upper level Forensic Science students. Professor Peters said that just because a minor would be useful does not mean that it has to be a math minor.

Vice President Saulnier said there is not a financial aid issue here. A full-time student without a minor can still qualify a student for financial aid by picking up electives.

Professor Swenson said that usually Forensic Science students must take two four credit courses with labs, so they often have to pick up two more courses.

Kathy Killoran said under the old Gen Ed, Forensic Science students could not take a minor at all, so now the new Gen Ed has brought up some interesting possibilities. Recently, she examined math minors. Every year there are 15 minors awarded at graduation, and they come from majors all over the college. She said the students at John Jay now are much more interested in enhanced math courses, so the trend is inspiring. She said these are good questions to look at.

Professor Swenson asked if this policy would preclude Forensic Science students from taking a math minor. Kathy Killoran said it would not, although it might mean they would need to take a few more math courses.

Professor Adams asked if a line could be added to the policy to say that exceptions could be granted by the dean. Professor Al Coppola felt that putting such an amendment on the books would be dangerous. He felt that the particular case of the Forensic Science Students who pick math majors, it is good that the students would need to take another course, because this policy is enforcing intellectual rigor.

Professor Peters said she felt that when an exception is allowed, everybody decides they qualify for the exception. Adam Stone agreed. He said that for every policy, there is a process for addressing exceptions or extra attention, and he thought it would be too explicit to write the amendment into the policy.

Professor Adams was concerned about the arguments being made about student behavior without any hard data or evidence. Dean Pease said students will always appeal to the Dean’s Office, and that process is possible, whether an exception is written into the policy or not.

Kathy Killoran said that in her office, when students come in with appeals, they have often been to three other offices before hers, so they do seem to be prepared to advocate for themselves.

Professor Wallenstein felt that including language about going to the Dean for an exception will give
most students false hope.

Professor Adams still wished that the attitude toward evidence in this discussion could be noted. He felt that people were relying on anecdotal evidence in lieu of data to assess student behavior.

A motion was made and seconded to approve the Proposal on the Overlapping of Major/Minor Courses. The Proposal was approved with 22 votes in favor and 1 abstention.

New Business

Programs Subcommittee

Proposal to Revise the BA in English

Professor Caroline Reitz was present to speak for the revision to the English major. She said they are trying to standardize their offerings. There has been confusion about the electives and which count towards the major.

Professor Arbour spoke to the proposal’s path through the Programs Subcommittee. He said there was some revision to the elective list. Professor Reitz said that it used to be a representative list, but now it is an attempt to list every course that could be an elective. Kathy Killoran said that is useful for registration and the degree audit system as well.

A motion was made and seconded to dispense the second reading of the Proposal to Revise the BA in English. The motion to dispense was approved with 20 in favor and 3 abstentions.

A motion was made and seconded to approve the Proposal to Revise the BA in English. The Proposal to Revise the BA in English was approved unanimously with 23 votes in favor.

Proposal to Revise the BA in Global History

Professor Arbour introduced the revision. A course at the 100-level to prepare students for their methodology and research course has been added to the major. This does increase the number of courses required, but on the other hand, Prof. Perry pointed out, the Global History major does not have any prerequisites.

Professor Matthew Perry spoke more to the revision, where the groupings of the electives have been adjusted, allowing students a bit more flexibility to move around in time, and also to count one Gen Ed course towards the electives.

Professor Adams felt that the History major and the previous English major might not show enough interdisciplinarity.

A motion was made to dispense the second reading of the Proposal to Revise the BA in Global History. The motion to dispense the second reading was approved with 20 votes in favor and 3 abstentions.
A motion was made and seconded to approve the Proposal to Revise the BA in Global History. The Proposal was unanimously approved with 23 votes in favor.

Proposal to Revise the Minor in Economics

Professor Arbour introduced the document, noting that they do not currently have learning objectives for the minor. Professor Cathy Mulder apologized for a few typos and said this document has scaffolding and also limits the amount of 100-level courses allowed for the minor, which will force students to take upper-level courses. She spoke to the thinking behind the course requirements.

A motion was made and seconded to dispense with the second reading of the Proposal to Revise the Minor in Economics. The motion to dispense with the second reading was approved with 20 votes in favor and 3 abstentions.

A motion was made to approve the Proposal to Revise the Minor in Economics. The Proposal was unanimously approved with 23 votes in favor.

Professor Adams asked to add an item to the PPP's agenda about UCASC's guidelines about electives. A few years ago, the thinking was that it was not advisable to make a list of fifteen courses and ask students to take one. But with the latest proposal, the broad list of possible electives is trending again. He wished to see the college’s rationale codified. Kathy Killoran said the guidelines for minors call for a core course, and the last proposal does not have too long a list of elective choices. Sometimes the lists get wider because of scheduling, if they include courses that are only offered once a year or so. Professor Adams said he wished that the expectations for faculty could be made more clear, so that the approach to structuring electives would not seem arbitrary. He felt that the rationale seems to change year by year.

Proposal to Revise the Minor in Mathematics

Professor Arbour said this revision to the minor allows more choice at the upper level, while still maintaining the required courses.

Professor Hunter Johnson spoke for the revision, which eliminates the previous requirements for specializations in the elective course, which have limited students' choices in the past. Some natural pairings were prohibited by the existing structure, so the department felt it would be better to give students the freedom to choose their upper level courses. This also makes the curriculum easier to offer.

Professor Adams asked if the committee is comfortable with the promiscuity. He said he personally has no problem with the math department's move from a tighter structure to a more open one, but wished UCASC to be clearer on its standards.

Kathy Killoran said that effectively, the old list meant that nobody could get the minor. Professor Wallenstein said he would encourage the committee not to be doctrinaire about its approach to curriculum. Professor Arbour said he felt like a good amount of deference to the departments is warranted, as different departments have different needs.

A motion was made and seconded to dispense with the second reading of the Proposal to Revise the Minor in Mathematics. The motion was approved with 20 votes in favor and 3 abstentions.
A motion was made and seconded to approve the Proposal to Revise the Minor in Mathematics. It was approved unanimously with 23 votes in favor.

Courses Subcommittee (1st Reading)

CSCI 3XX Cryptography and Cryptanalysis

Kathy Killoran spoke for the Courses Subcommittee. She said her committee asked the department to make the language more understandable. Professor Douglas Salane was present to speak about the aims of the course and its value to students.

Professor Adams asked if UCASC requires people to put page numbers into their reading lists in the syllabus. Kathy Killoran said it is not spelled out in the model syllabus, but her committee usually asks to see page numbers. She said it was an oversight this time. Professor Adams asked if that should be a requirement on the model syllabus.

Professor Wallenstein thought this could be easily addressed for the second reading.

Professor Coppola said that showing page numbers may not demonstrate the weight of the work required, since so much of the course is about developing and practicing certain skills. Professor Adams said that there was a time when the amount of reading was linked to the level of the course, but he asked if that was still the case. Dean Pease said that she felt that general guidelines and policies are useful, but UCASC exists in order to address these types of questions in discussion with case-by-case flexibility.

Professor Salane said that the content of the course is very much in line with other courses around the nation. He pointed to a part of the syllabus that addresses which parts of the books that the readings come from. Dean Pease asked if he could include page numbers explicitly. Professor Salane said that some of the readings might be very brief but still be very substantive.

Professor Adams asked about the line in the course description about case studies of ethics, he did not see that content reflected in the chapter studies addressed. Professor Salane spoke to which case studies might be included in the course. Professor Adams said it would be helpful if the syllabi could be written with these items made more explicit to a reader who is unfamiliar with the material.

Professor Swenson wondered about the courses that were attached to the LLS proposal that did not include page numbers. Dean Pease clarified that those courses were not passed, just the proposal, and in those cases, the courses would come before this body later.

Professor Arbour noted that some of the language was very technical. Professor Salane said that this is a major course in the middle of the program, so the technical language will make sense to students in the major, and the language means a lot to people who might be reviewing the major. The course is not aimed at a general audience.

Professor Adams asked that with these types of very technical courses perhaps an addendum could be written for UCASC to translate the technical language, so that UCASC’s approval could have some meaning.

ENG 3XX Grammar, Syntax, & Style: Writing for All Disciplines

Kathy Killoran spoke for this course, which has been offered experimentally for four semesters. Her
committee discussed the course level, and was split on whether it should be 200- or 300-level. Professor Les Hansen from English chose to stick with 300 in the proposal.

Professor Hansen presented the course and explained how essential he feels the material is for students.

Professor Wallenstein asked about the choice of course level. Professor Hansen said that actually he might like to change it to 200-level to encourage students to take it earlier in their career. Professor Adams said that on one hand it is a 200-level skills course, but on the other hand, the element of reflection and deep logic in this course could make it 300-level. However, that second element is not reflected in the syllabus. He said if it is a writing-themed course, it is a 200-level course. If the course is devoted to thinking about writing, then it should be 300-level.

Alana Albert asked how this course works with ENG 218. Dean Pease said that ENG 218 is the Writing Workshop, so it is different.

Professor Hansen said that it is not a technical grammar course; it is more about how to use grammar rhetorically.

Professor Wallenstein felt that this course could be so helpful to students in their sophomore year, as it would impact the rest of their college journey. Kathy Killoran said that would be possible, but she also said there is some maturity demanded in the course's content. She thought students might appreciate it better if they had already done some writing.

Professor Adams asked about the learning outcomes, which seemed to answer the question “how” but not “why,” leading him to feel that it might be a 200-level course. Professor Hansen said that it does straddle, but almost all writing is writing about writing, as all thinking is thinking about thinking. The ability to think a certain thought depends on the ability to formulate a certain kind of sentence.

Professor Coppola asked if a larger scheme of a sequence of courses in English might help the proposer decide what level it is.

Professor Peters advocated for making it a 200-level course. She felt the course was really wonderful, and she wants students to come into her courses with this knowledge. Professor Adams suggested making a friendly amendment about the course number and moving it through.

Professor Hansen said that he was open to changing the course level. Dean Pease suggested that it be a higher numbered 200-level course number. Professor Hansen accepted the friendly amendment.

A motion was made and seconded to dispense with the second reading of ENG 3XX Grammar, Syntax, & Style: Writing for All Disciplines. The motion was approved with 18 votes in favor and 4 opposed.

A motion was made and seconded to approve ENG 3XX Grammar, Syntax, & Style: Writing for All Disciplines as amended. The course as amended was approved with 22 votes in favor.

Bio 2XX (205) Eukaryotic Cell Biology

Kathy Killoran said this course is a very important part of the Biology Curriculum for majors and
minors. This is a lecture course that only needed minor adjustments upon the Courses Subcommittee’s review. Professor Nathan Lents said this course is essential to any study of Biology. This is not an elective; it is part of the required core of the Biology minor. He said this course is the same at most colleges. To create continuity across courses, half of the textbook is used in this course, and half in another course. He said the course makes a great effort to incorporate ethical inquiry.

Professor Adams asked for more explicit markings in the syllabus to show how ethics is incorporated into the syllabus. Professor Lents asked for suggestions of how to incorporate this in the syllabus. Professor Adams said it should go beyond the course description so that other professors can see where ethics is coming up during the semester. Professor Swenson said that the reading list could help. Kathy Killoran said that effective course outlines sometimes include questions under the topic. Professor Lents said that the hope is to offer this in the fall so that students can take the Biology minor.

**LWS 3XX Law and Society Internship**

Kathy Killoran said this course is being offered by the Political Science department and is being offered as part of the Law and Society major, expanding those internship offerings. When President Travis came to John Jay, he was very interested in setting up internships with courts and with judges, so the department has been working with the Pre-Law Institute in offering these opportunities.

Professor Maxwell Mak was present to speak for the course. He said the students are incredibly high caliber. He also said he is currently recruiting for next year, so if anybody in the room has excellent students who might be interested in the field, they should send them his way.

A motion was made and seconded to dispense the second reading of LWS 3XX Law and Society Internship. The motion to dispense was approved with 19 votes in favor and 3 abstentions.

A motion was made and seconded to approve LWS 3XX Law and Society Internship. The course was unanimously approved with 22 votes in favor.

**SOC 2XX Environmental Sociology**

Kathy Killoran introduced the course. The proposer, Robert Garot is on leave this semester, so Professor Ocejo was here to represent the course. Kathy Killoran said this course is designed for the Sustainability minor, and would also be an elective for the proposed Sociology major.

Professor Adams asked about the line about etiquette which said that a student with bad behavior will be asked to leave the class. He did not think the policy was enforceable. He also asked if the grading policy violated college policies.

Professor Swenson asked about consistency in syllabi. She asked if this syllabus needed some kind of description about what each week's content or skills might be. Kathy Killoran said that the model syllabus could be revised to include that type of information. She said that currently the minimal requirement is “weekly topics.”

**SOC 3XX Global Social Movements**

Kathy Killoran said this is going to be an elective for the Sociology major. She asked Professor David Brotherton to have a look at the amount of weeks listed on the syllabus. Professor Brotherton said that
every sociology department has this course, but John Jay’s sociology department has not offered this
course yet. It is a great addition to the curriculum, and will probably be a very popular course.

Professor Peters said she had asked about consultation with the Economics department, but did not
see anything on the proposal about consultation. Kathy Killoran thought that had been about the
Anthropology of Work course and not this one.

Professor Swenson asked about more description of the readings in the syllabi. Professor Adams
agreed about the readings. He asked for more explicit discussion in the syllabus of how ethics is
addressed in the course.

Course Revisions

POL 270 Political Philosophy

Kathy Killoran said this course has been on the books for a long time, but last year Professor Jack
Jacobs was approved for a new course, POL 273. He wanted to revise this course to make clear how it
differs from POL 273.

Professor Jacobs said that POL 273 is a course in the history of political thought, focusing on western
political thought, while POL 270 is a course about the concepts of political thought.

Professor Adams asked if this course is in the Western Paradigm. Professor Jacobs said that 273 is, but
this one is not meant to be. He said that a number of professors teach this course, and there are a
number of ways to approach the subject. Professor Peters agreed with an earlier point that Kathy
Killoran had made, that the course description could be more jazzy. She said that she thought it would
be in Professor Jacobs’ best interest to make the course description more attractive to students.
Professor Jacobs said the course has a following and he is happy with the revised course description.

A motion was made and seconded to dispense with the second reading of the revision to
POL 270 Political Philosophy. The motion was approved with 20 votes in favor and 3
abstentions.

A motion was made and seconded to approve the revision to POL 270 Political
Philosophy. The revision to POL 270 Political Philosophy was unanimously approved
with 23 votes.

Before adjourning, Professor Jane Katz announced her holiday pool party hosted by the Veterans
Association on Monday December 2 from 1:30-3.

Professor Adams asked if consideration of a motion to modify the model syllabus could be added to
the agenda of the next meeting. Kathy Killoran said this would probably be best for the Academic
Standards subcommittee to consider it first. If a proposal is submitted, she will relay it to the
subcommittee.

A motion was made and seconded to adjourn the meeting. It was unanimously
acclaimed. The meeting concluded at 11:30 am.

Respectfully Submitted,

Sarah Hammond, Scribe
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
December 13, 2013
9:00 A.M. – 11:00 A.M.
ROOM 610T

1. Administrative Announcements – Dean Pease

2. Approval of the minutes of November 22, 2013

3. Old Business

   New Courses (2nd readings)
   1. SOC 2XX Environmental Sociology
   2. SOC 3XX Global Social Movements
   3. BIO 2XX (205) Eukaryotic Cell Biology
   4. CSCI 3YY Cryptography and Cryptanalysis

4. New Business

   Programs Subcommittee (1st readings)
   1. Proposal for a BA in Sociology
   2. Proposal to add Honors Option to BS in Economics
   3. Proposal to add Honors Option to BA in Gender Studies

   Courses Subcommittee (1st reading)
   1. AFR 3XX Perspectives on Justice in the Africana World (JCII)
   2. CSCI 4XX Computer Security and Forensics
   3. ANT 2XX Language and Culture
   4. ANT 3XX Theory in Anthropology
   5. ANT 3XX Anthropology of Development
   6. ANT 3XX Anthropology of Global Health
   7. ANT 3XX Structural Violence & Social Suffering
   8. ANT 4XX Senior Seminar in Anthropology
   9. PHI 2XX Environmental Ethics
   10. AFR 1XX Arts & Culture in the African Diaspora (CE)
   11. PAD 3XX Administration of International Intergovernmental Organizations

Course revisions
   1. PSY 243 Theories of Personality
   2. LIT 286 The Horror Film
   3. Economics Courses Change of Prerequisites

Attachments:
Agenda for Dec 13, 2013
Minutes of Nov 22, 2013

Courses
SOC 2XX Environmental Sociology
SOC 3XX Global Social Movements
BIO 2XX (205) Eukaryotic Cell Biology
CSCI 3YY Cryptography and Cryptanalysis
AFR 3XX Perspectives on Justice in the Africana
CSCI 4X Computer Security and Forensics
ANT 2XX Language and Culture
ANT 3XX Theory in Anthropology
ANT 3XX Anthropology of Development
ANT 3XX Anthropology of Global Health
ANT 3XX Structural Violence & Social Suffering
ANT 4XX Senior Seminar in Anthropology
AFR 1XX Arts & Culture in the African Diaspora
PHI 3XX Environmental Ethics
PAD Administration of International IGOs

Course revisions
PSY 243 Theories of Personality
LIT 286 The Horror Film
Economics Courses Change of Prerequisites
The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, December 13, 2013 at 9:00 a.m. in 610T. Interim Dean Allison Pease, UCASC Chair, called the meeting to order.


Absent: C. Jama Adams, Luis Barrios, Lynette Cook-Francis, Sondra Leftoff, Virginia Moreno, Anthony Persaud, Monika Son, Peggilee Wupperman.

Guests: David Barnet, Angela Crossman, Crystal Endsley, Douglas Salane, Alisse Waterston.

Administrative Announcements

Dean Pease welcomed everyone to the meeting.

Approval of the minutes of November 22, 2013

A motion was made and seconded to approve the minutes of November 22, 2013.

Hunter Johnson suggested a rewording on page 5, line 9, in which the word “promiscuity” seemed out of place.

The minutes of November 22, 2013 were approved with 16 votes in favor.

Old Business

New Courses Subcommittee (1st Reading)

AFR 3XX Perspectives on Justice in the Africana World

Kathy Killoran introduced the course. Her committee worked with the professors to align the course proposal with the syllabus. Professor Judy-Lynne Peters said the Gen Ed committee liked the course. They did question whether the course was fully global, and so the proposers adjusted the course to further represent the African diaspora. Professor Xerxes Malki was present to speak for the course.

Dean Pease commented on the good use of oral presentations in the course. Professor Wallenstein applauded that type of assignment, and noted that students no longer will have exposure to public speaking as a required general education class.

A motion was made and seconded to dispense the second reading of AFR 3XX. The motion was approved with 14 votes in favor and 2 abstentions.
A motion was made and seconded to approve AFR 3XX Perspectives on Justice in the Africana World. It was approved with 16 votes in favor.

Old Business

New Courses (2nd readings)

SOC 2XX Environmental Sociology

Professor Richard Ocejo described the few changes to the course.

A motion was made and seconded to approve SOC 2XX Environmental Sociology. SOC 2XX Environmental Sociology was approved with 16 votes in favor.

SOC 3XX Global Social Movements

Professor Ocejo described the few minor changes that have been made to the proposal.

A motion was made and seconded to approve SOC 3XX Global Social Movements. It was approved with 18 votes in favor.

BIO 2XX (205) Eukaryotic Cell Biology

Professor Sandra Swenson was present to speak for the course. She noted the changes to the proposal, which included some highlighted language on ethics.

A motion was made and seconded to approve BIO 2XX (205) Eukaryotic Cell Biology. It was approved with 19 votes in favor.

CSCI 3YY Cryptography and Cryptanalysis

Professor Douglas Salane was present to speak for the course. He described the revisions, noting that the proposal still includes some of the jargon from the field, but now it should also be understandable for the layperson.

A motion was made and seconded to approve CSCI 3YY Cryptography and Cryptanalysis. It was approved with 17 votes in favor.

New Business

Programs Subcommittee (1st readings)

Proposal for a BA in Sociology

Professor Jay Hamilton introduced the proposal and described its journey through his committee. Kathy Killoran said that the committee had asked the Sociology Department to reduce their ambitions for enrollment for the first five years of the major.

Professor Ocejo spoke for the department. He said this BA has been in the pipeline for a long time. The
Proposal to add Honors Option to the BS in Economics

Professor Hamilton spoke for the proposal as representative both of the subcommittee and of the Economics Department. He said the subcommittee had a discussion about the purpose of adding honors options to the major. It benefits the school to have a relationship with the Macaulay Honors College, but different departments have different needs, so the various proposals honors proposals for majors have slightly different requirements.

Dean Pease asked if Macaulay had been consulted in developing this. Professor Hamilton said they had not. Dean Pease was concerned that the capstone thesis at Macaulay is not covered in this proposal. Professor Hamilton said that the difference might be semantic, and parts of the Economics curriculum might satisfy the Macaulay's thesis requirement. He said there was some discussion about how to scaffold the senior seminar, and the faculty ultimately chose not to create a two semester seminar.

Professor Balis felt the proposal would require real advising to work because the plan requires students to be able to think ahead to their senior year while in their sophomore year.

Professor Wallenstein asked whether it would be better to have a department standard or a college-wide standard.

Professor Ric Curtis felt that the question of compatibility with Macaulay's standards should be settled before the committee could vote on this proposal. Dean Pease noted that this is a first reading.

Kathy Killoran said that the bulletin has a college-wide policy on honors in majors. It establishes GPA minimums to earn the honors but does not specify what additional requirements students had to do. Some majors have additional courses that students have to take. She felt it would be prudent to have some rules written down about what the expectations are. She felt that Professor Hamilton was correct in saying that his model requires less advising, but it would still be prudent to have the requirements written out clearly.

Professor Curtis said that in the subcommittee, they discussed the issue of notifying students in advance. Students who are close to eligibility for honors should be notified when they are on the cusp, which could encourage them to push a little harder.

Proposal to add Honors Option to BA in Gender Studies

Professor Hamilton said the subcommittee's discussion about this proposal revolved around making the proposal as student-friendly as possible.

Professor Katie Gentile said her major had seen a few students graduate without honors who would have qualified if this proposal had been in place, so the department wanted to create this proposal before more eligible students miss the opportunity. She said Gender Studies' interdisciplinary approach means that students have to cram too much research into one semester, and it would help students to give them a few semesters to mull over their research projects.

Dean Pease said there should not be a one-size-fits-all approach. In Gender Studies, there are fewer students, so advising is more possible. The approach in Economics, where there are more students and less hands-on advisement makes sense for that department. She was in favor of seeing departments tailor the honors option for the strengths, abilities, and circumstances of their major.
In the bulletin information, Professor Wallenstein suggested changing the word “coverage” to “advisement” or adjusting the phrase “to ensure that the student has fully met the requirements for honors in the major.” Dean Pease said that “coverage” is from the bulletin. Kathy Killoran said that this language can be changed in the bulletin, now that electives are more clearly structured.

A motion was made and seconded to dispense the second reading of the Proposal to Add an Honors Option to BA in Gender Studies. The motion to dispense the second reading was approved with 18 votes in favor and 2 abstentions.

A motion was made and seconded to approve the Proposal to add Honors Option to BA in Gender Studies. It was approved with 20 votes in favor.

Courses Subcommittee (1st reading)

CSCI 4XX Computer Security and Forensics

Kathy Killoran introduced the course. She said the committee talked about whether this should be a 300 or 400-level course. The department felt it should be at the 400-level because of the 300-level prerequisites, but the subcommittee thought it should be 300 because it is skills-based.

Professor Salane was present to speak for the course. He said there is a lot of very particular technical language in the course, which the syllabus attempts to communicate. Professor Wallenstein encouraged the committee to appreciate the department’s approach to skills, acknowledging that some “skills” can be very high-level and worthy even of graduate status.

A motion was made and seconded to dispense the second reading of CSCI 4XX Computer Security and Forensics. The motion to dispense the second reading was approved with 17 votes in favor and 2 abstentions.

A motion was made and seconded to approve CSCI 4XX Computer Security and Forensics. It was approved with 19 votes in favor.

ANT 2XX Language and Culture

Dean Pease announced that the next six courses were all from the Anthropology Department. She moved that they be considered as a slate. Kathy Killoran noted that there was plenty of time left in the meeting.

Kathy Killoran introduced the course, announcing that College Council and CUNY approved the new major in Anthropology. The only hurdle the new major had left to pass was New York State Department of Education. This course is meant to be a required course in the major. Overall, her committee thought the course combined classic readings in the field with contemporary materials very nicely.

Professor Alisse Waterston said that three of the six courses on the table today were core courses for Anthropology, which should give the committee a sense of the direction of the major, which is holistic, multidimensional, and rich.

Professor Wallenstein said he loves seeing classes that he would love to take, and this was one of them.

Dean Pease asked if there were any comments on any of the other classes.
A motion was made and seconded to consider the six Anthropology courses as a slate. The motion to consider the courses as a slate was approved with 16 votes in favor, 1 against, and 2 abstentions.

ANT 3XX Theory in Anthropology
ANT 3XX Anthropology of Development
ANT 3XX Anthropology of Global Health
ANT 3XX Structural Violence & Social Suffering
ANT 4XX Senior Seminar in Anthropology

A motion was made and seconded to dispense the second reading of the slate of Anthropology courses. The motion to dispense the second reading of the slate was approved with 16 votes in favor, 1 against, and 2 abstentions.

A motion was made and seconded to approve the slate of Anthropology courses. The slate of Anthropology courses was approved with 19 votes in favor.

PAD 3XX Administration of International Intergovernmental Organizations

Kathy Killoran said that there are not enough courses to complete the PAD international concentration right now, so this course is a welcome addition. She said the proposer, Professor Jonathan Childerley, is a new faculty member in PAD, and this is his area of expertise.

Professor Peters said John Jay has lots of students who work with the U.N. and international organizations. They need to understand Public Administration beyond our government, which is what the major tends to concentrate on, so this course is a very desirable.

A motion was made and seconded to dispense the second reading of PAD 3XX Administration of International Intergovernmental Organizations. The motion to dispense was approved with 17 votes in favor and 2 abstentions.

A motion was made and seconded to approve PAD 3XX Administration of International Intergovernmental Organizations. It was approved with 19 votes in favor.

Course Revisions

LIT 286 The Horror Film

Kathy Killoran said that Professor Jay Walitalo created this course a few years ago for the film minor. There has been a problem with the minor because courses are not offered regularly enough, so students often must take the courses out of sequence. To address this, the department has removed the prerequisites that have prevented students from picking up this course for the minor. Professor Al Coppola agreed that the point is to attempt to capture more students. Professor Wallenstein said that there might be a way to coordinate with the chair to see if more sections of 106 could be offered. Kathy Killoran said that there are a number of sections offered, but students tend to pick up minors late. Professor Al Coppola also said that sometimes students’ desire for a course comes before their desire for a minor, and the course itself is the door opener.

A motion was made and seconded to dispense the second reading of LIT 286 The Horror Film. The motion to dispense was approved with 17 votes in favor and 2 abstentions.
A motion was made and seconded to approve LIT 286 The Horror Film. It was approved with 19 votes in favor.

New Courses

AFR 1XX Arts & Culture in the African Diaspora (CE)

Kathy Killoran introduced the course, proposed by Professor Crystal Endsley for Gen Ed in the Creative Expression category. Because of the Gen Ed connection, Killoran’s subcommittee did not require the proposer to emphasize the justice connections of this course. Her committee felt that the course was very ambitious for 100-level in its assignments and readings. Her committee loved the topic for the sample syllabus on dance, as this is not covered by many courses at John Jay. They felt that the course did a wonderful job of combining activities and written assignments.

Professor Endsley said this course would introduce students to arts as activism.

Professor Ben Bierman asked if the proposer had consulted with Arts and Music. Professor Endsley said she has not yet but would like to.

Professor Peters said the Gen Ed committee wondered about freshman students’ ability to meet the demands of the course, because they do have a lot on their plate in that first year. However, her committee thought it was a good fit for the Gen Ed bucket.

Professor Jane Katz said that synchronized swimming has dance and a global element, and wondered if that content might be of interest to the professor.

Kathy Killoran said she spoke to Professor Visani about the course, who said that the AMU department did not want to hold up the course, who said that the AMU department did not want to hold up the course, and who appreciated the consultation and could consider adding such courses to the art and/or music minors if appropriate. Professor Bierman said AMU has an experimental course in Caribbean dance right now. However, he also said that since his chair had been consulted, there was no reason to hold up the course.

A motion was made and seconded to dispense the second reading of AFR 1XX Arts and Culture in the African Diaspora. The motion to dispense the second reading was approved with 17 votes in favor and 2 abstentions.

A motion was made and seconded to approve AFR 1XX Arts and Culture in the African Diaspora. It was approved with 19 votes in favor.

Course Revisions

Economics Courses Change of Prerequisites

Kathy Killoran said that her committee approved this proposal on the first look. The revision shifts the prerequisites from the courses that were moved to the intermediate level to the new introductory macro- and microeconomics courses. Professor Hamilton noted a mistake in the document, where MAT 108 should be listed as a prerequisite for ECO 235. There was also a sentence fragment in the second paragraph.

A motion was made and seconded to dispense the second reading of the Change of Prerequisites to Economics Courses. The motion to dispense was approved with 18
votes in favor and 2 abstentions.

A motion was made and seconded to approve the Change of Prerequisites to Economics Courses. It was approved with 20 votes in favor.

**PSY 243 Theories of Personality**

Kathy Killoran said that this is the last vestige of the revision to the Psychology major, where almost all the 200-level courses have been raised to the 300-level. The prerequisites for this course are being changed as well as the rise to the 300-level. The Psychology Department wants students to take statistics and research methods before they get to the capstone course, as there has been a history of students being unable to graduate even though they got all the way through the capstone. The subcommittee had some issues with the syllabus, and asked that the role of culture be clarified as well as issues of diversity.

Professor Crossman was present to speak for the course. She said the course was conceptualized as a course in Western theories of personality, and now that is made explicit in the syllabus. They did discuss adding culture, but it did not work well with the course, and so her department addressed this feedback by clarifying the Western focus. The course does rely on a textbook, so the course is a critical evaluation of theories, with the text as a foundation.

Professor Balis said that this course has a place in a very structured curriculum.

A motion was made and seconded to dispense the second reading of PSY 243 Theories of Personality. The motion was approved with 19 votes in favor and 2 abstentions.

A motion was made and seconded to approve PSY 243 Theories of Personality. It was approved with 21 votes in favor.

**PHI 2XX Environmental Ethics**

Professor Carter was not present, so this was tabled until the next meeting.

A motion was made and seconded to adjourn the meeting. It was unanimously acclaimed.

Respectfully Submitted,

Sarah Hammond, Scribe
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
January 31, 2014
9:30 A.M. – 12:30 P.M.
ROOM 610T

1. Administrative Announcements – Dean Pease

2. Approval of the minutes of December 13, 2013

3. Old Business

Programs (2nd readings)

- Proposal for a New BA with a Major in Sociology
- Proposal to Add Honors Option to BS in Economics

New Courses (2nd readings)

- ISP 3XX Sex, Gender and Justice in Global Perspective (JCII – 1st read Sept 20, 2013)

4. New Business

Academic Standards Subcommittee (1st reading)

- Policy on Dean’s List Standards for Part-time Students

Program Review Subcommittee (1st readings)

- Self Study for BS in Criminal Justice Management
- Self Study for BS in Public Administration

Programs Subcommittee (1st reading)

- Proposal to Revise Electives in the BA in Humanities and Justice

Courses Subcommittee (1st reading)

- PHI 2XX Environmental Ethics (tabled at Dec 13th meeting)

Attachments:

- Agenda for Jan 31, 2014
- Minutes of Dec 13, 2013
- Proposal for a BA in Sociology
- Proposal to Add Honors Option to BS in Economics
- Proposal to Revise Electives in the BA in Humanities and Justice
- Self-Study for the BS in Criminal Justice Management
- Self-Study for BS in Public Administration
- Policy on Dean’s List Standards for Part-time Students
- ISP 3XX Sex, Gender and Justice in Global Perspective
- PHI 2XX Environmental Ethics
The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, January 31st at 9:30 a.m. in 610T. Interim Dean Allison Pease, UCASC Chair, called the meeting to order.


Guests: David Barnet, Ned Benton, Jacoby Carter, Susannah Crowder, Maria D’Agostino, Sal Guajardo.

Administrative Announcements

Dean Pease welcomed everyone to the meeting. Dean Pease also announced that Sandrine Dikambi is leaving Undergraduate Studies to work in International Programs and would be replaced by Nikki Hancock-Nicholson. She thanked Sandrine for all her hard work on the committee and wished her the best for her future.

Dean Pease also announced that the date of the March UCASC meeting would be changed from March 21st to March 28th. An email will be sent out to the committee members in the near future on the location.

Kathy Killoran made an announcement that the next UCASC meeting will be held on February 21st and therefore there will be a shorter amount of time for revisions. She asked that all materials for UCASC be sent to her by February 14th.

Approval of the minutes of November 22, 2013

A motion was made and seconded to approve the minutes of November 22, 2013.

There was no discussion.

The minutes of December 13, 2013 were approved with 20 votes in favor.

Old Business

Programs Subcommittee (2nd Readings)
Proposal for a New BA with a Major in Sociology

Professor Ocejo was present to represent the major. Professor Ocejo advised that there were no significant changes except for a suggestion by Professor Balis to adjust the major’s learning outcomes which was done.

Professor Hamilton pointed out that there was one small typo in the curriculum outline in Part 3 of the proposal. Professor Ocejo agreed to fix the typo.

A motion was made and seconded to approve the Proposal for a New BA with a Major in Sociology. It was approved with 20 votes in favor.

Proposal to Add Honors Option to BS in Economics

Professor Hamilton was present to represent the proposal. Professor Hamilton advised that there was language added to clarify the capstone project—that students must complete a senior project for the capstone in their senior seminar.

Kathy Killoran added that the proposal was nicely done and was very clearly written.

A motion was made and seconded to approve the Proposal to add Honors Option to BS in Economics. It was approved with 20 votes in favor.

Old Business

New Courses (2nd readings)

ISP 3XX Sex, Gender and Justice in Global Perspective

Professor Crowder was there to represent the course. Professor Crowder notified the committee that the course changed a lot since the first reading last fall and has become much improved. The course now has a tighter focus on gender and justice and is now truly a global course including readings from different regions of the world.

Kathy Killoran added that there could be a minor change in the abbreviated title since the character limit is 20 characters, the title could read ‘sex, gender & justice’. She told Professor Crowder she would make the change on her behalf.

Professor Coppola commented on how the class has dramatically changed and improved. The class is truly global now and is going to work. He had one comment regarding the assessment and learning outcomes. He felt the learning outcomes initially specified in the document sound similar to the other ones later in the document.

Kathy commented that the learning outcomes were influenced by required learning outcomes of the Justice Core II section of the Gen Ed.

A motion was made and seconded to approve ISP 3XX- Sex, Gender and Justice in Global Perspective. It was approved with 20 votes in favor.
New Business

Academic Standards Subcommittee (1st readings)

Policy on Dean’s List Standards for Part-time Students

Dean Pease introduced the Policy on Dean’s List Standards for Part-time Students. She informed the committee that the overall Dean’s List policy was introduced last year by Dean Lopes and excluded part time students and was not approved by College Council last year. Dean Pease brought it back to College Council this fall and it was approved with the caveat that there should be a separate standard for part time students. The difference in this policy is that the Part-time Dean’s List is calculated every year and students have to accumulate 12 credits in one academic year. Besides this minor difference, the policy is the same as that for full time students.

Professor Wallenstein stated that it was a good thing that part time students were being recognized. The only concern would have been students trying to engineer grades by dropping classes but this policy addresses that.

Professor Yu asked if there was a time limit for how many times students can apply for Dean’s List. Dean Pease replied that it encompasses one full academic year.

Kathy Killoran explained that there was no application for Dean’s list and it was automatically generated by the Registrar’s office.

Professor Balis asked if the language could be slightly changed so it could read ‘any marks of ..... will disqualify students’ instead of the current language.

Professor Bladek asked if summer session was counted and Dean Pease replied that it did not because it would be logistically difficult. Professor Hamilton asked if winter session was counted and Dean Pease answered that it was.

A motion was made and seconded to dispense the second reading of Policy on Dean’s List Standards for Part-time Students. The motion to dispense the second reading was approved with 21 votes in favor and 1 abstention.

A motion was made and seconded to approve the Policy on Dean’s List Standards for Part-time Students. It was approved with 22 votes in favor.

Program Review Subcommittee (1st readings)

Self-Study for BS in Criminal Justice Management

Professor Bierman introduced the Self Study for BS in Criminal Justice Management. He notified the committee that the self-study came to the committee in great shape but there were a few suggestions which were addressed. However, there were certain things that still needed some work. He pointed out that some course names needed changing. In addition, the ethical and current issues section was not specific enough and more analysis was needed there. He also noted that one of the tables (p.39) needed to address similar programs at other colleges. He also expressed that he thought the appendix was very confusing and not clear.

Professor Guajardo was there to represent the self-study on behalf of the criminal justice management program. He said the program has been enhanced over the past 5 years with improved advising, as
Professor Benton was also there to represent the self-study on behalf of the Public Administration department. He believes the most fundamental problem with PAD and CJM is staffing the courses with full-time faculty. These majors are expanding but so is the MPA program. There have been more faculty added but they have been dispersed between these programs and the graduate programs. He believes the majors are doing well but the core problem is faculty.

Ms. Albert asked why this major required 39 credits for the major as opposed to 36 like many others. Professor Benton replied that the scope of the material being covered, the major needed to have 39 credits as opposed to 36.

Professor Balis commented that this was a very popular program and the practicality of the program is very obvious. She was concerned that the learning objectives and outcomes in the upper-level courses had a lot of description and definition and did not include enough analytic skills. She gave the example of PAD 319 having ‘examining’ as a key word but at the 300 level she feels the courses should require more analysis and promote analytical skills.

Professor Guajardo expressed that this was one of his concerns as well. He further mentioned that the department had made changes to the course and required the students to do more analytical work but the challenge is that students are not able to master some of the basic things and therefore we cannot impose more sophisticated things upon them.

Kathy Killoran suggested that the self-study should provide some background to outside reviewers about the faculty issue and courses. In addition, there should be careful analysis of the scheduling-demand model to look closely at credit accumulation and enrollment in majors to gauge the demand. The College does not always do this best. She commented that the major was significantly improved with the last curriculum revision after the last self-study and that the major is doing well with enrollment and is attractive to students. Scheduling for PAD 314 and 318 should be beefed up as those courses are in demand.

Prof. Guajardo will make some revisions and return to UCASC for a second reading.

Self-Study for BS in Public Administration

Professor Bierman introduced the self-study for BS in Public Administration. He commented that the committee made suggestions for the self-study, some of which were addressed and some weren’t. He stated that there was not enough discussion on the data and suggested that Professor D’Agostino talk to Virginia Moreno for more information about the data.

Professor D’Agostino addressed the committee and stated that she had a hard time deciphering the data and that when she requested new data; she was sent the same data again. The Public Administration major had its curriculum revised as some students are in the new major and some students are finishing the old curriculum. She also stated that some of the more challenging aspects of the self-study were the concentrations especially because students do not have to declare concentrations until graduation and therefore it is hard for us to decipher the data. The Admissions Office is defaulting students into an undeclared concentration.

Kathy Killoran noted that the major is betwixt and between versions. She stated that the major was...
revised and therefore the data does have to be deciphered. She also noted that the Office for Institutional Research does enrollment trend reports which could help.

Professor Benton expressed his concern that the problem was the way the concentrations are coded. Some of the concentrations are old and being phased out but we don’t know what concentration the students have completed until they graduate.

Kathy Killoran mentioned that there are seven categories for the concentrations and that not all courses are offered in the concentrations or more courses are needed. She also stated that perhaps the department should consider reducing the number of concentrations so their resources could go toward improving the curriculum most students are taking.

Professor Benton stated if they are not graduating a specific number of students, they would eliminate that concentration. But they are in the process of developing courses.

Dean Pease asked to clarify whether the numbers in the course enrollment table were representative of students in the PAD major or all students?

Professor D’Agostino replied that those numbers represented the PAD majors in the courses listed as part of the public administration curriculum.

Dean Pease asked if the numbers were accurate for the different concentrations in the 2013 data.

Professor D’Agostino replied that the totals are accurate but she is not sure of the subtotals in part because the students do not know what concentrations they are in or have not declared concentrations. Sometimes the data doesn’t exist or is not coded properly.

The committee decided that the self-study must be brought back for a second reading after revisions are made according to the suggestions by the committee.

Courses Subcommittee (1st reading)

PHI 2XX Environmental Ethics

Kathy Killoran introduced the course and mentioned that the course was tabled from the December UCASC meeting. She went on further to notify the committee that the course was going into the Sustainability Minor. The Courses Subcommittee saw the course two times and they made suggestions which were accepted by Professor Carter. Overall the course is in good shape to come to UCASC.

Professor Carter mentioned that this would be a 200 level course and it will not presuppose any other ethics course and would be an elective for the sustainability minor.

Kathy Killoran asked if the course would be part of the philosophy major. Professor Carter answered that it would be part of the electives category in the major. This needs to be noted in the proposal.

A motion was made and seconded to dispense the second reading of PHI 2XX Environmental Ethics. The motion to dispense the second reading was approved with 20 votes in favor and 1 abstention.

A motion was made and seconded to approve PHI 2XX Environmental Ethics. It was approved with 21 votes in favor.
Programs Subcommittee (1st readings)

Proposal to Revise Electives in the BA in Humanities and Justice

Professor Munns was not present at the meeting and therefore this proposal was tabled until the next meeting.

A motion was made and seconded to adjourn the meeting. It was unanimously acclaimed.

Respectfully Submitted,

Navila Abbas
Scribe
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
February 21, 2014
9:30 A.M. – 12:30 P.M.
ROOM 610T

1. Administrative Announcements – Dean Pease

2. Approval of the minutes of January 31, 2014

3. Old Business

Program Review (2nd readings)
- Self Study for BS in Criminal Justice Management
- Self Study for BS in Public Administration

4. New Business

Academic Standards Subcommittee (1st reading)
- Proposal to Revise the Policy on Honors in the Major

Program Review Subcommittee (1st readings)
- Self-Study for BS in Forensic Science

Programs Subcommittee (1st reading)
- Proposal for a New BS with a Major in Cell and Molecular Biology
- Proposal to Revise Electives in the BA in Humanities and Justice (tabled from Jan 31st UCASC)
- Proposal to Revise the Minor in Psychology

Courses Subcommittee (1st reading)
- ANT 3XX Anthropology of Work
- SEC 3XX Security Management Internship
- ENG 3XX Advanced Legal Writing: Advocacy and Oral Argument

Course Revisions:
- AFR 215 Police and the Ghetto
- SOC 328 Qualitative Research Methods in Criminology
- SOC 329 Evaluation Research
- CHE 320-321 Instrumental Analysis I & II

Attachments:
Agenda for Feb 21, 2014
Minutes of Jan 31, 2014
Self-Study for the BS in Criminal Justice Management
Self-Study for BS in Public Administration
Self -Study for BS in Forensic Science
Proposal to Revise the Policy on Honors in the Major
Proposal for a BS in Cell & Molecular Biology
Proposal to Revise Electives in the BA in Humanities and Justice
Proposal to Revise the Minor in Psychology
ANT 3XX Anthropology of Work
SEC 3XX Security Management Internship
ENG 3XX Advanced Legal Writing: Advocacy and Oral Argument

Course Revisions:
AFR 215 Police and the Ghetto
SOC 328 Qualitative Research Methods in Criminology
SOC 329 Evaluation Research
CHE 320-321 Instrumental Analysis I & II
The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, February 21 at 9:30 a.m. in 610T. Interim Dean Allison Pease, UCASC Chair, called the meeting to order.


**Absent:** Luis Barrios, Al Coppola, Richard Curtis, Virginia Moreno, Richard Ocejo, Robert Troy, Katsiaryna Tysndryna, Martin Wallenstein.

**Guests:** Ned Benton, Shu-Yuen Cheng, Maria D’Agostino, Lissette Delgado, Anru Lee, Nathan Lents, Robert McCrie, David Munns, Mechthild Prinz, Dainius Remeza, Edgardo Sanabria-Valentin, Adam Stone, Hi Ye.

**Administrative Announcements**

Dean Pease explained the Majors and Minors campaign, which is a seven-week-long campaign to engage students, particularly sophomores, in thinking about their choices for majors and minors. This campaign hopes to ease students’ transition from general advisors to major and minor faculty advisors. The Career Services Center will have a number of events in coordination with this campaign to help students consider their choice of major.

Dean Pease introduced Professor Heath Grant, who is a new member of the committee from the Law and Police Science Department. Professor John Jacobs was present for Philosophy at this meeting.

**Approval of the minutes of January 31, 2014**

A motion was made and seconded to approve the minutes of January 31, 2014. There was no discussion.

The minutes of January 31, 2014 were approved with 16 votes in favor and 1 abstention.

**Old Business**

**Programs Subcommittee (2nd Readings)**

**Self-Study for the BS in Public Administration**

Professor Maria D’Agostino introduced the proposal and explained the changes to the self-study in response to the feedback at the last UCASC meeting. She had provided a memo covering the changes
that the committee could find in the document.

Kathy Killoran asked if the long-term goals and short-term goals might have been mixed up. She asked why adding new courses to the concentrations would be a long-term goal. At the moment, students cannot complete certain concentrations in this major. She said this is actually an urgent problem.

Professor D'Agostino said that some changes have not been formalized because the department was focusing on the self-study. She said they do wish to move as quickly as possible, but it takes time to make the changes official.

Kathy Killoran said that the changes were good, but she asked for more urgency regarding the concentrations.

Professor Adams asked if there is a major advisor in the department. Professor D'Agostino said that she is the major advisor. He asked if the students are required to come to her to sign off on their registration. She said they are not, and there are over 200 students, so that would not be possible. Dean Pease said there are probably 60 to 70 students who she can mandate to meet with her.

Professor Andrea Balis asked about the level of the learning outcomes. She was concerned that most of the skills involved lower level thinking skills like “demonstrating” and “explaining.” She wished for more analytical skill-building. Professor Ben Bierman asked if adding some text to this section, rather than simply checking boxes, might answer this need.

Dean Pease noted that Professor Balis’ comment should be taken for the future.

A motion was made and seconded to adopt the Self-Study for the BS in Public Administration. It was approved with 22 votes in favor.

On process, Professor Jama Adams asked if this vote assumes that the department agrees to incorporate suggestions. Dean Pease said that it does not. The self-study goes on to external evaluators and the process will continue after this meeting. Professor D'Agostino said that some of the discussion could be incorporated in the self-study and some items may not go in the self-study, but would be part of the department's thinking.

New Business

Academic Standards Subcommittee (1st Reading)

Proposal to Revise the Policy on Honors in the Major

Dean Pease stepped down as chair for a moment to speak for this policy, and handed the chair over to Professor Jay Hamilton, the Vice Chair. Dean Pease explained that the proposal to revise the overall policy for honors in the major tries to distinguish between a student’s overall performance and their success in their chosen major.

Professor Adams spoke for the value of non-major courses in a student's life and education. Students should have rounded educations. He had a concern that conferring honors on the basis of the major alone would encourage specialization at the risk of devaluing a well-rounded education.

Professor Balis felt that conferring honors in the major based on performance in major courses values
passion for a field, whereas overall honors such as the Dean’s List or Latin honors reward the well-rounded student.

Professor Judy-Lynne Peters agreed with Professor Adams.

Alana Albert loved the idea of eliminating the overall GPA because it gives students a chance to have an honor in something.

Professor Brian Arbour felt that employers will not distinguish between “honors in the major” and “honors,” and may take the “honors in the major” award to mean that a student is smart in general. He was concerned about students who may ignore their general coursework for the major coursework. He asked if it might be possible to award honors for sophomore year on, instead of singling out the major. Registrar Adam Stone said this is a particularly difficult metric to apply. He said it becomes a very manual process with a lot of arbitrary decisions.

Professor Adams asked for data.

Professor Monika Son agreed that it would be interesting to see how many students bombed in one major and then moved to another major. In her experience, she has seen students improve vastly after changing to a more appropriate major, and it could be good to give them credit for that work even if they did not do well in a first major. She said the college’s goal is to encourage them to continue their education, and honors for the major could help with that.

Registrar Adam Stone said that if a committee is going to be reviewing student records for honors, they will be looking at thousands of records in a short period of time.

Dean Pease proposed that she take the document back and see how many students would be affected by the distinction between major honors and Latin honors.

Alana Albert was concerned that the desire to go away to collect data should not be necessary, since she is in UCASC as the student representative and her own GPA actually reflected the proposal. She said that she is exactly the student that this proposal describes. Her major GPA is 3.5, and her overall GPA is 2.9. She said she would welcome the chance to have this honor, and many students like her would as well.

Registrar Adam Stone said that there is a very tight timeline for graduation. The registrar has a few days to post students’ graduation status, so a faculty review committee would only have a few days to approve honors.

Program Review Subcommittee (1st Reading)

Self-Study for BS in Forensic Science

Professor Ben Bierman presented the feedback from the subcommittee on the self-study. He said the document was well done and incredibly detailed. His subcommittee asked them to edit the details a bit, be more analytic and to be willing to celebrate themselves a bit more in the document.

Professor Sandra Swenson discussed some of the changes made in response to the feedback from the program review subcommittee. She said one criticism was that there were too many tables without any explanation so the department added some material describing the tables.
Kathy Killoran suggested looking at a data point about the number of students who have persisted to the junior year of the major and track their persistence and graduation rates as a way to enhance the granularity and meaningfulness of the available data. She asked them to unpack the department's strategies for getting those students to graduation.

Professor Adams asked about the paragraph on ethics which mentions ethics outside the classroom, and he asked that it speak to what is happening specifically in the curriculum. For item B, he also asked for a more nuanced answer in the section about gender, race, and ethnicity. Simply having a diverse faculty does not mean that content on diversity is in the curriculum. For item C, he asked for data showing that students understand ethical implications.

He said the larger concern in general is that the science curriculum is driven by a huge amount of research, and it may be more research than can be accomplished in a four-year-degree with adequate gen ed. He suggested changing it to a five-year-degree. Dean Pease said that it does exist as a five-year-degree for most students. He asked how that is sustainable in this structure. Dean Pease said that they do have a 7.5% graduation rate. Professor Adams said that this needs some attention, structurally.

Programs Subcommittee (1st readings)

Proposal for a New BS with a Major in Cell and Molecular Biology

Professor Hamilton introduced this as one of a number of new science proposals. Professor Nathan Lents spoke to the department’s structuring of the major, introducing students to primary literature right in the freshman year, and stressing evaluation on top of fact-finding. He introduced his colleagues, stressing how they have come from a number of different institutions, and this proposal is a result of a two-year-effort and many different perspectives.

Professor Adams asked what Professor Lents’ critique of this proposal would be. Professor Lents said that he would love to put six more credits in, and he would make some of the electives (such as Biochemistry) required.

Professor Silvia Dapia felt the sentence about the college’s master plan that said “this program will diversify the liberal arts offerings” was incorrect. Science, to her, did not seem to be “liberal arts.” She also asked about the articulation agreements. Professor Lents said that there will be at least one articulation agreement, but he would be happy to establish joint degrees with the community colleges like the FOS major has.

Professor Adams drew attention to the curriculum on page 33 and 34. He said the college’s mission is justice, but the courses here do not show any tweaking to bring justice into the grounding in science that the BS would bring. He said the skepticism in science does not come across in this degree proposal. He said many professors do bring the distance and critiquing about implications into the classroom, but he wanted to see that reflected in the major proposal. He said that his comment is more about tweaking and exposing, and is not about a fundamental flaw in the major.

Kathy Killoran said that the term “liberal arts” is usually used as the shorthand for “liberal arts and sciences.” That could be made explicit in the document.

Professor Sondra Leftoff asked what Professor Adams would like to see added to the proposal. Professor Adams said some description of the internal critique of science that goes on in the individual courses should be included. She asked him how he would bring justice into this proposal. He said that perhaps in the course descriptions, they could add sentences along the lines of “here are some of the ethical risks...”
Professor Lents suggested providing more detailed descriptions of two or three of the core courses.

**Proposal to Revise Electives in the BA in Humanities and Justice**

(tabled from Jan 31st UCASC)

Professor Jay Hamilton said that this proposal is an update to the major’s electives. Professor David Munns was present to speak for the proposal.

Professor Adams asked how the word “Western” is being used in the foundation. He asked for non-Western perspectives in the list of courses. Professor Munns said that the “Comparative Perspectives” course (HJS 310) was added to the foundational courses to complement the course called “Justice in the Western Traditions.”

Professor Adams asked if the long list of courses could be broken down into themes so that the department's logic could be clear.

Professor Dapia noted that Spanish 208 has changed to Spanish 308, and now there is a new course called Spanish 335 that deals with justice and might be very appealing to include in this BA.

Kathy Killoran explained that the electives were originally arranged by discipline but the Programs Subcommittee asked Prof. Munns to put them in one list.

Professor Adams asked that the committee revisit a larger vision of the humanities that would be more current and diverse. Professor Munns invited submissions of courses. Professor Adams said that his comment was more about the deeper thinking in the construction of the major.

Dean Pease noted that this proposal is specifically to revise the electives, not to re-organize the major.

A motion was made and seconded to waive the second reading of the Proposal to Revise Electives in the BA in Humanities and Justice. The motion was approved with 19 votes in favor, 2 opposed, and 1 abstention.

A motion was made and seconded to approve the Proposal to Revise Electives in the BA in Humanities and Justice. The Proposal was approved unanimously with 22 votes in favor.

**Proposal to Revise the Minor in Psychology**

Professor Peggilee Wupperman spoke for this proposal. She noted a last minute change. Part of the document said that students must get a C in every course, and the proposers wanted to change that to a C average, in order to match the major.

Professor Adams asked for themes in the list of electives again, to give students a sense of guidance as to the department's logic. Professor Hamilton said that his department broke electives into themes on UCASC's recommendation, and he has been finding that students are confused by the themes. He said it is too early to tell how they will do getting out of the degree, but in this early stage, they have been confused by the themes.

Professor Adams said the issue here is the absence of advisement. No matter what data goes on the internet, advisement is needed to make sense of it.

Professor Wupperman said that basically students get two electives, and the department would love
students to take Statistics with one of those.

Professor Balis said some explanation to students of why the themes exist might be useful, especially if it relates the themes to the larger discipline outside of school, contextualizing the meaning of the categories for the students.

Dean Pease said that on the advisement point, guidance by faculty is included in the PSC CUNY contract, so it is incumbent on professors to advise students.

Kathy Killoran said that she appreciated the department’s choice not to require statistics, because it opens the minor up to a larger population of students. Someone else suggested adding some explanation about why the department wants to encourage students to choose to take statistics.

A motion was made and seconded to waive second reading of the Proposal to Revise the Minor in Psychology. The motion was approved with 19 votes in favor and 1 abstention.

A motion was made and seconded to approve the Proposal to Revise the Minor in Psychology. The Proposal to Revise the Minor in Psychology was approved unanimously with 21 votes in favor.

Courses Subcommittee (1st reading)

ANT 3XX Anthropology of Work

Kathy Killoran introduced this course, which is one of the electives for the new anthropology major. Her committee had asked the proposers to make more clear how this course approaches work from an anthropological perspective. They also asked her to consult with the Sociology and Economics Departments who have courses about work.

Professor Anru Lee was present to speak for the course.

Professor Hunter Johnson pointed out a typo in the last sentence of the course description.

Professor Adams asked if the territory of “work” here is meant to be work in advanced capitalist economies. Professor Lee said it is part of a global capitalist system, but it is not exclusively about industrial work. Professor Adams felt that the proposal should be tweaked to reflect the fact that the course does tend to take a more Western viewpoint. Kathy Killoran asked for a suggestion of wording. Professor Adams said that the course description could say something like “the emphasis here is on this particular perspective.”

SEC 3XX Security Management Internship

Kathy Killoran introduced this course, which is for the required internship in the Security Management major.

Professor Robert McCrie introduced this internship course. He said it is a vital piece of the revised major that has been missing. The internship is vital to helping establish students in the field so that they can cross from college into the workforce after graduating. He said at the end of the course, the students write an analytic paper. In order to do that, they need to understand the structure of the industry, and that is why there are five sessions with the instructor.
Professor Adams asked for more specific description of what subjects and issues might be discussed in those five courses, and how those meetings might include ethics.

Professor Arbour asked how the sessions at John Jay would relate to the readings listed on the syllabus. Professor McCrie said that the sessions with the professors are extensive, lasting three hours, so that time could be structured to address readings, research papers, and experience at the workplace.

**ENG 3XX Advanced Legal Writing: Advocacy and Oral Argument**

Kathy Killoran introduced this course from Professor Dainius Remeza. Her committee had asked Professor Remeza to broaden the course so that it could appeal to students who may not necessarily go to law school but wanted to improve their writing.

Professor Remeza said that he has broadened the course in response to this feedback, but he also wanted emphasize that there is already a catch-all course for the larger population, ENG 250. In this course he wants to raise the stakes to dig into skills that can help students engage with the field of law in a sophisticated way. He said that it can improve recruitment into the program to have two courses that show students a progression.

Professor Adams asked for a moment in the course when the students step back and critique the philosophy of legal writing. Professor Remeza said that the ENG 250 course will teach the students to be objective writers, and the 300-level course will encourage them to build on those skills to argue and advocate. Professor Adams felt that critique of legal analysis was not present enough in the course.

Professor Remeza said that critique of legal analysis is covered in 250 and revisited in the 300-level course. Professor Adams said that at the 300-level, a course should not be balanced so heavily toward “skills.” He said this course feels 200-level, and needs a bigger revamp to be 300-level.

Dean Pease drew attention to “Week Four: Metacognitive Legal Analyses.” She asked if that is providing the richer analysis that Professor Adams would like.

Professor Peters reminded the committee that last year, when Professor Hansen brought an advanced writing course to UCASC, the committee and the professor decided to make it a 200-level course for just this reason.

Professor Hamilton reminded the room that UCASC has provided suggested guidelines for course levels on the internet.

**Course Revisions**

**AFR 215 Police and the Ghetto**

Kathy Killoran introduced the course, which she hopes will fit into some majors at the college. The course will have a new title, different prerequisites, and a revised course description. Professor Adams, the course proposer, explained the shift in the course, which will explore the connection between individual rights and the security state.

Alana Albert asked if the course has three lab hours. Kathy Killoran said that was a typo in the document.

Professor Hamilton asked why this course is coming from the Africana Studies department. With the broader focus of the course, he felt the need for more rationale in the document. Professor Adams said the subtext is that when one speaks about policing “low-income communities” an overwhelming
amount of the literature is about African-American communities. He said that is changing, but it tends to be an Africanized problem. Professor Hamilton asked if this is the right title for the course.

Professor Adams said the deeper subtext is that issues affecting low-income African-American communities tend to also become issues affecting middle class communities, because the driving principals spread out. However, the issues do not get attention until they reach middle class communities. So though the course is using black communities for case studies, it is about the whole world. “It is a black course, but it’s not a black course,” he said. He said he would not be opposed to adjusting wording in the course description to refer to “low-income communities.”

Professor Bierman noted some inconsistencies between the syllabus and the course proposal form. He also asked about the line in the course description that references “student experience.” He wasn’t sure that this was an appropriate line, given that it might imply specific experience students may have had with the police.

Kathy Killoran said that the title, “Policing the Community”, did not really portray what the course was about. She also took Professor Hamilton’s point that this course feels like a good meaty Gen Ed course, so she hoped other departments would take up this idea.

Professor Leftoff asked if there is a way to open the course up to everybody. Alana Albert felt that there were assumptions about students in the course description. Professor Adams said that “experience” is meant to include a wide-range of experience, including the experience of perhaps not even having experience with the police.

Professor Son agreed with Professor Adams that any student from an urban community will have had some type of experience living in a place with police, whether that means stop-and-frisk or observation, so it seemed like an appropriately inclusive line to her.

Professor Hamilton asked about the first line of the course description, and suggested adding the word “should” to the sentence about all citizens’ expectations. He also asked if the word “citizen” was the most appropriate. Professor Adams said he could change it to “All members of the community should expect.”

Professor Yu felt that sometimes students share too much in courses that involve personal testimonials, and wondered if there are legal risks in a course like this. Professor Adams said the course description doesn’t hinge on the two words about “student experience.” Professor Katz agreed that she had seen confessional discussion get out of hand. Professor Hamilton suggested that this subject would make a great faculty development seminar. Professor Leftoff said that as a psychologist, there are issues of confidentiality and social disclosure here.

Professor Dapia suggested rewording a line to say “using case studies as phenomenological...” Professor Adams thought he might reword it to say “using case studies and experiential input.”

**SOC 328 Qualitative Research Methods in Criminology**

Kathy Killoran said that both of the Sociology courses on the agenda are similar revisions to sync the courses up with the new major. The words “in Criminology” will be removed from the course title, and the prerequisites are being changed to make it accessible to sociology majors. The prerequisite of criminology is not necessary to succeed in this course.

A motion was made and seconded to dispense the second reading of SOC 328 Qualitative Research Methods in Criminology. The motion was approved with 19 votes in favor and 2 abstentions.
A motion was made and seconded to approve SOC 328 Qualitative Research Methods in Criminology. SOC 328 Qualitative Research Methods was approved with 21 votes in favor.

SOC 329 Evaluation Research

Kathy Killoran said that this revision is only to change the prerequisites.

A motion was made and seconded to dispense the second reading of SOC 329 Evaluation Research. The motion to dispense the second reading was approved with 19 votes in favor and 2 abstentions.

A motion was made and seconded to approve SOC 329 Evaluation Research. SOC 329 Evaluation Research was approved with 21 votes in favor.

CHE 320-321 Instrumental Analysis I & II

Kathy Killoran said the class hours for this course are being changed, so it will be two hours of lecture and eight hours of lab time. Professor Swenson explained that Professor Yi He was on sabbatical while the department was putting this proposal together. Professor He said that the course description will need to be revised for the second reading also.

She said this course is a core course to prepare students for moving into the forensic laboratory. In this course, students have to have both time in lectures and hands-on time for the essential skills for the field.

There was discussion of the amount of credits versus hours. This will be a ten hour course for four credits. Professor Adams asked what the expectations are for four credit courses. Kathy Killoran said that it varies widely. Professor Adams asked that this be considered by PPP. He was wary of a science-only rule for structuring curriculum.

Professor Leftoff was concerned about the amount of hours also, from a faculty point of view. Does the professor get four credits for ten hours of work? Kathy Killoran said that it is an existing course, and the workload formula has already been developed for the lab/lecture teaching load. Professor Leftoff suggested giving six credits for this course, especially considering that students are leaving the program. Professor Swenson said that students who leave tend to leave long before they reach this level of coursework. So this course is actually for the students who are very committed to the field. The essential change to this course is to add a bit more time to the lecture.

Kathy Killoran said this would need to come back for a second reading anyway because it does not have the course description now.

Professor Peters asked how extending the hour of the lecture affects the students' larger schedules. Professor He said that the lecture period conforms to the college's period schedule except that it would add an hour, and the lab has a more open schedule. Professor Peters was concerned that extending the period affects a student's ability to sign up for other classes.

Old Business

Program Review
Self-Study for BS in Criminal Justice Management (2nd Reading)

Professor Ned Benton apologized that Professor Solomon Guajardo could not be present, but he had written a memo summarizing the changes.

Professor Bierman asked if the self-study could address paths to resolution of some of the very serious problems it brings up. Professor Benton thought that the fact that the study recognized the issues implied that it was something the department planned to address, but he agreed to modify that page of the document.

A motion was made and seconded to adopt the Self-Study for BS in Criminal Justice Management. It was adopted with 22 votes in favor.

A motion was made and seconded to adjourn the meeting. It was unanimously acclaimed.

Respectfully Submitted,

Sarah Hammond
Scribe
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
March 28, 2014
9:30 A.M. – 12:30 P.M.
ROOM 610T

1. Administrative Announcements – Dean Pease

2. Approval of the minutes of February 21, 2014

3. Old Business

Program Review (2nd readings)
- Self-Study for BS in Forensic Science

Programs (2nd readings)
- Proposal for a New BS with a Major in Cell and Molecular Biology

Courses (2nd readings)
- ANT 3XX Anthropology of Work
- SEC 3XX Security Management Internship
- ENG 3XX Advanced Legal Writing: Advocacy and Oral Argument

Course Revisions:
- AFR 215 Police and the Ghetto
- CHE 320-321 Instrumental Analysis I & II

4. New Business

Programs Subcommittee (1st readings)
- Proposal for a new BS in Fraud Examination and Financial Forensics
- Proposal for a Certificate Program in Forensic Accounting
- Proposal for a New Minor in Accounting
- Proposal for a New Minor in Fraud Examination

General Education Subcommittee (1st reading)
- Proposal to Revise the College Option Portion of General Education (Learning Outcomes and Course Prerequisites)

Courses & Gen Ed Subcommittee (1st reading)
- AFR 3XX Environmental Racism (JCII)
- SUS 2XX Introduction to Sustainability Studies (WC)
- SOC 1XX Tabloid Justice: Causes & Consequences of Crime Sensationalism (JCI)
- BIO 2XX (211) Microbiology
- CHE 2XX (205) Inorganic Chemistry
- CSCI 4XX (412) Network Security and Forensics
- SOC 2XX Sociology of Mental Illness
- SOC 3XX Classical Sociological Theory
SOC 4XX Senior Seminar in Sociology

Courses Mapped to Gen Ed Outcomes:

- SPA 202 Intermediate Spanish II (Com)

Course Revisions
- SOC 315 Modern Sociological Theory
- POL 244 Law & Politics of Immigration
- BIO 315 Genetics
- BIO 412 Molecular Biology I
- BIO 413 Molecular Biology II
- CHE 315 Biochemistry

Attachments:
Agenda for March 28, 2014
Minutes of Feb 21, 2014
Proposal for a BS in Cell & Molecular Biology
Self-Study for BS in Forensic Science
Proposal for a new BS in Fraud Examination and Financial Forensics
Proposal for a Certificate Program in Forensic Accounting
Proposal for a New Minor in Accounting
Proposal for a New Minor in Fraud Examination
Proposal to Revise the College Option Portion of General Education

Courses
ANT 3XX Anthropology of Work
SEC 3XX Security Management Internship
ENG 3XX Advanced Legal Writing: Advocacy and Oral Argument
AFR 3XX Environmental Racism (JCII)
SUS 2XX Introduction to Sustainability Studies (WC)
SOC 1XX Tabloid Justice: Causes & Consequences of Crime Sensationalism (JCI)
BIO 2XX (211) Microbiology
CHE 2XX (205) Inorganic Chemistry
CSCI 4XX (412) Network Security and Forensics
SOC 2XX Sociology of Mental Illness
SOC 3XX Classical Sociological Theory
SOC 4XX Senior Seminar in Sociology

Course revisions/Mapping
AFR 215 Police and the Ghetto
CHE 320-321 Instrumental Analysis I & II
SPA 202 Intermediate Spanish II (Com)
SOC 315 Modern Sociological Theory
POL 244 Law & Politics of Immigration
BIO 315 Genetics
BIO 412 Molecular Biology I
BIO 413 Molecular Biology II
CHE 315 Biochemistry
The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, March 28 at 10:00 a.m. in 610T. Interim Dean Allison Pease, UCASC Chair, called the meeting to order.


**Absent:** Luis Barrios, Ben Bierman, Silvia Dapia, Jonathan Jacobs, Sondra Leftoff, Virginia Moreno, Martin Wallenstein.

**Guests:** David Barnet, Ned Benton, Artem Domashevskiy, David Green, Joan Hoffman, Randall LaSalle, Robert McCrie, Jason Rauceo, Dainius Remeza, Douglas Salane.

**Administrative Announcements**

Dean Allison Pease had no announcements.

**Approval of the minutes of February 21, 2014**

A motion was made and seconded to approve the minutes of February 21, 2014.

There was no discussion.

The minutes of February 21, 2014 were approved with 16 votes in favor and no abstentions.

**Old Business**

**Programs Subcommittee (2nd Readings)**

**Self Study for BS in Forensic Science**

Professor Sandra Swenson summarized the changes in the proposal that were made in response to feedback at UCASC.

A motion was made and seconded to adopt the Self Study for BS in Forensic Science. It was adopted with 17 votes in favor and 1 abstention.

**Self Study for a New BS with a Major in Cell and Molecular Biology**

Professor Jason Rauceo as present because Professor Nathan Lents could not be at this meeting. He
summarized the changes to the proposal.

A motion was made and seconded to adopt the Self Study for a New BS with a Major in Cell and Molecular Biology. It was adopted with 19 votes in favor.

Courses (2nd readings)

ANT 3XX Anthropology of Work

Professor Ric Curtis was present to speak for the course. He said some small changes have been made to the course description. He said course would be essential for the Anthropology major, which needs more 3XX-level courses.

A motion was made and seconded to approve ANT 3XX Anthropology of Work. It was unanimously approved with 19 votes in favor.

SEC 3XX Security Management Internship

Professor Robert McCrie said that new language about ethics in the workplace has been added to the proposal.

A motion was made and seconded to approve SEC 3XX Security Management Internship. It was unanimously approved with 19 votes in favor.

ENG 3XX Advanced Legal Writing: Advocacy and Oral Argument

Professor Dainius Remeza said he made some things more explicit in the proposal in response to feedback at the last UCASC meeting.

Professor Andrea Balis asked for a minor adjustment to change the language in the learning objectives.

A motion was made and seconded to approve ENG 3XX Advanced Legal Writing: Advocacy and Oral Argument. It was unanimously approved with 19 votes in favor.

Course Revisions

AFR 215 Police and the Ghetto

Professor Jama Adams introduced the changes to the course proposal, noting a change in the title to Police and Urban Communities.

A motion was made and seconded to approve AFR 215 Police and Urban Communities. It was approved with 18 votes in favor.

CHE 320-321 Instrumental Analysis I & II

Professor Swenson said the course description has been changed and the amount of hours have been changed. The department has agreed to assign this as a 5-credit course instead of a 4-credit course.

Kathy Killoran asked that the revised course description be changed so the sentences are complete.
Professor Jama Adams raised a procedural question. He asked for an ongoing discussion with the stem courses in science and math. He said the explosion of the knowledge-base has made these degrees difficult to fit with a liberal arts curriculum. He asked if these majors might need to be five-year degrees, and called for a larger discussion to take place outside of this meeting to look at this question.

A motion was made and seconded to approve CHE 320-321 Instrumental Analysis I & II. It was adopted with 18 votes in favor.

**New Business**

**Programs Subcommittee (1st Reading)**

**Proposal for a new BS in Fraud Examination and Financial Forensics**

Professor Jay Hamilton described the proposal’s journey through the Programs Subcommittee. He said there were differences of opinion between the subcommittee and the proposer. This has to do with the history of majors in the Economics Department, where Accounting was designed as a major that was meant to be split into two majors after several years. This proposal reflects an expedited process for a new major because it is coming out of an existing major. He said his subcommittee gave the proposer, Prof. LaSalle about twelve points of feedback, some of which were adopted and some were not. In his position as both Economics representative at UCASC and Programs Subcommittee Head, he has to wear hats representing both bodies in this presentation. The department is anxious to see this proposal through the governance process now, and so the revised proposal had come to the subcommittee earlier in the week.

Professor Jama Adams asked if the subcommittee has not had sufficient time to review the proposal, then why an important degree would be rushed through this process. Professor Hamilton said they wish to activate this degree next year because there are students who need it. Dean Pease clarified that the subcommittee did thoroughly review the proposal, and it was only the revisions that they received recently, and this was the normal process.

Professor Ned Benton said that procedurally there may be another factor to consider. He said this request is special because this proposal splits one major into two majors, and in doing so, it changes little about the student experience.

Kathy Killoran noted that procedurally, it is very common for a proposer not to adopt a subcommittee’s feedback, as long as the proposer hears and considers a subcommittee’s feedback, which the proposer has done.

Professor Randall LaSalle was present to propose this degree. He said this major has been long in the making, with input from inside and outside of the university. He said that a large part of the architecture of this degree has been to make a degree based on what students need rather than what professors would prefer to teach.

Professor Jay Hamilton then spoke from his point of view as chair of Economics, that the Economics Department found this proposal unacceptable. They do want this new major to go through as quickly as possible. However, in the new major proposal, there are not enough Economics courses and there is no method of governance spelled out in the proposal. He said he would like to bring an alternate proposal to this meeting, to split the existing major as it is rather than accepting Professor LaSalle’s major proposal.

Professor Balis asked how this body is meant to consider the alternate proposal. Dean Pease said the
alternate proposal cannot be considered at this meeting. It can only be taken into consideration as they weigh their feelings about the new major proposal.

Professor LaSalle said he had thoroughly reviewed all the disciplines, including Economics, when creating the major proposal. When his committee looked at the syllabi for ECO 101, he could not find a clear enough reason to include that course. Professor Hamilton asked who was on Professor LaSalle’s committee. Professor LaSalle said he has worked with Doug Allen. Lately, he has worked with Dean Pease and David Barnet.

Professor Adams said felt that the UCASC meeting was not the place for this kind of departmental conflict to play out. Professor Hamilton agreed. Professor Balis said that if this is an Economics degree, then it seems that feedback from the Economics department should matter.

Professor Joan Hoffman asked if climate change can be factored into the major. Professor LaSalle said that he has brought discussion of the Gulf of Mexico into his courses, as well as coverage of financial literacy’s relationship to environmental control. He said if Professor Hoffman would like to propose a course, he would love it.

Professor Ned Benton wished to retract his earlier comment about how clear this degree seemed, since he had not been aware of the dual proposal situation at the time. He said he wished to speak in favor of splitting the major. He felt that Economics would function better if it were not trying to satisfy the needs of the accountants. He said that accounting is a part of Public Management, and they have students who come through his department from the community colleges to get to the CPA exam. He said it is possible that in the proposal that Professor LaSalle has put forward, a student could sit for the CPA exam. He said there was a lot of good in the proposal, but in terms of governance, if it is a departmental program the process should be straightforward. If it is an interdisciplinary program, it needs to have some sort of sponsorship. To him, that was the crux of the matter.

Alana Albert asked what would happen to students who are currently taking the major. Dean Pease said that students are allowed to finish their major as it was when they entered, and they are also offered the opportunity to switch to the new major if they like.

Kathy Killoran said this problem has to do with different philosophical positions on the curriculum itself. Right now, this is part of the Economics curriculum. She did look at other existing majors in Forensic Accounting, and they looked very much like the core of this major proposal. So perhaps the issues of conflict are about the title and the electives. She asked if Professor LaSalle would be open to a new Economics course that could be designed for this program. She said that when she looked at the Economics courses, she did not see many that included economics.

Professor Adams said that all of this discussion should be the Economics Department’s burden. He asked them to speak to each other within their department. Kathy Killoran said that not every major has an issue that is easily solvable.

Professor Al Coppola said he felt that the question was about something that currently exists as a specialization, which does not seem to be able to be a major to some people. To him, that was the question that needed to be resolved, and that particular aspect of the conversation had not been thoroughly addressed in the proposal. He agreed with Professor Adams that this needed to be addressed in the Economics department.

Professor LaSalle said that he had tried to draw on as many disciplines as possible when he formed the committee to work on this major, and nobody from Economics volunteered. He strongly felt that his degree should be interdisciplinary and he did not feel that it needed to be categorized as an Economics degree.
Professor Judy-Lynne Peters asked him to explain why he felt that it was interdisciplinary. Professor LaSalle said that the program is all about addressing the problem through the best lens, and that best lens may come from Law and Police Science as well as it may come from Anthropology or Economics. He felt that it required a similar approach to Gender Studies, which is a degree formed from a need to address a problem in society through a variety of lenses.

Professor Hamilton wished to explain why the Economics department has not been involved over the last two years. He said they wished to allow the Accounting and other interested faculty to work on this on their own with adequate consultation, which did not take place. He was disappointed to find that the committee had dropped down to one professor at the end.

Professor LaSalle said he had thoroughly examined every course in the Economics curriculum, and pulled out what was appropriate for students, and even added one Economics course as an elective.

Professor Balis said that she felt this was an inappropriate conversation for the UCASC meeting.

Discussion was closed until the second reading.

Proposal for a new Certificate Program in Forensic Accounting

Professor Hamilton presented this new certificate and the next minor on behalf of the Programs Subcommittee and the Economics Department, even though the proposing professor had left the room.

Professor Ned Benton spoke in favor of this certificate, as it helps students meet the requirements for several jobs in the federal service and prepares them to take the CPA exam. He said the job announcements call for a particular amount of accounting credits, and these minor & certificate programs would prepare a student to meet those requirements in the marketplace. He said it is fabulous and implored the committee to approve it.

Professor Adams said that argument was the “professional practice” argument, and wished for more consideration of the risks of unethical practices, especially considering the current economic climate, where fraudulent accounting practices have been prevalent. Professor Benton felt that was why this degree was necessary.

Professor Judy-Lynne Peters said she felt her major does prepare students to be ethical public servants. They teach about social equity, values, and ethics all the time, but those lessons do not get the students jobs. So this proposal would add the skill set that prepares students for the marketplace to a curriculum that already has the deeper analysis.

Professor Hoffman said there is a movement for Corporate Social Responsibility, and she felt that it is important for this college to talk about. She also wanted to ask about the earlier point Professor LaSalle had made that the accounting courses do not have enough accounting, and she wanted to know if this college prepares students well. Professor Benton said that Forensic Accounting is inherently critical. Students there are asked to look at accounting from a very different angle in Forensic Accounting, where there is an inherent skepticism. Students are being asked to look at corporate conduct through the lens of their statements. He said it is inherently interdisciplinary. Students who do this at a business school are not going to get the richness that they might get from doing this Forensic Accounting work at John Jay in addition to a John Jay major with its inherent interest in justice.
Professor Balis asked Professor Benton to speak for the difference between Forensic Computing and Forensic Accounting. He said that in the Master of Public Administration-Inspector General program, they prepare the students to look at the performance of programs relative to what they do. They want to prepare them to look at individual performance and ethics of individuals as well as the ethics of financial statements. Professor Hamilton explained that Fraud Examination is focused on data collection.

Kathy Killoran said that instead of a C in every course, it should be an overall average of 2.0. Professor Benton agreed to that.

**Proposal for a New Minor in Accounting**

This item was grouped together with the item above it.

**Proposal for a New Minor in Fraud Examination**

This item was grouped together with the two items above it.

A motion was made and seconded to suspend the second reading of all three accounting proposals as a slate. The motion to waive the second readings of the Certificate Program in Forensic Accounting, the New Minor in Accounting, and the New Minor in Fraud Examination was approved with 17 votes in favor, 1 against, and 4 abstentions.

A motion was made and seconded to approve the slate of three accounting proposals. The three accounting proposals were unanimously approved with 22 votes in favor.

**General Education Subcommittee (1st Reading)**

**Proposal to Revise the College Option Portion of General Education (Learning Outcomes and Course Prerequisites)**

Professor Swenson described this proposal. The intent is to create a place in the gen ed where the college can reach out to sophomores in order to advise them and work on their retention. The learning outcomes for courses at the 200-level should be scaffolded to prepare students for the 300-level courses.

Professor Balis said that 100 and 300 level justice core courses contain skills components. They were intended to pull together students from all over the college to confront questions of justice as a community. This proposal is mainly aimed at creating a 200-level course that links the 100-level course and the 300-level course, linking the sequence within the bucket. She said the other reason to do this is to pull in as many transfer students as possible.

Kathy Killoran said that the other issue this addresses is that a lot of students have been taking the 300 level justice core courses as sophomores, which is not the intention of the curriculum. The expectations in the course are mismatched with that student population. She said restrictions associated with financial aid effectively force students to take that 300-level course during the sophomore year. So this proposal would provide a 200-level item for the students to take during the sophomore year and add a prerequisite of junior standing or above to the 300-level justice core.

Professor Balis said that the History Department has a concern about this shift, which would affect her department's offerings. She said one of the main issues her department is grappling with is how to deal
with the history of justice when you have so many people at the 300-level who have never taken a
history course. The history courses are not fundamentally the same as the general education intent for
Learning From the Past. She did think that the three levels were a great solution.

Dean Pease ceded the chair to Professor Hamilton so that she could speak as the Dean of
Undergraduate Studies. She said the point of this proposal was to ameliorate a very flat Gen Ed. She
drew attention to the prerequisites for the Gen Ed courses. Currently, because of the prerequisites,
freshmen are able to take the 3XX-level course, and this is problematic. She said the reason for the
proposal was to provide some actual skill-level development in the curriculum, to provide
opportunities for sophomores that allow them to be enriched as sophomores, and to build skills to put
some backbone in the Gen Ed. She said Learning From the Past was chosen because it was in the
College Option so the college can control it.

Professor Adams felt this adjustment was problematic only one year into Pathways. He felt that the
fact that the adjustment is only for Learning From the Past was indicative of a procedural problem,
and disagreed with the idea of working with Pathways in little bits here and there.

Professor Coppola asked that the body discuss the merits of the proposal in general before discussing
the particulars of the exact course on the table.

Dean Pease said that if anybody looks at the overall structure of the curriculum at the moment, they
can see that it is not good pedagogy. So to her, this would not be a “little fix,” but rather a strong
adjustment.

She also said she understood Africana Studies' concern, as they have had great success with their 100-
level course, and their department is very small.

Professor Peters was concerned that this proposal makes huge changes for a few departments. She said
it is a much larger undertaking for the departments than it looks like on paper in this proposal.

Professor Adams said the main drive behind John Jay's own efforts to revamp Gen Ed was to give
students more choice. Now that students have more choice, this type of proposal seems to want to
correct that effort. He called for data about how Gen Ed is working before rushing to change things. He
also said that in any given class, a third of his class is going to fail. He said if you really want to open up
Gen Ed, it should be a larger effort that looks to answer that problem, rather than fiddling with a
course here and there.

Professor Balis said there needs to be a kind of faculty development for the 200 and 300 level issues.
She also had a concern that a course that was developed specifically for Learning From the Past is now
going to need different faculty training than it did before.

Professor Coppola said there is some data that is worth acting on. He said the situation is that there is
a class right now that is full of students with widely varying skill-levels. Professor Adams said he has
seen no analysis that shows how this plays out in a student's career. He also said that John Jay has a
history of rolling out initiatives without having the resources to study them.

Professor Curtis said that he does not need data to know that the students in his courses are not
prepared in the second year. He said something needs to be done for this immediately.

Professor Swenson drew attention to an alternate solution in the proposal that would change course
requirements without changing the courses themselves.

Dean Pease said there are resources available for sophomores, but the students do not know where
they are. She said that in the Student Academic Success Program, there is a program called Sophomore Initiatives, but the director resigned this year, and the programming was not linked to the Gen Ed core. She said there is grant money and a new director, but no way to target sophomores. She was interested in Professor Swenson’s last comment about 200-level, but was concerned that would encourage departments to change all their courses to 100-level, since there is a competitive nature to the Gen Ed at John Jay that tends to encourage a “race to the bottom” to get students.

Professor Adams was very concerned about what the new outcomes would be, how this is a continuation of FYS, how all this will look in a year.

Professor Jane Katz said that in grade school, summer programs help students after they don’t do well in a year. She suggested adding a “summer school” component to the curriculum, to get them into the sophomore year. Professor Curtis said he is not talking about students who don’t do well in the first year. He is talking about students who do fine in the first year, which is very structured and then flounder in the second year, which is not structured and has no continuity. This is for the students who are doing “okay.”

Kathy Killoran said that one of the issues the subcommittee struggled with was coming up with alternate solutions, and that was why the subcommittee wanted to bring it to UCASC, to open it up to the larger body. Professor Curtis said he’d like to find “a solution for the problem, not a problem for the solution.” Professor Peters was very concerned about implementation, and she asked if there is any way to demonstrate how this proposal might be carried out. Dean Pease said currently there are only four departments who have courses in this bucket. She said she has spoken with the chairs of each department, and with the exception of Professor Adams, each chair was willing to make the adjustment. She said she could not address the question of the resources at this meeting, but she could go to Kate Szur and bring back more information next month.

She said the reason these co-curricular clusters like Learning From the Past were made was to help underprepared students work through the college environment. A cluster like this should not be hurting students by being scaffolded in a difficult way.

Professor Coppola said that a change might encourage more departments to create offerings for this cluster.

Professor Hamilton said this is a first reading, so there is time to address the feedback.

Professor Adams said there is a culture of college skills John Jay is teaching, and then there is a cluster called Learning From the Past, and they are two different things. He felt that this proposal is trying to jam the first goal into the second.

Courses & Gen Ed Subcommittee (1st reading)

AFR 3XX Environmental Racism (JCII)

The proposer, Professor Jessica Gordon-Nembhard, was not present, but Professor Hoffman was present to represent the course, since it was a a team effort. She said this course is from the Africana Studies department, and focuses on theory.

Kathy Killoran said that both the courses committee and the Gen Ed committee saw this course and had minimal feedback.

Professor Balis said the course looked fantastic. In light of the previous item, though, she did want to say that this course looks like a Justice Core course should look, and the scaffolding is not being built
into this course.

A motion was made and seconded to waive the second reading of the course. The motion to waive the second reading was approved with 20 votes in favor and 2 abstentions.

A motion was made and seconded to approve AFR 3XX Environmental Racism (JCII). The course was unanimously approved with 22 votes in favor.

SUS 2XX Introduction to Sustainability Studies (WC)

Kathy Killoran introduced this course. She said this course came to her subcommittee last year, and there were discussions about whether it should be 100 level. The proposers did not want to do that so they adjusted the material.

A motion was made and seconded to waive the second reading of the course. The motion to waive the second reading was approved with 20 votes in favor and 2 abstentions.

A motion was made and seconded to approve SUS 2XX Introduction to Sustainability Studies (WC). The course was unanimously approved with 22 votes in favor.

SOC 1XX Tabloid Justice: Causes & Consequences of Crime Sensationalism

Kathy Killoran said her committee had minimal feedback, and the Gen Ed committee asked Professor David Green to strengthen the connections to justice in the course. Professor Green was present for the course.

Professor Adams brought up the book Professor Green wrote about children who kill children, which spoke to how sensationalism changes content, and asked how marketing and sensationalism would be part of the course. Professor Green said it would be a big part of the course, especially as contrasted with the way Pro Publica and Al Jazeera approach news.

Professor Hamilton asked if this is part of the Journalism minor. Dean Pease said it might not be listed that way now because it is a first year seminar.

A motion was made and seconded to waive the second reading of the course. The motion to waive the second reading was approved with 20 votes in favor and 2 abstentions.

A motion was made and seconded to approve SOC 1XX Tabloid Justice: Causes & Consequences of Crime Sensationalism. It was unanimously approved with 22 votes in favor.

BIO 2XX (211) Microbiology

Kathy Killoran said this course has been taught experimentally as an elective for a few years. She said the learning outcomes need to be aligned between the course proposal and the syllabus. This is a course for the new biology major that was approved today and the biology minor.

A motion was made and seconded to waive the second reading of the course. The motion to waive the second reading was approved with 20 votes in favor and 2 abstentions.

A motion was made and seconded to approve BIO 2XX (211) Microbiology. BIO 2XX
Microbiology was unanimously approved with 22 votes in favor.

**CHE 2XX (205) Inorganic Chemistry**

Kathy Killoran said this is the first time a chemistry elective course has come in. She said this is a very standard course that chemistry minors and majors need to have. She said this course is missing the lab syllabus, so it will probably need to come back for a second reading. It also needs clarification on the number of class hours, and alignment of learning outcomes between the course description and the proposal.

Professor Swenson said that the Science department had just decided that this should be 300-level. Professor Artem Domashevskiy was present with data from other college campuses showing that this course is usually at the 300-level.

Professor Hamilton asked at what level organic chemistry is usually offered. Professor Domashevskiy said that usually Organic Chemistry is 2xx-level and is taught before Inorganic Chemistry. Kathy Killoran asked if Organic Chemistry is a prerequisite. Professor Swenson was not sure. Kathy Killoran said the department needs to sort it out.

Professor Peters asked about the style of the course description, which ends with “etc.” Kathy Killoran agreed that this needed to be aligned between the syllabus and the proposal.

**CSCI 4XX (412) Network Security and Forensics**

Kathy Killoran said the courses subcommittee saw this last year. It was originally created by Professor Sengupta, who has since left John Jay, so it was revised by Professor Doug Salane. She said this is a required part of the new major. She noted that the department had done a great job of writing the proposal so that people outside the discipline could understand its importance.

A motion was made and seconded to waive the second reading of the course. The motion to waive the second reading was approved with 19 votes in favor, 1 against, and 2 abstentions.

A motion was made and seconded to approve CSCI 4XX (412) Network Security and Forensics. CSCI 4XX (412) Network Security and Forensics was unanimously approved with 22 votes in favor.

**SOC 2XX Sociology of Mental Illness**

Kathy Killoran said her committee saw this twice. This is going to be an elective in the new sociology major. It was initially submitted by Professor Richardson and then taken over by Professor Robert Garot.

Professor Richard Ocejo was present to take feedback for Professor Garot.

Kathy Killoran noted that the syllabus listed 16 weeks and should be changed to 15.

A motion was made and seconded to waive the second reading of the course. The motion to waive the second reading was approved with 19 votes in favor and 2 abstentions.

A motion was made and seconded to approve SOC 2XX Sociology of Mental Illness. SOC 2XX Sociology of Mental Illness was approved with 21 votes in favor.
SOC 3XX Classical Sociological Theory

Kathy Killoran said this is a required course in the Sociology Major.

A motion was made and seconded to waive the second reading of the course. The motion to waive the second reading was approved with 19 votes in favor and 2 abstentions.

A motion was made and seconded to approve SOC 3XX Classical Sociological Theory. SOC 3XX Classical Sociological Theory was approved with 21 votes in favor.

SOC 4XX Senior Seminar in Sociology

Kathy Killoran said that her committee initially felt that the assignment was a little light for a capstone course, so Professor Ocejo then revised it accordingly.

A motion was made and seconded to waive the second reading of the course. The motion to waive the second reading was approved with 19 votes in favor and 2 abstentions.

A motion was made and seconded to approve SOC 4XX Senior Seminar in Sociology. It was approved with 21 votes in favor.

Course Mapped to Gen Ed Outcomes

SPA 202 Intermediate Spanish II (Com)

Kathy Killoran said this is a straightforward mapping of an existing course to Gen Ed outcomes. It is the last language course to be mapped.

A motion was made and seconded to approve the mapping of SPA 202 Intermediate Spanish II (Com). The mapping was approved with 21 votes in favor.

Course Revisions

SOC 315 Modern Sociological Theory

Kathy Killoran introduced this course revision.

A motion was made and seconded to approve SOC Modern Sociological Theory. The course revision was approved with 21 votes in favor.

POL 244 Law & Politics of Immigration

Kathy Killoran said that Professor Monica Varsanyi proposed this course last year, and upon reflection, realized that she wanted it to be 300-level course. Professor Brian Arbour was present to take feedback. There was none.

A motion was made and seconded to approve POL 244 Law & Politics of Immigration. The course revision was approved with 21 votes in favor.
BIO 315 Genetics

Kathy Killoran explained how changes to the prerequisites for this set of courses fit into the Biology Minor. She said the Molecular Biology courses are being de-sequenced.

BIO 412 Molecular Biology I
BIO 413 Molecular Biology II
CHE 315 Biochemistry

A motion was made and seconded to approve the revisions to this slate of science courses. The course revisions were approved with 21 votes in favor.

The meeting concluded at 12:40.

Respectfully Submitted,

Sarah Hammond
Scribe
AGENDA

April 25th, 2014
9:30 A.M. – 12:30 P.M.
ROOM 610T

1. Administrative Announcements – Dean Pease

2. Approval of the minutes of March 28, 2014

3. Old Business

General Education (2nd reading)
- Proposal to Revise the College Option Portion of General Education (Learning Outcomes and Course Prerequisites)

Programs (2nd readings)
- Proposal for a new BS in Fraud Examination and Financial Forensics

Courses (2nd readings)
- CHE 3XX (305) Inorganic Chemistry

4. New Business

Courses & Gen Ed Subcommittee (1st readings)
- CSCI 3XX Databases and Data Mining
- SPA 2XX Conversation and Composition in Spanish

Course Revisions
- ART 125 Graphic Arts (COM)
- PHI 204 Logic (MQR)
- BIO 220 The Incredible Living Machine: The Human Body (Sci Wld)
- CHE 123 The Extraordinary Chemistry of Ordinary Things (Sci Wld)
- CHE 126 The Chemistry of Cooking (Sci Wld)

Principles, Policies and Procedures Subcommittee
- Attendance Policy

Attachments:
Agenda for April 25, 2014
Minutes of March 28, 2014
Proposal to Revise the College Option Portion of General Education
Proposal for a new BS in Fraud Examination and Financial Forensics
Attendance Policy

[More]
Courses
CHE 3XX (305) Inorganic Chemistry
CSCI 3XX Databases and Data Mining
SPA 2XX Conversation and Composition in Spanish

Course Revisions
ART 125 Graphic Arts
PHI 204 Logic
BIO 220 The Incredible Living Machine: The Human Body
CHE 123 The Extraordinary Chemistry of Ordinary Things
CHE 126 The Chemistry of Cooking
Minutes of April 28, 2014

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, April 28th at 9:30 a.m. in 610T. Interim Dean Allison Pease, UCASC Chair, called the meeting to order.


Absent: Luis Barrios, Johnathan Jacobs, Jane Katz, Sondra Leftoff, Martin Wallenstein, Peggilee Wupperman

Guests: David Barnet, Mark McBeth, Adam Stone

Administrative Announcements

Dean Pease welcomed everyone to the meeting. She informed the committee about the faculty advisement initiative for next year. All majors will advise sophomores with between 30 and 50 credits. Holds will be placed on the student’s record so they will see an advisor. Different majors depending on size can have varying strategies for accomplishing the advisement. The advisement period will happen in late October/early November for the fall and in April for the spring term.

Approval of the minutes of March 28, 2014

A motion was made and seconded to approve the minutes of March 28, 2014. There was no discussion or changes requested.

The minutes of March 28, 2014 were approved with 19 votes in favor and 1 abstention.

Old Business

General Education (2nd Reading)

Proposal to Revise the College Option Portion of General Education

Proposal I: Proposal to Revise General Education Prerequisites at the 300 Level of the College Option

A motion was made and seconded to approve the Proposal to Revise General Education Prerequisites at the 300 Level of the College Option.

Mark McBeth reviewed the proposal for the committee. Adam Stone pointed out that if the
prerequisites require students to have 60 credits, it would apply to all students, not just those taking the
courses for general education purposes.

The Proposal to Revise General Education Prerequisites at the 300 Level of the College Option
was approved with 19 votes in favor and 1 abstention.

Proposal II: Proposal to Revise General Education Prerequisites at the 200 Level of the College Option

A motion was made and seconded to approve the Proposal to Revise General Education
Prerequisites at the 200 Level of the College Option.

Professor Adams said he had an objection to the process. Reviewing the General Education took five
years and had necessary compromises worked out so no department would have a strangle hold over
courses. Everyone sat down and their wishes were listened to. The current process is rushed and there
is no data to back up the proposed changes. He believes the process of revision should be slowed
down.

Professor Balis stated that John Jay’s original Gen Ed proposal had a built in metacognitive element of
justice at three levels (100-, 200-, and 300-). The gen ed has an assessment plan built in so review and
assessment will occur. In addition, this process was established that the Gen Ed Subcommittee would
be responsible for that review and assessment.

Professor Adams stated that he does not have a problem with the scaffolding that is being added to the
general education rather has an issue with the process. He believes the process is rushed and needs to
be postponed until some data exists. He also argued that there needs to be a proper system in place to
revise and revamp the courses in the general education.

The Proposal to Revise the General Education Prerequisites at the 200 Level of the College
Option (and require all Learning from the Past courses to be 200-level) was not approved with 12
votes in favor, 1 vote against and 7 abstentions.

Proposal III: Proposal to Revise General Education Rewording of Objectives in the 200 Level and 300
Level of the College Option

This proposal was not discussed or voted on due to the defeat of Proposal II. The purpose is moot.

Old Business

Programs (2nd Reading)

Proposal for a new BS in Fraud Examination and Financial Forensics

Professor Benton was here to represent the proposal for the new major. He informed the members of
UCASC that the department curriculum committee of Public Management met and went through all the
concerns relating to course transparency and the impacts on the CUNY Justice Academy, the MPA-IO
and the Advanced Certificate in Forensic Accounting. The curriculum committee also addressed the
concerns from the Economics Department and added PAD 331 as an option. He further stated that the
new proposal is an improvement to the previous proposal.

Professor Adams suggested that the students should be required to take at least one 300 level course in the Liberal Arts electives section. Professor Benton said that they would rather resolve that issues when they work out the details with the fellow CJA partners.

**A motion was made and seconded to approve the new BS in Fraud Examination and Financial Forensics. It was approved with 19 votes in favor.**

**Old Business**

**New Courses (2nd readings)**

**CHE 3XX (305) Inorganic Chemistry**

Professor Swenson was here to represent the course revision. She informed the committee that VP Robert Troy was consulted and the course was changed to a 300-level. In the minor, this course will give the students an option to take this course or Analytical Chemistry.

Professor Adams asked whether the course had the skill acquisition and critiquing for a 300 level course. Professor Swenson informed Professor Adams that the course reflects the typical skills required in a 300-level Inorganic Chemistry course across the board.

VP Troy explained the sequence of how chemistry courses are generally offered: General Chemistry, Organic Chemistry and then Inorganic Chemistry.

Professor Adams asked about the content demands of science and whether there was a critique of science included in the course. He asked that there be a balance between the content and the critique of science in the course. Professor Swenson informed the committee that the syllabus builds in discussion about environmental issues and how chemicals are monitored, building on the idea of environmental toxicity.

VP Troy talked about how science is conservative and that the ethical part of science and research is regularly incorporated in courses. However, he also made it clear that the curriculum in science is so cramped that it would be unfair to add more material into the courses. He suggested that there should be general education courses on ethics for science majors.

Kathy Killoran mentioned that the ethics of science and ethical concerns were recently been included more in the Biology and Forensic Science majors and courses and that when the Chemistry major is being proposed, the science department should try to be explicit about this content.

Professor Corbett proposed that the new chemistry major should look at the current national incidences of chemical disasters and incorporate real world examples. VP Troy informed the committee that the American Chemical Society governs the curriculum and we are bound by them to include ethics and ethical dilemmas in our courses and programs. Professor Adams mentioned that he was concerned that the critique of epistemology was not being taught especially at the 300 level.

**A motion was made and seconded to approve CHE 3XX- Inorganic Chemistry. It was approved with 19 votes in favor.**
New Business

Courses & Gen Ed Subcommittee (1st reading)

CSCI 3XX Databases and Data Mining

Professor Salane was here to represent the course revision. Kathy Killoran informed the committee the course was well done when it came to the Courses Subcommittee but it needed some polishing in terms of raising the level of learning outcomes and adding ethics into the course. Professor Salane stated that this course would be very important for the Computer Science major. Kathy Killoran asked whether this course would be part of the minor in computer science and if so, what category it would fall into. Virginia Moreno recommended that the course needed some tweaking of the learning outcomes before it could be approved.

The course will return for a second reading.

SPA 2XX Conversation and Composition in Spanish

Professor Dapia was here to represent the new course. Professor Dapia informed the committee that this was a new course for the proposed Spanish major as well as the Spanish minor. This course would be a way of preparing students for the 300-level courses.

Ms. Killoran informed the committee that this course came to the Courses Subcommittee in great form. The committee recommended the rationale and outcomes be revised which was done.

A motion was made a seconded to dispense of the second reading of SPA 2xx Conversation and Composition in Spanish. The motion passed with 17 votes in favor and two abstentions.

A motion was made and seconded to approve SPA 2XX Conversation and Composition in Spanish. It was approved with 19 votes in favor.

Course Revisions

ART 125 Graphic Arts

Professor Lopes was here to represent the course revision. Kathy Killoran informed the committee that the course was created just a few years ago when Prof. Lopes came to the college. Now it is being proposed for the Gen Ed – College Option. The Courses Subcommittee recommended that Professor Lopes tighten up the language so that the course could be a part of the General Education courses in the Communications section. The Courses Subcommittee and General Education both approved the course.

A motion was made and seconded to approve ART 125 Graphic Arts. It was approved with 19 votes in favor.

PHI 204 Logic

Professor DiGiovanna was here to represent the course revision. Kathy Killoran said the Courses Subcommittee approved the changes last year and the Gen Ed Subcommittee approved it last week.
Prof. Peters reiterated that the Gen Ed Subcommittee like the course and it fit the learning outcomes for Math and Quantitative Reasoning.

There was some robust discussion between several committee members and Prof. DiGiovanna gave a detailed explanation to address their questions.

A motion was made and seconded to approve the course revision of PHI 204 Logic. It was approved with 19 votes in favor.

**BIO 220 The Incredible Living Machine: The Human Body**

Professor Swenson was here to represent the course revision. The course prefix is being changed from BIO to SCI so all of the science Gen Ed courses will be together and separate from the major courses.

A motion was made and seconded to approve BIO 220 The Incredible Living Machine: The Human Body. It was approved with 19 votes in favor.

**CHE 123 The Extraordinary Chemistry of Ordinary Things**

Professor Swenson was here to represent the course revision. The course prefix is being changed from BIO to SCI so all of the science Gen Ed courses will be together and separate from the major courses.

A motion was made and seconded to approve CHE 123 The Extraordinary Chemistry of Ordinary Things. It was approved with 19 votes in favor.

**CHE 126 The Chemistry of Cooking**

Professor Swenson was here to represent the course revision. The course prefix is being changed from BIO to SCI so all of the science Gen Ed courses will be together and separate from the major courses. In addition, prerequisites are being added to this course of the gen ed sciences in the required core for Life and Physical Sciences.

A motion was made and seconded to approve CHE 126 The Chemistry of Cooking. It was approved with 19 votes in favor.

**Principles, Policies and Procedures Subcommittee**

**Attendance Policy**

Professor Adams addressed the committee about the Attendance Policy. He stated that the proposal for an attendance policy tries to balance a structure for attendance while making it clear to students why it was important to attend class.

Registrar Stone notified the committee that implementing this policy as written would change the status of the college from a non-attendance taking institution to an attendance taking institution which would affect financial aid. He was concerned with this.

Professor Coppola stated that the proposing committee was not aware that the policy would have an effect on financial aid. The registrar stated that it would have an impact on Title 4 calculations and the college would be responsible to the federal government about attendance and what the last day
of attendance is for each student. This is much more than we do now. We only certify that students have attended at least once in the first three weeks.

The Principles, Policies and Procedures Subcommittee will look at the policy and consult with the registrar and financial aid and come back to UCASC.

_A motion was made and seconded to adjourn the meeting. It was unanimously acclaimed._

Respectfully Submitted,

Navila Abbas

Eminent Acting Scribe
1. Administrative Announcements – Dean Pease

2. Approval of the minutes of April 25, 2014

3. Old Business

Courses (2nd reading)
- CSCI 3XX(382) Databases and Data Mining

4. New Business

Courses & Gen Ed Subcommittee (1st readings)
- LIT 2XX (225) Making Science (Sci Wld) -
- SOC 3XX (337) Food Justice (JCII)

Academic Standards & Program Review Subcommittee (1st reading)
- Guidelines and Instrument for Program Review

Attachments:
Agenda for May 16, 2014
Minutes of April 25, 2014
Guidelines and Instrument for Program Review

Courses
CSCI 3XX Databases and Data Mining
LIT 2XX (225) Making Science
SOC 3XX Food Justice
Annual Report 2013/2014

CAMPUS-WIDE ASSESSMENT COMMITTEE (CWAC)

6/3/2014
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 third year of work, which continued to build on the solid foundation laid by the committee’s first two years. This report covers the activities of the Committee in the 2013/2014 academic year.

CWAC was very active in its third 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 while Assistant Professors (Carla Barrett and Jennifer Rutledge) have chaired the committee in each succeeding 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. During this past year the Committee welcomed 7 new members, as many of the members who had been present for the first two years moved on to other tasks. CWAC met seven times during the 2013/2014 academic year (with one meeting cancelled due to a snow storm). The Committee created a shared drive system (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 Committee’s activity during the 2013/2014 year:

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 an effort to make a more timely and efficient review process, this year the committee decided to focus on programs that we had never responded to before (primarily minors), or those programs that seem to be struggling with the assessment process. Our ability to provide reports is limited in some case by a lack of updated assessment reports; this is particularly the case with minors and non-degree programs. This year we provided assessment reports to:


3 assessment reports for Graduate Programs (Criminal Justice, Public Administration, Forensic Mental Health).

2 assessment reports for Non-Degree Programs (Health and Physical Education, Communication and Theater Arts).

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 are still struggling with assessment activity. Overall, we believe that a culture of assessment is 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 still room for improvement in ‘closing the loop’ at both the departmental/program level as well as at the college level; many of the findings of the assessment reports point to systemic problems that need to be tackled at both the college level, such as funding writing intensive classes, as well as the departmental level.

While the committee believes that a culture of assessment is forming at the college, there is certainly room for improvement. For instance, we must continue to make everyone, not just chairs and major/program coordinators invested in on-going assessment practices, and we must work as a committee and a college to cement the connection between sound assessment practices and sound educational practices.

Creating a Culture of Assessment: Lunch and Learn

Working with our partners in the Office of Assessment, the Deans of Undergraduate and Graduate Studies and the Provost’s office, one of the main goals of the committee is to foster a culture of assessment. To this end the Chair of the Committee met with the Dean of Undergraduate Studies to discuss the promotion of the culture of assessment and now sends the Dean copies of all assessment reports related to undergraduate programs. Furthermore the Committee hosted a Lunch and Learn where we asked two faculty members who are experienced in assessment (Carla Barrett, Sociology, and Bettina Carbonell, English) to speak about both the challenges and benefits to assessment. The event was held on April 30 during Community Hour and each presenter spoke for ten minutes about their personal experiences with assessment followed by an open discussion about the challenges of doing assessment. The Provost’s office provided lunch, for which the Committee thanks them. We received 17 RSVPs and had 31 people attend the event. An informal evaluation of the event showed that it was well received, as it allowed people to feel less alone in the assessment process and share their struggles. Based on the
feedback we received we plan to continue events of this sort in the future, and we will more formally assess those events.

**Assessing Administrative Units**

The Committee has struggled in the past to properly assess administrative units, probably in part due to the preponderance of faculty on the committee. This year we decided to spend time calibrating our response system to the types of reports that the administrative units produce. For this reason we did not respond to any administrative units this year. In order for the committee to better respond to these units we held a focus group on March 31, 2014, with ex-committee members from administrative units (Danielle Officer and Sumaya Villanueva) as well as current committee members Maureen Coyle and Rosann Santos-Elliot to discuss their frustrations with the formal assessment process. Moving forward we believe that the committee can help both academic and administrative units focus on the institutional learning goals when doing assessment, which should help assessment across the units be more uniform. In addition we plan to work to de-mystify the assessment process for administrative units. To this end we plan to hold a Lunch and Learn next year focused on administrative units and the Chair of the committee will hold individual meetings with the administrative units next year.

**Agenda for 2014/2015**

Next year the Committee plans to focus on:

- Creating a Culture of Assessment Across the Campus
  - Build on our experience hosting the Lunch and Learn this past semester and host one to two events of this kind each semester.
  - Wide dissemination of the assessment guidelines document across campus.
  - Designing an assessment workshop for the new faculty orientation (possible coordination with Provost office and/or CAT for this).

- Continuing review of assessment reports, and refining the 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.

- 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.
CWAC accomplished much this past year and worked well as a group. Danielle Officer left the committee at the end of the fall semester and was replaced by Rosann Santos-Elliott. No one resigned at the end of the spring semester and Jennifer Rutledge was chosen as Chair of the Committee for the 2014/2015 academic year.

Submitted by Jennifer Rutledge
(jrutledge@jjay.cuny.edu)

College-Wide Assessment Committee 2013/2014
Jennifer Rutledge, Political Science - Chair
Maureen Brady Coyle, International Studies and Programs
James De Lorenzi, History
Kelly Greene, Marketing and Development
Elizabeth Jeglic, Psychology
Jim Llana, Associate Provost for Institutional Effectiveness (ex officio)
Marie-Helen Maras, Fire Sciences
Virginia Moreno, Director of Outcomes Assessment (ex officio)
Bonnie Nelson, Library
Danielle Officer, Student Life (1/2 term)
Belinda Rincon, Latin American and Latina/o Studies
Rosann Santos-Elliott, Student Affairs (1/2 term)
Denise Thompson, Public Administration
College-Wide Assessment Committee
Meeting Agenda

DATE: Monday, October 7, 2013
TIME: 1:40 – 2:40 PM
LOCATION: NB – 9.66

1. Introduction of Committee
   a. Responsibilities and Goals
2. Introduction of Committee Members
3. Words from Jim Llana and Virginia Moreno
4. Agenda for the Year
   a. 5 feedback reports per person
   b. Getting started on Non-Academic Feedback reports
   c. Assessment Day? Celebrating Closing the Loop (?)
   d. Assessment Workshop at January Faculty Development Day
   e. Improvements to the Website
   f. Others???
5. Discussion of Process – how we get our work done
6. Homework
   a. Middle States Standard 7 and 14
   b. JJ Comprehensive Assessment Document
John Jay has an Assessment Committee with college-wide responsibilities. Having a single group with oversight and reporting responsibilities allows for the most efficient sharing of information, plans, and best practices, and in general promotes greater campus awareness about the benefits of systematic assessment.

The Campus-Wide Assessment Committee coordinates assessment efforts for both student learning and institutional effectiveness, broadly understood. The Committee works closely with the Director of Outcomes Assessment, who serves *ex officio*. The committee:

- Proposes to the Strategic Planning Subcommittee of the College Budget and Planning Committee-for its approval-a set of comprehensive assessment guidelines and, with support from the Office of the Associate Provost for Institutional Effectiveness, facilitates their implementation.
- Receives assessment plans and reports from academic departments and other units of the College in order to make recommendations about them and to identify best practices for the College.
- Proposes to the Strategic Planning Subcommittee-for its approval-broad policy recommendations on the conduct and uses of assessment.
- With the assistance of the Director of Outcomes Assessment, maintains a log of campus-wide assessment activities, especially those actions taken in direct response to assessment findings (i.e. activity that “closes the loop”).
- Promotes assessment activities and a “culture of assessment” across the campus through dissemination of information and best practices.
- At the end of each academic year, prepares an annual report on significant, ongoing assessment activities, with recommendations for the next year; the report shall be submitted to the Strategic Planning Subcommittee and to all units of the College, including the College Council.
- In collaboration with the Director of the Center for the Advancement of Teaching, recommends faculty development programs on the practice of assessment.

Guides the development of the campus assessment website with the support of the Office of the Associate Provost of Institutional Effectiveness.
College-Wide Assessment Committee  
Minutes Oct 7, 2013  

Present: Elizabeth Jeglic, Mari-Helen Maras, Bonnie Nelson, Denise Thompson, Danielle Officer, Maureen Coyle, Jennifer Rutledge, Jim Llana, Virginia Moreno.

Goals for the Year:  
Everyone to complete 5 feedback reports  
Must start focusing on providing feedback to Admin Units – particularly Advising, Counseling, First Year Experience, Student Affairs and Learning Centers. Define, Create and Publicize Assessment Fellows  
Awareness of Committee at the College Level – potential Assessment Day? Workshop at Faculty Development Day (Jennifer is in contact with Kevin Nesbitt and the CAT about this possibility)

Accessibility to Assessment Reports. Everyone should have access to all assessment resources on their work computers under “outcomes assessment\(\text{jjayfs4}\)”. If you don’t have access contact Virginia.

Homework: Read Middle States Standard 14 and 7 as well as the John Jay College Comprehensive Assessment Document (handed out in meeting and sent to absent members)
College-Wide Assessment Committee
Meeting Agenda

DATE: Wednesday, November 6, 2013
TIME: 1:40 – 2:40 PM
LOCATION: NB – 9.66

1. Responding to Reports and Plans
   a. Teams
   b. Majors – are there ones we can rotate?
   c. Minors
   d. Filling in Gaps from Last Year

2. Examples

3. Responding to Non-Academic Units

4. Ideas for Assessment Day

5. Conference on Non-Academic Assessment in Spring

Teams:

Team 1:
Danielle Office
Denise Thompson
Belinda Rincon

Team 2:
Maureen Coyle
James DeLorenzi
Marie-Helen Maras

Team 3:
Kelly Greene
Elizabeth Jeglic
Bonnie Nelson
College-Wide Assessment Committee
Meeting Minutes – November 6, 2013

Present: Jennifer Rutledge, Virginia Moreno, Maureen Coyle, Denise Thompson, James DeLorenzi, Belinda Rincon, Kelly Greene, Jim Llana

Jennifer proposed that we catch up on responding to reports that have received no responses yet, especially minors, of which there are many. To cut the workload, we discussed not providing feedback to those Departments that have done stellar reports in the past. There was general agreement on this approach, and Jennifer will decide how to categorize reports.

To help orient the committee to the work of assessing assessment reports, Jennifer distributed an example of a very good report and a very poor report. Members should review them. The question came up of how much time it takes to evaluate a report. Virginia pointed out that we should not look at reports in terms of giving a single grade but rather with the aim of providing thoughtful feedback concerning strengths and weaknesses. The purpose is to strengthen a Department’s work on assessment and so careful analysis is important; it is a somewhat time-consuming process. Jennifer reported typically doing three reports in “a Sunday afternoon.”

Virginia raised the question of responding to assessment plans, and there seemed to be agreement that anything submitted should merit a response.

Virginia made a comment about some difficulties with the Share Drive system, and others also had some problems. She should be informed if anyone has an access problem.

Maureen pointed out that non-academic units she’s familiar with were unaware of a rubric and the expectation to do assessment. She submitted annual reports when she was in UGS, and that seemed to be fine. We should inform non-academic units about assessment expectations so they can respond appropriately.

Virginia talked about how academic and administrative units differ in terms of assessment. The latter typically has a relatively short cycle compared to academic units, but their assessment should also be linked to program goals.

Jim suggested that we choose a manageable group of non-academic units to work with, concentrating on those units who have taken to assessment in the past. He will talk with the Registrar and with Student Affairs. Jennifer will meet with the two academic Deans to promote assessment of non-academic units in their areas.

James suggested that we review the rubric for evaluating non-academic units and all agreed that this made sense. Jennifer suggested that at the next meeting we could look at non-academic reports.
Jennifer will send out review assignments and everyone should look at the assessment sharedrive for materials. At the next meeting we will collectively review a report as a kind of norming session for how to evaluate assessment reports.

The committee isn’t the only source of feedback on assessment reports. They go to the Provost and they are discussed systematically in Chair evaluation meetings that take place in the summer.

Virginia commented that it might be good to have someone from the committee visit with departments if they seem to need help with assessment. We can decide who that might be on an as needed basis.
College-Wide Assessment Committee
Meeting Agenda

DATE: Wednesday, November 20, 2013
TIME: 1:40 – 2:40 PM
LOCATION: NB – 9.66

1. Norming Session
College-Wide Assessment Committee
Minutes November 20, 2013

Present: Mari-Helen Maras, Bonnie Nelson, Denise Thompson, Danielle Officer, Maureen Coyle, Jennifer Rutledge, Virginia Moreno, Belinda Rincon, James DeLorenzi

Held a Norming Session
College-Wide Assessment Committee
Meeting Agenda

DATE: Wednesday, February 5, 2014
TIME: 1:40 – 2:40 PM
LOCATION: NB – 9.66

1. Updates on Assessment Reports
2. Candidates for Best in Show File
3. Closing the Loop Database
4. Co-sponsor Non-Academic Assessment Conference with CUNY Assessment Council
5. John Jay Assessment Day planning
6. Access to Shared Drive
   a. Organization of shared drive
7. CLA Assessment - Jim

NOTE: MEETING CANCELLED DUE TO SNOW
College-Wide Assessment Committee
Meeting Agenda

DATE: Monday, February 24, 2014
TIME: 1:40 – 2:40 PM
LOCATION: NB – 9.66

1. Updates on Assessment Reports
   a. Candidates for Best in Show File
2. John Jay Assessment Day planning
1. Discussion about the possibility of an Assessment Day. The committee agreed that an entire day, particularly on a Friday, would be hard to guarantee attendance or interest. Thought this format would work better if integrated into Faculty Development Day.

2. Discussed the possibility of a once a month or twice a semester “Lunch and Learn.” These could take the format of an outside speaker, or presentations from the committee or discussions with those doing assessment in the different departments.

3. Idea of Assessment Awards rejected

4. Suggested idea of a listserv for those writing the assessment reports that would be monitored by the committee in the summer so that questions could be quickly answered.

5. Discussed idea of opening shared drive to whole faculty. The committee expressed some concern about this = worry that with small programs anonymity of students would be compromised. Would have to make sure to depersonalize student word.

6. Would like to see each department post assessment data on their own webpage. Could then do links to each department’s assessment data from the general assessment website.

7. Would be happy to coordinate with CUNY council on Non-Acad assessment.
1. Planning for the Lunch and Learn
Present: Jennifer Rutledge, Maureen Coyle, Kelly Greene, Bonnie Nelson, Marie Maras, Denise Thompson, Jim Llana

1. Next Meeting. We’ll meet next on March 31 to hear the non-academic people talk about assessment in their areas. We expect Danielle Officer and Sumaya Villanueva and perhaps others.

2. “Lunch and Learn.” The Committee agreed to do this on Wednesday, April 30, during community hour. Jim will see if he can get lunch or at least coffee and cookies. We expect to have 15-20 attendees. Chairs in particular and all other faculty should be notified about this. Jim will talk to Carla Barrett about presenting at this meeting. Jennifer will speak with someone in the English Department. We might publicize the event along the lines of “Assessment: Benefits and Challenges” to emphasize the point that there are challenges involved in doing effective assessment.
College-Wide Assessment Committee  
Meeting Agenda

DATE: Monday, March 31, 2014  
TIME: 1:40 – 2:40 PM  
LOCATION: NB – 9.66

1. Update on Lunch and Learn  
2. Focus Group on Making CWAC more useful for Non-Academic Units  
   a. Guests: Danielle Officer and Sumaya Villanueva
College-Wide Assessment Committee
Meeting Minutes --- March 31, 2014

Present: Jennifer Rutledge, Denise Thompson, Marie Maras, Maureen Coyle, Rosann Santos-Elliot, Bonnie Nelson, Jim Llana
Guests: Sumaya Villanueva, Danielle Officer

1. “Learn and Lunch.” Jennifer reminded everyone of the “Learn and Lunch” scheduled tentatively for April 30 during community hour. Jim will see about getting lunch and Carla Barrett.

2. Administrative Unit Assessment. Jennifer distributed pages from the comprehensive assessment document and the rubric for evaluating administrative units. Sumaya and Danielle were present to contribute to that discussion. Bonnie raised the question of integration: how can academic and administrative units coordinate with one another, given the idea that we’re all here to support student learning and success. Rosann spoke about that integration in planning for orientation. Sumaya lists what she wants student to learn in their advising sessions, and she keeps track of the numbers of students in the various sub-populations that are served by the advisors. Each year they try to serve a greater proportion of each population. Although the quality of the service is harder to ascertain they use surveys of student satisfaction. Have they learned planning? In the past they have used one-on-one conversations to test what the students learned from their advising sessions. At one point students were sent forms for them to plan their four-year programs, but no one used them. That feedback led to a more modest request for two-year plans, and the results were much better.

Jim steered the conversation back to Bonnie’s point and suggested that greater use of institutional learning goals could help integrate the various units at the College. There are goals promoted by the institution and units within should adopt those relevant to its mission.

Danielle talked about using surveys to determine if students have learned. She thought the structured approach in the assessment document works well for her area. Others thought the same thing and we wondered where the criticisms of the assessment process were coming from. Rosann suggested that education was needed around the rubric and assessment guidelines, and all agreed. Denise wondered about the link between academic goals and other goals. Jim again pointed to the importance of the broader institutional goals which can relate to many units.

Bonnie pointed to the difficulty of measuring the consequences of particular services in the library as they contribute to student success. There are just so many variables.
Sumaya agreed that education would be important; most units do assess but they don’t do it systematically and they don’t document it.

Jennifer posed the question of how to de-mystify assessment. Should we send committee members to speak with people? Should we require attendance at the “Learn and Lunch” sessions?

There was discussion of the mid-year reviews, with Sumaya talking about her experience. This is an important example of administrative assessment.

Jennifer concluded with the thought that education is the key to promoting assessment.

As a result of the conversation today, we have somewhere to go now.
College-Wide Assessment Committee
Meeting Agenda

DATE: Thursday May 22
TIME: 1:40 – 2:40 PM
LOCATION: NB – 9.66

1. Election for Chair
2. Plan for Next Year
   a. August Faculty Development Day
   b. Future Lunch and Learns
   c. Other ways to promote a Culture of Assessment
3. Report on Middle States Conference – Maria and Denise
4. Meta-assessment
   a. Please read: http://illinois.edu/blog/view/915/99344
College-Wide Assessment Committee
Meeting Minutes --- May 22, 2014

Present: Jennifer Rutledge, Marie Maras, Maureen Coyle, Rosann Santos-Elliot, Bonnie Nelson, Jim Llana, James DeLorenzi, Kelly Greene, Virigina Moreno

1. Jennifer Rutledge elected chair for next year.
2. All committee members present plan to return to the committee next year. Jennifer will email the ones not in attendance to check.
3. Maria Maras reported on a Middle States Assessment Conference she attended. She will send notes to the Committee
4. Planning for Next Year:
   a. Events to promote assessment
      i. Faculty Development Day Panel on “How to Design your Syllabus with Assessment in Mind” or Integrating Assessment into Course Planning”
      ii. Lunch and Learn in October on “Quick and Dirty Assessment”
      iii. Lunch and Learn on “Creating a Culture of Assessment”
4. Virginia Moreno presented data on meta-assessment which the committee can use to figure out where the departmental/program assessment reports are lacking. The committee can use this data to guide their responses to the reports next year. Jennifer will get the reports from this past year to Virginia so she can update this assessment.