

COLLEGE COUNCIL COMMITTEES

AGENDAS

ATTENDANCE

MINUTES

2014-2015

College Council Committee Agendas, Attendance & Minutes

2014-2015

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**Exempt from submitting minutes.*

College Council

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

September 22, 2014
1:40 p.m.
9.64NB

- I. Adoption of the Agenda
- II. Election of the Secretary to the College Council
- III. Minutes of the May 15, 2014 College Council (attachment A), **Pg. 2**
- IV. Approval of the Members of the College Council Committees (attachment B), **Pg. 5**
- V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C3) – Interim Dean Allison Pease

New Courses

- C1. CSCI 3XX Databases and Data Mining, **Pg. 25**
- C2. LIT 2XX The Making of Science (SCI WLD), **Pg. 37**
- C3. SOC 3XX Food Justice (JCII), **Pg. 53**

- VI. Report from the Committee on Graduate Studies (attachment D1-D2) – Dean Anne Lopes

New Courses

- D1. ICJ 705 Human Rights and Counterterrorism, **Pg. 69**

Programs

- D2. Change in Advanced Certificate Program: Advanced Certificate in Terrorism Studies, **Pg. 83**

- VII. 2013-2014 College Council Committee Activity Report (attachment E), **Pg. 86**

- VIII. 2014-2015 College Council Calendar (attachment F), **Pg. 87**

- IX. New Business

- X. Administrative Announcements – President Travis

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

- XII. Announcements from the Student Council – President Shereef Hassan

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

COLLEGE COUNCIL SIGN-IN SHEET

Monday, September 22, 2014

Agalo-os, Grace Theresa
Alford, Schevaletta
Balis, Andrea
Benton, Warren
Berlin, Adam
Bowers, Jane
Calirman, Claudia
Carpi, Anthony
Cauthen, James
Celinska, Katarzyna
Clowers, Marsha
Cook-Francis, Lynette
Dapia, Silvia
Dikambi, Sandrine
Domashevskiy, Artem
Dunham, Janice
Dysart, Jennifer
Escher, Margaret
Falkenbach, Diana
Furst, Robert

Gentile, Katie	Kat G
Gideon, Lior	
Gutierrez, John	JG
Haberfeld, Maki	Maki Haberfeld
Hassan, Shereef	
Huskic, Alma	
James, Norris	Norris James
Johnson, Hunter	Hunter Johnson
Kabir, Faika	Faika Kabir
Kaplowitz, Karen	Karen Kaplowitz
Kennedy, Tiffani	Tiffani Kennedy
Kiriakova, Maria	Maria Kiriakova
Kontos, Louis	
Kucharski, Tom	Tom Kucharski
Kynard, Carmen	Carmen Kynard
Lam, Nilsa	Nilsa Lam
Lazare, Taisha	Taisha Lazare
Lee, Kyoo	Kyoo Lee
Lopes, Anne	Anne Lopes
Maiorino, Vincent	Vincent Maiorino
Malki, Xerxes	Xerxes Malki
Onorato, Tiffany	Tiffany Onorato
Pastrana, Jay	Jay Pastrana

Paulino, Edward	<i>Edward Paulino</i>
Pease, Allison	<i>Allison Pease</i>
Perna, Giovanni	<i>Giovanni Perna</i>
Pezzella, Frank	
Pignatello, Robert	
Ponzo, Nicole	<i>Nicole Ponzo</i>
Powers, Melinda	
Rehman, Muhammad	
Remeza, Dainius	<i>Dainius Remeza</i>
Roberts, Kyle	<i>Kyle Roberts</i>
Roberts, Marcel	<i>Marcel Roberts</i>
Romero, Raul	<i>Raul Romero</i>
Rubio, Raul	
Santos-Elliott, Rosann	<i>Rosann Santos-Elliott</i>
Scaduto, Michael	
Seda, Ian	
Sheehan, Francis	
Stone, Charles	<i>Charles Stone</i>
Strobl, Staci	<i>Staci Strobl</i>
Till, Robert	
Travis, Jeremy	
Troy, Robert	<i>Robert Troy</i>
Umbach, Fritz	

Urena, Arturo



Wilkins, Kristal

Winter, Janet

Milner

Yaverbaum, Daniel

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Monday, September 22, 2014

The College Council held its first meeting of the 2014-2015 academic year on Monday, September 22, 2014. The meeting was called to order at 1:50 p.m. and the following members were present: Andrea Balis, Warren Benton, Adam Berlin, Jane P. Bowers, Claudia Calirman, James Cauthen, Katarzyna Celinska, Lynette Cook-Francis, Silvia Dapia, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Margaret Escher, Robert Terry Furst, Katie Gentile, John Gutierrez, Maki Haberfeld, Norris James, Hunter Johnson, Faika Kabir, Karen Kaplowitz, Tiffani Kennedy, Maria Kiriakova, Tom Kucharski, Carmen Kynard, Nilsa Lam, Taisha Lazare, Kyoo Lee, Anne Lopes, Vincent Maiorino, Xerxes Malki, Tiffany Onorato, Jay Pastrana, Edward Paulino, Allison Pease, Giovanni Perna, Nicole Ponzo, Dainius Remeza, Kyle Roberts, Marcel Roberts, Raul Romero, Rosann Santos-Elliott, Francis Sheehan, Charles Stone, Staci Strobl, Jeremy Travis, Robert Troy, Arturo Urena and Janet Winter.

Absent were: Grace Theresa Agalo-os, Scheveletta Alford, Anthony Capri, Marsha Clowers, Jennifer Dysart, Diana Falkenbach, Lior Gideon, Shereef Hassan, Alma Huskic, Louis Kontos, Frank Pezzella, Robert Pignatello, Muhammad Rehman, Raul Rubio, Michael Scaduto, Ian Seda, Robert Till, Fritz Umbach, Kristal Wilkins and Daniel Yaverbaum.

I. **Adoption of the Agenda**

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

II. **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.

III. **Minutes of the May 15, 2014 College Council**

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

In Favor: 44

Oppose: 0

Abstentions: 4

IV. **Approval of the Members of the College Council Committees**

It was moved to amend the membership list as follows:

College Council

- Professor Raul Romero, Modern Languages and Literatures department was nominated to serve as a faculty at large member.

Undergraduate Curriculum and Academic Standards Committee

- Adam Stone, Registrar replaces Vice President Robert Troy.

- Professor Ed Snajdr will serve for the fall semester and Professor Ric Curtis will serve for the spring semester as the representatives for the Anthropology department.
- Professor Bettina Murray replaces Professor Marty Wallerstein as representative for the Communication and Theater Arts department.
- Professor Ma'at Lewis replaces Vice President Lynette Cook-Francis as representative for the Counseling department.
- Professor Michael Puls will serve for the fall semester and Professor John Bryk will serve for the spring semester as the representatives of the Mathematics and Computer Science Department.

Committee on Graduate Studies

- Dean Kenneth Holmes title should read Assistant Vice President and Dean of Students.
- Professor Kevin Nadal replaces Professor Silvia Mazzula as the Graduate Program Director for Forensic Mental Health Counseling.

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C3)

A motion was made to adopt the new course marked “C1. CSCI 3XX Databases and Data Mining”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “C2. LIT 2XX The Making of Science (SCI WLD)”. The motion was seconded and approved unanimously with the following amendment:

- In the Rationale section the line should read:
“By giving students direct experience of the scientific practices that produced new scientific discoveries, as well as their literary and imaginative mediation, this course will lead students to a rich understanding of the strenuous labor (both material and rhetorical) that is required to create our ‘Scientific World’.”

A motion was made to adopt the new course marked “C3. SOC 3XX Food Justice (JCII)”. The motion was seconded and approved unanimously.

VI. Report from the Committee on Graduate Studies (attachments D1-D2)

A motion was made to adopt the new course marked “D1. ICJ 705 Human Rights and Counterterrorism”. The motion was seconded and approved unanimously.

A motion was made to adopt the revised program marked “D2. Change in Advanced Certificate Program: Advanced Certificate in Terrorism Studies”. The motion was seconded and approved unanimously.

VII. New Business

Provost Bowers proposed a motion for the approval of the following faculty member nominations to the Pathways Review Committees: Associate Professor Carmen Kynard, Department of English, for Subcommittee One: “English Composition,”

“Creative Expression,” and “Individual and Society.” Associate Professor Constantin Georgatos, Department of Mathematics and Computer Science, for Subcommittee Two: “Mathematical and Quantitative Reasoning,” “Life and Physical Sciences,” and “Scientific World.” Associate Professor C. Jama Adams, Department of Africana Studies, for Subcommittee Three: “World Cultures and Global Issues” and “U.S. Experience in its Diversity.” The motion was seconded and approved unanimously.

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

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

October 23, 2014
1:40 p.m.
9.64NB

- I. Adoption of the Agenda
- II. Minutes of the September 22, 2014 College Council (attachment A), **Pg. 3**
- III. Approval of the Members of the College Council Committees (attachment B), **Pg. 6**
 - Kaniz Fatima was nominated to fill the vacant position as the Freshman representative on the College Council Committee., **Pg. 9**
 - Barna Akkas and Maria Plata were nominated to fill the vacant positions as the Student representative alternates on the College Council Committee., **Pg. 9**
 - Taisha Guy was nominated to fill the vacant position as the Student representative on the Faculty-Student Disciplinary Committee., **Pg. 14**
 - Nikki Hancock-Nicholson and Michael Scaduto were nominated to fill the vacant positions as the HEO representatives on the Budget and Planning Committee., **Pg. 18**
 - Anthony Marcus was nominated to fill the vacant position as the Council of Chairs representative on the Financial Planning Subcommittee and the Strategic Planning Subcommittee., **Pg. 18-19**
 - Maureen Brady-Coyle, Kelly Greene, and Rosann Santos-Elliott were nominated to fill the vacant positions as the HEO representatives on the College-Wide Assessment Committee., **Pg. 25**
- IV. Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C2) – Interim Dean Allison Pease
 - Programs
 - C1. Honors in the Economics Major, **Pg. 26**
 - C2. Honors Option for BA in Gender Studies, **Pg. 30**
- V. Proposal from the Committee on Graduate Studies (attachment D) – Associate Provost and Dean Anne Lopes
 - Academic Standard
 - D. Proposed Revision of the Grade of WU policy for graduate students, **Pg. 34**

**VI. Proposal from the Provost's Taskforce on the Student Evaluation of the Faculty
(attachment E) – Director Kevin Nesbitt**

**E. Proposal to Evaluate All Courses Using the Current Online Tool and
Questionnaire for a Period of Two Years., Pg. 35**

VII. New Business

VIII. Administrative Announcements – President Travis

IX. Announcements from the Faculty Senate – President Karen Kaplowitz

X. Announcements from the Student Council – President Shereef Hassan

Thursday, October 23, 2014

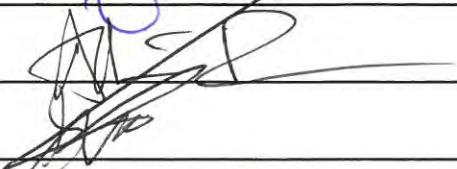
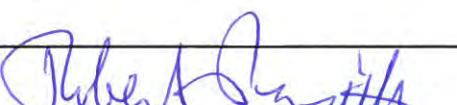
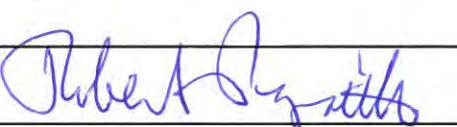
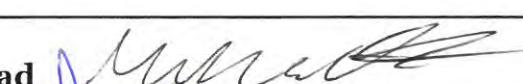
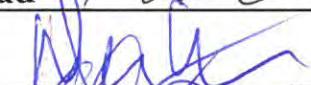
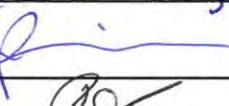
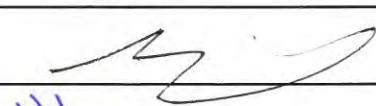
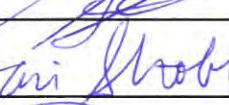
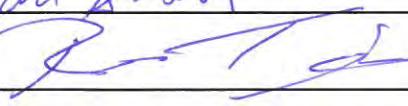
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

COLLEGE COUNCIL SIGN-IN SHEET

Thursday, October 23, 2014

Agalo-os, Grace Theresa	
Akkas, Barna	
Alford, Schevaletta	
Balis, Andrea	
Benton, Warren	
Berlin, Adam	
Bowers, Jane	
Calirman, Claudia	
Carpi, Anthony	
Cauthen, James	
Celinska, Katarzyna	
Clowers, Marsha	
Cook-Francis, Lynette	
Dapia, Silvia	
Dikambi, Sandrine	
Domashevskiy, Artem	
Dunham, Janice	
Dysart, Jennifer	
Escher, Margaret	
Falkenbach, Diana	

Fatima, Kaniz	<i>Kaniz Fatima</i>
Furst, Robert	
Gentile, Katie	<i>Katie Gentile</i>
Gideon, Lior	<i>Lior Gideon</i>
Gutierrez, John	<i>John Gutierrez</i>
Haberfeld, Maki	<i>Maki Haberfeld</i>
Hassan, Shereef	<i>Shereef Hassan</i>
Huskic, Alma	
James, Norris	
Johnson, Hunter	<i>Hunter Johnson</i>
Kabir, Faika	<i>Faika Kabir</i>
Kaplowitz, Karen	<i>Karen Kaplowitz</i>
Kennedy, Tiffani	
Kiriakova, Maria	<i>Maria Kiriakova</i>
Kontos, Louis	
Kucharski, Tom	
Kynard, Carmen	
Lam, Nilsa	<i>Nilsa Lam</i>
Lazare, Taisha	<i>Taisha Lazare</i>
Lee, Kyoo	
Lopes, Anne	
Maiorino, Vincent	<i>Vincent Maiorino</i>
Malki, Xerxes	<i>Xerxes Malki</i>

Onorato, Tiffany	
Pastrana, Jay	
Paulino, Edward	
Pease, Allison	
Perna, Giovanni	
Pezzella, Frank	
Pignatello, Robert	
Plata, Maria	
Ponzo, Nicole	
Powers, Melinda	
Rehman, Muhammad	
Remeza, Dainius	
Roberts, Kyle	
Roberts, Marcel	
Romero, Raul	
Rubio, Raul	
Santos-Elliott, Rosann	
Scaduto, Michael	
Seda, Ian	
Sheehan, Francis	
Stone, Charles	
Strobl, Staci	
Till, Robert	

Travis, Jeremy

Troy, Robert

Umbach, Fritz

Urena, Arturo *ASB*

Wilkins, Kristal

Winter, Janet

White

Daniel

Yaverbaum, Daniel

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Thursday, October 23, 2014

The College Council held its second meeting of the 2014-2015 academic year on Thursday, October 23, 2014. The meeting was called to order at 1:50 p.m. and the following members were present: Grace Theresa Agalo-os, Barna Akkas, Schevaletta Alford, Andrea Balis, Adam Berlin, Jane P. Bowers, Claudia Calirman, Anthony Carpi, James Cauthen, Katarzyna Celinska, Lynette Cook-Francis, Silvia Dapia, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Jennifer Dysart, Margaret Escher, Kuniz Fatima, Katie Gentile, Lior Gideon, John Gutierrez, Maki Haberfeld, Shereef Hassan, Hunter Johnson, Faika Kabir, Karen Kaplowitz, Maria Kiriakova, Carmen Kynard, Nilsa Lam, Taisha Lazare, Anne Lopes, Vincent Maiorino, Xerxes Malki, Edward Paulino, Allison Pease, Giovanni Perna, Robert Pignatello, Muhammad Rehman, Dainius Remeza, Kyle Roberts, Marcel Roberts, Raul Romero, Raul Rubio, Rosann Santos-Elliott, Michael Scaduto, Ian Seda, Francis Sheehan, Charles Stone, Staci Strobl, Robert Till, Jeremy Travis, Robert Troy, Arturo Urena, Janet Winter and Daniel Yaverbaum.

Absent were: Warren Benton, Marsha Clowers, Diana Falkenbach, Robert Furst, Alma Huskic, Norris James, Tiffani Kennedy, Louis Kontos, Tom Kucharski, Kyoo Lee, Jay Pastrana, Frank Pezzella, Nicole Ponzo, Fritz Umbach and Kristal Wilkins.

I. Adoption of the Agenda

A motion was made to amend the agenda as follows:

- Provost Bowers made a subsidiary motion to replace Director Kevin Nesbitt as the presenter for item VI with Professors David Munns and Jay Hamilton. Provost Bowers also stated that the document should be corrected to read "We" and not "I" to indicate the request came from the Taskforce and not an individual.
- Associate Provost and Dean Lopes moved to have item V withdrawn from the agenda.

The motion was seconded and passed.

In Favor: 45

Oppose: 0

Abstentions: 9

II. Minutes of the September 22, 2014 College Council

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

In Favor: 53

Oppose: 0

Abstentions: 1

III. Approval of the Members of the College Council Committees

It was moved to amend the membership list as follows:

Undergraduate Curriculum and Academic Standards Committee

- Professor Jonathan Jacobs replaces Professor Mary Ann McClure as the Philosophy department representative.
- Giovanni Perna replaces Muhammad Rehman as the student representative.

The motion was seconded and approved unanimously.

IV. **Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C3)**

A motion was made to adopt the new program marked “C1. Honors in the Economics Major”. The motion was seconded and passed.

In Favor: 53

Oppose: 0

Abstentions: 1

A motion was made to adopt the new program marked “C2. Honors Option for BA in Gender Studies”. The motion was seconded and approved unanimously .

V. **Proposal from the Committee on Graduate Studies (attachments D)**

The item marked “D. Proposed Revision of the Grade of WU policy for graduate students” was withdrawn.

VI. **Proposal from the Provost’s Taskforce on the Student Evaluation of the Faculty (attachment E)**

A motion was made to table the proposal until the February College Council “E. Proposal to Evaluate All Courses Using the Current Online Tool and Questionnaire for a Period of Two Years”. The motion was seconded and failed.

In Favor: 23

Oppose: 28

Abstentions: 3

A motion was made by Professor Valerie Allen on behalf of the Faculty Personnel Committee to amend the proposal to read “In addition, a new college mean based on the online data set will be established each semester as the baseline for comparison”. The motion was seconded and failed.

In Favor: 31

Oppose: 3

Abstentions: 18

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

In Favor: 33

Oppose: 10

Abstentions: 7

The meeting was adjourned at 3:02 p.m.

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

November 25, 2014

1:40 p.m.

9.64NB

- I. Adoption of the Agenda
- II. Minutes of the October 23, 2014 College Council (attachment A), **Pg. 3**
- III. Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B10) – Interim Dean Allison Pease

New Courses

- B1. POL 4XX Senior Seminar in American and Urban Politics and Policy, **Pg. 5**

Course Revisions

- B2. LIT 260 Introduction to Literary Study, **Pg. 15**
- B3. CSCI 260 Data Processing, **Pg. 17**
- B4. MAT 241 Calculus I, **Pg. 19**
- B5. MAT 242 Calculus II, **Pg. 21**
- B6. MAT 243 Calculus III, **Pg. 23**
- B7. MAT 310 Linear Algebra, **Pg. 25**

Programs

- B8. Proposal to Revise the BA in Criminal Justice (Crime Control and Prevention), **Pg. 27**
- B9. Proposal to Establish Admissions Standards for the BS Degrees in Forensic Science and Biology, **Pg. 31**

Academic Standards

- B10. Proposal to Grant Credit for the International Baccalaureate (IB) Exams, **Pg. 38**

- IV. Proposals from the Committee on Graduate Studies (attachment C1-C8) – Associate Provost and Dean Anne Lopes

Course Revision

- C1. CRJ 772 Terrorism in Terrorism Studies, **Pg. 39**
- C2. CRJ 776 Intensive Seminar in Terrorism Studies, **Pg. 41**
- C3. CRJ 786 Problem-Oriented Policing, **Pg. 43**
- C4. PAD 771 Capstone Seminar, **Pg. 45**

Programs

- C5. Change in degree program: Advanced Certificate in Terrorism Studies, **Pg. 47**
- C6. Change in degree program: Advanced Certificate in Crime Prevention and

Analysis, Pg. 50

C7. Change in degree program: MS in Protection Management, **Pg. 52**

Academic Standards

C8. WU policy for graduate students revised, **Pg. 56**

V. New Business

VI. Administrative Announcements – President Travis

VII. Announcements from the Faculty Senate – President Karen Kaplowitz

VIII. Announcements from the Student Council – President Shereef Hassan

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

COLLEGE COUNCIL SIGN-IN SHEET

Tuesday November 25, 2014

Agalo-os, Grace Theresa

Akkas, Barna

Alford, Schevaletta

Balis, Andrea

Benton, Warren

Berlin, Adam

Bowers, Jane

Calirman, Claudia

Carpi, Anthony

Cauthen, James

Celinska, Katarzyna

Clowers, Marsha

Cook-Francis, Lynette

Corthals, Angelique

Dapia, Silvia

Dikambi, Sandrine

Domashhevskiy, Artem

Dunham, Janice

Dysart, Jennifer

Escher, Margaret

Falkenbach, Diana

Fatima, Kaniz

Furst, Robert

Q. F.

Gentile, Katie

Katie Gentile

Gideon, Lior

Lior Gideon

Gutierrez, John

John Gutierrez

Haberfeld, Maki

Maki Haberfeld

Hassan, Shereef

Huskic, Alma

James, Norris

Johnson, Hunter

Hunter Johnson

Kabir, Faika

Faika Kabir

Kaplowitz, Karen

Karen Kaplowitz

Kennedy, Tiffani

T. Kennedy

Kiriakova, Maria

Maria Kiriakova

Kontos, Louis

Louis Kontos

Kucharski, Tom

Tom Kucharski

Kynard, Carmen

Carmen Kynard

Lam, Nilsa

Nilsa Lam

Lazare, Taisha

Taisha Lazare

Lee, Kyoo

Kyoo Lee

Lopes, Anne

Anne Lopes

Maiorino, Vincent

Vincent Maiorino

Malki, Xerxes	
Onorato, Tiffany	<i>G. Onorato</i>
Pastrana, Jay	<i>Jay Pastrana</i>
Paulino, Edward	<i>E. Paulino</i>
Pease, Allison	<i>Allison Pease</i>
Perna, Giovanni	
Pezzella, Frank	
Pignatello, Robert	
Plata, Maria	<i>Maria Plata</i>
Ponzo, Nicole	
Powers, Melinda	
Rehman, Muhammad	
Remeza, Dainius	
Roberts, Kyle	<i>Kyle Roberts</i>
Romero, Raul	
Rubio, Raul	
Santos-Elliott, Rosann	
Scaduto, Michael	<i>M. Scaduto</i>
Seda, Ian	
Sheehan, Francis	<i>F. Sheehan</i>
Stone, Charles	<i>C. Stone</i>
Strobl, Staci	<i>Staci Strobl</i>
Till, Robert	<i>Robert Till</i>

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Tuesday November 25, 2014

The College Council held its third meeting of the 2014-2015 academic year on Tuesday, November 25, 2014. The meeting was called to order at 1:50 p.m. and the following members were present: Warren Benton, Adam Berlin, Jane P. Bowers, Anthony Carpi, James Cauthen, Katarzyna Celinska, Lynette Cook-Francis, Sandrine Dikambi, Artem Domashevskiy, Robert Furst, Katie Gentile, Lior Gideon, John Gutierrez, Maki Haberfeld, Norris James, Hunter Johnson, Faika Kabir, Karen Kaplowitz, Tiffani Kennedy, Maria Kiriakova, Louis Kontos, Tom Kucharski, Carmen Kynard, Nilsa Lam, Taisha Lazare, Anne Lopes, Vincent Maiorino, Tiffany Onorato, Jay Pastrana, Edward Paulino, Allison Pease, Frank Pezzella, Maria Plata, Dainius Remeza, Kyle Roberts, Raul Rubio, Michael Scaduto, Francis Sheehan, Charles Stone, Staci Strobl, Robert Till, Jeremy Travis, Robert Troy, Kristal Wilkins and Janet Winter.

Absent were: Grace Theresa Agalo-os, Scheveletta Alford, Andrea Balis, Claudia Calirman, Marsha Clowers, Angelique Corthals, Janice Dunham, Jennifer Dysart, Margaret Escher, Diana Falkenbach, Kuniz Fatima, Shereef Hassan, Alma Huskic, Kyoo Lee, Xerxes Malki, Giovanni Perna, Robert Pignatello, Nicole Ponzo, Muhammad Rehman, Raul Romero, Rosann Santos-Elliott, Ian Seda, Fritz Umbach, Arturo Urena and Daniel Yaverbaum.

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 23, 2014 College Council**

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

In Favor: 43

Oppose: 0

Abstentions: 1

III. **Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B10)**

A motion was made to adopt the new program marked "B1. POL 4XX Senior Seminar in American and Urban Politics and Policy". The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked B2-B7 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked B2-B7:

- | | | |
|-----|----------|--------------------------------|
| B2. | LIT 260 | Introduction to Literary Study |
| B3. | CSCI 260 | Data Processing |
| B4. | MAT 241 | Calculus I |

B5.	MAT 242	Calculus II
B6.	MAT 243	Calculus III
B7.	MAT 310	Linear Algebra

The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “B8. Proposal to Revise the BA in Criminal Justice (Crime Control and Prevention)”. The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “B9. Proposal to Establish Admissions Standards for the BS Degrees in Forensic Science and Biology”. UCASC will assess the implementation and accountability of this proposal and report back to the College Council. The motion was seconded and approved unanimously.

A motion was made to adopt the academic standards marked “B10. Proposal to Grant Credit for the International Baccalaureate (IB) Exams”. The motion was seconded and passed.

In Favor: 42

Oppose: 0

Abstentions: 2

IV.

Proposals from the Committee on Graduate Studies (attachments C1-C8)

A motion was made to adopt the course revision marked “C1. CRJ 772 Terrorism in Terrorism Studies”. The motion was seconded and approved unanimously with the following amendment:

- The course title listed in the agenda and in the proposal “Terrorism in Terrorism Studies” is incorrect. The current title is “Seminar in Terrorism Studies” and it will not be changed.

A motion was made to adopt the course revision marked “C2. CRJ 776 Intensive Seminar in Terrorism Studies”. The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked “C3. CRJ 786 Problem-Oriented Policing”. The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked “C4. PAD 771 Capstone Seminar”. The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “C5. Change in Degree program: Advanced Certificate in Terrorism Studies”. The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “C6. Change in Degree program: Advanced Certificate in Crime Prevention and Analysis”. The motion was seconded and passed.

In Favor: 43

Oppose: 0

Abstentions: 1

A motion was made to adopt the program marked “C7. Change in Degree program: MS in Protection Management”. The motion was seconded and approved unanimously.

A motion was made to amend the academic standards marked “C8. WU policy for graduate students revised” as follows:

- Students who want to withdraw from a class are therefore advised to submit an official Application for Resignation online via CUNYfirst prior to the end of the tenth week of classes.
- The policy would be effective Fall 2015 and apply to currently enrolled students.

The meeting was adjourned at 2:48 p.m.

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

December 11, 2014
1:40 p.m.
9.64NB

Time

- I. **1:45** Adoption of the Agenda, **Pg. 1**
- II. **1:46** Minutes of the November 25, 2014 College Council (attachment A), **Pg. 3**
- III. **1:47** Approval of the Members of the College Council Committees (attachment B),
Pg. 6
 - Professor John Gutierrez was nominated to fill the vacant position on the Executive Committee of the College Council., **Pg. 11**
- IV. **1:48** Proposal from the Provost's Taskforce on the Student Evaluation of the Faculty (attachment C) – Professor Jay Hamilton
 - C. Proposal to Evaluate All Courses Online for a Period of Two Years,
Pg. 26
- V. **2:08** Proposal from the Committee on Graduate Studies (attachments D1-D5) – Associate Provost and Dean Anne Lopes
 - Course Revisions**
 - D1. Change in degree program: MPA-IO addition of specialization in Inspection and Oversight of Health Services, **Pg. 42**
- VI. **2:28** Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments E1-E21) – Interim Dean Allison Pease

Programs

- E1. Proposal for a New BA with a Major in Spanish, **Pg. 94**
- E2. Proposal to Add Online Format for BS in Security Management, **Pg. 129**
- E3. Proposal to Revise the Law Minor, **Pg. 146**
- E4. Proposal to Revise the Computer Science Minor, **Pg. 149**

Academic Standards

E5. Proposal to Revise the Policy on External Credit, **Pg. 153**

New Courses

- | | |
|--------------------|---|
| E6. AFR 2XX (224) | African American Journeys (LP), Pg. 155 |
| E7. ART 3XX (318) | Social Activism in the Visual Arts (JCII), Pg. 180 |
| E8. CJBA 2XX (241) | Quantitative Inquiry of Problems in Criminal Justice II, Pg. 201 |
| E9. HIS 1XX (150) | Doing History, Pg. 209 |
| E10. HON 4XX (401) | Capstone Seminar, Pg. 218 |
| E11. SPA 2XX (255) | Spanish for the Professional, Pg. 230 |

Course Revisions

- | | |
|-------------------|--|
| E12. CJBA 240 | Quantitative Inquiry of Problems in Criminal Justice, Pg. 242 |
| E13. CJBA 340 | Research Methods in Criminal Justice, Pg. 249 |
| E14. CJBA 363 | Space, Crime and Place: Methods, Applications and Theory, Pg. 251 |
| E15. CJBA 365 | Change and Innovation in Criminal Justice, Pg. 253 |
| E16. CJBA 380-381 | Special Topics in Criminal Justice Research, Pg. 255 |
| E17. SPA 321 | Introduction to Spanish Literature I, Pg. 257 |
| E18. SPA 322 | Introduction to Spanish Literature II, Pg. 259 |
| E19. SPA 331 | Introduction to Latin American Literature I, Pg. 261 |
| E20. SPA 332 | Introduction to Latin American Literature II, Pg. 263 |
| E21. SPA 401 | Contemporary Issues in Hispanic Literature, Pg. 265 |

VII. **2:48** New Business

VIII. Administrative Announcements – President Travis

IX. Announcements from the Faculty Senate – President Karen Kaplowitz

X. Announcements from the Student Council – President Shereef Hassan

Thursday, December 11, 2014

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

COLLEGE COUNCIL SIGN-IN SHEET

Thursday December 11, 2014

Agalo-os, Grace Theresa

Akkas, Barna

Alford, Schevaletta

Balis, Andrea

Benton, Warren

Berlin, Adam

Bowers, Jane

Calirman, Claudia

Carpi, Anthony

Cauthen, James

Celinska, Katarzyna

Clowers, Marsha

Cook-Francis, Lynette

Corthals, Angelique

Dapia, Silvia

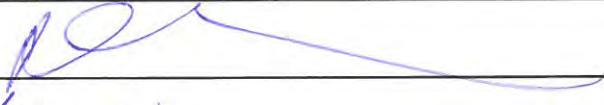
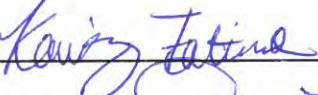
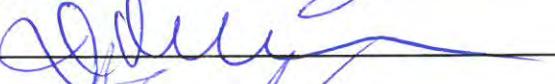
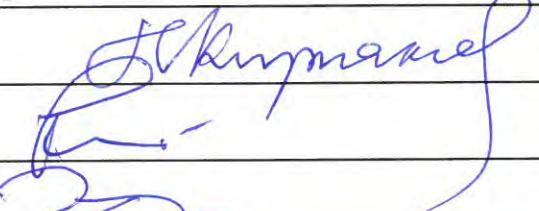
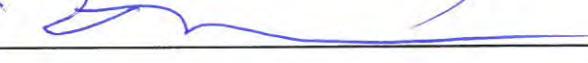
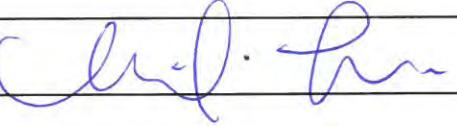
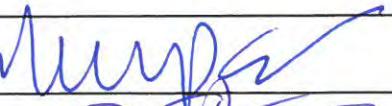
Dikambi, Sandrine

Domashevskiy, Artem

Dunham, Janice

Dysart, Jennifer

Escher, Margaret

Falkenbach, Diana	
Fatima, Kaniz	
Furst, Robert	
Gentile, Katie	
Gideon, Lior	
Gutierrez, John	
Haberfeld, Maki	
Hassan, Shereef	
Huskic, Alma	
James, Norris	
Johnson, Hunter	
Kabir, Faika	
Kaplowitz, Karen	
Kennedy, Tiffani	
Kiriakova, Maria	
Kontos, Louis	
Kucharski, Tom	
Kynard, Carmen	
Lam, Nilsa	
Lazare, Taisha	
Lee, Kyoo	
Lopes, Anne	
Maiorino, Vincent	

Malki, Xerxes	
Onorato, Tiffany	
Pastrana, Jay	<i>Onor Pastrana</i>
Paulino, Edward	
Pease, Allison	<i>AL R</i>
Perna, Giovanni	<i>G Perna</i>
Pezzella, Frank	
Pignatello, Robert	<i>Robert Pignatello</i>
Plata, Maria	
Ponzo, Nicole	<i>Nicole Ponzo</i>
Powers, Melinda	
Rehman, Muhammad	<i>Muhammad Rehman</i>
Remeza, Dainius	
Roberts, Kyle	
Romero, Raul	<i>Raul Romero</i>
Rubio, Raul	<i>Raul Rubio</i>
Santos-Elliott, Rosann	
Scaduto, Michael	
Seda, Ian	
Sheehan, Francis	<i>Francis Sheehan</i>
Stone, Charles	
Strobl, Staci	<i>Staci Strobl</i>
Till, Robert	

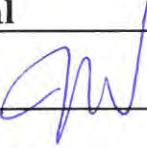
Travis, Jeremy

Troy, Robert 

Umbach, Fritz

Urena, Arturo

Wilkins, Kristal

Winter, Janet 

Yaverbaum, Daniel

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Thursday, December 11, 2014

The College Council held its fourth meeting of the 2014-2015 academic year on Thursday, December 11, 2014. The meeting was called to order at 1:50 p.m. and the following members were present: Grace Theresa Agalo-os, Scheveletta Alford, Andrea Balis, Warren Benton, Adam Berlin, Jane P. Bowers, Claudia Calirman, James Cauthen, Katarzyna Celinska, Sylvia Dapia, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Jennifer Dysart, Margaret Escher, Diana Falkenbach, Kaniz Fatima, Robert Furst, Katie Gentile, Lior Gideon, John Gutierrez, Maki Haberfeld, Shereef Hassan, Alma Huskic, Hunter Johnson, Faika Kabir, Maria Kiriakova, Louis Kontos, Tom Kucharski, Carmen Kynard, Nilsa Lam, Anne Lopes, Vincent Maiorino, Jay Pastrana, Allison Pease, Giovannu Perna, Frank Pezzella, Robert Pignatello, Nicole Ponzo, Melinda Powers, Muhammad Rehman, Dainius Remeza, Kyle Roberts, Raul Romero, Raul Rubio, Rosann Santos-Elliott, Michael Scaduto, Francis Sheehan, Charles Stone, Staci Strobl, Robert Till, Jeremy Travis, Robert Troy and Janet Winter.

Absent were: Anthony Carpi, Marsha Clowers, Lynette Cook-Francis, Angelique Corthals, Norris James, Karen Kaplowitz, Tiffani Kennedy, Taisha Lazare, Kyoo Lee, Xerxes Malki, Edward Paulino, Ian Seda, Fritz Umbach, Arturo Urena, Kristal Wilkins and Daniel Yaverbaum.

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 25, 2014 College Council**

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

III. **Approval of the Members of the College Council Committees (attachment B)**

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

IV. **Proposal from the Provost's Taskforce on the Student Evaluation of the Faculty (attachment C)**

A motion was made to adopt the proposal marked "C. Proposal to Evaluate All Courses Online for a Period of Two Years". The motion was seconded and approved unanimously with the following amendment on the first bullet under the section "Process of Evaluation":

- "We will continue to administer the student evaluation of faculty during a two week period. However, faculty will be able to choose the week in which they wish to administer the evaluations by selecting an on/off feature (spigot). Work should continue during the pilot to narrow the duration of the spigot,

with the goal being a two-day spigot; the spigot would be opened on the day the faculty member administers the student evaluation of faculty in class and would close at the end of the following day. Once a selection is made and the data provided to the vendor, no more changes can be permitted.”

V. Proposals from the Committee on Graduate Studies (attachments D1-D5)

A motion was to adopt the course revision marked “D1. Change in degree program: MPA-IO addition of specialization in Inspection and Oversight of Health Services”. The motion was seconded and approved unanimously.

A motion was made to adopt the academic standard marked “D2. Change in Graduate Dean’s List Policy”. The motion was seconded and approved unanimously.

A motion was made to adopt the academic standard marked “D3. Change in Graduate Grade Appeals Policy”. The motion was seconded and approved unanimously.

A motion was made to adopt the academic standard marked “D4. Introduction of Academic Renewal Policy.” The motion was seconded and approved unanimously.

A motion was made to adopt the academic standard marked “D5. Introduction of Policy on Extra Work in Graduate Courses”. The motion was seconded and approved unanimously.

VI. Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments E1-E21)

A motion was made to adopt the program marked “E1. Proposal for a New BA with a Major in Spanish”. The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “E2. Proposal to Add Online Format for BS in Security Management”. The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “E3. Proposal to Revise the Law Minor”. The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “E4. Proposal to Revise the Computer Science Minor”. The motion was seconded and approved unanimously.

A motion was made to adopt the academic standard marked “E5. Proposal to Revise the Policy on External Credit”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “E6. AFR 2XX (224) African American Journeys (LP)”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “E7. ART 3XX (318) Social Activism in the Visual Arts (JCII)”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “E8. CJBA 2XX (241) Quantitative Inquiry of Problems in Criminal Justice II”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “E9. HIS 1XX (150) Doing History”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “E10. HON 4XX (401) Capstone Seminar”. The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “E11. SPA 2XX (255) Spanish for the Professional”. The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked E12-E21 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked E12-E21:

E12.	CJBA 240	Quantitative Inquiry of Problems in Criminal Justice
E13.	CJBA 340	Research Methods in Criminal Justice
E14.	CJBA 363	Space, Crime and Place: Methods, Applications and Theory
E15.	CJBA 365	Change and Innovation in Criminal Justice
E16.	CJBA 380-381	Special Topics in Criminal Justice Research
E17.	SPA 321	Introduction to Spanish Literature I
E18.	SPA 322	Introduction to Spanish Literature II
E19.	SPA 331	Introduction to Latin American Literature I
E20.	SPA 332	Introduction to Latin American Literature II
E21.	SPA 401	Contemporary Issues in Hispanic Literature

The motion was seconded and approved unanimously.

The meeting was adjourned at 2:55 p.m.

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

February 11, 2015
1:40 p.m. – 2:40 p.m.
9.64NB

I. Adoption of the Agenda

II. Minutes of the December 11, 2014 College Council (attachment A), Pg. 3

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

-Dennis Sherman was elected to fill the vacant position as the Interdisciplinary Studies Program representative on the College Council Committee, **Pg. 7**

-Jon Shane was elected to fill the vacant position as the Law, Police Science and Criminal Justice Administration representative on the College Council Committee, **Pg. 7**

-Jon Childerley replaces Randall LaSalle as Coordinator for Fraud Examination and Financial Forensics (BS) on the Council of Undergraduate Program Coordinators, **Pg. 23**

-Deryn Strange replaces Daryl Wout as Coordinator for Forensic Psychology (BA) on the Council of Undergraduate Program Coordinators, **Pg. 23**

-Shu-Yuan Cheng replaces Lawrence Kobilinsky as Coordinator for Forensic Science (BS) on the Council of Undergraduate Program Coordinators, **Pg. 23**

IV. Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C15) – Provost and SVP for Academic Affairs, Jane P. Bowers

New Courses

- | | | |
|-----|---------|--|
| C1. | AFR 1XX | Africana Oral Traditions (Com), Pg. 26 |
| C2. | HON 3XX | The Idea of the Common Good Across Disciplines (JCII), Pg. 40 |
| C3. | LLS 1XX | Introduction to Latin American History (LP), Pg. 55 |
| C4. | LLS 2XX | Indigenous Latin America (WC), Pg. 71 |
| C5. | SPA 3XX | Violence Against Women in the Spanish-Speaking World, Pg. 89 |
| C6. | SPA 3YY | Hispanic Film, Pg. 103 |
| C7. | SPA 3ZZ | Gay, Lesbian and Transgender Issues in Hispanic Literature, Pg. 116 |

Course Revisions

- | | | |
|-----|-------------|---|
| C8. | GEN/BIO 255 | The Biology of Gender and Sexuality (Sci Wld), Pg. 132 |
| C9. | HIS 325 | Criminal Justice in European Society, 1750 to the Present, Pg. 135 |

- C10. PSY 378-379 Fieldwork in Forensic Psychology, **Pg. 137**
- C11. PAD 260 International Public Administration, **Pg. 139**
- C12. PAD 331 Fraud, Waste, Abuse and Corruption in Public Organizations, **Pg. 141**

Programs

- C13. Proposal to Re-articulate the Joint Degrees in Economics, Specialization C Forensic Financial Analysis with the new BS in Fraud Examination, **Pg. 143**
- C14. Proposal to Revise the BA in English, **Pg. 162**
- C15. Proposal to Revise the Minor in English, **Pg. 169**

V. Proposal from the Committee on Graduate Studies (attachments D1-D9) – Associate Provost and Dean of Graduate Studies, Anne Lopes

New Courses

- D1. PMT 7XX GIS for Public Safety and Emergency Management, **Pg. 174**
- D2. PMT 7XX Emergency Management: Managing Response to Large-Scale Incidents, **Pg. 184**
- D3. PMT 7XX Seminar on Emergency Response Studies, **Pg. 198**

Course Revisions

- D4. PMT 763 Emergency Management: Preparedness, **Pg. 209**
- D5. ICJ 701 Economics for International Crime and Justice, **Pg. 219**

Programs

- D6. Proposed Master of Science Degree in Emergency Management, **Pg. 225**
- D7. Proposed Advanced Certificate program in Emergency Management Studies, **Pg. 253**
- D8. Change in degree program: MS in Protection Management (removal of Emergency Management track), **Pg. 263**

Academic Standard

- D9. Excellence Fee proposal for John Jay Graduate Psychology Programs, **Pg. 269**

VI. Revised College Council Calendar (attachment E), **Pg. 275**

VII. New Business

VIII. Administrative Announcements – President Jeremy Travis

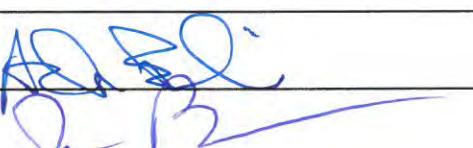
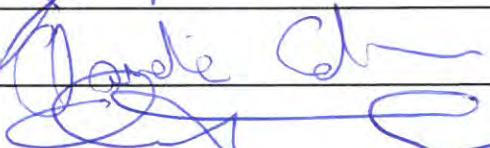
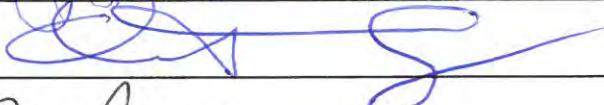
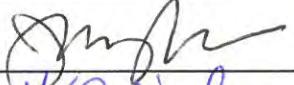
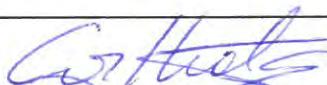
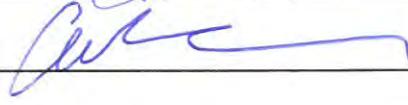
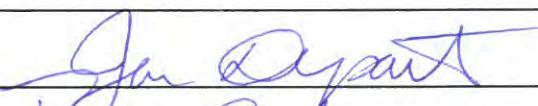
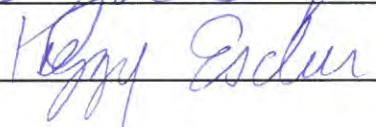
IX. Announcements from the Faculty Senate – President Karen Kaplowitz

X. Announcements from the Student Council – President Shereef Hassan

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

COLLEGE COUNCIL SIGN-IN SHEET

Wednesday February 11, 2015

Agalo-os, Grace Theresa	
Akkas, Barna	
Alford, Schevaletta	
Benton, Warren	
Berlin, Adam	
Bowers, Jane	
Calirman, Claudia	
Carpi, Anthony	
Cauthen, James	
Celinska, Katarzyna	
Clowers, Marsha	
Cook-Francis, Lynette	
Corthals, Angelique	
Dapia, Silvia	
Dikambi, Sandrine	
Domashhevskiy, Artem	
Dunham, Janice	
Dysart, Jennifer	
Escher, Margaret	
Falkenbach, Diana	

Fatima, Kaniz	<i>Kaniz Fatima</i>
Furst, Robert	<i>Robert Furst</i>
Gentile, Katie	<i>Katie Gentile</i>
Gutierrez, John	<i>John Gutierrez</i>
Haberfeld, Maki	
Hassan, Shereef	
Huskic, Alma	<i>Alma Huskic</i>
James, Norris	
Johnson, Hunter	<i>Hunter Johnson</i>
Kabir, Faika	
Kaplowitz, Karen	<i>Karen Kaplowitz</i>
Kennedy, Tiffani	
Kiriakova, Maria	<i>Maria Kiriakova</i>
Kontos, Louis	<i>Louis Kontos</i>
Kucharski, Tom	
Kynard, Carmen	<i>Carmen Kynard</i>
Lazare, Taisha	
Lee, Kyoo	
Lopes, Anne	<i>Anne Lopes</i>
Maiorino, Vincent	<i>Vincent Maiorino</i>
Malki, Xerxes	<i>Xerxes Malki</i>
Onorato, Tiffany	<i>Tiffany Onorato</i>
Pastrana, Jay	<i>Jay Pastrana</i>

Paulino, Edward
Pease, Allison
Perna, Giovanni <i>Giovanni Perna</i>
Pezzella, Frank
Pignatello, Robert <i>Robert Pignatello</i>
Plata, Maria
Ponzo, Nicole <i>Nicole Ponzo</i>
Rehman, Muhammad <i>Muhammad Rehman</i>
Remeza, Dainius <i>Dainius Remeza</i>
Roberts, Kyle
Romero, Raul <i>Raul Romero</i>
Rubio, Raul <i>Raul Rubio</i>
Santos-Elliott, Rosann
Scaduto, Michael
Seda, Ian
Shane, Jon
Shapiro, David <i>David Shapiro</i>
Sheehan, Francis <i>Francis Sheehan</i>
Sherman, Dennis
Stone, Charles
Strobl, Staci
Till, Robert
Travis, Jeremy

Troy, Robert

Urena, Arturo

Wilkins, Kristal

Winter, Janet

Wilkins

Yaverbaum, Daniel

Staines, John

J.P.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Wednesday, February 11, 2015

The College Council held its fifth meeting of the 2014-2015 academic year on Wednesday, February 11, 2015. The meeting was called to order at 1:50 p.m. and the following members were present: Barna Akkas, Schevaletta Alford, Warren Benton, Adam Berlin, Jane P. Bowers, Claudia Calirman, Anthony Carpi, James Cauthen, Katarzyna Celinska, Marsha Clowers, Angelique Corthals, Sylvia Dapia, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Jennifer Dysart, Margaret Escher, Diana Falkenbach, Kaniz Fatima, Robert Furst, Katie Gentile, John Gutierrez, Shereef Hassan, Alma Huskic, Hunter Johnson, Faika Kabir, Karen Kaplowitz, Tiffani Kennedy, Maria Kiriakova, Louis Kontos, Carmen Kynard, Anru Lee, Anne Lopes, Vincent Maiorino, Xerxes Malki, Jay Pastrana, Giovannu Perna, Frank Pezzella, Robert Pignatello, Nicole Ponzo, Muhammad Rehman, Dainius Remeza, Raul Romero, Raul Rubio, Michael Scaduto, Ian Seda, David Shapiro, Francis Sheehan, Scott Stoddart, Charles Stone, Jeremy Travis, Janet Winter and Daniel Yaverbaum.

Absent were: Grace Theresa Agalo-os, Lynette Cook-Francis, Maki Haberfeld, Norris James, Tom Kucharski, Taisha Lazare, Kyoo Lee, Tiffany Onorato, Edward Paulino, Kyle Roberts, Rosann Santos-Elliott, Jon Shane, Dennis Sherman, Staci Strobl, Robert Till, Robert Troy, Arturo Urena and Kristal Wilkins.

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 December 11, 2014 College Council

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

III. Approval of the Members of the College Council Committees (attachment B)

A motion was made to adopt the membership list as presented with the following changes:

- Tiffany Onorato replaces Nilsa Lam on the College Council Committee.
- Henry Pontell replaces Ric Curtis on the Committee on Faculty Personnel, Budget and Planning Committee and the Provost Advisory Committee.

The motion was seconded and approved unanimously.

IV. Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C15)

A motion was made to adopt the new courses marked C1-C7 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the new courses marked C1-C7:

C1.	AFR 1XX	Africana Oral Traditions (Com)
C2.	HON 3XX	The Idea of the Common Good Across Disciplines (JCII)
C3.	LLS 1XX	Introduction to Latin American History (LP)
C4.	LLS 2XX	Indigenous Latin America (WC)
C5.	SPA 3XX	Violence Against Women in the Spanish-Speaking World
C6.	SPA 3YY	Hispanic Film
C7.	SPA 3ZZ	Gay, Lesbian and Transgender Issues in Hispanic Literature

The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked C8-C12 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked C8-C12:

C8.	GEN/BIO 255	The Biology of Gender and Sexuality (Sci Wld)
C9.	HIS 325	Criminal Justice in European Society, 1750 to the Present
C10.	PSY 378-379	Fieldwork in Forensic Psychology
C11.	PAD 260	International Public Administration
C12.	PAD 331	Fraud, Waste, Abuse and Corruption in Public Organizations

The motion was seconded and approved unanimously with the following revision:

The course revision marked “C8. GEN/BIO 255 The Biology of Gender and Sexuality (Sci Wld),” will add course EXE 103 to the revised prerequisites.

A motion was made to adopt the program marked “C13. Proposal to Re-Articulate the Joint Degrees in Economics, Specialization C Forensic Financial Analysis with the new BS in Fraud Examination.” The motion was seconded and approved unanimously.

A motion was made to adopt the programs marked C14-C15 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the programs marked C14-C15:

C14.	Proposal to Revise the BA in English
C15.	Proposal to Revise the Minor in English

The motion was seconded and approved unanimously.

V. Proposals from the Committee on Graduate Studies (attachments D1-D9)

A motion was made to adopt the new courses marked D1-D3 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the new courses marked D1-D3:

- | | | |
|-----|---------|--|
| D1. | PMT 7XX | GIS for Public Safety and Emergency Management |
| D2. | PMT 7XX | Emergency Management: Managing Response to Large-Scale Incidents |
| D3. | PMT 7XX | Seminar on Emergency Response Studies |

The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked D4-D5 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked D4-D5:

- | | | |
|-----|---------|---|
| D4. | PMT 763 | Emergency Management: Preparedness |
| D5. | ICJ 701 | Economics for International Crime and Justice |

The motion was seconded and passed.

In Favor: 51 Oppose: 0 Abstentions: 1

A motion was made to adopt the program marked “D6. Proposed Master of Science Degree in Emergency Management.” The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “D7. Proposed Advanced Certificate Program in Emergency Management Studies.” The motion was seconded and passed.

In Favor: 51 Oppose: 0 Abstentions: 1

A motion was made to adopt the program marked “D8. Change in degree program: MS in Protection Management (removal of Emergency Management track).” The motion was seconded and approved unanimously.

A motion was made to adopt the academic standard marked “D9. Excellence Fee proposal for John Jay Graduate Psychology Programs.” The motion was seconded and approved unanimously.

VI.

New Business

Dean Lopes made a motion to adopt the academic standard marked “Proposed Change to Admissions Requirements for the Master of Arts in Criminal Justice”. The motion was seconded and approved unanimously.

The meeting was adjourned at 2:41 p.m.

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

March 11, 2015
1:40 p.m. – 2:40 p.m.
9.64NB

- I. Adoption of the Agenda
- II. Minutes of the February 11, 2015 College Council (attachment A), **Pg. 2**
- III. Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B2) – Associate Provost and Dean of Undergraduate Studies, Scott Stoddart
 - New Courses
 - B1. AFR 2XX (204) Religion, Terrorism and Violence in the Africana World (LP), **Pg. 5**
 - B2. SOC 2XX (243) Sociology of Sexualities, **Pg. 18**
- IV. Proposal from the Interdisciplinary Studies Program (attachment C) – Professor Richard Haw
 - C. Proposal to Form a Department of Interdisciplinary Studies, **Pg. 33**
- V. New Business
- VI. Administrative Announcements – President Jeremy Travis
- VII. Announcements from the Faculty Senate – President Karen Kaplowitz
- VIII. Announcements from the Student Council – President Shereef Hassan

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

COLLEGE COUNCIL SIGN-IN SHEET

Wednesday March 11, 2015

Agalo-os, Grace Theresa	
Akkas, Barna	
Alford, Schevaletta	
Benton, Warren	
Berlin, Adam	
Bowers, Jane	
Calirman, Claudia	
Carpi, Anthony	
Cauthen, James	
Celinska, Katarzyna	
Clowers, Marsha	
Cook-Francis, Lynette	
Corthals, Angelique	
Dapia, Silvia	
Dikambi, Sandrine	
Domashhevskiy, Artem	
Dunham, Janice	
Dysart, Jennifer	
Escher, Margaret	
Falkenbach, Diana	

Fatima, Kaniz	
Furst, Robert	<i>Robert Furst</i>
Gentile, Katie	<i>Katie Gentile</i>
Gutierrez, John	<i>John Gutierrez</i>
Haberfeld, Maki	<i>Maki Haberfeld</i>
Hassan, Shereef	<i>Shereef Hassan</i>
Huskic, Alma	<i>Alma Huskic</i>
James, Norris	
Johnson, Hunter	<i>Hunter Johnson</i>
Kabir, Faika	<i>Faika Kabir</i>
Kaplowitz, Karen	<i>Karen Kaplowitz</i>
Kennedy, Tiffani	
Kiriakova, Maria	<i>Maria Kiriakova</i>
Kontos, Louis	<i>Louis Kontos</i>
Kucharski, Tom	
Kynard, Carmen	<i>Carmen Kynard</i>
Lazare, Taisha	<i>Taisha Lazare</i>
Lee, Anru	
Lee, Kyoo	<i>Kyoo Lee</i>
Lopes, Anne	
Maiorino, Vincent	<i>Vincent Maiorino</i>
Malki, Xerxes	<i>Xerxes Malki</i>
Onorato, Tiffany	<i>Tiffany Onorato</i>

Pastrana, Jay	<i>Austin Pastrana Jr.</i>
Paulino, Edward	
Pease, Allison	
Perna, Giovanni	<i>Giovanni Perna</i>
Pezzella, Frank	
Pignatello, Robert	
Plata, Maria	
Ponzo, Nicole	
Rehman, Muhammad	
Remeza, Dainius	
Roberts, Kyle	<i>Kyle</i>
Romero, Raul	<i>R. Romero</i>
Rubio, Raul	<i>R. Rubio</i>
Santos-Elliott, Rosann	<i>Rosann Elliott</i>
Scaduto, Michael	<i>M. Scaduto</i>
Seda, Ian	
Shane, Jon	
Shapiro, David	
Sheehan, Francis	<i>F. Sheehan</i>
Sherman, Dennis	
Stoddart, Scott	<i>Scott Stoddart</i>
Stone, Charles	
Strobl, Staci	<i>Staci Strobl</i>

Till, Robert

R. Till

Travis, Jeremy

Troy, Robert

Urena, Arturo

Wilkins, Kristal

Kristal Wilkins

Winter, Janet

Janet Winter

Yaverbaum, Daniel

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Wednesday, March 11, 2015

The College Council held its sixth meeting of the 2014-2015 academic year on Wednesday, March 11, 2015. The meeting was called to order at 1:50 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta Alford, Warren Benton, Adam Berlin, Jane P. Bowers, Katarzyna Celinska, Marsha Clowers, Lynette Cook-Francis, Angelique Corthals, Sandrine Dikambi, Artem Domashevskiy, Robert Furst, Katie Gentile, John Gutierrez, Maki Haberfeld, Shereef Hassan, Alma Huskic, Hunter Johnson, Faika Kabir, Karen Kaplowitz, Maria Kiriakova, Louis Kontos, Carmen Kynard, Taisha Lazare, Kyoo Lee, Anne Lopes, Vincent Maiorino, Xerxes Malki, Tiffany Onorato, Jay Pastrana, Giovanni Perna, Kyle Roberts, Raul Romero, Raul Rubio, Rosann Santos-Elliott, Michael Scaduto, Francis Sheehan, Scott Stoddart, Staci Strobl, Robert Till, Jeremy Travis, Robert Troy, Arturo Urena, Kristal Wilkins, Janet Winter and Daniel Yaverbaum.

Absent were: Claudia Calirman, Anthony Carpi, James Cauthen, Sylvia Dapia, Janice Dunham, Jennifer Dysart, Margaret Escher, Diana Falkenbach, Kaniz Fatima, Norris James, Tiffani Kennedy, Tom Kucharski, Edward Paulino, Frank Pezzella, Robert Pignatello, Nicole Ponzo, Muhammad Rehman, Dainius Remeza, Ian Seda, Jon Shane, David Shapiro, Dennis Sherman and Charles Stone.

I. Adoption of the Agenda

A motion was made to amend the agenda as follows:

- Provost Bowers moved to have item IV “Proposal from the Interdisciplinary Studies Program” withdrawn on behalf of Professor Richard Haw for procedural reasons.

The motion was seconded and approved unanimously.

II. Minutes of the February 11, 2014 College Council

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

III. Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B2)

A motion was made to adopt the new course marked “B1. AFR 2XX (204) Religion, Terrorism and Violence in the Africana World (LP).” The motion was seconded and approved unanimously.

A motion was made to adopt the new course marked “B2. SOC 2XX (243) Sociology of Sexualities.” The motion was seconded and approved unanimously.

IV. New Business

Student Council President, Shereef Hassan, mentioned changing the grading policies to include A+ and extending the opting in/out time frame for pass/fail grading. President Jeremy Travis informed Shereef that this matter should be submitted and discussed with UCASC, and then sent to the College Council.

The meeting was adjourned at 2:25 p.m.

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

April 21, 2015
1:40 p.m. – 2:40 p.m.
9.64NB

- I. Adoption of the Agenda
- II. Minutes of the March 11, 2015 College Council (attachment A), **Pg. 3**
- III. Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B27) – Associate Provost and Dean of Undergraduate Studies, Scott Stoddart

New Courses

B1.	ACC 2XX (260)	Accounting Information Systems, Pg. 5
B2.	ACC 2XX (270)	Intermediate Accounting I, Pg. 20
B3.	ACC 2YY (271)	Intermediate Accounting II, Pg. 32
B4.	BIO 2XX(212)	Microbiology Lab, Pg. 46
B5.	CSCI 4XX (401)	Capstone Experience in Digital Forensics/Cybersecurity II, Pg. 55
B6.	PSC 2XX	Evidence-based and Problem-oriented Policing, Pg. 64
B7.	PSC 3XX	Police Use of Force, Pg. 76
B8.	SCI 2XX (222)	Ecology of the Five Boroughs (SciWld), Pg. 90
B9.	SPA 3XX	Text Analysis and Editing for Translators, Pg. 106
B10.	SPA 3XX	Translating III: Specialized Translation, Pg. 119
B11.	SPA 4XX	Internship in Spanish Interpretation and Translation, Pg. 134

Course Revisions

B12.	BIO 101	Modern Biology I-A, Pg. 148
B13.	BIO 103	Modern Biology I, Pg. 150
B14.	CHE 100	Preparation for General Chemistry, Pg. 152
B15.	CHE 101	General Chemistry I-A, Pg. 154
B16.	CHE 103	General Chemistry I, Pg. 157
B17.	COM 250	Persuasion (Com), Pg. 160
B18.	CSCI 400	Quantitative Problems in Criminal Justice, Pg. 179
B19.	PSC 202	Police and Community Relations, Pg. 187

New Program

- B20. Proposal for a New BS with a Major in Toxicology, **Pg. 196**

Program Revisions

- B21. Proposal to Revise the BS in Police Studies, **Pg. 257**
- B22. Proposal to Revise the BA in Culture & Deviance Studies, **Pg. 276**
- B23. Proposal to Revise the BS in Criminal Justice Management, **Pg. 282**

- B24. Proposal to Revise the BS in Public Administration, **Pg. 287**
- B25. Proposal to Revise the BA in International Criminal Justice, **Pg. 293**
- B26. Proposal to Revise the History Minor, **Pg. 297**

General Education Program

- B27. Proposal to Add a 200-level Overlay Requirement to New Gen Ed, **Pg. 304**

- IV.** Proposal from the Committee on Graduate Studies (attachments C1- C6) – Associate Provost and Dean of Graduate Studies, Anne Lopes

Course Revisions

- | | |
|-------------|---|
| C1. CRJ 717 | Readings in Research, Pg. 308 |
| C2. CRJ 791 | Criminal Justice Thesis Prospectus, Pg. 310 |
| C3. CRJ 793 | Comprehensive Review, Pg. 312 |
| C4. FOS 795 | Thesis Prospectus 1, FOS 796 Thesis Prospectus 2, FOS 797 Thesis Prospectus 3, Pg. 314 |

Academic Standard

- C5. Proposed changed to admission requirements for the Master of Science in Forensic Science, **Pg. 320**

Program Revision

- C6. MS in Digital Forensics and Cybersecurity (addition of course to electives list), **Pg. 321**

- V.** Proposal from the Committee of Honors, Prizes and Awards (attachment D) – Vice President of Student Affairs Lynette Cook-Francis

D. Policy for Honors, Prizes, and Awards Committee, Pg. 324

- VI.** Proposal from the Ad Hoc Committee for Strategic Plan (attachment E) – Associate Provost for Institutional Effectiveness James Llana

- E. Approval of Strategic Planning Goals, **Pg. 326**

- VII.** New Business

- F. Proposal from the Interdisciplinary Studies Program (attachment F) – Professor Richard Haw, **Pg. 338**

- VIII.** Administrative Announcements – President Jeremy Travis

- IX.** Announcements from the Faculty Senate – President Karen Kaplowitz

- X.** Announcements from the Student Council – President Shereef Hassan

Tuesday, April 21, 2015

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

COLLEGE COUNCIL SIGN-IN SHEET

Tuesday, April 21, 2015

Agalo-os, Grace Theresa

Akkas, Barna

Alford, Schevaletta

Benton, Warren

Berlin, Adam

Bowers, Jane

Calirman, Claudia

Carpi, Anthony

Cauthen, James

Celinska, Katarzyna

Clowers, Marsha

Cook-Francis, Lynette

Corthals, Angelique

Dapia, Silvia

Dikambi, Sandrine

Domashhevskiy, Artem

Dunham, Janice

Dysart, Jennifer

Escher, Margaret

Falkenbach, Diana

Fatima, Kaniz
Furst, Robert
Gentile, Katie
Gutierrez, John
Haberfeld, Maki
Hassan, Shereef
Huskic, Alma
James, Norris
Johnson, Hunter
Kabir, Faika
Kaplowitz, Karen
Kennedy, Tiffani
Kiriakova, Maria
Kontos, Louis
Kucharski, Tom
Kynard, Carmen
Lazare, Taisha
Lee, Anru
Lee, Kyoo
Lopes, Anne
Maiorino, Vincent
Malki, Xerxes
Onorato, Tiffany

Pastrana, Jay	<i>Anthony Pastrana</i>
Paulino, Edward	
Perna, Giovanni	
Pezzella, Frank	
Pignatello, Robert	<i>Robert Pignatello</i>
Plata, Maria	
Ponzo, Nicole	
Rehman, Muhammad	
Remeza, Dainius	<i>M</i>
Roberts, Kyle	
Romero, Raul	<i>R. Romero</i>
Rubio, Raul	<i>R. Rubio</i>
Santos-Elliott, Rosann	
Scaduto, Michael	<i>M. Scaduto</i>
Seda, Ian	
Shane, Jon	
Shapiro, David	
Sheehan, Francis	
Sherman, Dennis	
Stoddart, Scott	<i>Scott Stoddart</i>
Stone, Charles	<i>Charles Stone</i>
Strobl, Staci	<i>Staci Strobl</i>
Till, Robert	

Tuesday, April 21, 2015

Travis, Jeremy

Troy, Robert

Urena, Arturo

Wilkins, Kristal

Winter, Janet

Yaverbaum, Daniel

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Tuesday, April 21, 2015

The College Council held its seventh meeting of the 2014-2015 academic year on Tuesday, April 21, 2015. The meeting was called to order at 1:50 p.m. and the following members were present: Barna Akkas, Schevaletta Alford, Adam Berlin, Jane P. Bowers, James Cauthen, Katarzyna Celinska, Lynette Cook-Francis, Sylvia Dapia, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Jennifer Dysart, Margaret Escher, Diana Falkenbach, John Gutierrez, Maki Haberfeld, Shereef Hassan, Hunter Johnson, Karen Kaplowitz, Maria Kiriakova, Louis Kontos, Tom Kucharski, Carmen Kynard, Taisha Lazare, Anne Lopes, Vincent Maiorino, Kevin Nesbitt, Tiffany Onorato, Jay Pastrana, Robert Pignatello, Muhammad Rehman, Dainius Remeza, Kyle Roberts, Raul Romero, Raul Rubio, Michael Scaduto, Dennis Sherman, Scott Stoddart, Charles Stone, Staci Strobl, Jeremy Travis, Robert Troy, Arturo Urena, Janet Winter and Daniel Yaverbaum.

Absent were: Grace Theresa Agalo-os, Warren Benton, Claudia Calirman, Anthony Carpi, Marsha Clowers, Angelique Corthals, Kaniz Fatima, Robert Furst, Katie Gentile, Alma Huskic, Norris James, Faika Kabir, Tiffani Kennedy, Kyoo Lee, Xerxes Malki, Edward Paulino, Giovanni Perna, Frank Pezzella, Nicole Ponzo, Rosann Santos-Elliott, Ian Seda, Jon Shane, David Shapiro, Francis Sheehan, Robert Till and Kristal Wilkins.

I. Adoption of the Agenda

A motion was made to amend the agenda as follows:

- Provost Bowers moved to have item VI “Proposal from the Ad Hoc Committee for the Strategic Plan” withdrawn from this agenda and placed on the May agenda.
- Sandrine Dikambi, President of the HEO Council, moved to add a College Council membership change to the agenda.

The motion was seconded and approved unanimously.

II. Minutes of the March 11, 2015 College Council

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

III. College Council Membership

Sandrine Dikambi, President of the HEO Council, moved to have Kevin Nesbitt fill the vacancy as the HEO Council alternate on the College Council. The motion was seconded and approved unanimously.

**IV. Proposals from the Undergraduate Curriculum and Academic Standards Committee
(attachments B1-B27) – Associate Provost and Dean of Undergraduate Studies, Scott Stoddart**

A motion was made to adopt the new courses marked B1-B11 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the new courses marked B1-B11:

B1.	ACC 2XX (260)	Accounting Information Systems
B2.	ACC 2XX (270)	Intermediate Accounting I
B3.	ACC 2YY (271)	Intermediate Accounting II
B4.	BIO 2XX (212)	Microbiology Lab
B5.	CSCI 4XX (401)	Capstone Experience in Digital Forensics/Cybersecurity II
B6.	PSC 2XX	Evidence-based and Problem-oriented Policing
B7.	PSC 3XX	Police Use of Force
B8.	SCI 2XX (222)	Ecology of the Five Boroughs (SciWld)
B9.	SPA 3XX	Text Analysis and Editing for Translators
B10.	SPA 3XX	Translating III: Specialized Translation
B11.	SPA 4XX	Internship in Spanish Interpretation and Translation

The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked B12-B19 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked B12-B19:

B12.	BIO 101	Modern Biology I-A
B13.	BIO 103	Modern Biology I
B14.	CHE 100	Preparation for General Chemistry
B15.	CHE 101	General Chemistry I-A
B16.	CHE 103	General Chemistry I
B17.	COM 250	Persuasion (Com)
B18.	CSCI 400	Quantitative Problems in Criminal Justice
B19.	PSC 202	Police and Community Relations

The motion was seconded and approved unanimously.

A motion was made to adopt the new program marked “B20. Proposal for a New BS with a Major in Toxicology.” The motion was seconded and approved unanimously.

A motion was made to adopt the program revision marked “B21. Proposal to Revise the BS in Police Studies.” The motion was seconded and approved unanimously.

A motion was made to adopt the program revision marked “B22. Proposal to Revise the BA in Culture & Deviance Studies.” The motion was seconded and approved unanimously.

A motion was made to adopt the program revision marked “B23. Proposal to Revise the BS in Criminal Justice Management.” The motion was seconded and approved unanimously.

A motion was made to adopt the program revision marked “B24. Proposal to Revise the BS in Public Administration.” The motion was seconded and approved unanimously.

A motion was made to adopt the program revision marked “B25. Proposal to Revise the BA in International Criminal Justice.” The motion was seconded and approved unanimously.

A motion was made to adopt the program revision marked “B26. Proposal to Revise the History Minor.” The motion was seconded and approved unanimously.

A motion was made to adopt the general education program marked “B27. Proposal to Add a 200-level Overlay Requirement to New Gen Ed.” The motion was seconded and approved unanimously.

V. Proposal from the Committee on Graduate Studies (attachments C1-C6) – Associate Provost and Dean of Graduate Studies, Anne Lopes

A motion was made to adopt the course revisions marked C1-C4 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked C1-C4:

C1.	CRJ 717	Readings in Research
C2.	CRJ 791	Criminal Justice Thesis Prospectus
C3.	CRJ 793	Comprehensive Review
C4.	FOS 795	Thesis Prospectus 1, FOS 796 Thesis Prospectus 2, FOS 797 Thesis Prospectus 3

The motion was seconded and approved unanimously with the following revision on Item C4:

The course revisions marked “C4. FOS 795 Thesis Prospectus 1, FOS 796 Thesis Prospectus 2, FOS 797 Thesis Prospectus 3” will remove the listed semesters in the description of each course.

A motion was made to adopt the academic standard marked “C5. Proposed changed to admission requirements for the Master of Science in Forensic Science.” The motion was seconded and passed.

In Favor: 43

Oppose: 0

Abstentions: 1

A motion was made to adopt the program revision marked “C6. MS in Digital Forensics and Cybersecurity (addition of course to electives list).” The motion was seconded and approved unanimously.

VI. New Business

A motion was made by Professor Richard Haw to adopt the new business item "F. Proposal from the Interdisciplinary Program." The motion was seconded and passed.

In Favor: 35

Oppose: 3

Abstentions: 6

A motion was made by Vice President Lynette Cook-Francis on behalf of the Committee on Honors, Prizes, and Awards to approve the recipients of the Graduation Awards:

- Leonard E. Reisman Medal: Benedicta Darteh
- Scholarship & Service Award: Ossama Ayesh
- Howard Mann Humanitarian Award: Jose Castro
- Graduate Student Service Award: Shamara Nicholas
- Graduate Achievement Award:
 - Shannon Landy
 - Taisha Guy
- Undergraduate Veteran Award: Kristian Allen
- Distinguished Service Awards:
 - Ofia Ali
 - Hashemul Khan
 - Delion Diaz
 - Sherlyn Wong
 - Ashley Sumasar

The motion was seconded and approved unanimously.

The meeting was adjourned at 2:45 p.m.

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

May 11, 2015
1:40 p.m. – 2:40 p.m.
9.64NB

- I. Adoption of the Agenda
- II. Minutes of the April 21, 2015 College Council (attachment A), **Pg. 3**
- III. Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B7) – Associate Provost and Dean of Undergraduate Studies, Scott Stoddart

New Courses

- | | |
|-------------------|---|
| B1. LIT 1XX (130) | King Arthur: Culture, Society and Tradition (I&S), Pg. 7 |
| B2. PSC 2XX (250) | Research Methods in Policing, Pg. 22 |
| B3. SCI 2XX (210) | Toxins or Not (SciWld), Pg. 36 |

Course Revisions

- | | |
|-------------|--|
| B4. CHE 361 | Inorganic Chemistry, Pg. 50 |
| B5. SOC 415 | Senior Seminar in Sociology, Pg. 52 |

Program Revision

- | |
|---|
| B6. Proposal to Revise the Minor in Philosophy, Pg. 54 |
| B7. Proposal to Revise the Sociology Minor, Pg. 57 |

- IV. Proposal from the Committee on Graduate Studies (attachments C1- C2) – Associate Provost and Dean of Graduate Studies, Anne Lopes

Course Revisions

- | | |
|-------------|---|
| C1. FCM 710 | Architecture and Vulnerabilities of Operating Systems,
Pg. 61 |
| C2. FCM 791 | Forensic Computing Research Practicum, Pg. 63 |

- V. Approval of the 2014-2015 Graduates (attachment D) – Director of Enrollment Management Services, Naomi Nwosu

- D. http://doitapps.jjay.cuny.edu/misc/graduation/grad_list.php, **Pg. 65**

- VI. Proposal from the Ad Hoc Committee for Strategic Plan (attachment E) – Associate Provost for Institutional Effectiveness, James Llana

- E. Approval of Strategic Planning Goals, **Pg. 66**

VII. Proposed College Council Calendar for 2015-2016 (attachment F), Pg. 78

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 Shereef Hassan

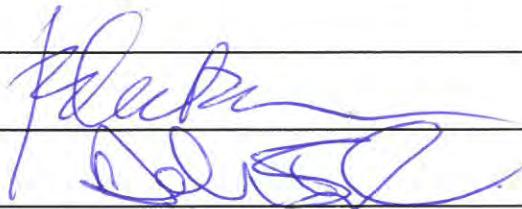
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

COLLEGE COUNCIL SIGN-IN SHEET

Monday, May 11, 2015

Agalo-os, Grace Theresa**Akkas, Barna**

Alford, Schevaletta

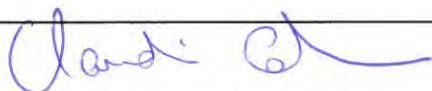


Benton, Warren

Berlin, Adam

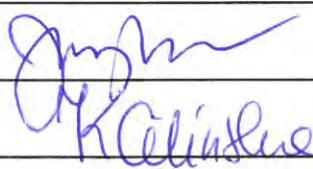
Bowers, Jane

Calirman, Claudia



Carpi, Anthony

Cauthen, James



Celinska, Katarzyna

Clowers, Marsha

Cook-Francis, Lynette

Corthals, Angelique

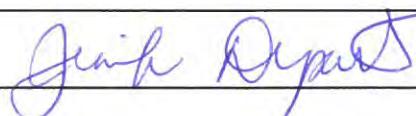
Dapia, Silvia

Dikambi, Sandrine

Domashevskiy, Artem

Dunham, Janice

Dysart, Jennifer



Escher, Margaret

Falkenbach, Diana

Fatima, Kaniz
Furst, Robert
Gentile, Katie
Gutierrez, John
Haberfeld, Maki
Hassan, Shereef
Huskic, Alma
James, Norris
Johnson, Hunter
Kabir, Faika
Kaplowitz, Karen
Kennedy, Tiffani
Kiriakova, Maria
Kontos, Louis
Kucharski, Tom
Kynard, Carmen
Lazare, Taisha
Lee, Anru
Lee, Kyoo
Lopes, Anne
Maiorino, Vincent
Malki, Xerxes
Nesbitt, Kevin

Onorato, Tiffany	<i>Onorato</i>
Pastrana, Jay	<i>Antonio Pastrana</i>
Paulino, Edward	
Perna, Giovanni	
Pezzella, Frank	<i>Albion</i>
Pignatello, Robert	<i>Robert Pignatello</i>
Plata, Maria	
Ponzo, Nicole	
Rehman, Muhammad	<i>Muhammad</i>
Remeza, Dainius	
Roberts, Kyle	
Romero, Raul	
Rubio, Raul	
Santos-Elliott, Rosann	<i>Rosann Santos-Elliott</i>
Scaduto, Michael	
Seda, Ian	
Shane, Jon	
Shapiro, David	
Sheehan, Francis	<i>Francis Sheehan</i>
Sherman, Dennis	
Stoddart, Scott	<i>Scott Stoddart</i>
Stone, Charles	
Strobl, Staci	

Till, Robert

Travis, Jeremy

Troy, Robert

Urena, Arturo

Wilkins, Kristal

Winter, Janet

Yaverbaum, Daniel

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL*

(**Record of Deliberations of the College Council in the Absence of Quorum*)

Monday, May 11, 2015

The College Council held its final meeting of the 2014-2015 academic year on Monday, May 11, 2015. The meeting was called to order at 2:00 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta Alford, Warren Benton, Adam Berlin, Jane P. Bowers, Claudia Calirman, James Cauthen, Katarzyna Celinska, Lynette Cook-Francis, Jennifer Dysart, Katie Gentile, John Gutierrez, Maki Haberfeld, Alma Huskic, Hunter Johnson, Faika Kabir, Tiffani Kennedy, Maria Kiriakova, Carmen Kynard, Taisha Lazare, Kyoo Lee, Vincent Maiorino, Tiffany Onorato, Jay Pastrana, Robert Pignatello, Dainius Remeza, Rosann Santos-Elliott, Francis Sheehan, Scott Stoddart, Jeremy Travis, Arturo Urena, Kristal Wilkins, Janet Winter and Daniel Yaverbaum.

Absent were: Anthony Carpi, Marsha Clowers, Angelique Corthals, Sylvia Dapia, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Margaret Escher, Diana Falkenbach, Kaniz Fatima, Robert Furst, Shereef Hassan, Norris James, Karen Kaplowitz, Louis Kontos, Tom Kucharski, Anne Lopes, Xerxes Malki, Edward Paulino, Giovanni Perna, Frank Pezzella, Nicole Ponzo, Muhammad Rehman, Kyle Roberts, Raul Romero, Raul Rubio, Michael Scaduto, Ian Seda, Jon Shane, David Shapiro, Dennis Sherman, Charles Stone, Staci Strobl, Robert Till and Robert Troy.

I. Adoption of the Agenda

In the absence of quorum at the Executive Committee of the College Council meeting, Committee members agreed to continue with the meeting as usual given there were time sensitive and important items on the agenda. If any items need to be ratified by the Executive Committee of the College Council before September, a meeting will be scheduled as appropriate. A motion was made to approve the May 11, 2015 agenda as presented. The motion was seconded and approved unanimously.

II. Minutes of the April 21, 2015 College Council

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

III. Proposals from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B7) – Associate Provost and Dean of Undergraduate Studies, Scott Stoddart

A motion was made to adopt the new courses marked B1-B3 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the new courses marked B1-B3:

- | | | |
|-----|---------------|---|
| B1. | LIT 1XX (130) | King Arthur: Culture, Society and Tradition (I&S) |
| B2. | PSC 2XX (250) | Research Methods in Policing |
| B3. | SCI 2XX (210) | Toxins or Not (SciWld) |

The motion was seconded and approved unanimously.

A motion was made to adopt the course revision **marked “B4. CHE 361 Inorganic Chemistry.”** The motion was seconded and approved unanimously.

A motion was made to adopt the course **revision marked “B5. SOC 415 Senior Seminar in Sociology.”** The motion was seconded and approved unanimously.

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

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

- IV. Proposal from the Committee on Graduate Studies (attachments C1-C2) – Provost and Senior Vice President for Academic Affairs, Jane P. Bowers

A motion was made **to adopt the course revision marked “C1. FCM 710 Architecture and Vulnerabilities of Operating Systems.”** The motion was seconded and approved unanimously.

A motion was made to adopt the **course revision marked “C2. FCM 791 Forensic Computing Research Practicum.”** The motion was seconded and approved unanimously.

- V. Approval of the 2014-2015 Graduates (attachment D) – Director of Enrollment Management Services, Naomi Nwosu

A motion was made to approve the list of graduates pending completion of all academic requirements. The motion was seconded and approved unanimously by faculty only.

- VI. Proposal from the Ad Hoc Committee for Strategic Plan (attachment E) – Associate Provost for Institutional Effectiveness, James Llana

A motion was made to vote on Items 1-6 of the Strategic Plan separately from Item 7. The motion as seconded and passed.

In Favor: 23 Oppose: 8 No vote: 2

A motion was made to approve Items 1-6 of the Strategic Plan. The motion was seconded and passed.

In Favor: 29 Oppose: 0 Abstention: 1

A motion was made to approve Item 7 of the Strategic Plan. The motion was seconded and passed.

In Favor: 18 Oppose: 2 Abstentions: 10

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

**Interim Executive Committee
of the
College Council**

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Interim Executive Committee of the College Council
Agenda**

Tuesday September 9, 2014
1:40 p.m.
9.64NB

- I. Adoption of the Agenda for the Interim Executive Committee
- II. Minutes of the May 6, 2014 Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on May 15, 2014, **Pg. 3**
- IV. Adoption of the Agenda for the September 22, 2014 College Council, **Pg. 5**
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE INTERIM EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Tuesday September 9, 2014

The Interim Executive Committee of the College Council held its first meeting of the 2014-2015 academic year on Tuesday, September 9, 2014. The meeting was called to order at 1:50 p.m. and the following members were present: Jane Bowers, Warren Benton, Lynette Cook-Francis, Sandrine Dikambi, Nikki Hancock-Nicholson, Shereef Hassan, Faika Kabir, Karen Kaplowitz, Francis Sheehan and Jeremy Travis.

Absent were: Robert Pignatello and Fritz Umbach.

I. Adoption of the Agenda for the Interim Executive Committee

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

II. Minutes of the May 6, 2014 Executive Committee Meeting

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

In Favor: 8

Oppose: 0

Abstentions: 1

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

It was noted that “Prerequisites for the General Education Program/College Option: Justice Core II (300-level) section”, “New Minor in Accounting”, and “New Minor in Fraud Examination” do not need Board of Trustees approval and will be effective Fall 2014.

IV. Adoption of the Agenda for the September 22, 2014 College Council

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

V. New Business

President Shereef Hassan asked if the paragraph about accommodations for Accessibility Services/ADA policy could be added to all syllabi. Provost Jane Bowers stated that the policy was already included in the “Model Syllabus Revision” which was approved by the College Council on November 21, 2011. Provost Bowers will send out a reminder email to faculty at the beginning of the academic year.

The meeting was adjourned at 2:21 p.m.

**Executive Committee
of the
College Council**

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda**

Wednesday October 8, 2014

1:40 p.m.
9.64NB

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the September 9, 2014 Interim Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on September 22, 2014, **Pg. 3**
- IV. Adoption of the Agenda for the October 23, 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

Wednesday, October 8, 2014

The Executive Committee of the College Council held its first meeting of the 2014-2015 academic year on Wednesday, October 8, 2014. The meeting was called to order at 1:45 p.m. and the following members were present: Warren Benton, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, Nikki Hancock-Nicholson, Shereef Hassan, Faika Kabir, Karen Kaplowitz, Carmen Kynard, Marcel Roberts, Raul Rubio, Francis Sheehan, Robert Till and Jeremy Travis.

Absent were: Robert Pignatello and Kyle Roberts.

I. Adoption of the Agenda for the Executive Committee

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

II. Minutes of the September 9, 2014 Interim Executive Committee Meeting

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

In Favor: 12

Oppose: 0

Abstentions: 1

III. Review of Proposals Approved by the College Council on September 22, 2014

It was noted that the Effective Dates for all the proposals listed should read Spring 2015.

IV. Adoption of the Agenda for the October 23, 2014 College Council

A motion was made to amend the agenda as follows:

A

- Item IV should read “Proposals from the Undergraduate Curriculum and Academic Standards Committee”.
- Item V should read “Proposal from the Committee on Graduate Studies”
- Item VI should read “Proposal from the Members of the Provost’s Taskforce on the Student Evaluation of the Faculty”.

B

- The Executive Committee of the College Council proposed the following procedures for the next meeting of the College Council in order to facilitate the debate and vote on the “Proposal to Evaluate All Courses Using the Current Online Tool and Questionnaire for a Period of Two Years”:
 - After the agenda item has been presented and moved and seconded, statements may be made by members of the College Council. These statements will be limited to a minute and a half.

- We expect to vote on the proposal no later than 2:35pm so that members of the College Council can attend classes at 2:50pm.

The motion was seconded and approved unanimously.

The meeting was adjourned at 2:55 p.m.

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda**

Thursday November 6, 2014

1:40 p.m.
9.64NB

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the October 8, 2014 Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on October 23, 2014,
Pg. 4
- IV. Adoption of the Agenda for the November 25, 2014 College Council, **Pg. 5**
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Thursday, November 6, 2014

The Executive Committee of the College Council held its second meeting of the 2014-2015 academic year on Thursday, November 6, 2014. The meeting was called to order at 1:48 p.m. and the following members were present: Jane Bowers, Lynette Cook-Francis, Nikki Hancock-Nicholson, Karen Kaplowitz, Carmen Kynard, Kyle Roberts, Raul Rubio, Francis Sheehan, Robert Till and Jeremy Travis.

Absent were: Warren Benton, Sandrine Dikambi, Shereef Hassan, Faika Kabir and Robert Pignatello.

I. Adoption of the Agenda for the Executive Committee

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

II. Minutes of the October 8, 2014 Executive Committee Meeting

A motion was made to amend the minutes as follows:

Item IV section B second paragraph should read "After the agenda item has been presented and moved and seconded, statements may be made by members of the College Council."

The motion was seconded and approved unanimously as amended.

III. Adoption of the Agenda for the November 25, 2014 College Council

A motion was made to amend the agenda as follows:

The heading for item C8 should read "Academic Standards".

The motion was seconded and approved unanimously as amended.

The meeting was adjourned at 1:56 p.m.

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda**

Wednesday December 3, 2014

1:40 p.m.

9.64NB

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the November 6, 2014 Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on November 25, 2014,
Pg. 3
- IV. Adoption of the Agenda for the December 11, 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

Wednesday, December 3, 2014

The Executive Committee of the College Council held its third meeting of the 2014-2015 academic year on Wednesday, December 3, 2014. The meeting was called to order at 1:50 p.m. and the following members were present: Warren Benton, Jane Bowers, Sandrine Dikambi, Nikki Hancock-Nicholson, Shereef Hassan, Faika Kabir, Karen Kaplowitz, Carmen Kynard, Kyle Roberts, Raul Rubio, Francis Sheehan and Jeremy Travis.

Absent were: Lynette Cook-Francis and Robert Till.

I. Adoption of the Agenda for the Executive Committee

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

II. Minutes of the November 6, 2014 Executive Committee Meeting

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

III. Adoption of the Agenda for the December 11, 2014 College Council

A motion was made to amend the agenda as follows:

A

- The December 10, 2014 College Council meeting will be canceled and members will be notified.
- Item IV will be listed as “Proposal from the Provost’s Taskforce on the Student Evaluation of the Faculty”.
- Item VI will be listed as “Proposals from the Undergraduate Curriculum and Academic Standards Committee”.
- Item V, D1 title was changed to “Change in degree program: MPA-IO addition of specialization in Inspection and Oversight of Health Services”.
- The start time for each agenda item shall be listed. Items IV-VI on the agenda will be given 20 minutes each.

B

- The Executive Committee of the College Council has adopted the following procedures for the December 11 College Council meeting in order to facilitate debate and vote on all proposals in a timely manner.
 - *After the agenda item has been presented, moved, and seconded, statements for and against the proposal may be made by members of the College Council. These statements will be limited to a minute and a half.*

- *The allocated time for each item is listed on the agenda.*
- These procedures will be suggested to the College Council for a vote to be used at a College Council meeting in the future.

The motion was seconded and approved unanimously.

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

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda**

Thursday, January 29, 2015

1:40 p.m.

9.64NB

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the December 3, 2014 Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on December 11, 2014,
Pg. 4
- IV. Adoption of the Agenda for the February 11, 2015 College Council, **Pg. 6**
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Thursday, January 29, 2015

The Executive Committee of the College Council held its fourth meeting of the 2014-2015 academic year on Thursday, January 29, 2015. The meeting was called to order at 1:50 p.m. and the following members were present: Warren Benton, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, John Gutierrez, Nikki Hancock-Nicholson, Shereef Hassan, Faika Kabir, Karen Kaplowitz, Carmen Kynard, Robert Pignatello, Raul Rubio, Francis Sheehan and Jeremy Travis.

Absent were: Kyle Roberts and Robert Till.

I. Adoption of the Agenda for the Executive Committee

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

II. Minutes of the December 3, 2014 Executive Committee Meeting

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

In Favor: 13

Oppose: 0

Abstentions: 1

III. Review of Proposals Approved by the College Council on December 11, 2014

Provost Bowers will speak with the Deans about communicating to faculty and students the Academic Standards that were approved.

IV. Adoption of the Agenda for the February 11, 2015 College Council

A motion was made to adopt the agenda as presented. The motion was seconded and approved unanimously with the following changes:

- Provost Bowers will mention that Item C13 “Proposal to Re-Articulate the Joint Degrees in Economics, Specialization C Forensic Financial Analysis with the new BS in Fraud Examination” is pending approval of the BS in Fraud Examination.
- The title of the document for Item D9 “Excellence Fee proposal for John Jay Graduate Psychology Programs” should read the same as it is listed in the agenda.
- At the last ECCC meeting it was discussed that the extra College Council and ECCC meetings should come after the regular scheduled meetings. The calendar should be included to reflect this change.

V. New Business

- It was discussed amongst the ECCC members that standing rules of debate should be available for everyone who wishes to attend the College Council Committee meetings.

- The members decided that putting the time on the agenda items may appear biased. It would be best to make a note on the agenda of the time that is allotted for College Council meetings which is 1:40-2:40pm.
- To facilitate debate and allow for business to be conducted smoothly it was recommended that all New Courses and Course Revisions would always be taken as a slate with the option of any proposal being pulled out of the slate for discussion. This process would be implemented at the next College Council meeting.

The meeting was adjourned at 2:46 p.m.

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda**

Wednesday, February 25, 2015

1:40 p.m.

9.64NB

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the January 29, 2015 Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on February 11, 2015,
Pg. 4
- IV. Adoption of the Agenda for the March 11, 2015 College Council, **Pg. 6**
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Wednesday, February 25, 2015

The Executive Committee of the College Council held its fifth meeting of the 2014-2015 academic year on Wednesday, February 25, 2015. The meeting was called to order at 2:00 p.m. and the following members were present: Lynette Cook-Francis, Nikki Hancock-Nicholson, Faika Kabir, Karen Kaplowitz, Carmen Kynard, Francis Sheehan and Jeremy Travis.

Absent were: Warren Benton, Jane Bowers, Sandrine Dikambi, John Gutierrez, Shereef Hassan, Robert Pignatello, Kyle Roberts, Raul Rubio and Robert Till.

- I. In the absence of a quorum, Committee members discussed proposed agenda items for the March 11 College Council meeting. The sense of those at the meeting was that the three items as proposed should be presented to the College Council at the March 11th meeting, upon motions to adopt these items as the agenda for that meeting.

The meeting was adjourned at 2:05 p.m.

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda**

Wednesday, April 1, 2015
1:40 p.m.
9.64NB

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of the February 25, 2015 Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on March 11, 2015, **Pg. 3**
- IV. Adoption of the Agenda for the April 21, 2015 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

Wednesday, April 1, 2015

The Executive Committee of the College Council held its sixth meeting of the 2014-2015 academic year on Wednesday, April 1, 2015. The meeting was called to order at 1:48 p.m. and the following members were present: Warren Benton, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, John Gutierrez, Nikki Hancock-Nicholson, Shereef Hassan, Faika Kabir, Karen Kaplowitz, Carmen Kynard, Robert Pignatello, Raul Rubio, Francis Sheehan and Jeremy Travis.

Absent were: Kyle Roberts and Robert Till.

I. Adoption of the Agenda for the Executive Committee

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

II. Minutes of the January 29, 2015 Executive Committee Meeting

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

III. Minutes of the February 25, 2015 Executive Committee Meeting

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

IV. Adoption of the Agenda for the April 21, 2015 College Council

The following amendments were made to the agenda:

- A motion was made to strike Item V “Proposal from the Interdisciplinary Studies Program” due to procedural flaws. The motion was seconded and approved unanimously.
- It was suggested that the Interdisciplinary Studies Program propose a charter revision under “New Business” at the April 21 College Council meeting. If approved Interdisciplinary Studies Program would bring the charter revision back for a second vote and submit a separate proposal to form a department at the May 11 College Council meeting.
- It was suggested to create a header called Program Revisions which would be listed after New Programs.

A motion was made to adopt the agenda with these changes. The motion was seconded and approved unanimously.

The meeting was adjourned at 2:44 p.m.

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
The Executive Committee of the College Council
Agenda**

Thursday, April 30, 2015
1:40 p.m.
9.64NB

- I. Adoption of the Agenda for the Executive Committee
- II. Minutes of April 1, 2015 Executive Committee Meeting, **Pg. 2**
- III. Review of Proposals Approved by the College Council on April 21, 2015, **Pg. 3**
- IV. Adoption of the Agenda for the May 11, 2015 College Council, **Pg. 5**
- V. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Thursday, April 30, 2015

The Executive Committee of the College Council held its final meeting of the 2014-2015 academic year on Thursday, April 30, 2015. The meeting was called to order at 1:50 p.m. and the following members were present: Jane Bowers, Nikki Hancock-Nicholson, Carmen Kynard, Robert Pignatello, Francis Sheehan, Robert Till and Jeremy Travis.

Absent were: Warren Benton, Lynette Cook-Francis, Sandrine Dikambi, John Gutierrez, Shereef Hassan, Faika Kabir, Karen Kaplowitz, Kyle Roberts and Raul Rubio.

- In the absence of a quorum, Committee members discussed proposed agenda items for the May 11 College Council meeting. The sense of those at the meeting was that the items as proposed should be presented to the College Council at the May 11 meeting, upon motions to adopt these items as the agenda for that meeting with the following addition:
 - Item B7 “Proposal to Revise the Sociology Minor” presented by Associate Provost and Dean of Undergraduate Studies, Scott Stoddart, Chair of the Undergraduate Curriculum and Academic Standards Committee.

**Undergraduate Curriculum
and
Academic Standards Committee**

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
September 12, 2014
9:30 A.M. – 12:30 P.M.
ROOM L.61 NB**

- 1. *Administrative Announcements* – Dean Pease**
- 2. *Approval of the minutes of May 16th, 2014***
- 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*

Academic Standards & Program Review (2nd reading)

- Guidelines and Instrument for Program Review

Attachments:

Agenda for September 12, 2014
Minutes of May 16, 2014
UCASC Meeting Calendar
UCASC Members with contact info
Guidelines and Instrument for Program Review
Guidelines for Course Levels

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of September 12, 2014

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, September 12 at 9:30 a.m. in L61 NB. Dean Allison Pease, UCASC Chair, called the meeting to order.

Present: C. Jama Adams, Brian Arbour, Ben Bierman, Marta Bladek, Al Coppola, Glenn Corbett, Susannah Crowder, Mathieu Dufour, Heath Grant, Sarah Hammond, Katherine Killoran, Susan Larkin, Michael Leippe, Ma'at Lewis, Aida Martinez-Gomez, Bettina Murray, Chongmin Na, Allison Pease, Lisandro Perez, Judy-Lynne Peters, Michael Puls, Ed Snajdr, Monika Son, Sandra Swenson, Robert Troy.

Absent: Mary Ann McClure, Virginia Moreno, Adam Stone.

Guests: David Barnet, Robert Troy.

Administrative Announcements

1 Interim Dean Allison Pease distributed a document entitled "Activities and Priorities in
2 Undergraduate Studies 2014-2015." The document highlighted the major work that would come before
3 the committee this year, including a few new majors. This year, Professor Judy-Lynne Peters will chair
4 the General Education Subcommittee, which is in its second year since the new curriculum was
5 implemented. After reviewing syllabi last year, the General Education Subcommittee determined that
6 the required learning outcomes were not clearly identifiable on 60% of the syllabi. Transparency is a
7 major component of effective teaching. If students are not aware of what they are meant to be learning,
8 then they cannot be a partner in the journey.
9

10 Professor Jama Adams felt that there was a dilemma with the learning outcomes, and he wondered
11 how people manage the three different kinds of students that sit in John Jay's classrooms.
12 Standardized learning outcomes are a good step, but how should professors account for the disparity
13 between the capabilities of students, i.e.? He noted the explosion in the number of higher performing
14 students at John Jay, which he did not see reflected in the actual abilities of students he encountered
15 in the classroom. Dean Pease called for a data-based, evidence-based conversation about these issues.
16

17 David Barnet noted that the Dean's List criteria changed last year, which may have accounted for a
18 larger record of high-performing students. Dean Pease clarified that honors are now awarded on a
19 semesterly basis and the overall GPA requirement was removed so that could account for the larger
20 number of students who qualified even though we raised the required semester GPA..
21

22 Dean Pease continued discussing Undergraduate Studies' Priorities. The Office of Undergraduate
23 Research will be bringing in a new designation for research oriented courses. Another curriculum
24 priority will be to get writing-intensive courses into the 300-level Justice Core.
25

26 The second effort of Undergraduate Studies this year will be efforts to improve faculty and peer
27 advising and mentoring. There will be a new early evaluation component for targeted freshman
28 courses. There is also a group of 35 student peer advisors who work with new students in the freshman
29 and transfer seminars from the Office of Student Academic Success Programs. There will be a new
30 cohort of peer mentors for a program led by Professor Lisandro Perez called *Adelante!* That group
31

1 sets up extracurricular meetings and events that involve parents as well as courses combined into a
2 learning community. Professor Adams asked if parent programming conflicts with confidentiality
3 issues and FERPA. Dean Pease said that parents are not informed of classroom issues, so it would not
4 violate confidentiality. She also said that parent involvement contributes to college success.

5
6 Dean Pease said that the program is modeled on SEEK, where peer-to-peer outreach in the first year
7 has led to good academic success results. Those students accumulate more credits, they have a higher
8 GPA, and they are retained more by college. Professor Monika Son said that at SEEK, 13 peers worked
9 with the incoming freshmen over the summer, and that work is now continuing in the freshman year
10 seminars.

11
12 Professor Adams said that all this work is wonderful. He asked about the logic of who gets selected and
13 who does not. He was concerned about the bottom one-third of students, and asked if these groups
14 target that population. Dean Pease said that SEEK does target those students. Early Start selects
15 students in the lowest quartile of SAT scores, however students are not told why they were chosen.
16 Then, after receiving the attention and resources, these students out-perform those who enter school
17 more prepared. So now the students who are not getting attention are the middle-band of students,
18 those who are neither honors students nor the lowest tier.

19
20 John Jay will also be mandating faculty advisement for sophomores this year. There will be a block on
21 their registration until they are advised by faculty in their majors. Dean Pease said the hope is that
22 90% of the sophomores will be advised. The goal will be to continue the path to success after the help
23 students receive in their freshman year.

24 Professor Arbour asked about the size of the incoming class. Dean Pease said it is about 1,780.

25
26
27 The third major component of Undergraduate Studies' priorities this year involves the Office of
28 Fellowship and Scholarship Opportunities/Pre-Law Institute, which will begin offering graduate
29 school preparation and application advice. Also, the Undergraduate Studies will make an effort to
30 group the various programs at the college that focus on high achievement and create a space for them
31 to collaborate.

32 ***Approval of the minutes of May 16, 2014***

33
34 **A motion was made and seconded to approve the minutes of May 16, 2014.**

35
36 There was no discussion.

37
38 **The minutes of May 16, 2014 were approved with 13 votes in favor and 11 abstentions.**

39 ***New Business***

40 ***Elections***

41 ***Election for Vice Chairperson***

42
43 Dean Pease explained that the Vice Chairperson will stand in for her when she cannot be present or
44 when she would like to join the debate. She nominated Professor Perez. There were no other
45 nominations. With no competition, Professor Perez was approved by acclamation.

1 **Honors Program Advisory Committee**

2
3 Each year UCASC elects two members for the Honors Program Advisory Committee. Dean Pease said
4 these professors need to be from two different disciplines. Professor Jason Rauseo from Science has
5 been nominated, and the second name needs to be determined.

6
7 A motion was made and seconded to elect Prof. Jason Rauseo to the Honors Program Advisory
8 Committee. He was elected with 23 votes in favor.

9
10 **General Education Subcommittee**

11
12 Dean Pease distributed a sign-up sheet for the various subcommittees, and she spoke about the
13 thinking behind the nominations for the General Education subcommittee. Because the Faculty Senate
14 and UCASC need five members each for this subcommittee, she had found nominations on behalf of
15 this committee before this meeting. She noted that if professors wish to nominate other professors, she
16 urged them to do so through the Faculty Senate. UCASC's nominees for the General Education
17 Subcommittee are Matthew Perry (History), Charlotte Walker-Said (Africana Studies), Ed Snajdr
18 (Anthropology), Sandra Swenson (Sciences), and Erin Thompson (Art & Music).

19
20 **A motion was made and seconded to consider the group as a slate. The motion to
21 consider the group as a slate was approved with 23 votes in favor.**

22
23 **A motion was made to approve the slate of professors' election to the General Education
24 Subcommittee. The slate of professors was unanimously approved with 24 votes in
25 favor.**

26
27 **Introductions**

28
29 Dean Pease had everyone at the table introduce themselves. The student members will be joining us
30 next time, after their election by College Council.

31
32 **Old Business**

33
34 **Academic Standards & Program Review (2nd reading)**

35
36 **Guidelines and Instrument for Program Review**

37
38 Dean Pease distributed a slightly revised document which had been brought up for a first reading last
39 spring. The document was distributed to department chairs over the summer for their input. The
40 guidelines were also implemented during the summer, and it has already become clear that the date
41 for data from Institutional Research to the departments is too late. So she changed the date on the
42 timeline. On page 5, it should read, "In July of the year the program writes the study, the Office of
43 Institutional Research will provide a written report." Professor Glenn Corbett, who is working on two
44 self-studies this year, felt the accelerated timeline for getting the data would be extremely useful.

45
46 Professor Al Coppola asked about the amount of external reviewers. Dean Pease noted that there was a
47 mistake there, and she clarified that.

48
49 Professor Peters asked about how useful the Office of Institutional Research is. In the past, they have

1 not provided helpful data. Dean Pease said the questions for them have been changed, which should
2 help. Professor Corbett said that his department had trouble with their data, and had to repeat the
3 questions. Kathy Killoran said that Professor Peters' major is a particularly challenging major to assess
4 because of the changes it has gone through in the past few years, changing from BA to BS and the
5 number of concentrations that exist. Multiple concentrations make it difficult for OIR to pull data for a
6 major. Dean Pease said that this sort of issue is actually why UGS had restructured the questions and
7 has been working with OIR to correct the misalignment of data that was seen last year. We hope to
8 have a standardized group of data that is provided each year to programs preparing their self-studies.
9

10 Dean Pease noted that this guidelines document is a dynamic document and can continue to change.
11

12 Kathy Killoran suggested meeting with OIR after this year's self-studies have been completed to review
13 how the process went for everyone.

14 Professor Ben Bierman spoke in support of the document. He felt that the language of the guidelines
15 has loosened up, and the flexibility of the document was quite pragmatic.

16 **A motion was made and seconded to approve the guidelines. The guidelines were
17 unanimously approved with 24 votes in favor.**

18 Dean Pease said these guidelines will go up on the UCASC website. Professor Corbett asked that the
19 document be posted in both Word and PDF. He felt the document would be more useful in Word
20 format. Kathy Killoran said the instrument could be posted in Word.

21 Professor Ma'at Lewis asked about this year's schedule for new programs. Dean Pease said that the
22 timeline may vary. She said the Program Subcommittee will probably receive a proposal for an Online
23 BS in Security Management, BA in Spanish and BS in Toxicology this year. The Program
24 Subcommittee reviews that and returns feedback to the department. The department then determines
25 its own timeline to bring a revised document to UCASC. Dean Pease said that she thought that the
26 committee's work this year would be lighter than it has been for the past few years. She said it was
27 looking like there would be a new program every one or two months. Kathy Killoran added that there
28 would be a few minor and major revisions also.

29 Professor Adams asked if it would be possible to carve out space in UCASC meetings for larger issues,
30 since the body may have less review work this year. He wanted the body to have a space to discuss
31 items like the sustainability of the study of science in a four-year degree.

32 Dean Pease asked the room if this body is the appropriate place to have philosophical discussions
33 about the direction of study at the college.

34 Professor Peters felt the curriculum committee is the most appropriate place to discuss such issues,
35 and she did not know where else such discussions might take place. She thought it might be helpful if
36 this group could agree about curriculum as a body.

37 Kathy Killoran felt that the power of the committee and the subcommittees lies in the fact that there
38 are many voices on curricular issues, rather than one unified directive.

39 Professor Peters clarified that she thought it would be helpful if the professors in the room understood
40 each other when these discussions take place.

41 Dean Pease asked if Professor Adams' point needed to be formalized. She asked what he meant when
42 he asked to "carve out space." She wondered if his request was really asking what John Jay's priorities
43 for the curriculum are, and she said that this type of thinking is enacted informally when opinions are

1 brought forward. She looked forward to hearing from people in the room.
2

3 She noted that she will be bringing a discussion about Gen Ed to the group in October or November.
4

5 Professor Swenson asked about the handout for the guidelines for course levels. Dean Pease said this
6 document had been developed two years ago, and it was only handed out today as a reminder to the
7 faculty. As the group goes forward this year, this document should be the grounding document for
8 discussion of course levels.
9

10 Professor Swenson was concerned about the wording for the 1xx-level guide. Rather than “begin to
11 build,” she suggested “students develop,” and then for 2xx-level, she suggested “students continue to
12 develop.” Then for 3xx-level, she wished to remove the word “develop.” She felt that the language
13 about the flow from one level to the next was a bit vague, and she wished for stronger verbs.
14

15 Professor Peters asked to see Professor Swenson's suggestion in writing in order to discuss it.
16 Professor Peters said that she had been part of the Principles, Policies and Procedures (PPP) group
17 that developed these guidelines and the wording was chosen very thoughtfully, based on curricular
18 standards.
19

20 On this point, Dean Pease said that last year, PPP and Academic Standards seemed to be redundant, so
21 the committees will be folded together this year. She said that professors interested in these types of
22 issues should sign up to be on the Academic Standards subcommittee. Principles, Policies, and
23 Procedures will now be discussed under the umbrella of Academic Standards. She urged Professor
24 Swenson to take her thoughts about the guidelines for course levels back to Academic Standards.
25

26 **A motion was made and seconded to conclude the meeting.**
27

28 ***The meeting concluded at 10:36.***
29

30 Respectfully Submitted,
31

32 Sarah Hammond
33 Scribe
34
35

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
October 17, 2014
9:30 A.M. – 12:30 P.M.
ROOM L.61 NB**

1. Announcements – Dean Pease

2. Approval of the minutes of September 12, 2014

3. Election

- One representative to the Honors Program Advisory Committee (from different disciplines) – elected at September UCASC meeting: Prof. Jason Rauseo, Sciences

- Nominated: Prof. Carmen Kynard, English

4. Old Business – None

5. New Business

Programs Subcommittee

- Proposal for a New BA with a Major in Spanish
- Proposal to Revise the BA in Criminal Justice
- Proposal for Admissions Standards for BS in Forensic Science & Cell and Molecular Biology

Standards Subcommittee

- Proposal to Revise the Policy on External Credit
- Proposal to Grant Credit for the International Baccalaureate (IB) Exams

Courses Subcommittee

- Guidelines for Research Intensive Courses

New Courses

- CJBA 2XX (241) Quantitative Inquiry of Problems in Criminal Justice II
- LWS 3XX Undergraduate Research Experience in Law and Society
- POL 4XX Senior Seminar in American and Urban Politics and Policy

Course revisions

- LIT 260 Introduction to Literary Study
- CSCI 260 Data Processing
- MAT 241 Calculus I
- MAT 242 Calculus II
- MAT 243 Calculus III

- MAT 310 Linear Algebra
- CJBA 240 Quantitative Inquiry of Problems in Criminal Justice
- CJBA 340 Research Methods in Criminal Justice
- CJBA 363 Space, Crime & Place: Methods, Applications & Theory
- CJBA 365 Change & Innovation in Criminal Justice
- CJBA 380-381 Special Topics in Criminal Justice Research

Attachments:

Agenda for October 17, 2014

Minutes of September 12, 2014

Proposal for a New BA with a Major in Spanish

Proposal for Admissions Standards for BS in Forensic Science & Cell and Molecular Biology

Proposal to Revise the BA in Criminal Justice

Proposal to Revise the Policy on External Credit

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Guidelines for Research Intensive Courses

New Courses

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CJBA 240 Quantitative Inquiry of Problems in Criminal Justice

CJBA 340 Research Methods in Criminal Justice

CJBA 363 Space, Crime & Place: Methods, Applications & Theory

CJBA 365 Change & Innovation in Criminal Justice

CJBA 380-381 Special Topics in Criminal Justice Research

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of October 17, 2014

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, October 17 at 9:30 a.m. in L.61 NB. Dean Allison Pease, UCASC Chair, called the meeting to order.

Present: *C. Jama Adams, Brian Arbour, Ben Bierman, Al Coppola, Glenn Corbett, Mathieu Dufour, Heath Grant, Sarah Hammond, Crystal Jackson, Katherine Killoran, Susan Larkin, Michael Leippe, Ma'at Lewis, Aida Martinez-Gomez, Bettina Murray, Chongmin Na, Allison Pease, Lisandro Perez, Giovanni Perna, Judy-Lynne Peters, Michael Puls, Leslie Smith-Ramirez, Monika Son, Adam Stone, Sandra Swenson.*

Absent: *Marta Bladek, Susannah Crowder, Anisse Helie, Mary Ann McClure, Virginia Moreno, Ed Snajdr.*

Guests: *David Barnet, Silvia Dapia, Jonathan Jacobs, Lawrence Kobilinsky, Nathan Lents, Evan Mandery, Francis Sheehan, Deryn Strange, Robert Troy, Monica Varsanyi.*

Administrative Announcements

1
2Dean Pease introduced two new student members to the committee, Giovanni Perna, who prefers to go
3by John, and Leslie Smith Ramirez.

4

5Approval of the minutes of September 12, 2014

6

7**A motion was made and seconded to approve the minutes of September 12, 2014.**

8

9There was no discussion.

10

11**The minutes of September 12, 2014 were approved with 18 votes in favor and 2
12 abstentions.**

13

14Elections

15

16Elections

17

18Honors Program Advisory Committee

19

20Dean Pease put forward Professor Carmen Kynard from the English Department for the remaining
21position on the Honors Program Advisory Committee.

22

23**A motion was made to elect Carmen Kynard to the Honors Program Advisory
24Committee.**

25

26**Carmen Kynard was elected to the Honors Program Advisory Committee with 21 votes
27in favor.**

1

2New Business

3

4Programs Subcommittee

5

6Proposal for a New BA with a Major in Spanish

7

8Professor Brian Arbour spoke to the need for a major in Spanish. This proposal addresses both the
9need for a major in Spanish and the college's desire for liberal arts. Professor Sylvia Dapia said that the
10pervasive impact of globalization makes this major exceptionally crucial in academia. New York has
11over 20% Spanish speakers and John Jay is a Hispanic-serving institution. The major will have two
12concentrations, one in literature and culture, and the other in translation and interpretation. The
13translation and interpretation students will be able to take certifying exams. The major is designed to
14be flexible in case students choose to change concentrations within the major.

15

16Professor Jama Adams asked if the major would have an elective course that speaks to the multiple
17substrates within the Latin community. Professor Dapia said that discussion of the full spectrum of
18Latin culture - including immigration, Arabic influence, Jewish influence, and so forth - can be found
19within the courses, though there is not a specific elective.

20

21Professor Lisandro Perez felt the Spanish BA is quite overdue, and he was glad to see it. He asked if it
22is possible for students to take the major if they don't speak the language. Dapia said this major
23focuses on studying the language, and the courses will be taught in Spanish, though the major can be
24combined with a Latina/o studies major. Professor Perez asked if the course descriptions would be
25clear in their distinction of how much Spanish would be required for each course. Prof. Dapia said all
26the courses will be taught in Spanish and the course descriptions will indicate that.

27

28Professor Adams noted that the electives list two courses on gender, but none on race, which seemed
29to be a notable omission, considering the substance of the major itself. He asked if there are offerings
30in the major for students who do not speak Spanish but do wish to study it. Professor Dapia said that
31the opportunity is open to anyone. The major begin with intermediate Spanish language courses but
32students can start at the 100-level and still complete the major in four years. Professor Adams clarified
33that the type of student he is speaking of might be someone who works with a wide variety of Spanish-
34speakers, who may want to study Spanish culture without learning the language.

35Professor Judy Lynne Peters said this is a wonderful proposal. She wondered why Professor Dapia
36estimated only 55 students, given the demand, especially considering that the proposal states that the
37only other program like this is at Hunter College. Kathy Killoran said that the projected enrollment
38number is developed with CUNY, and CUNY said that language majors across the university tend to be
39small. She said that John Jay does have an excellent track record, and every major that's been created
40within the last ten years has exceeded its enrollment so far. Professor Dapia said she had experienced a
41similar high demand with the existing certificates in legal interpretation and translation.

42

43Professor Perez asked about the inclusion of a particular course on Cuban studies. He felt that course
44did not seem to be a natural fit with the other courses in the major. Also, he was concerned with the
45title and premise of the course, which carries an explicit political conclusion. Professor Dapia said that
46that particular course is currently receiving feedback from the courses committee, and Professor
47Perez's critiques are in the process of being addressed.

48

49Professor Al Coppola said he liked what the Cuba course might be doing in the context of the major.
50He saw a very productive combination of courses in the major. He said that this particular course
51might bulk up the cultural and historical component to the major if it addressed multiple revolutions,
52rather than focusing on Cuba. Professor Dapia said the major does want to cover different countries,

1and that desire must be balanced with professors' individual strengths and fields. She said there is
2another course that would focus on Mexico. Professor Coppola felt this class might challenge students
3in a productive way to understand a longer history and not just a snapshot.

4

5

6**Proposal to Revise the BA in Criminal Justice**

7

8Professor Arbour described the three parts of this proposal. There is a revision to create a second
9required Quantitative Inquiry course, and adjust the prerequisites to courses to accommodate this
10change. There are also two courses being removed, SOC 203 and STA 250. The Criminal Justice
11Department has developed similar versions of those courses specifically for this major. They are also
12dropping a course that was taught by a professor who has retired. Professor Evan Mandery was
13present to speak for the revisions to the major. He said the research and quantitative bit needs to be
14strengthened, and they really want a lab component so students can get adequate time with the
15computer component.

16

17Professor Crystal Jackson brought comments from the Sociology department. Her colleagues had
18concerns about the dropping of the statistics class. She said there is a BA in Criminology offered by
19Sociology, as well as a BA and a BS offered in Criminal Justice, and the different standards for the
20statistics courses in different majors might be confusing to the students. Her peers in Sociology also
21felt concerned that their department is now left entirely out of the CJBA major. Professor Mandery
22said that he had read a lot of studies about students' research methods, and had found that students
23need a home within a department. He said the changes that occurred in the creation of the Criminal
24Justice BA four years ago did create new and unique curricular requirements. Now the department
25wants students to have a year of statistics, and there is no existing mechanism for that.

26

27Professor Adams was concerned that this change had serious implications for Gen Ed. He said that a
28number of majors are making classes exclusively for their majors. He was concerned that students
29would not be prepared for the major-exclusive courses, and that the college runs the risk of creating a
30stratification of hard majors and easy majors. Professor Mandery said that expanding the Stats class to
31a year actually makes it more student friendly for the Gen Ed population. Professor Adams said John
32Jay is committed to students and getting them through, that commitment should mean examining
33whether the required coursework might expand the amount of time that it takes a student to graduate.
34He asked that this committee consider whether curricular demands are realistic, with an eye toward
35retention, or run the risk of creating a curriculum so challenging that students drop out. He said a
36challenging course is good, but he was curious about the identity of the desired student population for
37this course.

38

39**A motion was made to waive the second reading of the revision to the BA in Criminal
40Justice. The motion was approved with 21 votes in favor and 2 abstentions.**

41

42**A motion was made to approve the revision to the BA in Criminal Justice. The revision
43to the BA in Criminal Justice was approved with 23 votes in favor.**

44

45

46**Proposal for Admissions Standards for BS in Forensic Science and 47Cell and Molecular Biology**

48

49Dean Pease introduced this proposal, which has been in the works for a long time. Professor Arbour
50explained that this proposal creates a set of admission standards for the forensic science and biology
51majors. The proposal would extend those standards to two new science majors as they are created.
52Professor Larry Kobilinsky was present to speak for the Sciences Department. He said Forensic

1Science is one of the oldest programs at John Jay, and it is nationally and internationally recognized.
2Forensics is very rigorous, not only as a science unto itself, but it subsumes other science fields.
3Historically, the forensic science program has had a high attrition rate. It usually occurs most in the
4first and second years. The field is important, so it is crucial to develop this program's methodologies
5to keep students in the major. Recently, the department has focused on chemistry. With a realistic eye
6toward John Jay's population of at-risk students who may come underprepared from inner city high
7schools, the program has always attempted to provide the support programs but without adequate
8success. Students enter excited and dedicated, but they don't have enough preparation to make it
9through. This proposal is an attempt to correct that by creating admissions standards for those
10adequately prepared but also identifying ways lesser prepared students can be prepared to succeed in
11this major. Rather than excluding them totally from the major, this proposal allows students the
12opportunity to access the basic concepts in order to enter the major with a better chance at sticking.
13He emphasized that these courses are not meant to stretch out the degree. They are necessary
14opportunities for underprepared students who may not otherwise be able to approach a science
15degree.

16

17Dean Pease said that the proposed change would even benefit students who do not stick with Science
18degrees. Historically, students who enter a major unprepared and fail often wind up dropping out of
19college altogether or trailing a low GPA through the rest of their career. She also said that universities
20across the country do this all the time. Admission standards into majors are not unusual.

21

22Professor Sandra Swenson said that a number of colleges have admissions standards, but she has not
23seen the others with two tiers like this.

24

25Professor Ben Bierman felt that this would help students who might eventually drop out by preventing
26them from jumping into something that they would not succeed in.

27

28Professor Francis Sheehan wished to address the issue of slowing down a course. The beginning
29chemistry course was broken down from two semesters into three to try to help students. The result
30was that word got out that the course is easier, so more students took it, but eventually the math
31kicked in, and they didn't have adequate preparation. So the course wasn't working. Since so many
32high schools are not preparing students, despite the diplomas they award, the only solution seems to
33be to teach those math skills at John Jay. Professor Sheehan said John Jay helps the students the best
34by only letting them move forward if they are prepared to do so. The successful students from this
35program get out of John Jay and go work in the crime laboratories. If John Jay sends unprepared
36students to those labs, then the college's reputation will suffer, and the major is compromised. He said
37it is a popular major because of CSI, but student enthusiasm is stronger than the preparation they have
38received from their high schools. John Jay needs to meet that enthusiasm by providing opportunities
39for preparation. He felt that this is the most student-centered proposal the department could bring
40forward.

41

42Professor Adams commended the department on this effort. He said the department struggles
43fruitfully and thoughtfully with the tension between the academic demands and the need to look
44realistically at the different groups that enter the program. He asked for a word-shift in the
45conversation, to eliminate the term "minority" when speaking of the poorly performing population,
46given that the members of that population is diverse in a number of ways, and may very well be any
47race. He also asked who the cohort of students are who would be prepared for these 300 level courses.

48

49Professor Nathan Lentz said that the CUNY Justice Academy prepares a different cohort of students
50for the Forensic Science pipeline. There is a grant that prepares students for the pipeline from junior
51colleges to senior colleges in this major.

52

53Professor Swenson echoed Professor Adams' point that the term "underprepared" students must be

1 used rather than “minority” students.

2

Professor Judy-Lynne Peters asked why the science department has not considered having a five-year program. Professor Lentz said that either John Jay or CUNY has shot down that discussion in the past. There is a concern that students would choose another college if they thought they would need five years for a degree. He said that though some students take five or six years to graduate, technically, by the numbers, it is possible to finish this degree in four years. Adam Stone said that there are national standards and financial aid calculations that complicate this question. Four-years is the nomenclature that John Jay needs to work with. Though it may take students longer, it is necessary that the major is structured as a four year degree.

3

4A motion was made to waive the second reading of the Proposal for Admission

**5Standards for the BS in Forensic Science and Cell and Molecular Biology. The motion to
6waive the second reading was approved with 19 votes in favor and 3 abstentions.**

7

**8A motion was made to approve the Proposal for Admission Standards for the BS in
9Forensic Science and Cell and Molecular Biology. The Proposal was approved with 22
10votes in favor.**

11

12

13Courses Subcommittee

14

15Guidelines for Research Intensive Courses

16

17Kathy Killoran introduced this initiative, which takes a similar approach to research across the
18curriculum as John Jay's Writing Intensive courses.

19

20Professor Deryn Strange was present to speak for the effort. She said students are quite desperate for
21research experience across the majors, and creating this attribute would be a way to reach more
22students. A curriculum-based approach would reach more students than a single research course, and
23it would also allow professors to teach research according to their own fields' requirements.

24

25Professor Adams said it looked wonderful on paper, but he was concerned that there would be a
26disparity between genuinely rich research courses and simple courses. He was concerned that the
27designation would not reflect the wide range of quality in the courses. Professor Strange said that she
28did not expect there to be that huge a disparity, in the ideal implementation of this. Professor Pease
29noted that there are minimum requirements built into proposal. Any course that gets RI designation
30will have to meet certain goals. Professor Adams said he would prefer to see a pilot for a year without
31putting this on the transcript, as was done with Gen Ed a few years ago. He was also concerned that
32most courses at John Jay are being taught by adjuncts. His major concern was that the designation
33could be rolled out too quickly, and get out of the hands of the committee, but still have a permanent
34impact on transcripts. Professor Strange noted that only full-time faculty would be allowed.

35

36Professor Perez asked how the certification would work. Would a course be certified once? Or would
37professors be reapplying every year? Given the course calendar, would it be difficult to go through this
38approval process every year? He asked what the procedure would be, in terms of scheduling. Dean
39Pease said that she felt that it would be a bad idea to approve the courses in perpetuity without
40assessment. She acknowledged that it is labor-intensive to approve something every year, especially
41for the Dean, but it would not be in the students' best interest to give blanket assent in perpetuity.

42Professor Perez noted that the CUNY First schedules and so forth would need to be taken into account.

43

44Professor Strange said she had thought professor and courses would be approved in perpetuity, but
45subject to outcomes assessment. Dean Pease said she had assumed it would be approved section by

1section. Professor Peters was vehemently opposed to certification in perpetuity for a course, unless
2that course was a required course in the major, where it would be certain the faculty was dependable.
3Otherwise, the RI would be attractive to people who just want smaller courses. She suggested maybe
4offering two different levels.

5

6Professor Arbour asked if courses with a quantitative component in his discipline are eligible.
7Professor Strange said they would be eligible for consideration, but she couldn't speak to particular
8courses without analysis.

9

10Professor Arbour also asked if these designations skip UCASC. Dean Strange said that currently,
11Writing Intensive courses don't come to UCASC. As long as the faculty member is certified as WI, they
12can offer a course section.

13

14Professor Adams asked if it would be possible to have an outcomes assessment process that is not
15strictly tied to the curriculum committee. He suggested three modifications to this proposal: 1) do it on
16an experimental basis, 2) build in assessment with experimental research courses which could be
17fruitfully run using smaller classes without recording on the transcript, and 3) periodic review to see if
18the standards are being met.

19

20Dean Pease said that there was a competition last year for faculty to design research intensive courses
21and those courses are being run this year.

22

23Leslie Smith, student, worried about withholding credit from student transcripts. She felt it would be
24unfair to put a student through an academic experiment without giving them credit. Professor Adams
25said students may be having wildly different experiences, and you cannot apply the same award to
26both. Smith said Professor Strange would be applying a rigorous standard.

27

28Professor Strange said that if there was not an RI designation next semester, she might ask the Dean to
29put a letter in the student's file. She also said these classes will need to be advertised, and in those
30advertisements, the rigor would be emphasized. Given that, students will likely self-select, and you will
31see more motivated students in the research classes. She said a similar self-selection will occur with
32professors, as there will be work required to create an RI course.

33

34

35**Standards Subcommittee**

36

37**Proposal to Revise the Policy on External Credit**

38

39Dean Pease spoke as chair of the Subcommittee on Academic Standards. She explained that the
40current policy allows students to receive credit for such items as AP courses, CLEP exams, evaluated
41training programs, military training and prior learning experiences. The revision would simply
42increase the amount of external credits allowed from 30 to 45.

43

44Professor Bierman loved the proposal, because when he was a student, he actually had to drop out of
45CUNY twice because of the policies on external credit and finish his degree at SUNY Empire State. Had
46this policy been in place, he could have stayed at CUNY.

47

48Professor Glenn Corbett said that in the Fire, Security and Emergency Management Department, they
49are supportive of the proposal. However, he had a concern about the variables of the prior learning. He
50asked for a very specific statement within the proposal of limits and parameters of what is actually
51used.

52

53Adam Stone said Professor Corbett's point is well-taken. Stone asked to add some language to the

1proposal confirming existing standards in the major. He said the tension between BA and BS degrees
2does need to be addressed. A BA requires a certain percentage of liberal arts courses, and John Jay
3does not want to put itself out of compliance with that.

4

5Kathy Killoran said that these students normally get close advisement when they come in, especially
6the in-service students and she works closely with the advisors for this population. She said it would be
7important to reinforce this BA/BS issue to the advisors and make it a key component of advising. She
8said the proposal itself might want to be worded as a “maximum of 45 credits” so that it does not imply
9that every student will be granted 45 credits.

10

11Professor Arbour worried that people are going to see this in the catalogue and assume that they will
12receive 45 credits. He felt a simple 1-2 sentence adjustment would clarify, “students are still required
13to meet residency requirements for the degree within the major, students may be awarded fewer than
1445 based on major requirements. Also students within a BA program must reach 75% of their degree in
15liberal arts requirements.”

16

17Professor Adams was concerned about how the college would assess the actual experience, especially
18for veterans who may have very non-academic experiences in the military, doing tasks like
19dishwashing. Kathy Killoran explained that credit is dependent on the job title held in the military. She
20has worked with CUNY to identify John Jay courses for each military title that have been evaluated by
21the American Council on Education. This is a non-profit organization that evaluates training program
22and assigns recommended credit awards. . The college is cognizant of the roles, the level of the roes,
23the value thereof, so this type of concern is being addressed.

24

25

26**Proposal to Grant Credit for the International Baccalaureate (IB) Exams**

28

29Dean Pease said there is no policy in place now, and last year there were 11 requests for credit for IB
30Exams. The proposal would give students course-equivalency credit for scores of 5 or higher. Professor
31Sandra Swenson said that the IB program is progressive and encourages creative thinking. Dean Pease
32said the IB exams are more rigorous than AP tests.

33

34Adam Stone said that students who do have these exams under their belt are great students. It is a very
35beneficial exam, and it tends to be fairly standard at other schools to grant credit for these exams.

36

37**A motion was made to waive the second reading of the Proposal to Grant Credit for the International Baccalaureate Exams. The motion to waive the second reading was approved with 18 votes in favor and 3 abstentions.**

40

41**A motion was made to approve the Proposal to Grant Credit for the International Baccalaureate Exams. The proposal was approved with 21 votes in favor and 1 abstention.**

44

45**New Courses**

46

47**CJBA 2XX (241) Quantitative Inquiry of Problems in Criminal Justice II**

49

50Kathy Killoran gave the feedback from the Courses Subcommittee were excited by this proposal and
51the opportunity for students to have two semesters of exposure to statistics.

52

1 Adam Stone asked where the lab component of the course is. Kathy Killoran said that it is not like a lab
2 course with an extra meeting. Professor Chongmin Na said that the first meeting of every week will be
3 a lecture, and the second half of the week will be SPSS work in a lab. Adam Stone asked if it is
4 essentially a lecture/lab combination – because that would have implications for the amount of course
5 credit allowed per actual hour. Professor Heath Grant said it goes back and forth, so it is not actually
6 lab time. Adam Stone said it all depends on what is happening in the lab component. Technically, true
7 lab time is not counted the same as classroom time. Each lab hour gets only half an hour of credit.
8 Stone said that guided instruction that is practicum would be permissible. Professor Na confirmed that
9 it is not independent lab time, but rather, a lecture with guided practice.

10

11 Professor Adams asked about the attendance policy, which seemed to double-penalize students.

12 Professor Leippe agreed that there seemed to be no percentage of the grade tied to attendance.

13 Professor Na said he would adjust the language.

14

15 Professor Adams also suggested adding an ethics component to the course that gets into the ethics of
16 the technique being taught.

17

18 Professor Leippe had been concerned about how this course could be achieved, and asked about the
19 maximum size of the course. Professor Na said that he had that concern as well. Kathy Killoran said it
20 is likely that the course will not have high enrollment, because there are only a small amount of people
21 taking the major.

22

23 Professor Leippe also asked about the way this material has been split up into two courses. He felt that
24 there is only about 25% more material in this course than in a normal statistics course. He was worried
25 that the material might be a bit light for six credits.

26

27 Professor Na said that student feedback has been that past iterations of the course have been very well-
28 structured, but when they move on to 300-level courses they have found that they don't know how to
29 apply what they learned in the earlier class. So the department has asked him to teach more
30 application and practice, to help students retain a working knowledge of the material. The students
31 and the department want depth.

32

33 Professor Grant, who teaches similar material, said that he has found that there is not enough time to
34 cover the material, and he was actually jealous of this course's approach. He felt this is a great way to
35 teach this subject, and should be a model. In light of that, he did have a question about the interaction
36 between departments when it comes to these types of proposals. Dean Pease agreed that consultation
37 between the two programs would be a good and helpful practice. Professor Grant said he might be
38 interested in remodeling the statistics course in his own department.

39

40 Adam Stone noted that the language about incompletes should include the words "upon request."

41

42

43 **POL 4XX Senior Seminar in American and Urban Politics and Policy**

44

45 Kathy Killoran introduced the course, and then Professor Monica Varsanyi explained that this course
46 reflects the revisions to the Political Science Major done in recent years. The new major has a
47 concentration with a broader concept about the American politics and urban politics. Students are
48 required to complete a 400-level course in their chosen concentration so this course serves that
49 purpose for the American and Urban Politics concentration.

50

51 Professor Perez asked if it is a capstone or a senior seminar. Professor Varsanyi said the current
52 capstone for concentration C is an internship course, but not all students can do an internship, so this

1course offers an alternate experience for those students. Each concentration has a capstone
2experience. The overall major also has a capstone course, POL 409.

3
4Professor Adams asked about the course levels and the pipeline, and asked why there is not a 300-level
5prerequisite. Professor Varsanyi said that 95% of students who take the 400-level classes may also be
6taking 300 level courses at the same time. When her major has created prerequisites in the past, there
7has been a bottleneck. The advising resources are not there to get students through the appropriate
8prerequisites. The practice at the college has been to let 400-level label speak for itself, and not to
9include additional screening on every course. She added that in her major, students are often prepared
10for 400 level courses after 200-level courses, since the 200-level courses are quite rigorous. It is
11common for them to take 300 and 400-level courses concurrently. In this concentration, there are
12only a couple of 300-level courses currently, be the department is working on adding more.

13
14Professor Adams was concerned that she was describing a set of students who do not go to John Jay.
15He noted that this 400-level course hinges on two papers. Professor Varsanyi said it is a scaffolded
16paper experience. Professor Adams said that is not reflected in the syllabus. He asked that the steps be
17clarified further. His larger concern was that it should not be so easy for students to get around 300-
18level courses.

19
20A debate over scaffolding versus simultaneous 300 and 400-level courses took place. On one side,
21sometimes the students' needs to graduate in four years sometimes require them to take courses out of
22sequence. On the other side, Adams argued that it is not fair to students to create a curriculum that
23assumes they are prepared to jump around from the 300- to 400-level.

24
25Professor Peters offered an anecdote. She said she was in this department when it was Government
26and Public Administration. She said shortly after she graduated, that department split into two
27departments, and when that happened, one department kept the higher numbered course offerings,
28while the other kept the lower level offerings. Political Science's current offerings may reflect what it
29inherited, and the department is now building on that foundation.

30
31Professor Adams felt that that his larger structural question was going unheard by the committee. He
32said the committee really needs to step back and look at these larger curricular issues. He said the
33debate about a prerequisite was not unique to this course or this department. He asked when would be
34the appropriate time to deal with the large structural problem. He was concerned that curricular issues
35always come up when tied to a particular course, and nobody in UCASC wants to hold a course
36hostage, so the larger problem goes unexamined.

37
38Professor Mathieu Dufour said the resistance here is that the structural problem cannot be cured by
39forcing one program to modify a course, and the conversation does need to be had at the larger
40institutional level. He felt that this discussion was not apropos for this particular course, but there
41should be a way to have this conversation in a different form.

42
43Dean Pease noted that this body does have opportunities to discuss the curriculum structure in the
44five-year self-studies. When Forensic Science came forward last year with its self-study, a number of
45issues were found, and those issues are being addressed this year. She pointed out that Political
46Science comes up for review soon and maybe these issues will be brought to light.

47
48Professor Swenson said that professional integrity must be recognized across disciplines. She said it is
49up to the faculty in a department to make certain decisions, knowing their students the best.

50
51Professor Adams said there is a tension between departmental autonomy and larger issues. He said he
52would like to see Political Science submit a document that says "this is how we are going to address
53this problem over time," rather than just submitting courses. He acknowledged that Professor

1Varsanyi had little control over the scaffolding issue at hand, and noted that his comments were meant
2for the committee in general.

3

4Professor Coppola said that this type of thinking goes on in every department. He felt that
5departments should structure their offerings so the most challenging courses happen last and he
6would hope that the 300-evel level courses are built to prepare students to move forward into the final
7step of their college experience. There should be deliberate and appropriate times for each course.

8

9Professor Varsanyi said after the self-study 5 years ago, Political Science created a 200 level course to
10prepare students for the research that lies ahead. Now, the 300 level courses implement those skills
11and the 400 level courses develop that further. Professor Adams asked that this item be added to the
12agenda for the next meeting: "the role of the 300-level course as a platform for 400-level work." He
13wished to have a future discussion about the importance of scaffolding. To him, the question was not
14an intellectual question, but an administrative one. He asked for data about how many students are
15skipping from 200 to 400. He asked for a clear sense of what is happening with students. Dean Pease
16agreed. Professor Adams asked if Professor Varsanyi could bring some background to the next meeting
17on how this plays out in her department.

18

19Dean Pease said this is not the only forum where discussions about majors and structures take place.
20As Dean, she has meetings with major coordinators, they discuss outcomes assessment in the majors
21and the issue of how majors do or do not succeed in reaching their goals.

22

23Professor Perez said he was very glad to hear someone speak in support of scaffolding.

24

25**A motion was made to waive the second reading of POL 4XX Senior Seminar in
26American and Urban Politics and Policy. The motion to waive the second reading was
27approved with 18 votes in favor and 2 abstentions.**

28

29**A motion was made to approve POL 4XX Senior Seminar in American and Urban
30Politics and Policy. The course was approved with 20 votes in favor.**

31

32

33LWS 3XX Undergraduate Research Experience in Law and Society

34

35Kathy Killoran introduced this 300 level course from the Political Science department. Professor
36Arbour said that this course addresses the need for more law and society courses and for a research
37experience in the major.

38

39Professor Leippe was confused by the syllabus, which he felt did not quite match the course proposal.
40He asked what the actual project at stake is. Kathy Killoran explained the way the proposer has
41structured the course is to really guide students through research, from a small early project to a larger
42project. Professor Leippe wished to know how the first project relates to the rest.

43

44

45Course Revisions

46

47LIT 260 Introduction to Literary Study

48

49Kathy Killoran said that this is the third revision to the prerequisites of this course in a few years.
50Professor Swenson was concerned about the wording in the description "to study literature with
51understanding and pleasure." She asked how a professor intends to measure a thing like pleasure.

52

1Additionally, Kathy Killoran noted that there was another change required, because the course would
2need to be a “pre or co-requisite”. That change was made.

3

**4A motion was made and seconded to approve the revision to LIT 260 Introduction to
5Literary Study. The course revision was approved with 17 votes in favor.**

6

7

8CSCI 260 Data Processing

9

10Kathy Killoran said this is also a simple change to remove an ambiguous prerequisite. Students today
11bring the skills necessary to succeed in the course.

12

**13A motion was made to approve the revision to CSCI 260 Data Processing. The course
14revision was approved with 17 votes in favor.**

15

16

17MAT 241 Calculus I

18MAT 242 Calculus II

19MAT 243 Calculus III

20

21Kathy Killoran explained that all of the Calculus courses on the agenda need new course descriptions
22to align them with the standard course sequence for Calculus courses across the country.

23

**24A motion was made to consider the Calculus courses as a slate. The motion to consider
25the Calculus courses as a slate was approved unanimously with 17 votes in favor.**

26

**27A motion was made to pass the slate of Calculus courses was approved with 17 votes in
28favor.**

29

30MAT 310 Linear Algebra

31

32Kathy Killoran explained that a revision to the major which no longer requires students to take MAT
33242 Calculus II has made it necessary to change the prerequisites for this course.

34

**35A motion was made to approve the revision to MAT 310 Linear Algebra. The course
36revision was approved with 17 votes in favor.**

37

38

39CJBA 240 Quantitative Inquiry of Problems in Criminal Justice

40

41The content of this course needed to be revised to reflect the new sequencing in the Criminal Justice
42BA major courses. Professor Arbour suggested tabling this item and the other course revisions for
43CJBA course prerequisites until the proposal for CJBA 2XX (241) comes back for its second reading at
44UCASC.

45

46A motion was made and seconded to conclude the meeting. The meeting ended at 12:35 pm.

47

48Respectfully Submitted,

49

50Sarah Hammond

51Scribe

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
November 14, 2014
9:00 A.M. – 11:30 A.M.
ROOM L.61 NB**

- 1. Announcements** – Dean Pease
- 2. Approval of the minutes of October 17, 2014**
- 3. Old Business**

Programs (2nd reading)

- Proposal for a New BA with a Major in Spanish

Academic Standards (2nd reading)

- Proposal to Revise the Policy on External Credit

Courses (2nd readings)

- CJBA 2XX (241) Quantitative Inquiry of Problems in Criminal Justice II
- LWS 3XX Undergraduate Research Experience in Law and Society

- 4. New Business**

Programs Subcommittee

- Proposal to Add Online Format for BS in Security Management
- Proposal to Revise the Law Minor
- Proposal to Revise the Computer Science Minor

Courses Subcommittee

1. LLS 2XX Indigenous Latin America (WC)
2. AFR 2XX African American Journeys (JCII)
3. ART 3XX Social Activism in the Visual Arts (JCII)
4. HON 3XX The Idea of the Common Good Across Disciplines (JCII)
5. HON 4XX Capstone Seminar
6. HIS 1XX Doing History
7. SPA 2XX Spanish for the Professional
8. SPA 3XX Violence Against Women in the Spanish-Speaking World
9. SPA 3ZZ Gay, Lesbian and Transgender Issues in Hispanic Literature
10. SPA 3YY Hispanic Film

Course Revisions

1. CJBA 240 Quantitative Inquiry of Problems in Criminal Justice (Tabled from 10/18)
2. CJBA 340 Research Methods in Criminal Justice (Tabled from 10/18)
3. CJBA 363 Space, Crime and Place: Methods, Applications and Theory (Tabled from 10/18)
4. CJBA 365 Change and Innovation in Criminal Justice ((Tabled from 10/18)

5. CJBA 380-381 Special Topics in Criminal Justice Research ((Tabled from 10/18)
6. SPA 321 Introduction to Spanish Literature I
7. SPA 322 Introduction to Spanish Literature II
8. SPA 331 Introduction to Latin American Literature I
9. SPA 332 Introduction to Latin American Literature II
10. SPA 401 Contemporary Issues in Hispanic Literature

Attachments:

Agenda for November 14, 2014

Minutes of October 17, 2014

Proposal for a New BA with a Major in Spanish

Proposal to Revise the Policy on External Credit

Proposal to Add Online Format for BS in Security Management

Proposal to Revise the Law Minor

Proposal to Revise the Computer Science Minor

New Courses

CJBA 2XX (241) Quantitative Inquiry of Problems in Criminal Justice II

LWS 3XX Undergraduate Research Experience in Law and Society

LLS 2XX Indigenous Latin America (WC)

AFR 2XX African American Journeys (JCII)

ART 3XX Social Activism in the Visual Arts (JCII)

HON 3XX The Idea of the Common Good Across Disciplines (JCII)

HON 4XX Capstone Seminar

HIS 1XX Doing History

SPA 2XX Spanish for the Professional

SPA 3XX Violence Against Women in the Spanish-Speaking World

SPA 3ZZ Gay, Lesbian and Transgender Issues in Hispanic Literature

SPA 3YY Hispanic Film

Course Revisions

CJBA 240 Quantitative Inquiry of Problems in Criminal Justice (Tabled from 10/18)

CJBA 340 Research Methods in Criminal Justice (Tabled from 10/18)

CJBA 363 Space, Crime and Place: Methods, Applications and Theory (Tabled from 10/18)

CJBA 365 Change and Innovation in Criminal Justice ((Tabled from 10/18))

CJBA 380-381 Special Topics in Criminal Justice Research ((Tabled from 10/18))

SPA 321 Introduction to Spanish Literature I

SPA 322 Introduction to Spanish Literature II

SPA 331 Introduction to Latin American Literature I

SPA 332 Introduction to Latin American Literature II

SPA 401 Contemporary Issues in Hispanic Literature

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of November 14, 2014

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, November 14 at 9:00 a.m. in L61 NB. Dean Allison Pease, UCASC Chair, called the meeting to order.

Present: *C. Jama Adams, Marta Bladek, Al Coppola, Susannah Crowder, Mathieu Dufour, Heath Grant, Sarah Hammond, Anisse Helie, Crystal Jackson, Katherine Killoran, Susan Larkin, Michael Leippe, Ma'at Lewis, Aida Martinez-Gomez, Chongmin Na, Allison Pease, Lisandro Perez, Giovanni Perna, Judy-Lynne Peters, Michael Puls, Leslie Smith, Adam Stone, Sandra Swenson.*

1 **Absent:** *Brian Arbour, Ben Bierman, Glenn Corbett, Jonathan Jacobs, Mary Ann McClure, Virginia*
2 *Moreno, Bettina Murray, Ed Snajdr, Monika Son.*

Guests: *Andrea Balis, Dara Byrne, Theresa Cruz Paul, Silvia Dapia, Maria Haberfeld, Litna McNickle, Brian Montes, Charles Nemeth, John Pittman, Raul Rubio, Erin Thompson.*

3 Administrative Announcements

4
5 No announcements.

7 Approval of the minutes of October 17, 2014

9 Professor Lisandro Perez requested several changes on page 2. Line 23, which reads, "the courses are
10 mainly taught in Spanish," should say "the courses will be taught in Spanish." Line 26, which reads
11 "the courses would be taught in Spanish," should read "will be taught in Spanish and the course
12 descriptions will indicate that."

14 **A motion was made and seconded to approve the minutes of October 17, 2014.**

15
16 There was no discussion.

18 **The minutes of October 17, 2014 were approved with 16 votes in favor and 2 abstentions.**

20 Old Business

22 Programs

24 Proposal for a New BA with a Major in Spanish

26 Professor Silvia Dapia described the changes to the document since the last reading. They were
27 minimal. They removed SPA 207 from a list of existing course descriptions and removed the elective
28 course on Cuba from the concentration on Spanish literature and culture. They replaced that course
29 with a course on the African legacy in Latin American literature and film.

30
31 Professor Perez asked if all the courses on the bottom of page 25 will be taught in Spanish. Professor

1 Dapia said they would. Kathy Killoran said a note would be added to each course proposal when they
2 come through for approval. She said a note can be added in the proposal for the College Council as
3 well.

4

5 **A motion was made to approve the New BA with a Major in Spanish. The New BA was**
6 **approved with 19 votes in favor.**

7

8 **Academic Standards**

9

10 **Proposal to Revise the Policy on External Credit**

11

12 Dean Pease explained the changes to the proposal. Language was added to the bulletin specifying the
13 college's requirements. Kathy Killoran asked if the effective date could be changed so it was clear the
14 higher limit can be used for the incoming class of fall 2015. Adam Stone said that is not a problem, but
15 current students may want to use it too. A note will be added to the proposal to make this clear for
16 those offices such as Testing and Evaluation.

17

18 **A motion was made to approve the Proposal to Revise the Policy on External Credit. The**
19 **motion was approved with 20 votes in favor.**

20

21 **Courses**

22

23 **CJBA 2XX (241) Quantitative Inquiry of Problems in Criminal Justice**
24 **II**

25

26 Professor Chongmin Na described his changes, which involved the class policies on attendance and the
27 incomplete grade.

28

29 **A motion was made to approve CJBA 2XX (241) Quantitative Inquiry of Problems in**
30 **Criminal Justice II. The motion was approved with 20 votes in favor.**

31

32 **LWS 3XX Undergraduate Research Experience in Law and Society**

33

34 This course was tabled until next time, as there was no one able to attend to represent it.

35

36

37 **New Business**

38

39 **Programs Subcommittee**

40

41 **Proposal to Add Online Format for BS in Security Management**

42

43 Dean Pease introduced this proposal and referenced President Travis' State of College address on the
44 need for additional online offerings, which are important to maintaining enrollment.

45

46 Kathy Killoran gave the report from the Programs Subcommittee in the absence of the chairperson,
47 Professor Arbour. The subcommittee asked the proposers to provide more information about courses
48 that students without their Associate Degrees in Security Management would be required to take, how
49 students would complete the College Option portion of general education, how the internship
50 requirement would be handled, and also that the proposal recognize that students would need to
51 complete elective courses in addition to the major courses.

1 Professor Charles Nemeth gave some remarks about the program being proposed from his
2 department. He pointed out that his department is offering the MA degree in Security Management
3 online and they have learned a lot about the process and how it may work best. He said this offers an
4 attractive chance for degree completion to students with Associate degrees and also provides a rich
5 opportunity for John Jay to capitalize on its national and international reputation. He said he reaches
6 out often to community colleges across the country about security management and feels there is a
7 strong market for this degree program. Some students may not have degrees in security management
8 but in broader subjects like criminal justice, but they will succeed in the program. They may need
9 some lower level courses. He recognized the challenges that transfer students sometimes face and
10 relayed that the college may have to tweak the way it does some administrative functions.

11
12 Professor Nemeth acknowledged that the History and English Departments have agreed to offer some
13 general education courses for the program, and he welcomed other departments to work with him too.
14 He pointed out that John Jay has sufficient online courses for electives. He thinks the internship
15 component is workable in the online program. He pointed out that the private security and police field
16 are growing, so there are enrollment opportunities both nationally and internationally.

17
18 Professor Adams commended Professor Nemeth in going where others dared not to go, but he
19 wondered how these students will be supported in adjusting to college culture. Someone asked if the
20 internships will be online. Professor Nemeth explained they will do the fieldwork in placements near
21 their locations but the course will be online. Professor Nemeth said that faculty must be intimately
22 involved with these students in assisting them in transitioning to the college culture and navigating its
23 infrastructure. Attrition can be high in online programs and the faculty and staff must be responsible
24 to care for these students. The College will need to dedicate some resources to support the online
25 endeavor for it to be successful. There has been some investment, but as these programs grow, more
26 will be necessary.

27
28 Professor Adams said this sounds wonderful but he was concerned that expansion of access would
29 mean a reduction in quality if the college does not put adequate structures in place to assure student
30 success. He said John Jay must invest to assure the quality of the programs and see they get the
31 resources they need.

32
33 Dean Pease pointed out that recently the Budget Subcommittee of the College voted to return 5% of
34 proceeds back into the online program. Professor Adams said the faculty numbers must be maintained
35 too, but this year no lines were able to be filled.

36
37 **A motion was made to waive the second reading of the Proposal to Add Online Format**
38 **for BS in Security Management. The motion to waive the second reading was approved**
39 **with 16 votes in favor and 4 abstentions.**

40
41 **A motion was made to approve the Proposal to Add Online Format for BS in Security**
42 **Management. The Proposal was approved with 19 votes in favor and 1 abstention.**

43
44 **Proposal to Revise the Law Minor**

45
46 Kathy Killoran introduced the proposal. The subcommittee thought this was a welcome change,
47 because the current minor does not have as much structure as it could. With 400 students, this is the
48 largest minor at the college. She said her committee had asked the proposers to add some learning
49 outcomes and to consider if five required courses were necessary or could there be more flexibility for
50 students.

51
52 Professor Maria Haberfeld presented the minor, summarizing the changes. Registrar Adam Stone had
53 a question about the designations of the cross-listed courses. Kathy Killoran said she could add a note

1 to clarify that both sides of the cross-listed courses would qualify. Giovanni Perna asked when the
2 changes to this minor would go into effect. Professor Haberfeld said it would go into effect for The Fall
3 2015 incoming class or students who declare the minor beginning then. .

4
5 **A motion was made to waive the second reading of the Proposal to Revise the Law**
6 **Minor. The motion to waive the second reading was approved with 16 votes in favor and**
7 **5 abstentions.**

8
9 **A motion was made to approve the Proposal to Revise the Law Minor. The proposal was**
10 **approved with 20 votes in favor.**

13 **Proposal to Revise the Computer Science Minor**

14
15 Kathy Killoran introduced this proposal, which would change the elective area in the minor to reflect
16 actual offerings. In computer science , electives are not offered that frequently , so the minor
17 requirements needed to allow students more flexibility.

18 Professor Michael Puls was present to speak for the minor. He said it has not been changed since the
19 80s, and was due for a revision.

20 **A motion was made to waive the second reading of the Proposal to Revise the Computer**
21 **Science Minor. The motion to waive the second reading was approved with 18 votes in**
22 **favor and 2 abstentions.**

23
24 **A motion was made to approve the Proposal to Revise the Computer Science Minor. The**
25 **Proposal was approved with 20 votes in favor.**

28 **Courses Subcommittee**

30 **LLS 2XX Indigenous Latin America (WC)**

31
32 Kathy Killoran introduced this course, which is for the new major in Latin American Studies. Her
33 committee was very happy to see a course in Native Peoples, an area that has been lacking in the
34 college's offerings.

35 Professor Judy-Lynne Peters spoke for the Gen Ed subcommittee; she said this course will go into the
36 World Cultures bucket and seemed like a good fit.

37
38 Professor Brian Montes was present to speak for the course. He said it should introduce students to
39 the indigenous peoples of Latin America with a global framework.

43 **AFR 2XX African American Journeys (LP)**

44
45 Kathy Killoran introduced this course, which was written by Professor Jessica Gordon-Nembhard.
46 This course is for Gen Ed's Learning from the Past category, and can also be used for the history
47 department's major and the minor.

48
49 Professor Peters said the Gen Ed committee was delighted to see a 2xx-level course, because Gen Ed
50 would like more scaffolding.

1 Professor Adams said one of the challenges his department faces is how to socialize the students into
2 the level and breadth of reading necessary to do 300-level courses. He said they are finding that with
3 the new Gen Ed, there seems to be an increasing cohort of them who are willing to do a lot of reading,
4 while another set falls behind.
5

6 Professor Lisandro Perez noted an error on the UCASC agenda that lists the wrong learning cluster
7 (JCII) when it should be Learning from the Past. Professor Perez also asked if this should be cross-
8 listed with History. Professor Adams said he wasn't sure if this is a departmental issue or a Registrar
9 issue. Registrar Stone said that though John Jay has cross-listed in the past, cross-listing carries an
10 extraordinary amount of overhead on the admin side. Professor Perez said that the college needs to
11 figure out how to do it. Kathy Killoran said it is do-able, but for every cross-list, a new section needs to
12 be created, a new blackboard shell, and workload has to be done by hand. It creates a burden on the
13 staff. She said she would like to see some criteria for circumstances where courses could be cross-
14 listed.
15

16 Professor Perez said he would like to see this question addressed on the UCASC agenda in the future.
17 He understood that there is a bureaucratic issue, but if something is intellectually good for academia,
18 then the administration should discuss how to support the faculty. Professor Adams agreed that the
19 curriculum should not be held up by the fact that administration is underfunded. Dean Pease said this
20 could come to the standards subcommittee. A debate ensued about the practicality of this suggestion,
21 and there was a discussion about what the actual problem was and what policy should come to
22 Standards.
23

24 Kathy Killoran said there are very few cross-listed courses that are actually taught by both
25 departments. In this case, she was not even sure that History has a professor who could teach this
26 course. She said there are some courses that are quadruple cross-listed, and it makes it very difficult to
27 track everything. She would like to see criteria for what would qualify a course to be cross-listed.
28 Professor Perez said that he has been trying to get cross-listing onto the agenda here and with CUNY
29 for several years. There is currently an informal practice not to cross-list, while there is no genuine
30 policy prohibiting cross-listing. He was concerned about a move to create a genuine policy for a
31 problem that does not exist.
32

33 Dean Pease said that the next UCASC committee meeting would have a discussion of cross-listing.
34

35
36 Dean Pease asked Professor Adams about the list of questions at the beginning of the course
37 description, which are out of keeping with John Jay catalogue style. He agreed to remove the
38 questions.
39

40 Professor Ma'at Lewis asked about the word choice of "African American Journeys" versus something
41 like "African American Movements." Professor Adams said that "movements" speaks to organized
42 bodies of people. In a culture that has attacked movements; he felt the word "journeys" had more
43 emotional resonance.
44

45 **A motion was made to waive the second reading of AFR 2XX African American Journeys
(LP). The motion to waive the second reading was approved with 18 votes in favor and 3 abstentions.**
46
47

48 **A motion was made to approve AFR 2XX African American Journeys. The Proposal was
49 approved with 21 votes in favor.**
50
51
52

1 **ART 3XX Social Activism in the Visual Arts (JCII)**

2
3 Kathy Killoran presented the course, created by Erin Thompson, a relatively new faculty member. She
4 said her committee had asked Professor Thompson to tighten up the rationale. Professor Peters said
5 this course came into Gen Ed so well prepared that they used it as an example of what a Gen Ed course
6 should look like and how to explain meeting of learning outcomes.

7
8 Professor Thompson said this course was made to tie the liberal arts with the central curriculum.
9 Kathy Killoran offered a friendly amendment to adjust language from “any 1xx art course” to “any art
10 course.” Professor Thompson was willing to accept the change.

11
12 **A motion was made to waive the second reading of ART 3XX Social Activism in the**
13 **Visual Arts (JCII). The motion to waive the second reading was approved with 18 votes**
14 **in favor and 3 abstentions.**

15
16 **A motion was made to approve ART 3XX Social Activism in the Visual Arts (JCII). The**
17 **proposal was approved with 21 votes in favor.**

19
20 **HON 3XX The Idea of the Common Good Across Disciplines (JCII)**

22
23 Kathy Killoran said this course came to her committee several times. In the latest version, Professor
24 Dara Byrne did a nice job explaining the framework for the course. The Courses Committee asked
25 Professor Byrne to firm up the justice connections in the rationale. Professor Peters said that the Gen
26 Ed Committee saw this course last year, and the revisions since then have addressed her committee's
27 feedback. Professor Byrne said this course is a precursor to the capstone year, and it highlights the way
28 research questions impact a subject.

29
30 Professor Michael Leippe complimented the course, but he had questions about the readings. The
31 readings seemed to be fairly high level primary journal articles, in various disciplines, with discussions
32 of methodology and research methods. Students could come to this with any given background in any
33 discipline. Professor Byrne said that students will come into this class having taken methods in their
34 majors. She said they must be junior-level students, and they must be honors, so they should have the
35 foundation. The course does need to challenge them into thinking about how one asks an answerable
36 question, which they take forward to their fourth year. Professor Leippe asked if every student in the
37 course would have had some type of social science methodology.

38
39 Professor Sandra Swenson commended the course for challenging students. She said that if the course
40 finds that students are too challenged, the professor can temper her grading at that point.

41
42 Professor Adams understood the thinking that students “should have” had various courses before
43 entering a junior course, but he wanted to see those types of assumptions explicitly required in the
44 course. Professor Byrne said that the Honors Program so far has experienced difficulties retaining
45 students because they are bored, and this course and the capstone course are an effort to challenge
46 those students by provoking understanding of the value of complex questions. She noted that they
47 don't see students struggling or failing the course, though they do sometimes see students grappling
48 with a lack of preparation.

49
50 Professor Al Coppola felt the course was rigorous and appropriately designed. He asked how the
51 course fits into the larger arc of an honors student's career. Professor Byrne said the capstone course
52 would follow this one. Professor Coppola asked if there is a research course during the senior year that
 would guide the student during the capstone. Professor Byrne described how the Honors Program has

1 to work differently with students from different majors. Research is more supported and scaffolded in
2 some majors than others. Professor Coppola commended the choice to place this course in the third
3 year, where it prepares students for future research.

4 Professor Adams loved the richness of the course, but he wanted assurance in the requirements that
5 students would have had certain work at the 200 level. In this proposal, there is no such assurance.
6 Professor Byrne said that requirements in the majors provide that assurance, even though the course
7 itself does not declare such prerequisites. She also clarified that students must have junior-level
8 standing in their majors to enroll in the course. Kathy Killoran noted that the course has to
9 accommodate students from every major, so it would be difficult to list prerequisites for every different
10 major and still allow the appropriate students to register. This challenge of description is unique to the
11 Honors program.

12
13 Professor Adams was deeply concerned about the lack of a prerequisite of STA 250 or a 200-level
14 methodology course. Professor Byrne believed requiring junior standing would solve that issue.

15 Professor Coppola said that this is a unique subset of students, and this course is meant to challenge
16 them. It is possible that students may enter who are not trained. He felt that this might happen, and
17 the nice thing here is that students may go in and need to figure things out on the fly. For honors
18 students, that challenge is appropriate.

19 Professor Swenson commended the extreme capability of honors students. She felt the committee has
20 to give professional consideration to the designers of these courses, since the designers understand
21 best what the students need.

22 Professor Leippe said that the methods course in psychology is 300-level, so junior-standing would
23 not guarantee that PSY students would be ready. He was not so sure that it would be necessary, but
24 said that in his career he has been surprised by the amount of professionals in the courts who could
25 not understand social science research. He wondered if the description might be weighted too heavily
26 to describe methodology background. Was the course really more about ideas than actual
27 methodologies? Professor Byrne said that it is a bit of both. The course examines both tools and
28 questions, with an effort to help students understand the real connection between common good
29 concerns and the real questions that may investigate. Students here should be getting their hands
30 dirty, learning to connect ideas with outcomes.

31 Professor Adams noted that many UCASC discussions are data-free discussions. He thought it would
32 be helpful to have evidence in hand when discussing items like this one.

33 Professor Perez noted that the “common good” is actually the U.S. common good. He felt that the title
34 should reflect that.

41 **HON 4XX Capstone Seminar**

42 Kathy Killoran introduced the course. This was taught last Spring by three different professors, and so
43 the course proposal is based on that experience. This course helps students to reflect on the common
44 good theme of the program. Professor Byrne said that the trial offering illuminated some problems
45 with the syllabus, so this proposal makes an effort to streamline things across the board. She spoke to
46 the particulars of integrating the Honors Capstone with the departmental capstones. The structure of
47 the course allows students to come back together as an honors cohort no matter what major they are
48 in. The latter stages of the course involve peer critique and public presentation.

49 Professor Leippe asked about the wording in the syllabus, “readings are assigned on the day they are
50 due.” Professor Byrne confirmed that this was a typo. The reading must be done on the day the topic is

1 discussed.

2
3 Professor Coppola complimented the course's active metacognitive reflection on research. He felt it
4 was a good way to structure students who are doing a number of different projects. He questioned the
5 readings and asked how that portion of the class would work, given that students would be working on
6 separate projects. Professor Byrne said the biggest challenge in the course has been adapting the
7 course for students coming from majors with vastly different approaches to capstones, and the
8 readings must be triaged based on the needs of the particular group. Professor Coppola asked if
9 Professor Byrne had considered having students present to each other along the way. Professor Byrne
10 said there is interaction in the course between the seminar professor and the mentors.

11
12 Professor Adams brought up the social science bias. He asked about students who may want to take a
13 humanistic approach to the capstone. He asked that the course description be tweaked to
14 accommodate a wider range of disciplines. He also asked for explicit consideration of international
15 perspectives. Professor Byrne described her faculty's various methods, and the combination of
16 qualitative and quantitative research that professors bring to this course.

17
18 **A motion was made to waive the second reading of HON 4XX Capstone Seminar. The**
19 **motion to waive the second reading was approved with 18 votes in favor and 2**
20 **abstentions.**

21
22 **A motion was made to approve HON 4XX Capstone Seminar. The course was approved**
23 **with 19 votes in favor and 1 abstention.**

24 25 **HIS 1XX Doing History**

26
27 Kathy Killoran introduced this course, which History has created to help students understand how
28 historians research problems.

29
30 Professor Balis said this course comes out of the department's self-assessment, which found that
31 students have been unprepared for the Historiography course. Registrar Stone asked if there is a
32 subtitle for the course, as mentioned on page 6. Professor Balis said page 6 was a mistake. Registrar
33 Stone also noted that the Learning Outcomes numbering was incorrect.

34
35 Professor Adams asked how this course addresses the oral tradition. History is biased toward written
36 history. Professor Balis said that is the methodology. Professor Adams asked for the course description
37 to explicitly state its reliance on the written record. Professor Balis said that she believes that doing
38 archival work allows the dead to speak. She noted that students have access to unique and incredible
39 archives here in New York City. Professor Adams was concerned about the silenced voices. Professor
40 Balis said that she had gone to great efforts to find material culture references for silenced voices.

41
42 Professor Coppola wished to speak to this debate. He felt that Professor Adams' ethical question was
43 spot-on, and it is crucial to bring voices that are not dominant. But then Professor Coppola drew
44 attention to items in the readings that do seem to speak to the legitimate and important concern of
45 underexposed voices. He asked for clarification of the critique – did it have to do with the actual
46 source material being used for these subjects?

47
48 Professor Swenson said that professional integrity must be respected across disciplines.

49
50 Professor Adams said that no interpretation can substitute for direct access to voices in the oral
51 tradition. For him, Professor Adams said ignoring the oral tradition borders on being ethically
52 inappropriate.

1 Professor Balis noted that many of these museums do include oral tradition. Also, a large part of her
2 teaching technique is to show students how to read against a text. She spoke a bit to some of her
3 teaching tactics, and how students encounter different voices and institutional problems through
4 evidence, which provides students with a true experience of what historians do.
5

6
7 Professor Adams asked for a tweak in the syllabus to say when and where oral history is being used.
8 He asked for language like “we are using these traditions,” or “this is the risk and this is the
9 advantage.”
10

11 **A motion was made to waive the second reading of HIS 1XX Doing History. The motion**
12 **to waive the second reading was approved with 16 votes in favor and 4 abstentions.**
13

14 **A motion was made to approve HIS 1XX Doing History. The course was approved with**
15 **18 votes in favor, 1 opposed, and 1 abstention.**
16
17

18 **SPA 2XX Spanish for the Professional**

19
20 Kathy Killoran introduced the course, which came into her committee last year and this year. The
21 major work involved paring down the learning outcomes. Professor Raul Rubio said the course was
22 taught experimentally twice and it was very successful. The course is set at the upper 200-level, and is
23 meant for advanced intermediate students. Professor Swenson asked what Professor Rubio meant by
24 “success.” Professor Rubio said it enrolled well.
25

26 **A motion was made to dispense the second reading of SPA 2XX Spanish for the**
27 **Professional. The motion to dispense the second reading was approved with 19 votes in**
28 **favor.**
29

30 **A motion was made to approve SPA 2XX Spanish for the Professional. The course was**
31 **approved with 19 votes in favor.**
32
33

34 **SPA 3XX Violence Against Women in the Spanish-Speaking World** 35 **SPA 3ZZ Gay, Lesbian and Transgender Issues in Hispanic Literature** 36 **SPA 3YY Hispanic Film** 37

38 Kathy Killoran said that her committee had the same feedback for the next three Spanish courses. The
39 committee asked for an expansion of the rationale, some tweaking to the learning outcomes and
40 revision to the course descriptions
41

42 Professor Swenson said that these three proposals are excellent, and she moved to consider the three
43 courses as a slate.
44

45 **A motion was made to consider the three Spanish courses as a slate. The motion to**
46 **consider the courses as a slate was approved.**
47

48 Professor Crystal Jackson brought feedback from Gender Studies, who had serious concerns about the
49 lack of consultation with the Gender Studies faculty for the first two courses. They were concerned
50 with the lack of a GEN 101 prerequisite, the lack of references to feminism, and the lack of analytical
51 specificity in the examination of race, class, and gender.
52

1 Professor Dapia said that she believed that Professor Romero is a member of Gender Studies, and
2 thought that consultation had taken place. The three courses are taught in Spanish, and they have
3 tried to achieve some sort of balance between the content needs and the advanced language needs.
4

5 Professor Perez noted the course description does not indicate that the course is to be taught in
6 Spanish. Professor Dapia said she will add it to all the course descriptions. Professor Perez had a
7 second comment, related to Professor Jackson's remarks. His program, Latina/o Studies, is quite
8 related to the content in these courses, but the proposals have not indicated that they have any related
9 courses. Professor Perez said that Kathy Killoran had told him that Foreign Languages did not need to
10 consult with Latin American Studies. Kathy Killoran clarified that Foreign Languages shared similar
11 subject content and is similarly interdisciplinary to Latin American Studies. Professor Dapia felt that
12 the difference is that her courses are taught in Spanish, and that makes a huge impact on what the
13 course is in the end. Professor Swenson wished to advocate for consultation between departments
14 whenever possible.

15 Professor Jackson said there is an International Crime and Justice major, and felt that they would be
16 able to help with these courses' issues as well. She also noted that the syllabus does not show when the
17 transgender issues come up. Professor Dapia said she thought that content was in one of the novels.
18

19 Professor Perez said that if Modern Languages and Literatures does not want to consult with LAS,
20 then he would be willing to go with that as long as LAS does not need to consult with MLL.
21

22 Dean Pease said there is no instance when it is inappropriate to consult. "We must consult with one
23 another," she said, "and to set a precedent where anybody does not need to consult would be
24 nonsensical." Professor Dapia said that she had been consulting with Professor Oboler about a course
25 that is not on the table today.
26

27 Professor Perez asked how a consultation is supposed to take place. Does it need to go through the
28 chair? Dean Pease asked the two departments to consult with each other. Professor Swenson said in
29 her department, there is a curriculum committee, and that is where consultations are directed.
30

31 Professor Jackson said the issue is important for ICJ because she wondered if ICJ would be blocked
32 from efforts to offer a course with similar content. Kathy Killoran said that the college is not in the
33 habit of blocking courses, and students taking courses in different departments tend to be widely
34 different students.
35

36 Professor Mathieu Dufour asked if the committee here can formally mandate consultation. Dean Pease
37 said this committee can write a policy that says what practices must occur. In this case, the committee
38 is strongly advising the departments to consult.
39

40 ***Course Revisions***
41

42 **CJBA 240 Quantitative Inquiry of Problems in Criminal Justice**

43 **CJBA 363 Space, Crime and Place: Methods, Applications and Theory**

44 **CJBA 365 Change and Innovation in Criminal Justice**

45 **CJBA 380-381 Special Topics in Criminal Justice Research**

46 Kathy Killoran introduced these course with revised content, description and title (in the case of CJBA
47 240), and prerequisites.
48

1 **A motion was made to consider the CJBA course revisions as a slate. The motion was**
2 **approved with 17 votes in favor.**

3
4 **A motion was made to pass the slate of CJBA course revisions. The CJBA course**
5 **revisions were approved with 17 votes in favor.**

6
7 **SPA 321 Introduction to Spanish Literature I**

8 **SPA 322 Introduction to Spanish Literature II**

9 **SPA 331 Introduction to Latin American Literature I**

10 **SPA 332 Introduction to Latin American Literature II**

11 **SPA 401 Contemporary Issues in Hispanic Literature**

12
13 Kathy Killoran explained the changes to these courses, which involve cutting the words “introduction
14 to,” adjustments to the prerequisites, and style changes to the wording in the course descriptions.

15
16 **A motion was made to consider the SPA course revisions as a slate. The motion was**
17 **approved with 17 votes in favor.**

18
19 **A motion was made to pass the slate of SPA course revisions. The SPA course revisions**
20 **were approved with 17 votes in favor.**

21
22 **A motion was made and seconded to conclude the meeting.**

23
24 Respectfully Submitted,

25
26 Sarah Hammond
27 Scribe

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
December 19, 2014
9:30 A.M. – 12:30 P.M.
ROOM L.61 NB**

1. Announcements – Dean Pease

- a. Data on Scaffolding of Majors (included in packet) - sent

2. Approval of the minutes of November 14th, 2014

3. Old Business

Courses (2nd readings)

- HON 3XX The Idea of the Common Good Across Disciplines (JCII)
- LLS 2XX Indigenous Latin America (WC)
- SPA 3XX Violence Against Women in the Spanish-Speaking World
- SPA 3ZZ Gay, Lesbian and Transgender Issues in Hispanic Literature
- SPA 3YY Hispanic Film
- LWS 3XX Undergraduate Research Experience in Law and Society (1st read Oct 18)
- Guidelines for Research Intensive Courses (1st read at Oct 18)

4. New Business

Programs Subcommittee

- Proposal to Re-articulate the Joint Degrees in Economics, Specialization C Forensic Financial Analysis with the new BS in Fraud Examination
- Proposal to Revise the BA in English
- Proposal to Revise the Minor in English

Courses Subcommittee

1. New Cross-listed Courses
2. LLS 1XX Introduction to Latin American History (LP)
3. AFR 1XX Africana Oral Traditions (Com)
4. AFR 2XX Religion, Terrorism and Violence in the Africana World (LP)
5. SOC 2XX Sociology of Sexualities

Course Revisions

1. GEN/BIO 255 The Biology of Gender and Sexuality (Sci Wld)
2. HIS 325 Criminal Justice in European Society, 1750 to the Present
3. PSY 378-379 Fieldwork in Forensic Psychology
4. PAD 260 International Public Administration
5. PAD 331 Fraud, Waste, Abuse and Corruption in Public Organizations

Attachments:

Agenda for December 19, 2014

Minutes of November 14, 2014

Scaffolding of Majors Data

HON 3XX The Idea of the Common Good Across Disciplines

LLS 2XX Indigenous Latin America

SPA 3XX Violence Against Women in the Spanish-Speaking World

SPA 3ZZ Gay, Lesbian and Transgender Issues in Hispanic Literature

SPA 3YY Hispanic Film

LWS 3XX Undergraduate Research Experience in Law and Society

Guidelines for Research Intensive Courses

Re-articulate the Joint Degrees in Economics, Spec C with the new BS in Fraud Exam

Proposal to Revise the BA in English

Proposal to Revise the Minor in English

LLS 1XX The History of Latin America

AFR 1XX Africana Oral Traditions

AFR 2XX Religion, Terrorism and Violence in the Africana World

SOC 2XX Sociology of Sexualities

GEN/BIO 255 The Biology of Gender and Sexuality (Sci Wld)

HIS 325 Criminal Justice in European Society, 1750 to the Present

PSY 378-379 Fieldwork in Forensic Psychology

PAD 260 International Public Administration

PAD 331 Fraud, Waste, Abuse and Corruption in Public Organizations

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of December 19, 2014

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, December 19 at 9:30 a.m. in L61 NB. Dean Allison Pease, UCASC Chair, called the meeting to order.

Present: *C. Jama Adams, Ben Bierman, Marta Bladek, Al Coppola, Glenn Corbett, Susannah Crowder, Heath Grant, Sarah Hammond, Anissa Helie, Crystal Jackson, Jonathan Jacobs, Katherine Killoran, Michael Leippe, Ma'at Lewis, Aida Martinez-Gomez, Mary Ann McClure, Bettina Murray, Chongmin Na, Allison Pease, Lisandro Perez, Judy-Lynne Peters, Michael Puls, Leslie Smith, Ed Snajdr, Monika Son, Adam Stone, Sandra Swenson.*

1 **Absent:** *Brian Arbour, Mathieu Dufour, Susan Larkin, Virginia Moreno, Giovanni Perna.*

Guests: *David Barnet, Dara Byrne, Silvia Dapia, Crystal Endsley, Katie Gentile, John Gutierrez, Jane Katz, Antonio Pastrana, Charlotte Walker-Said.*

2 **Administrative Announcements**

3 4 Dean Pease welcomed everybody by reminding them everyone that this would be her last UCASC
5 meeting as Interim Dean. The new Dean Scott Toddartauter will be present at the next meeting.

6 7 Professor Judy-Lynne Peters wished to thank Dean Pease and commend her for taking on the large job
8 of UCASC in the interregnum, and for doing so with aplomb. The committee applauded.

9 10 Dean Pease distributed a document with data on scaffolding of majors.

11 **Approval of the minutes of November 14, 2014**

12 13 There were no comments.

14 15 **A motion was made and seconded to approve the minutes of November 14, 2014.**

16 17 **The minutes of November 14, 2014 were approved with 20 votes in favor.**

18 **Old Business**

19 **Courses (2nd Readings)**

20 **LLS 2XX Indigenous Latin America (WC)**

21 22 Professor Lisandro Perez introduced the course, which had new subtitles for each week of the course in
23 the calendar.

24 25 **A motion was made to approve the LLS 2XX Indigenous Latin America (WC). The**
26 **motion was approved with 20 votes in favor.**

SPA 3XX Violence Against Women in the Spanish-Speaking World

Professor Sylvia Dapia introduced the course, noting that the learning outcomes had been modified, among other alterations to the content. Registrar Adam Stone said that the short title of the course in the SIMS document had harsh phrasing, and could be adjusted, especially given that there is room for more characters. He said that the short title is what winds up in the student's transcript, so attention to this is actually quite important.

Professor Crystal Jackson said that Gender Studies still had concerns about this course and the following course. There were questions ~~even~~ about the use of the word "Hispanic" in the title and the lack of ~~follow through thru line~~ for the human rights theme in the course. Professor Dapia said that her department focuses on the Latin American, not Latina/o~~es in the U.S. so the word Hispanic is appropriate world~~. Prof. Dapia pointed out where the human rights content was.

A motion was made to approve SPA 3XX Violence Against Women in the Spanish-Speaking World. The course was approved with 20 votes in favor and two abstentions.

SPA 3ZZ Gay, Lesbian and Transgender Issues in Hispanic Literature

Professor Dapia introduced the course, which had alterations in the course descriptions, learning outcomes, and some course content was diversified to be more inclusive.

Professor Jackson reiterated the comments from Gender Studies about the previous course. She began by commending the new readings in the syllabus, which are more inclusive and clearer. However, from the Gender Studies standpoint, there was still much to address in terms of the history of LGBTQ populations and the diversity thereof. Professor Dapia thanked Professor Jackson for the feedback, and pointed to some of the readings in the course that address lesbian content. Professor Dapia noted that the primary aim of the course is to study literature and film. Professor Aida Martinez-Gomez said that the professor who created the course had told her that the male slant in the course reflects the reality of existing literature and film pertaining to this population, and the course creator had added as much female-oriented material as possible.

Professor Jackson said there could be more discussion of the politics of the subjects.

A motion was made to approve SPA 3ZZ Gay, Lesbian and Transgender Issues in Hispanic Literature. The course was approved with 21 votes in favor and 1 abstention.

SPA 3YY Hispanic Film

Professor Dapia said that no changes had been made to this course. Registrar Stone asked why the abbreviated title was longer than the original title. Professor Perez asked that this course list that the course is taught in Spanish. Professor Dapia said that line had been left off inadvertently, and the description would be amended.

A motion was made to approve SPA 3YY Hispanic Film with the amendment. The course was approved with 22 votes in favor.

HON 3XX The Idea of the Common Good Across Disciplines (JCII)

Professor Dara Byrne said she had simplified the course to reflect at e-students' methodology

1 | [courses are usually taken](#) at the 3[00-XX](#) level.
2
3

4 | **A motion was made to approve HON 3XX The Idea of the Common Good Across**
5 | **Disciplines (JCII). The course was approved with 22 votes in favor.**
6

7 | **LWS 3XX Undergraduate Research Experience in Law and Society** 8

9 | There was nobody from the department to speak for this course, so Kathy Killoran reminded the
10 | committee about this proposal's first reading in October. Professor Jama Adams asked that this course
11 | be tabled until a representative from the department could be present. Dean Pease agreed.
12

13 | **Guidelines for Research Intensive Courses (1st Read at Oct 18)** 14

15 | Dean Pease asked Professor Perez to act as chair for this item, so that she could represent this
16 | proposal. She introduced the revised proposal, which has a new rubric of standards for Research
17 | Intensive Courses.
18

19 | Professor AnisseAnissa Helie asked why the course cap was so high, allowing for over 20 students.
20 | Dean Pease said that this number was actually not so high for the sciences and social sciences, though
21 | it might seem large for a humanities course. She noted that even for Writing Intensive courses, the cap
22 | is 21. She said that economics play into that limit.
23

24 | Professor Sandra Swenson felt that the first category in the rubric was far too general. Dean Pease
25 | agreed. Professor Swenson wished to raise the bar on the first level. Dean Pease agreed and added that
26 | it should not be stated in the negative.
27

28 | Professor Adams said that with John Jay's 19% graduation rate, not enough students are graduating
29 | with the reading skills they should have. He asked if there is a mechanism for feedback that would
30 | follow up on a program like this to provide faculty with data about the results of the effort. Dean Pease
31 | spoke about some of the assessment tools and how they work, explaining certain reports that the Dean
32 | receives. Professor Adams asked if the faculty receive these reports.
33

34 | Professor Michael Leippe pointed to the first sentence of the second paragraph, "over half the required
35 | assignments are devoted to students developing research skills and more." He felt that this sentence
36 | could apply to nearly any course that is taught, and any section could be declared Research Intensive.
37 | He specifically mentioned PSY 311 Research Methods in Psychology. In particular, he wondered about
38 | removing the "and more." Kathy Killoran said that research methods courses are not the target of this
39 | proposal. The RI designation is meant for 200xx and -300xx-level courses that are electives and would
40 | not necessarily have a research component. Dean Pease noted that the research product in a course is
41 | integral to the RI designation. Kathy Killoran said the intent is to increase the opportunities spread the
42 | for research experiences work out over a student's career, rather than just getting them leaving it all in
43 | that early in a research methods course. Professor Leippe asked if the product has to be individualized
44 | or if it can be a group project. Dean Pease said it can be a group project, and the RI proposal
45 | designation has to leave room for different methodologies.
46

47 | Registrar Stone asked who will monitor this process. Dean Pease said that Kathy Killoran and the
48 | Dean of Undergraduate Studies would do so. Registrar Stone asked for wording to be added to item #3
49 | so the document would state that the Dean's office monitors.
50

51 | Professor Jackson asked if the faculty would accrue a tenth of a course release, as remuneration for the
52 | extra effort to teach these research projects. Dean Pease said that the faculty would not receive that
53 | reward. Currently, the Office for Undergraduate Research is offering support on a competitive basis
54

1 | for faculty to develop RI courses. Any renumeration would be handled that way.

2 |

3 New Business

4 |

5 Programs Subcommittee

6 |

7 **Proposal to Re-articulate the Joint Degrees in Economics,** 8 **Specialization C, Forensic Financial Analysis with the new BS in** 9 **Fraud Examination**

10 |
11 | Kathy Killoran said that the need for this proposal arose last year when Specialization C was spun off
12 | from the existing Economics degrees. David Barnet said that this change has been discussed
13 | thoroughly with all the partners at the community colleges and they will be submitting this proposal
14 | through their governance bodies as wellinvolved.

15 |
16 | **A motion was made to waive the second reading of the Proposal to Re-articulate the**
17 | **Joint Degrees in Economics, Specialization C, Forensic Financial Analysis with the new**
18 | **BS in Fraud Examination. The motion to waive the second reading was approved with**
19 | **20 votes in favor and 3 abstentions.**

20 |
21 | **A motion was made to approve the Proposal to Re-articulate the Joint Degrees in**
22 | **Economics, Specialization C, Forensic Financial Analysis with the new BS in Fraud**
23 | **Examination. The Proposal was approved with 22 votes in favor and 1 abstention.**

24 |
25 | Professor Adams asked how we know if these joint degree programs are working. David Barnet spoke a
26 | bit to the history of student performance as they come through these programs. He said that Jim Llana
27 | is generating a set of reports now. Dean Pease said that the joint degrees in the CUNY Justice Academy
28 | programs are vital to John Jay's enrollment figures. Professor Adams felt that he had not seen data to
29 | reflect that, and students entering his classroom are not prepared to write in 300XX-level courses. He
30 | asked for some sort of measurement tool for students' abilities when they enter. Dean Pease spoke to
31 | some of the standards involved at present, including a minimum GPA, though it is low, and the
32 | Associate's Degree. She said that it is John Jay's job to educate these students once they enter, and
33 | faculty should prepare to work with students on writing. Professor Adams felt that these students are
34 | not prepared to do 25-page papers. Dean Pease said that it is the job of the majors to scaffold the
35 | curriculum to help students with the writing. In fact though, the CJA students succeed at a higher rate
36 | than native John Jay students from the data examined so far.

37 |
38 | Dean Pease said that in John Jay's self-study a few years ago, it was clear that only a few of the majors
39 | are scaffolded well enough to develop students' writing and analysis skills continuously over time.
40 | Recently, other majors have been working to develop their curricula to respond to this.

41 |
42 | Professor Ben Bierman said this is a crucial question, but it seems to bring up huge issues that go far
43 | beyond the proposal on the table. He felt that the particular issue of the re-articulation-agreement
44 | should not be the place to examine the whole community college system. Dean Pease agreed.

45 |

46 **Proposal to Revise the BA in English**

47 |
48 | Kathy Killoran said that last year the English department put forward a revision to the major that
49 | involved changes to the elective area to make the course list more complete and to accommodate new
50 | Gen Ed courses. We realized last year's proposal was missing quite a few courses. At that point, it
51 | became clear that there was a long list of courses that had not been included. This is a follow-up
52 | proposal to add those courses into the elective area.

1 Professor Maryann McClure asked if majors have to put this type of proposal forward every time a
2 department adds a new course. Kathy Killoran explained the process for adding new courses. There
3 are two ways, one is to submit a proposal such as the one under discussion. The second way is when
4 new courses are approved. There is a place on the new course proposal forms to note which
5 programsmajors a course may be added to, as an elective or a requirement. Then she makes a report to
6 the Chancellor eight times per every year which includes those changes. Eventually it all makes its way
7 to DegreeWorks. She said it takes a good six to nine months for the changes to make it into the system
8 overall, but there is a mechanism.
9

10
11 **A motion was made to waive the second reading of the Proposal to Revise the BA in**
12 **English. The motion to waive the second reading was approved with 22 votes in favor**
13 **and 2 abstentions.**

14
15 **A motion was made to approve the Proposal to Revise the BA in English. The proposal**
16 **was approved with 23 votes in favor and 1 abstention.**

17 **Proposal to Revise the Minor in English**

18
19 Kathy Killoran said that this change is the same as the previous item, though for the minor. Professor
20 Adams asked if somebody from English could speak for the program. He felt that it is important for
21 the department to participate in presentation in general. Professor Al Coppola said that this proposal
22 is here to make sure that DegreeWorks is able to recognize the electives that students are taking for the
23 minor, and it is purely a bureaucratic change.
24

25
26 Professor Adams had a question about procedure. If the proposal does not involve any academic
27 changes, why must it come before UCASC? Kathy Killoran said it needed approval from UCASC
28 because she had to be able to put these changes into the Chancellor's Report so the registrar makes
29 them in CUNYFirst and DegreeWorks.

30
31 **A motion was made to waive the second reading of the Proposal to Revise the Minor in**
32 **English. The motion to waive the second reading was approved with 22 votes in favor**
33 **and 2 abstentions.**

34
35 **A motion was made to approve the Proposal to Revise the Minor in English. The**
36 **proposal was approved with 24 votes in favor.**

37 **Courses Subcommittee**

38 **New Cross-Listed Courses**

39
40 Dean Pease introduced this item about the requirements and limits for cross-listing, which had been
41 requested by Professor Perez. She noted that cross-listing is a matter of practice rather than policy. If a
42 course belongs to a specific discipline, it should not be cross-listed to be included in a different major.
43 Rather, it should be listed as a requirement in the major that requires it under its course prefix. She
44 said cross-listing should only occur when there is a genuinely shared course, which two departments
45 can both staff and run. She said there is a great deal of administrative work associated with cross-
46 listing, so, in effect, cross-listing actually costs money, because of the amount of time it takes staff in
47 Undergraduate Studies, the Provost and Registrar's Offices to do the schedulingpaperwork to run a
48 cross-listed course. Professor Perez noted that this is basically the oral articulation of a new practice,
49 and noted that this means that nobody is prohibiting cross-listing. Dean Pease agreed.
50
51

1 |

2 |

3 | **LLS 1XX Introduction to tThe History of Latin America (LP)**

4 |

5 | Kathy Killoran introduced this course, which is required for comes with the new major in Latin
6 | American and Latina/o Studies. The Courses Her Subcommittee had felt the course was ambitious for
7 | the 100XX level, and the proposer revised it accordingly. Professor Peters said the Gen Ed Committee
8 | had also felt the course to be ambitious, but otherwise found it to be a good course. Professor
9 | Gutierrez(proposer—gutierrez??) presented the course. He said his department feels it is important to
10 | start students with a strong foundation and an ambitious course goals, so the amount of work is in
11 | keeping with the major.

12 |

13 | Kathy Killoran said she thought the Gen Ed mapping form in the proposal might be from an earlier
14 | version of the Gen Ed form. She said she could work with him outside the meeting to ensure the
15 | correct material goes into the final proposal.

16 | **A motion was made to waive the second reading of the LLS 1XX The History of Latin
17 | America (LP). The motion to waive the second reading was approved with 20 votes in
18 | favor and 4 abstentions.**

19 | **A motion was made to approve LLS 1XX The History of Latin America (LP). The
20 | proposal was approved with 22 votes in favor and 2 abstentions.**

21 |

22 | **AFR 1XX Africana Oral Traditions (Com)**

23 |

24 | Professor Peters presented the course for the Gen Ed subcommittee. She said the course came to her
25 | committee in great shape, making a beautiful fit for the Communications bucket. Kathy Killoran said
26 | the courses subcommittee was pleased with this course because it combines academic content with
27 | performance. Her subcommittee asked the proposer to revise the description a bit. Professor
28 | Endsley(someone Enslie, woman) presented the course, which had been built in response to a need,
29 | to give students a chance to practice different oral communication techniques using the African
30 | tradition.

31 | Professor Bierman suggested looking more at feminism.

32 | Registrar Stone suggested that the long title could be the short title on this course, too.

33 | Professor Leippe felt the course had great content, but he did not see anything in the learning
34 | outcomes about absorbing the knowledge or learning the content. Dean Pease said that these are the
35 | learning outcomes for the Learning from the Past area of gen ed but of course the faculty will be
36 | gauging how students learn the material. is actually up to the professor's discretion. Professor Endsley
37 | (enslie?) felt that the last learning outcome about observing and analyzing addressed Professor
38 | Leippe'sLeippe's point.

39 | **A motion was made to waive the second reading of AFR 1XX Africana Oral Traditions
40 | (Com). The motion to waive the second reading was approved with 20 votes in favor and
41 | 3 abstentions.**

42 | **A motion was made to approve the AFR 1XX Africana Oral Traditions (Com). The course
43 | was approved with 23 votes in favor.**

1
2
3 **AFR 2XX Religion, Terrorism and Violence in the Africana World**
4 **(LP)**

5
6 Professor Peters said the Gen Ed committee felt this course filled a big gap in Learning from the Past
7 bucket. Her committee found the course quite ambitious for ~~the 200XX~~-level, but welcomed the
8 course. Kathy Killoran said the courses committee also felt the course ~~is might be over~~ambitious also,
9 so they had asked for revisions, and were very pleased with the new draft, which modifies and clarifies
10 the course to be more student-friendly.

11
12 Professor Charlotte Walker-Said presented the course and spoke to its place in the Africana Studies
13 program as well as the Gen Ed. She said it wants to engage sophisticated themes in a fundamental way.

14
15 Professor Anissa Helie asked if there could be more in the syllabus about gender-based violence. She
16 asked if the syllabus could bring up the question of local resistance, so that it does not feed the
17 stereotypical ideas about Western powers. Professor Walker-Said explained how some of her case-
18 studies explore these ideas. Professor Helie said that resorting to violence is only one of the avenues
19 through which communities act, and there are also legal efforts and so forth, and she wished the
20 syllabus would highlight that. Professor Walker-Said spoke to the ways that the course engages
21 violence to study other subjects, noting that violence is not all that's being studied.

22
23 Professor Perez asked if proposers have the option to edit the learning outcomes, pointing out that this
24 course customized the learning outcomes for its own needs. Kathy Killoran said that ~~is allowable by~~
25 ~~CUNY~~is appropriate. Professor Perez thought it was a curious sort of flexibility, considering that the
26 learning outcomes had been created and approved by this body already. Dean Pease said that as long
27 as the learning outcome in the proposal can be mapped to the guiding principle, then it is acceptable.
28 She said this is an area where UCASC should be watchful.

29
30 Dean Pease asked why the only prerequisite is ~~ENG~~nglish 101, and why ~~ENG~~nglish 201 is not included.
31 Professor Walker-Said said she had simply included the prerequisites that had been suggested to her.
32 Dean Pease explained that those prerequisites affect whether students enroll in the course in their
33 second semesters (freshman year) or third (sophomore year). Since there can be a significant
34 difference in the student's ability between these semesters, the prerequisite choice should be
35 considered thoughtfully.

36
37 A larger discussion ensued about the way John Jay's introductory English courses are scaffolded.
38 Professor Adams asked what significant difference English 201 makes in students' abilities. He pointed
39 to the lack of ENG 201 prerequisites in many other courses and asked if there was some reason that
40 faculty have not considered it important. Professor Leippe noted that if nothing else, it is a channeling
41 prerequisite that creates a classroom full of sophomores, rather than second-semester freshmen. He
42 felt that would be appropriate for this course, which looks pretty challenging. Professor Swenson
43 pointed out that it is perfectly natural for a new professor to assume that ENG 201 is a sophomore
44 course, given the title. Dean Pease agreed with this point. She wondered if they should re~~number~~title
45 the ~~second composition~~ course. Professor Walker-Said noted that in the template she had received, it
46 said that ENG 201 is a prerequisite for a ~~300XX~~-level course.

47
48 Professor Coppola said the Africana course is a great course, and the procedural concern about the
49 place of ENG 201 as a prerequisite might call for an ~~additional~~ separate ~~discussion f~~rom the course
50 ~~under consideration~~discussion. He felt ~~thought~~hat, at this moment, this course would benefit from
51 requiring ENG 201 as a prerequisite.

1 Dean Pease noted that ENG 201 happens in the second semester as a matter of practice, so using it as a
2 prerequisite effectively means that a student has had two semesters of school, so probably the English
3 course does need to be renumbered/titled to reflect its place in the freshman year. Professor Leippe felt
4 that there was no need to create a general practice of adding ENG 201 as a prerequisite to all 200XX-
5 level courses. He said it is important to leave the decision to the discretion of each professor, who
6 could gauge the writing demands of his or her own course on a case-by-case basis. Kathy Killoran felt
7 this was an interesting discussion. Historically ENG 201 has been a necessary prerequisite, but
8 recently other majors have been dropping back, requiring only ENG 101. She said it may be a practical
9 step that ~~courses~~ ~~majors~~ have taken in order to ensure enrollment.

10 Professor Adams was concerned that we have an economically-informed curriculum. He was
11 concerned about ways that economics might be unwittingly distorting the structure of the curriculum.
12 Dean Pease said that in her opinion, there is no such thing as a real 200XX-level course in the Gen Ed.
13 Dean Pease said the market-based reality of the Gen Ed puts faculty in competition with each other to
14 make sure the classes fill, and that has created this desire to scale prerequisites back. She said that the
15 faculty must have the general will as a group to hold each other to certain standards.

16 On the subject of the Africana course, Professor Perez asked if the course description could be written
17 more economically or crisply.

20 **A motion was made to waive the second reading of AFR 2XX Religion, Terrorism and
21 Violence in the Africana World (LP). The motion to waive the second reading did not
22 have enough votes and was not approved.**

24 Since there were not enough votes to waive the second reading, this course will come before the
25 committee again at a future meeting. Professor Walker-Said was confused about what changes would
26 be needed. She felt that none of the suggestions made were actually structural changes to the
27 ~~courses~~ syllabus. Professor Bierman and Professor Swenson both reminded the room that it is actually
28 normal standard procedure for a course to have two readings. Professor Walker-Said still wished to
29 know very specifically what changes the committee recommended. She felt she did not know what to
30 do with the time between the two readings. Professor Adams agreed with her point. Professor Bierman
31 said any revisions would be up to her. Dean Pease said the professor is free to change nothing if she
32 wishes, but it is an important step for her to go home and thoughtfully consider the feedback and then
33 bring the course back. Professor Perez noted that it has become a nearly automatic practice to waive
34 the second reading in recent years, but the committee's standard procedure used to be to have second
35 readings for everything. Now, it seems that the committee ~~frequently always~~ waives the second reading
36 except in the case of certain courses.

37 To answer Professor Walker-Said's question, Professor Swenson said she would like to see a response
38 to Professor Helie's comments addressed in the syllabus. Professor Perez also wished that the
39 description be shorter.

42 Professor Walker-Said said she would ~~consider probably adding~~ ENG 201 to the prerequisites.

44 **SOC 2XX Sociology of Sexualities**

46 Kathy Killoran introduced this course, which is for the Sociology major and minor. Her committee had
47 asked the proposers to make the course description a bit more student-friendly and to clarify the
48 weekly topics. Professor Jackson spoke for Sociology, noting that ~~since there are other courses on race
49 and ethnic relations, this course works will be part of the~~ Gender Studies as well.

51 Professor Swenson said that the prerequisites do not include ENG 201. Professor Jackson said that she
52 had been going along with the common assumption that only ENG 101 is needed, thinking that 201
53 might be taken alongside this course. The assignments have been scaffolded to work for a student who

1 has not had ENG 201, but she would be amenable to reconsidering that.

2 |
3 Professor Bierman asked if transgender material should be included. Professor Jackson said that
4 gender is one category and sexuality and sexual identity is actually a different matter.

5 |
6 As a matter of procedure, Professor Adams said it is hard to tell when a change is being requested and
7 when a professor is simply making a comment about something intriguing and interesting. As a matter
8 of procedure, Professor Adams wished for an explicit statement of the commenter's intent to wrap up
9 each conversation. Professor Bierman said he felt that suggestions are made in the spirit that a
10 professor can take the feedback and consider it as he or she likes.

11 |
12 Professor Perez was concerned over the wording in the first sentence of the course description where it
13 said "teaches the course." Professor Swenson noted a reference to ENG 102 on page six. Professor
14 Jackson said that was a mistake,mistake and it should that would be changed to ENG 101.

15 |
16 Professor Ed Snajdr asked about the use of the word "transcends" in the learning outcomes. He
17 wondered if the wording should be simpler, along the lines of "differs from." Kathy Killoran noted that
18 the use of the pronoun "we" in the course description was inappropriate. It should say "it will be" or
19 something like that.

20 |
21 Professor Leippe asked how large the groups are in the group work assignments. Professor Antonio
22 Pastrana said the size of the groups depends on the size of the class altogether, and varies depending
23 on course enrollment. Professor Leippe asked if there is enough individual work involved for that
24 assignment to count for 20% of the total grade. The presenters explained their thinking behind the
25 | scaffolding of courses and assignments in their coursesmajor.

26 Course Revisions

27 GEN/Bio 255 The Biology of Gender and Sexuality (Sci Wld)

28 |
29 Kathy Killoran introduced this course, which is a revision in response to Gen Ed. Dean Pease noted
30 that Professor Gentile had been in the meeting for a while, but must have had to leave by the time this
31 item came up, so Professor Jackson spoke for the course.

32 |
33 Registrar Stone had a concern about the prerequisites, which were not a definitive list. Wording like
34 "such as" could not be implemented by the CUNYfirst system. Kathy Killoran said that the Science
35 Department has a standard program does has a list of appropriate prerequisites for the Scientific
36 World category now and ,though it is not laid out in this proposal would follow that standard. ,and
37 the proposal could be updated easily.

38 |
39 A motion was made to approve the revision to Gen/Bio 255 The Biology of Gender and
40 Sexuality (Sci Wld). The course revision was approved with 24 votes in favor.

41 HIS 325 Criminal Justice in European Society, 1750 to the Present

42 |
43 Kathy Killoran introduced this course, which was not being taught when History last revised its
44 prerequisites in response to the new gen ed. Now this course has been brought back, and so the
45 description is being brought into line with other History offerings and the prerequisites updated.
46 There was no discussion.

47 |
48 A motion was made to approve the revision to HIS 325 Criminal Justice in European
49 Society, 1750 to the Present. The course revision was approved with 23 votes in favor

1 **and 1 abstention.**
2

3 **PSY 378-379 Fieldwork in Forensic Psychology**
4

5 Kathy Killoran introduced this course, which is being broadened to include other areas of psychology,
6 not just forensic psychology. Professor Leippe concurred that this course wants to extend the fieldwork
7 opportunities for students in many areas of psychology.
8

9 Professor Bierman asked about the amount of course hours. Kathy Killoran said it should be revised to
10 say three hours. It is a three hour, three credit course. She explained the logistics of internships. With
11 a three hour internship course, there are a minimum of 96 hours in the field.
12

13 **A motion was made to approve the revision to PSY 378-379 Fieldwork in Forensic
14 Psychology. The course revision was approved with 24 votes in favor.**
15

16 **PAD 260 International Public Administration**
17

18 Kathy Killoran introduced this course, which is now a choice in the International Criminal Justice
19 Major, so an alternate prerequisite is needed. Registrar Stone asked for clarification of the “ands” and
20 the “ors.” Kathy Killoran clarified the logic behind the prerequisites.
21

22 **A motion was made to approve the revision to PAD 260 International Public
23 Administration. The proposal was approved with 24 votes in favor.**
24

25 **PAD 331 Fraud, Waste, Abuse and Corruption in Public
26 Organizations**
27

28 Kathy Killoran introduced this course, which is part of the new major in Fraud Examination. An
29 alternate prerequisite was needed.
30

31 Professor Adams asked what the difference is between fraud and corruption. Professor Peters said
32 there is a difference and it could be discussed outside the meeting.
33

34 **A motion was made to approve the PAD 331 Fraud, Waste, Abuse and Corruption in
35 Public Organizations. The proposal was approved with 24 votes in favor.**
36

37 **A motion was made and seconded to conclude the meeting.**
38

39 Respectfully Submitted,
40

41 Sarah Hammond
42 Scribe
43

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
January 30, 2015
9:30 A.M. – 12:30 P.M.
ROOM L.61 NB**

1. Announcements – Dean Stoddart

2. Approval of the minutes of December 19th, 2014

3. Old Business

Courses (2nd readings)

- AFR 2XX Religion, Terrorism and Violence in the Africana World (LP)
- SOC 2XX Sociology of Sexualities

4. New Business

Program Review Subcommittee

- Self Study for Certificate Program in Dispute Resolution

Attachments:

Agenda for January 30, 2015

Minutes of December 19, 2014

AFR 2XX Religion, Terrorism and Violence in the Africana World

SOC 2XX Sociology of Sexualities

Self Study for Certificate in Dispute Resolution

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of January 30, 2015

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, January 30 at 9:30 a.m. in L61 NB. Dean Scott Stoddart, UCASC Chair, called the meeting to order.

Present: *C. Jama Adams, Brian Arbour, Ben Bierman, Marta Bladek, Al Coppola, Glenn Corbett, Susannah Crowder, Mathieu Dufour, Heath Grant, Sarah Hammond, Crystal Jackson, Katherine Killoran, Michael Leippe, Ma'at Lewis, Chongmin Na, Lisandro Perez, Judy-Lynne Peters, Michael Puls, Leslie Smith, Ed Snajdr, Monika Son, Scott Stoddart, Adam Stone, Sandra Swenson.*

1 **Absent:** *Anissa Helie, Jonathan Jacobs, Susan Larkin, Aida Martinez-Gomez, Virginia Moreno,*
2 *Bettina Murray, Giovanni Perna.*

Guests: *David Barnet, Charlotte Walker-Said, Kate Szur, Nancy Velazquez-Torres, Maria Volpe.*

3 Administrative Announcements

~~4 Dean Pease welcomed everybody by reminding them everyone that this would be her last UCASC
5 meeting as Interim Dean. The new Dean Scott Stoddart after will be present at the next meeting.~~

~~6 Dean Stoddart welcomed everyone back for the Spring and introduced himself to the committee. He
7 spoke about how important this type of work is for a college and how much he was looking forward to
8 developing the curriculum in these meetings.~~

~~9 Professor Judy Lynne Peters wished to thank Dean Pease and commend her for taking on the large job
10 of UCASC in the interregnum, and for doing so with aplomb. The committee applauded. Dean Pease
11 distributed a document with data on scaffolding of majors.~~

12 Approval of the minutes of December 19, 2014

~~13~~ There were no comments.

~~16 A motion was made and seconded to approve the minutes of December 19, 2014. The
17 minutes of December 19, 2014 were approved unanimously with 18 votes in favor.~~

19 Old Business

21 Courses (2nd Readings)

**24 AFR 2XX Religion, Terrorism and Violence in the Africana World
25 (LP)**

~~27~~ Professor Charlotte Walker-Said addressed the feedback from the last meeting and explained
~~28~~ how she had incorporated the committee's suggestions into the course proposal. She said she
~~29~~ had chosen to keep the original prerequisites.

~~31~~ Adam Stone said the short title of the course was still too long, and he could work with her to

1 reduce it to 30 characters. Professor Sandra Swenson said she appreciated the changes and
2 she complimented the new syllabus.

3
4 Professor Ben Bierman asked if the very first graded in the assignment was in week nine. He
5 wondered if that was a little late for students to get a sense of how they would do in the
6 course. Professor Walker-Said said she could introduce the graded assignment earlier.
7

8 Professor Jama Adams asked if there could be a separate discussion about the English 201 prerequisite
9 issue after a member asked about it. Dean Stoddart said that he did feel that this course has a huge
10 research and writing component and he would be concerned about throwing students into such a
11 course in their second semester. Professor Adams asked if the motion to approve the course could be
12 considered separately from the more complex issue of English prerequisites in general. The room
13 agreed.
14

15 **A motion was made to approve the AFR 2XX Religion, Terrorism and Violence in the
16 Africana World (LP). The motion was approved unanimously with 20 votes in favor.**
17
18

19 **SOC 2XX Sociology of Sexualities**

20 Professor Crystal Jackson was present to speak for the course and sent Professor Pastrana's regrets.
21 The proposers made changes to the learning outcomes, course description, and group work. Professor
22 Jackson explained the thinking behind the grading of the group work, and how the individual points
23 would be distributed across members of the group and stages of the project. She also explained that
24 students would be given some class time to organize and do work in groups so that was added to the
25 course calendar.
26

27
28 **A motion was made to approve SOC 2XX Sociology of Sexualities. The course was
29 | approved unanimously with 20 votes in favor.**
30

31 **New Business**

32 **Programs Subcommittee**

33 **Self-Study for Certificate Program in Dispute Resolution**

34
35 Professor Bierman introduced the self-study on behalf of the Program Review committee. His
36 committee had general comments for the certificate program, and Professor Maria Volpe had
37 addressed a number of the comments and added more data to the self-study. The Program
38 Review subcommittee felt that the strength of the program was not quite coming across in the
39 early draft of the self-study, but the rewrite brings it forward more. On page 3, in the first
40 paragraph, his committee felt there was too much anecdotal discussion, and hard data could
41 make a better case. He went on to point out other specific spots in the document where
42 language could be moved or clarified, asking if the document could address the fact that there
43 is only one full-time faculty member teaching in the program and that the program relies on
44 adjuncts who take on responsibilities for which they are not paid.
45

46
47 Kathy Killoran said this certificate and the minor in dispute resolution are very important for
48 John Jay. Students are very excited about these opportunities. She was concerned about the
49 pace of proposed changes to the program as presented in the proposal. She endorsed
50

1 reducing the amount of credits but perhaps the certificate should be 21 credits. That could be
2 done quite simply by reducing the elective credit in the certificate. The internship is very
3 important for the certificate, but perhaps students in the minor could count the internship as
4 well in the elective section. She asked if development of an assessment plan could be added to
5 the short term goals. She suggested choosing learning outcomes from the core courses to
6 analyze for assessment. She said the issue of the lack of full-time faculty is a larger
7 conversation for the Provost, but it is a conversation that needs to be had.

8
9 Professor Adams was concerned about the process of the discussion of this item. He was
10 concerned about the degree of granularity in the Program Committee's public feedback. He
11 felt that this type of detail should happen outside of the main UCASC meeting. Dean Stoddart
12 agreed on the point about process, though he also agreed with the Program Committee that
13 there was some inconsistency in the document. Professor Adams suggested that the proposal
14 may need to go back for more discussion in subcommittee before coming to the larger group.
15

16 Kathy Killoran said there are procedural reasons that this self-study were being presented in
17 the large meeting at this moment, noting that there would need to be a site visit in the Spring
18 and the self-study needed to move through governance in time to arrange that.
19

20 Professor Jackson spoke for Sociology, where the Dispute Resolution Center is housed. She
21 said her department was very impressed with the self-study, and she spoke to how much
22 students love both the minor and the certificate program. She also said that a few years ago,
23 Sociology hired two full-time faculty to work with the program, but those professors are no
24 longer working in that area. Considering that obstacle, Professor Volpe's work is
25 commendable.
26

27 Professor Bierman responded to Professor Adams' feedback about the process of providing
28 feedback as Programs Committee representative. He had mixed feelings about the point and
29 said that he meant for his feedback to the self-study to be respectful and collegiate.
30

31 Professor Judy-Lynne Peters said she would like to hear from Professor Volpe herself.
32 Professor Volpe said the new template for the self-study has a number of questions that seem
33 a little redundant, and that may account for inconsistencies in her document. She had not
34 been sure whether the committee would be reading the original draft or the rewrite before she
35 came to this UCASC meeting. She said that the program is small, and it is run with dedicated,
36 talented adjuncts who do give a lot of time to the program because they love what they do. She
37 did not feel that she asked them to go above and beyond. She felt the anecdotal stories in the
38 self-study were the best way to prove the strength of the program. She said it is hard for the
39 college to create data for a certificate program. Her biggest challenge is that question of full-
40 time faculty, because many faculty drift from their MOUs. Considering the importance of the
41 program content, she wished adding fulltime faculty would be visited again. She said this
42 certificate program transforms students, and it helps students with their marketability and
43 their aspirations for graduate school.
44

45 Professor Ric Curtis moved to adopt the self-study with a note that the style of the document
46 would be revised. Professor Adams said this is a first reading, so generally, it would be normal
47 procedure for the self-study to come back to the committee again. Professor Curtis said he felt
48 that the list of feedback had been made up of minor comments on language, so he did not see
49 the need for a second reading.

1 Professor Swenson said she is on the subcommittee with Professor Bierman, and she spoke in
2 support of his earlier feedback. She felt the self-study could use a rewrite to polish it a bit.
3 Professor Curtis was concerned about the timetable, and he agreed that the professor could
4 rewrite the document, but he did not see how it would be necessary for the committee to see
5 the document again. Professor Curtis made a motion to suspend the second reading.

6
7 Someone asked Kathy Killoran about the timetable. As a point of information, would there be
8 time for a second reading? Kathy Killoran said there is time. Professor Al Coppola said that he
9 felt that time spent improving a document is valuable, and the step in between a first a second
10 reading can be quite worthwhile. He asked the subcommittee to summarize and clarify the
11 four or five major critiques of the document. Professor Adams was concerned about the
12 procedure, considering that the proposer was not even sure which version of the document
13 was coming to the meeting today. He felt that the subcommittee could be more organized.

14
15 Professor Curtis withdrew his motion to dispense with the second reading because Kathy
16 Killoran said there is time for a second reading.

17
18 This document will come back for a second reading.

19 20 **Prerequisites & English 201**

21 The meeting turned to a general conversation about the English Department's composition
22 courses and their place in the scaffolding of the college's curriculum as a whole. Dean
23 Stoddart said that his background is in English, and when he looked at John Jay's catalogue,
24 he was surprised by the names and descriptions of the two introductory courses. He felt that
25 101 was a normal introductory course and 201 seemed to be about synthesizing info with
26 research and so forth. Professor Al Coppola spoke for the English department. He said
27 English 201 definitely encourages students to synthesize and read across disciplines. He said
28 it is also about seasoning and time. It is a prerequisite trigger to open a gateway to 300-level
29 and above classes.

30
31 Professor Adams asked if this could be called an English Department problem. Dean Stoddart
32 felt that was a narrow view. Professor Adams said many students walk into courses unable to
33 do the work they need to do, and so departments are looking to the English Department for
34 leadership about what the students need to be able to do. He said the English Department has
35 won honors for its writing program, but some people are not seeing the benefit in their
36 classrooms outside of English. On average, faculty want students who can write better than
37 they do now. He wondered if the discussion might be larger than ENG 101 and 201.

38
39 Dean Stoddart reiterated Professor Coppola's point about the benefits of maturity and
40 experience in students. He said he had been pretty astonished to see the research
41 requirements in course proposals earlier in the day, considering that they only require
42 students to have ENG 101.

43
44 Professor Coppola disagreed with the statement that students just do not write well. He said
45 it's a challenge to work with them and it is wonderful to see them improve. He agreed that
46 they could write better. He felt the big issue at stake was the larger scaffolding of the

1 curriculum. He said when you have a freshman and the first graded assignment is in week
2 nine (referring to the earlier course), it is bound to go badly. He urged everyone to consider
3 writing a shared value, and it should be incorporated into every class across the curriculum,
4 week in and week out. He said it is a mandate for everyone at the college to think about how
5 they are teaching writing.

6
7 Professor Judy Lynne Peters agreed wholeheartedly that this is absolutely a shared problem.
8 She said students can move through the English 101 and 201 sequence and then have very
9 little writing after that, especially with the large class sizes of many courses. She said that in
10 her graduate level classes, students are horrified when they get C's, and then when she asked
11 them what they've written, they describe very limited experience at the undergraduate level.
12 She said what she likes about the Africana studies course is that it seems challenging and
13 students are made to present, write and do research. She said this question cannot be pushed
14 over into English exclusively.

15
16 Professor Jackson pointed out that many of her colleagues weren't even aware of ENG 201,
17 and a number of them put "ENG 102" on their syllabus without realizing that it does not exist.
18 She said that the Writing Intensive designation has been a way to bring more writing into the
19 classroom, but that has had some limits, given that it does require more work, and also a limit
20 number of courses can be designated as Writing Intensive each semester.

21
22 Dean Stoddart said all this could be part of the Gen Ed Review which is coming up very soon.
23

24 Professor Glenn Corbett said that in Fire, Security, and Emergency Management, they need to
25 focus on content. However, in the past 20 years, he has spent a lot of time teaching writing
26 and editing rather than examining the actual content. He asked if the English Department
27 requires use of Turnitin.com that help students with style and also guard against plagiarism.
28 Professor Coppola said that it's not perfect but a lot of people do use it. As to plagiarism,
29 Professor Coppola said that nothing works better than purpose-built assignments that are
30 custom made for a class, and also that including lots of scaffolding for an assignment would
31 force a student to show work along the way. Professor Corbett said that his department had
32 had a lot of success with Turnitin. He felt sure that the decline in writing was a national trend
33 and not unique to John Jay, but he remained concerned about the amount of time that
34 professors have to spend on writing issues in non-English classrooms.
35

36 Professor Adams felt this issue too complex to be addressed simply by saying "we must all
37 incorporate writing." First of all, he said that many professors do not know how to teach
38 writing. He asked for some type of tip-list for professors until a larger change is made. He felt
39 that there is a fundamental practicality issue. When a teacher encounters a class in which two-
40 thirds of the students cannot write, the teacher adjusts. There is a resource problem.
41 Academic Affairs needs to be addressing this, and it needs to be tied to outcomes. When
42 students exit John Jay, do they meet some national standard?

43
44 Professor Heath Grant said that reading comprehension is a big part of this, not just writing.
45 Dean Stoddart agreed.

46
47 Professor Mathieu Dufour felt the problem is not even attributed to college, it is the high
48 school preparation students arrive with. He wondered if ENG 201 could be restructured so
49 students take it in the first year instead of the second, to get that writing work in as early as

1 possible. He said that quantitative literacy skills need the same early attention, at least for
2 Economics. It's all about setting up a more solid base. Dean Stoddart agreed that quantitative
3 literacy is also a huge issue.

4 Professor Michael Leippe said it is not even high school, it is culture. He went on to speak to
5 the admission policies and selection necessities. He said it seems as though John Jay is
6 becoming less selective in its admission policies, students seemed better a few years ago. Dean
7 Stoddart said that the reality is that it is the college's job to prepare the students that it has.
8 "So that becomes the rub," he said. "What do we do with that first year? If that is the student
9 profile we've been given, how do we prepare them in that first year?"

10
11 Professor Coppola said one of the effects of the Pathways curriculum is that students no
12 longer have to take two writing courses and two literature courses as part of gen ed. Students
13 can select courses from many different disciplines now. Those courses used to be more
14 pointedly targeted to be reading/writing courses. He said the Gen Ed assessment is a great
15 place to think in a global and comprehensive way about the writing issue. He wondered if it
16 would be useful be to think of it in terms of an examination of the priorities and qualities
17 needed in 200-level and above courses. Professor Coppola did also agree with Professor
18 Adams' point that some practical attention needs to be paid to the balance of writing and
19 content.

20
21 Professor Kate Szur said there are some financial aid issues with offering more writing-
22 intensive courses or those with small class size.

23
24 Professor Adams felt that there might be more creative ways to tackle this. If a lot of John Jay
25 students are transfer students, can John Jay really get down to the source and talk to the
26 institutions they are coming from about how to prepare them for higher education. He felt
27 that the administration could do more on this angle, leaving the faculty free to teach. Dean
28 Stoddart said ENG 201 could be the gateway course for transfer students. Kathy Killoran said
29 that would not be possible as most transfer students bring a second composition course in
30 from their other institutions. It would be better to have a new course such as the 300-level
31 Justice Core class where these skills could be emphasized. We do have special transfer
32 seminars that some students take in the first semester after arrival at John Jay.

33
34 Professor Leippe wished to speak to Professor Adams' point about resources. He said that
35 normally, when faculty have had the ability to work with students' writing at other
36 institutions, their teaching load and professional situation at the college has made it possible
37 for them to do that. Here, the college has gotten larger, and there is pressure to publish in
38 addition to working in the classroom. He asked for more attention to the balance of duties, to
39 create a more manageable teaching load that allows for research and scholarship. Could there
40 be a more supported ENG 201? He said that Academic Affairs needs to put resources into the
41 picture.

42
43 Kate Szur said that there is also a space issue. These courses will need fewer than 36 students
44 in a course. So if we want to increase the number of these courses, there will need to be more
45 rooms and more support staff.

46
47 Professor Peters wished to note that this is not just hard for faculty. One major problem is
48 that students do not see the value in writing and in research. They do the tasks because they
49 are told to, but they do not always see the value in basic reading, writing and quantitative

1 skills. She said that she constantly works to stress to the students that a well-educated person
2 does not just have knowledge, but also has the ability to use that knowledge. She said that she
3 spends a good portion of her course educating them as to what it is to be a scholar. She felt
4 that this message could be reinforced in every class. Dean Stoddart agreed this message needs
5 to be brought into the classroom starting in year one.

6
7 Professor Ma'at Lewis disagreed with the previous statements. She felt that the broad
8 statement about what students do and do not value was too general. She thought the idea
9 could be recast that students had not been trained to value these basic skills. She said she is
10 psychologist by training, and she feels it is necessary for the faculty to be mindful of the ways
11 in which we make such generalized comments and statements. The language gets echoed,
12 perpetuated, and it can be self-fulfilling. She said there is a resource issue, but if we want to
13 do something, we can do it. There are creative ways. "As faculty, we need to continue to
14 demand the resources for what we need."

15
16 Dean Stoddart said he thought this was a great conversation and he looked forward to future
17 conversations, especially as the Gen Ed assessment rolls out.

18
19
20 **A motion was made and seconded to conclude the meeting at 10:55 am.**

21
22 Respectfully Submitted,

23
24 Sarah Hammond

25 Scribe

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
February 20, 2015
9:30 A.M. – 12:30 P.M.
ROOM L.61 NB**

1. Announcements – Dean Stoddart

2. Approval of the minutes of January 30, 2015

3. Old Business

Program Review (2nd reading)

- Self Study for Certificate in Dispute Resolution

Courses (2nd reading)

- LWS 3XX Undergraduate Research Experience in Law & Society (1st read 10/ 18)

4. New Business

Programs Subcommittee (1st readings)

- Proposal to Revise the Sociology Minor
- Proposal to Revise the BS in Police Studies
- Proposal for a New BS with a Major in Toxicology

Courses Subcommittee (1st readings)

- PSC 3XX Use of Force

Course Revisions

- PSC 101 Introduction to Police Studies
- ICJ 401 Capstone Seminar in International Criminal Justice

Attachments:

Agenda for February 20, 2015

Minutes of January 30, 2015

Self Study for Cert in Dispute Resolution

Revision for BS in Police Studies

New BS in Toxicology

Revision to Sociology Minor

LWS 3XX Undergraduate Research Experience in Law & Society

PSC 3XX Use of Force

PSC 101 Introduction to Police Studies

ICJ 401 Capstone Seminar in ICJ

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of February 20, 2015

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, February 20 at 9:30 a.m. in L61 NB. Dean Scott Stoddart, UCASC Chair, called the meeting to order.

Present: *C. Jama Adams, Brian Arbour, Ben Bierman, Marta Bladek, Al Coppola, Glenn Corbett, Susannah Crowder, Ric Curtis, Heath Grant, Sarah Hammond, Anissa Helie, Jonathan Jacobs, Katherine Killoran, Kyoo Lee, Ma'at Lewis, Aida Martinez-Gomez, Mary Ann McClure, Virginia Moreno, Chongmin Na, Giovanni Perna, Michael Puls, Leslie Smith, Scott Stoddart, Sandra Swenson.*

Absent: *Mathieu Dufour, Crystal Jackson, Susan Larkin, Michael Leippe, Bettina Murray, Lisandro Perez, Judy-Lynne Peters, Monika Son, Adam Stone.*

Guests: *David Barnet, Shu-Yuan Cheng, Marla Concheiro, Lissette Delgado-Cruzata, Maria Haberfeld, Sarah Khouzam, Mechthild Prinz, Michael Rowan, Richard Stripp, Kate Szur, Maria Volpe, Nadine Young.*

Administrative Announcements

Katherine Killoran introduced Nadine Young and Sara Khouzam, new staff members in the Registrar Office, who were joining the meeting today.

Dean Stoddart welcomed everyone. The group was one short of a quorum at this point due to train delays because of the extreme cold.

Approval of the minutes of January 30, 2015

Professor Jama Adams said that he had been misquoted in an item during the discussion of ENG 101. It should read that Professor Adams said "it is not the English department's fault."

A motion was made and seconded to approve the minutes of January 30, 2015. The minutes of January 30, 2015 were approved with 13 votes in favor and 2 abstentions.

Old Business

Program Review

Self-Study for Certificate in Dispute Resolution

Professor Maria Volpe thanked the committee for all the feedback along the way, and especially thanked Kathy Killoran for her help with the document.

Professor Sandra Swenson commended the qualitative content in the study. Professor Ben Bierman also complimented the work done on the document since the last meeting. Professor Aida Martinez-

1 Gomez complimented the document and responded to one point in the document that had said that
2 students feel uncomfortable translating at their internships. She said that her department now has
3 translation classes, and she would love to collaborate with Professor Volpe's program.
4

5 **A motion was made to adopt the Self Study for the Certificate in Dispute Resolution. The**
6 **motion was unanimously approved with 16 votes in favor.**
7

8 **Courses (2nd Reading)**
9

10 **LWS 3XX Undergraduate Research Experience in Law & Society (1st**
11 **reading- 10/18/14)**
12

13 This item was held until later in the agenda because the representative from Political Science,
14 Professor Brian Arbour, had not yet arrived to the meeting.
15

16 **New Business**
17

18 **Programs Subcommittee**
19

20 **Proposal to Revise the Sociology Minor**
21

22 Kathy Killoran introduced the document. The Programs Subcommittee had made suggestions about
23 including one course at or above the 3XX-level, and the department had adopted that change.
24

25 Professor Mike Rowan summarized the proposal's main points, which include adding SOC 101 to the
26 minor as a required course and adjusting some other requirements.
27

28 Professor Ben Bierman asked if it is unusual to have six courses at the 2xx-level in a minor. Kathy
29 Killoran said that the revision corrects that. It will now require at least one 300-level course or higher.
30

31 Professor Al Coppola felt the revision streamlined the minor, making transparent a course that had
32 always been effectively necessary anyway, though it hadn't counted toward the minor requirements.
33 He had a question about the possibilities for overlap in the minor. Kathy Killoran said she could clarify
34 the language on that point.
35

36 **A motion was made and seconded to dispense the second reading.**
37

38 Professor Adams commented that the UCASC committee has been leaning toward trying to let
39 documents make their way all the way through to the second reading when there was not extreme
40 urgency. He felt the time to marinate was important to the process.
41

42 Professor Coppola said he agreed with Professor Adams for the most part. However, in this case, the
43 document is a revision of an existing minor and the change is very small, so he was not troubled by the
44 idea of moving it along speedily.
45

46 **The motion to dispense the second reading was approved with 14 votes in favor and 4**
47 **abstentions.**
48

49 **A motion was made and seconded to approve the Proposal to Revise the Sociology**
50 **Minor. The Proposal to Revise the Sociology Minor was approved with 18 votes in favor.**
51

1
2 **Old Business - Courses (2nd Reading)**
3

4 **LWS 3XX Undergraduate Research Experience in Law & Society (1st
5 Read 10/18)**
6

7 At this point, Professor Brian Arbour had arrived, so the agenda returned to this item from new
8 business. Professor Arbour said that Professor Maxwell Mak had made a few changes to respond the
9 UCASC's feedback from the first reading in October.
10

11 **A motion was made and seconded to approve LWS 3XX Undergraduate Research
12 Experience in Law & Society. LWS 3XX Undergraduate Research Experience in Law &
13 Society was approved unanimously with 18 votes in favor.**
14

15 **New Business**
16

17 **Proposal to Revise the BS in Police Studies**
18

19 Kathy Killoran apologized to the committee for having sent out the document that showed the tracked
20 changes. She had clean copies of the revised document at the meeting. Professor Arbour introduced
21 the proposal. The main goal of this proposal is to modernize the major. The department is adding new
22 concentrations, doing more to integrate and scaffold diversity into the curriculum, and adding an
23 internship option, among other changes. Most of the changes the Programs Subcommittee had
24 recommended to the proposer were aimed toward making the document more understandable.
25

26 Professor Maria Haberfeld, the author, was present to speak for this item. She said this was a long-
27 overdue revision that began eight years ago. She felt the revision benefited from eight years of looking
28 and thinking. She felt the work on the table was vitally important, because policing today is not just a
29 local issue; it is especially timely considering the national attention on the interaction between police
30 and communities over the past year.
31

32 Professor Kyoo Lee drew attention to Appendix C. She appreciated the range of topics, and asked
33 specifically about PSC 202's attention to diversity. She said the notion of diversity is quite broad, and
34 asked for more specificity about the department's intentions. Is it ethno-cultural diversity?
35

36 Professor Haberfeld said she wished to emphasize that we are all different, in general, and even though
37 people come from a certain community, they do not necessarily behave in a stereotypical way.
38 Professor Lee then asked for a couple more pointer words like gender or class to qualify the
39 department's intentions with diversity. Professor Haberfeld said she thought those types of words
40 would be found on the syllabus.
41

42 Professor Adams felt Professor Lee's comments should be taken seriously, since this document would
43 be taken as the guide for many courses in the department. Having qualifiers on the syllabus would not
44 set a standard for courses five years down the line.
45

46 Professor Adams had questions about the core courses and requirements. He was concerned that there
47 is no core course for students on race, gender, ethnicity, community. He was also concerned that there
48 is no course on the psychology of policing. Professor Haberfeld said that those topics are covered in
49 the syllabi for the courses. Professor Adams asked if the department might include a course from the
50 Psychology department or others, given that PSC 202 did not fully examine diversity in policing.
51

1 Professor Adams spoke more generally to the larger question of the mindset of policing in America
2 today. The training, which starts here at John Jay, needs to step outside of the police mindset and get
3 future police officers thinking in a more nuanced way about diversity and communities.

4
5 Professor Haberfeld said she feels that the courses do address the sensitive issues that Professor
6 Adams brought up, but she also wished to point out that this major does not train police officers but is
7 an academic look at policing. The students come from a variety of backgrounds and have a number of
8 goals. She felt it is her department's burden not to saturate the courses with agendas. Professor
9 Adams felt that the students are not exposed to enough about bias but Professor Haberfeld disagreed,
10 and that content would be reflected in the syllabi.

11
12 Professor Ma'at Lewis felt there could be more material in the courses on self-awareness and academic
13 consideration of identity. Professor Haberfeld again said that this content is in the syllabi. She said
14 that her department had pointedly avoided the word "multicultural" because, to her, diversity means
15 different populations of many kinds, which may include disabilities, religion, sexuality, and more.

16
17 Professor Lewis asked where experiential learning comes into play with this program. Professor
18 Haberfeld said that her department had felt that it is too soon for experiential learning. She said they
19 really try to take the theory and translate it into practice within the courses.

20
21 Professor Adams said in most disciplines, the idea is to integrate practice with the classroom to give
22 students a taste of the career. He thought it would be a natural part of the curriculum to socialize
23 students into the job. Professor Heath Grant said that it is important for his department to point out
24 that it is not a training academy. John Jay provides an academic perspective. Professor Haberfeld
25 said she wants students to learn how policing *should* work, not just how it currently works.

26
27 The proposal will come back for a second reading in March.

28 29 **Proposal for a New BS with a Major in Toxicology**

30
31 Professor Arbour introduced the proposal for this new major. He said the original version of the
32 document was well done and did not need many changes after it came to the Programs Subcommittee.
33 As with all the science majors, this is a heavy credit major, with a large number of required core
34 science courses. He said there seems to be a lot of interest in the major. He felt it was worth noting
35 that this major will use the same admissions standards as the Forensic Science major.

36
37 Professor Shu-Yuan (Demi) Cheng introduced her Sciences Department colleagues, Professors
38 Richard Stripp, Marla Concheiro, Meki Prinz and Lissette Delgado-Cruzata. Professor Cheng
39 explained that the science department has a number of toxicology professors who touch the subject
40 from different areas. She said they have around 80 students in the forensic toxicology concentration of
41 the forensic science major now, and they would welcome an opportunity to explore toxicology in a
42 more general context. In addition to general study, toxicology's areas of focus include environmental,
43 cellular, and molecular. This major would build a foundation in general toxicology so students would
44 be well-suited to choose such specializations later on in their careers. This major aims to provide an
45 early start to go into the toxicology field.

46
47 Professor Michael Puls said he liked the major and supported it, but he wondered why Calculus 2 was
48 not required. Professor Cheng said the major is already quite big.

49
50 Professor Adams worried that the science majors keep getting bigger and bigger. He asked if this
51 degree is effectively a five-year degree and if it is squeezing out Gen Ed. He did not want to hold
52 Toxicology hostage to the larger concern about the scope of science majors with the core curriculum,
53 but he really wanted UCASC to look at the structure and size of science degrees. He was also concerned

1 that the science degrees were becoming increasingly technical and were not reflecting John Jay's
2 larger mission to teach social justice. He asked where ethics is in the curriculum. He felt that it is
3 UCASC's job to provide a frame for the science department that helps them integrate with John Jay's
4 mission as well as the national standards.

5 Professor Richard Stripp said that toxicology in particular does address justice issues like substance
6 abuse, drug addiction, environmental toxicology, even more than classical science majors. In terms of
7 the credit load, he said this major is similar to other existing majors. He felt that ultimately this
8 science major is a better fit with John Jay's mission to grapple with social justice than many other
9 science majors.

10
11 Professor Sandra Swenson said that toxicology is a fairly new field of study, in line with environmental
12 science, and she felt this program will really address those issues well.

13
14 Dean Stoddart pointed out that the major does still include the 42 Gen Ed credits, and there is room
15 for 17 elective credits according to the Sample Program of Study. He felt the program would fit into a
16 four-year time frame. He also felt that Professor Adams' point was valid. UCASC should make sure
17 that majors are doable in a 4-year time frame. Kathy Killoran noted that it is a 120 credit degree and
18 some major courses also count towards the general education areas in math and science so they may
19 have up to 17 credits of electives.

20
21 Professor Cheng said that with the new admission standards, entering students will be much more
22 prepared than they have been. In light of this, she said it is extremely important that the college
23 enforces this admission standard.

24
25 Professor Glenn Corbett drew attention to the learning outcomes. The core courses are all hard
26 sciences. The courses that engage social issues always seemed to be in the elective lists. The science
27 professors explained that social issues are embedded in the core courses. Kathy Killoran suggested
28 adding a curriculum map for the second reading that demonstrates how the learning outcomes are
29 mapped to the courses.

30
31 Professor Adams asked how lab time comes into play in terms of students' actual experience with the
32 120-hour course load. Does lab time mean that there are overly large demands on students' time? He
33 remained concerned that the science courses are not able to address social justice in a substantive way.

34
35 Professor Cheng spoke a bit to the way environmental toxicology is taught. There, students study the
36 issues of toxicology as well as concepts of regulation. She said their pedagogy brings ethics into the
37 course, and it is embedded in the core courses even though it is not separated out into one specific
38 course.

39
40 Leslie Smith Ramirez had a question about the academic advisement on page 25. She noted that it lists
41 a small cost. Kathy Killoran explained that the cost is related to the budget for the program but is not
42 passed along to students in any way. Dean Stoddart said the way it is phrased on the page is a bit
43 confusing.

44
45 Professor Richard Stripp added that students who major in toxicology have a great track record of
46 going on to graduate programs. The program has been getting new grants to fund students to do
47 research and it has been doing quite well.

48
49 Professor Lee appreciated the justice issues embedded in the learning outcomes of the courses. She
50 also drew attention to a paragraph on page 22 that spoke to the way the major engages justice issues.
51 She wondered about adding electives that would highlight and reinforce these issues.

1 Professor Adams asked the proposers to name an overtly social justice course that is required in the
2 major. Kathy Killoran and the science professors said those courses are in Gen Ed. Professor Adams
3 felt it was important to have a course taught by the major itself where both science and social justice
4 are addressed together. The science professors said that it is certainly possible to design such a course,
5 but then the problem of the size of the major comes into play. Professor Adams remained concerned
6 that when science meets ethics, ethics gets pushed aside. He felt it was important that if students come
7 to John Jay for science, they must engage with both social justice and rigorous science. Professor
8 Adams expressed his opinion that the major could be larger to accommodate this type of material.
9

10 Professor Swenson said that the committee must have respect for a certain amount of professional
11 integrity. And she felt that the science professors had the right intentions and should teach the courses
12 as they need to. She also felt that the document could be revised to make the degree's engagement with
13 social justice more transparent.

14

15 Courses Subcommittee (1st Readings)

16

17

PSC 3XX Use of Force

18

19 Kathy Killoran introduced this course, which is part of the revision to the Police Studies major. She
20 said the Courses Subcommittee had a question about the title of the course, and she saw in the
21 proposal that the proposer had incorporated the suggestions into the subtitle. She said the learning
22 outcomes need tweaking, because right now they reflect the program's learning outcomes, with sub-
23 outcomes for the course itself. Professor Haberfeld introduced the course, saying that it was long-
24 overdue.

25 Professor Ben Bierman pointed out a typo on page 2.

26 Professor Coppola felt the course reflected the new ambition of the major to address ethics and police
27 issues more critically. He had one question about the assessment measures. Two-thirds of the grade
28 comes from an exam, and only one-third comes from a paper. He was concerned about the course
29 proposal's emphasis on the objective nature of the exams. He felt the assessment was at direct odds
30 with the new aim to bring a thoughtful, analytical approach to policing. He asked if Professor
31 Haberfeld agreed.

32 Professor Haberfeld said that people bring a lot of preconceived notions to the class, and the teachers
33 constantly struggle with deep-rooted, subjective opinions about policing. This is why the course
34 proposal emphasizes the objective point of view and empirical findings.

35 Professor Adams suggested modifying the language to "evidence-based" rather than "objective." He
36 felt that policing is a work in progress and much of it could be improved. There is always a tension for
37 professors between objectivity and subjectivity. He wondered if the tone of the course in the proposal
38 seemed to dismiss subjective experience entirely, and perhaps there is shift in tone that could allow for
39 a bit of both, bringing evidence-based truths into the same room with student experience. Professor
40 Adams asked how the course would engage with a situation where a police officer ignores the proper
41 procedure. Professor Lewis felt that the section about classroom conduct did address Professor Adams'
42 point, and some language tweaks regarding the use of the word "objective" could address the larger
43 point.

44 Kathy Killoran suggested there could be an assignment that asks students to reflect on their own
45 experiences. She also noted that the grading chart does not include the paper as part of the grade. She
46 also noted that the mid-term happens in week 11, which seems late. Is there an opportunity for
47 students to get feedback earlier on? Dean Stoddart agreed that a reflective assignment in week eight or
48 so could be a good move. Professor Adams suggested a low-stakes writing assignment within the first

1 five weeks, especially given the emotional richness of the course. This would provide a chance for
2 students to express themselves and a chance to train them about academic writing principles.
3

4 Leslie Smith Ramirez felt that the course could use a grading component related to the class
5 discussions so that students would not feel inclined to skip class and just ace the tests.
6

7 **Course Revisions**

8 **PSC 101 Introduction to Police Studies**

9 Kathy Killoran said this revision changes the title and the course description. The content of the course
10 is being refreshed to reflect the latest thinking in the field. The new course title is "Foundations in
11 Policing." Professor Haberfeld said the course surveys American policing but now brings more
12 attention to issues of ethics and diversity.
13

14 Professor Arbour complimented the bolded, numbered learning objectives. He wondered about the
15 need for all the sub-learning objectives. He felt the sub-objectives would lock professors in. Kathy
16 Killoran said that the sub-objectives are ambitious, but in this department where there will be many
17 adjuncts teaching many sections, such particular sub-objectives could ensure some amount of
18 consistency across sections. Professor Haberfeld said that 90% of her courses are taught by adjuncts,
19 so it was important to be as specific as possible in the template. She felt it would also help later on in
20 assessment of the courses.
21

22 Kathy Killoran said the revised course material will be shared with the CUNY community colleges via
23 the Justice Academy, so the clearer the course template, the better. Dean Stoddart agreed that John
24 Jay is going to be relying on a lot of other entities to offer this course.
25

26 **A motion was made and seconded to approve PSC 101 Introduction to Police Studies.**
27 **PSC 101 Introduction to Police Studies was approved with 18 votes in favor.**
28

29 **ICJ 401 Capstone Seminar in International Criminal Justice**

30 Kathy Killoran introduced this revision, which makes a much needed change to the course by adding
31 prerequisites courses that prepare students for the capstone. She said in the self-study from several
32 years ago now, it had become clear that students were not taking the research methods courses before
33 they took the capstone, and getting those courses in the correct order made a clear difference in
34 student success.
35

36 **A motion was made and seconded to approve the revision to ICJ 401 Capstone Seminar**
37 **in International Criminal Justice. ICJ 401 Capstone Seminar in International Criminal**
38 **Justice was approved with 17 votes in favor.**
39

40 **A motion was made and seconded to conclude the meeting. The meeting adjourned at**
41 **11:25 a.m.**
42

43 Respectfully Submitted,
44

45 Sarah Hammond
46 Scribe
47

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
March 20, 2015
9:30 A.M. – 12:30 P.M.
ROOM L.61 NB**

- 1. Announcements** – Dean Stoddart
- 2. Approval of the minutes of February 20, 2015**
- 3. Old Business**

Programs (2nd readings)

- Proposal for a New BS with a Major in Toxicology
- Proposal to Revise the BS in Police Studies

Courses (2nd readings)

- PSC 3XX Police Use of Force

- 4. New Business**

Programs Subcommittee

1. Proposal to Revise the BA in Culture & Deviance Studies
2. Proposal to Revise the BS in Criminal Justice Management
3. Proposal to Revise the BS in Public Administration
4. Proposal to Revise the History Minor
5. Proposal to Revise the Chemistry Minor
6. Proposal to Revise the BA in International Criminal Justice

General Education Subcommittee

- Proposal to Add a 200-level Overlay Requirement to New Gen Ed

Program Review Subcommittee

- Self Study for BS in Fire Science
- Self Study for BA in Fire and Emergency Service

Courses Subcommittee

1. PSC 2XX Evidence-based and Problem-oriented Policing
 2. PSC 2XX (250) Research Methods in Policing
 3. LIT 1XX King Arthur and the Arthurian Tradition (I&S)
 4. SCI 2XX (222) Ecology of the Five Boroughs (SciWld)
 5. HIS 3XX Law & Society in the Ancient Near East
 6. ACC 2XX (260) Accounting Information Systems
 7. ACC 2XX (270) Intermediate Accounting I
 8. ACC 2YY (271) Intermediate Accounting II
- [OVER]

9. BIO 2XX(212) Microbiology Lab
10. SPA 3XX Text Analysis and Editing for Translators
11. SPA 3XX Translating III: Specialized Translation
12. SPA 4XX Internship in Spanish Interpretation and Translation
13. CSCI 4XX (401) Capstone Experience in Digital Forensics/Cybersecurity II

Course Revisions

1. PSC 202 Police and Community Relations
2. CSCI 400 Quantitative Problems in Criminal Justice
3. COM 250 Persuasion (Com)
4. BIO 101 Modern Biology I-A
5. BIO 103 Modern Biology I
6. CHE 100 Preparation for General Chemistry
7. CHE 101 General Chemistry I-A
8. CHE 103 General Chemistry I

Attachments:

Agenda for March 20, 2015
 Minutes of February 20, 2015
 BS in Toxicology
 Revision of BS in Police Studies
 Gen Ed Overlay Proposal
 Self-study for Fire Science
 Self-study for Fire & Emergency Services
 Revision of BA in Culture & Deviance
 Revision of BS in CJ Management
 Revision of BS in Public Administration
 Revision of BA in ICJ
 Revision of History Minor
 Revision of Chemistry Minor

New Courses

PSC 3XX Police Use of Force
 HIS 3XX Law & Society Ancient Near East
 LIT 1XX King Arthur & Arthurian Tradition
 ACC 2XX (260) Accounting Info Sys
 ACC 2XX (270) Intermed Accounting I
 ACC 2YY (271) Intermed Accounting II
 BIO 2XX(212) Microbiology Lab
 SPA 3XX Text Analysis & Editing Transl
 SPA 3XX Translating III
 SPA 4XX Internship in Spanish Interpretation
 CSCI 4XX (401) Capstone Experience in Digital Forensics
 PSC 2XX Evidence-based & Problem-oriented Policing

PSC 2XX (250) Research Methods in Policing
 SCI 2XX (222) Ecology of 5 Boroughs
Course Revisions

PSC 202 Police & Community Relations
 CSCI 400 Quantitative Problems in CJ
 COM 250 Persuasion
 BIO 101 Modern Biology I-A
 BIO 103 Modern Biology I
 CHE 100 Prep for General Chemistry
 CHE 101 General Chemistry I-A
 CHE 103 General Chemistry I

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of March 20, 2015

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, March 20 at 9:30 a.m. in L61 NB. Dean Scott Stoddart, UCASC Chair, called the meeting to order.

Present: Ben Bierman, Marta Bladek, Glenn Corbett, Ric Curtis, Mathieu Dufour, Heath Grant, Sarah Hammond, Jonathan Jacobs, Katherine Killoran, Kyoo Lee, Michael Leippe, Ma'at Lewis, Aida Martinez-Gomez, Bettina Murray, Giovanni Perna, Judy-Lynne Peters, Michael Puls, Douglas Salane, Leslie Smith, Monika Son, Scott Stoddart, Adam Stone, Sandra Swenson.

1 **Absent:** C. Jama Adams, Brian Arbour, Al Coppola, Susannah Crowder, Anissa Helie, Crystal
2 Jackson, Susan Larkin, Virginia Moreno, Chongmin Na, Lisandro Perez.

Guests: Andrea Balis, David Barnet, Dara Byrne, Shu-Yuan Cheng, Jonathan Childerley, Marta Concheiro, Artem Domashevsky, Jay Gates, Salomon Guajardo, Maria Haberfeld, Donald Hoffman, Peter Mameli, Michael Rohdin, Francis Sheehan, Kate Szur, Robert Till, Klaus Von Lampe, Nadine Young.

Administrative Announcements

Dean Scott Stoddart welcomed everyone to the meeting, which had a very full agenda.

Approval of the minutes of February 20, 2015

There were no comments or changes requested.

A motion was made and seconded to approve the minutes of February 20, 2015. The minutes of February 20, 2015 were approved with 16 votes in favor and 2 abstentions.

Old Business

Programs

Proposal for a New BS with a Major in Toxicology

Professor Shu-Yuan Cheng spoke about the changes that have been made since the last meeting. Among them, the learning goals for the program have been mapped to the courses and a table included at the end of the document. She also consulted with the Minor Coordinator of the Sustainability and Environmental Justice minor and it is mentioned in the document.

Kathy Killoran noted that there are now course descriptions for the new courses included, as well as two additional wonderful letters of support from other institutions.

A motion was made to approve the Proposal for a New BS with a Major in Toxicology. The motion was unanimously approved with 18 votes in favor.

1 **Proposal to Revise the BS in Police Studies**

2
3 Professor Maria Haberfeld explained some clarifications in the proposal regarding the internship,
4 edits to the diversity component of the BS, and a few other new explanations. She said most of the
5 changes were aimed at cleaning up the document.

6
7 **A motion was made and seconded to adopt the Proposal to Revise the BS in Police
8 Studies. The motion was unanimously approved with 19 votes in favor.**

9
10 **Courses (2nd Reading)**

11
12 **PSC 3XX Police Use of Force**

13
14 Professor Haberfeld introduced the revisions to this course, which now has more readings added, as
15 well as some definitions clarified. Professor Ben Bierman pointed out a typo in the second sentence of
16 the course description. It will be fixed.

17
18 **A motion was made to approve PSC 3XX Police Use of Force. The course was
19 unanimously approved with 19 votes in favor.**

20
21 **New Business**

22
23 **Programs Subcommittee**

24
25 **Proposal to Revise the BA in Culture and Deviance Studies**

26
27 Professor Brian Arbour could not attend, so Kathy Killoran gave the feedback from the Programs
28 Subcommittee. This revision involves adding the new research methods course created for the
29 Anthropology major to this major as well. To make space in Part II, PSY 336 and SOC 314 will become
30 part of the elective area. The Anthropology Department is also adding several of their new courses to
31 the elective area of the Culture and Deviance Studies major.

32
33 Professor Ric Curtis was present to represent the proposal for Anthropology.

34
35 **A motion was made and seconded to dispense with the second reading. The motion was
36 approved with 18 votes in favor and 1 abstention.**

37
38 **A motion was made and seconded to approve the Proposal to Revise the BA in Culture
39 and Deviance Studies. The Proposal was approved with 19 votes in favor.**

40
41 **Proposal to Revise the BS in Criminal Justice Management**

42
43 Kathy Killoran said this revision comes from the Public Management Department in response to a self-
44 study from a few years ago. The changes involve limiting the capstone option to one course and
45 removing the internship and practicum from the capstone area, changing the total amount of credits
46 required for the major from 39-42 credits to just 39 credits for all students. This is due to the
47 internships which are six credits being moved to the elective area. Professor Judy Lynn Peters noted a
48 typo in the proposal. Where it says 36 credits are required, it should say 39. This will be fixed.

49
50 Professor Salomon Guajardo thanked everyone for the feedback along the way. He noted that they will
51 be revising the learning objectives based on feedback from UCASC next.

A motion was made and seconded to dispense the second reading. The motion was approved with 18 votes in favor and 1 abstention.

A motion was made and seconded to approve the Proposal to Revise BS in Criminal Justice Management. The proposal was approved with 19 votes in favor.

Proposal to Revise the BS in Public Administration

Kathy Killoran introduced this item, which has a similar history to the previous proposal. It is a revision based on recommendations from a prior self-study. This proposal also moves the internships into the elective area. In addition, they are reducing the number of concentrations from six down to four in an effort to strengthen them.

Professor Peter Mameli said this revision follows through on recommendations from external reviewers. He said the concentrations that have been proposed for removal will work better when the course are folded into other concentrations.

A motion was made and seconded to dispense the second reading. The motion was approved with 18 votes in favor and 1 abstention.

A motion was made and seconded to approve the Proposal to Revise BS in Public Administration. The proposal was approved with 18 votes in favor and 1 abstention.

Proposal to Revise the History Minor

Kathy Killoran explained the changes to the minor, which adds a new required course that replaces the three old gen ed courses that were listed in the required area, and adjusts the requirements for the electives area to a total of 15 credits. This gives students more flexibility in the courses they can take.

Professor Andrea Balis spoke for the History Department, noting that the added new required courses prepare students better for the methods used by historians to study the past. Dean Stoddart complimented History's offerings. A typo was noted in one of the credit requirements, which should read "15 credits." This will be corrected.

A motion was made and seconded to dispense the second reading. The motion was approved with 16 votes in favor and 3 abstentions.

A motion was made and seconded to approve the Proposal to Revise the History Minor. The proposal was approved with 18 votes in favor and 1 abstention.

Proposal to Revise the Chemistry Minor

Dean Stoddart said that this item must be tabled. Professor Sandra Swenson said that her department was having an internal conversation and felt the proposal needed further work before coming to UCASC.

Proposal to Revise the BA in International Criminal Justice

This item was tabled until Professor Klaus Von Lampe's arrival.

1 **General Education Subcommittee**

2

3 **Proposal to Add a 200-level Overlay Requirement to New Gen Ed**

4

5 Kathy Killoran said this proposal was being put forward by Professor Allison Pease, now chair of the
6 English Department. Killoran said it has been proposed in response to faculty concerns over the lack of
7 scaffolding in the new Gen Ed. If left as is, students could almost complete the entire new gen ed with
8 100-level courses. Kathy Killoran said that Professor Pease had gotten feedback from both the Gen Ed
9 subcommittee and also the Department Chairs. The Gen ed Subcommittee added its support for the
10 proposal. Dean Stoddart said that prior to the meeting, Professor Pease had received no negative
11 feedback from the Department Chairs and at least six responded positively. Dean Stoddart noted that
12 at the moment, John Jay is one of the only CUNY senior colleges that does not have a requirement like
13 this in its curriculum. He said that at this point, enough 200-level Gen Ed courses have been created
14 that there is sufficient choice for students to meet this requirement without undue stress.

15

16 **A motion was made and seconded to suspend the second reading of the Proposal to Add
17 a 200-level Overlay Requirement to the New Gen Ed. The motion was approved with 17
18 votes in favor, 1 opposed, and 1 abstention.**

19

20 **A motion was made and seconded to adopt the Proposal to Add a 200-level Overlay
21 Requirement to New Gen Ed. The proposal was approved with 18 votes in favor and 1
22 abstention.**

23

24 **Program Review Subcommittee**

25

26 **Self-Study for BS in Fire Science**
27 **Self- Study for BA in Fire and Emergency Service**

28

29 Professor Ben Bierman wished to discuss both of the self-studies from the Fire Science majors at once.
30 He said the Fire Science document had come to his committee in really good shape and he had no
31 further comments. He said the second proposal, Fire and Emergency Service, had needed a few
32 revisions, and the department has done a good job in making those revisions. About style, he felt that
33 certain elements are covered thoroughly in the final summary, but also deserve some attention within
34 the document. He suggested including mention about the fact that these items would receive more
35 substantive treatment at the end of the document. He also pointed out a few empty bullet points.

36

37 Dean Stoddart commended the department and subcommittee on the swift turnaround with this self-
38 study.

39

40 Professor Glenn Corbett, the UCASC representative for the department running these programs, gave
41 a few remarks about the self- studies and said both programs would be revised next year. The Fire
42 Science major will be scaling back the chemistry and physics requirements but hoped the Science
43 Department will work with them to develop a new gen ed course specifically for these majors. He said
44 that the self-study has shown the department which new courses might need to be developed. Those
45 courses will be coming down the pipeline in the next few months. He said that there is a brand new
46 faculty member who can cover some areas that have very much needed new offerings in emergency
47 management.

48

49 The biggest change is going to be the conversion of the Fire and Emergency Service major from a BA to
50 a BS degree. In addition, new program requirements will be coming before UCASC in the next few
51 months. All four of the fire science faculty were present at the meeting to receive feedback.

1 **A motion was made and seconded to adopt the two self-studies as a slate. The motion**
2 **was approved with 19 votes in favor.**

3
4 **A motion was made and seconded to suspend the second reading. The motion was**
5 **approved with 18 votes in favor and 1 abstention.**

6
7 **A motion was made and seconded to adopt the two self-studies. The two self-studies**
8 **were adopted unanimously with 19 votes in favor.**

9
10 **Programs Subcommittee**

11
12 **Proposal to Revise the BA in International Criminal Justice**

13
14 Professor Von Lampe arrived at the meeting. Kathy Killoran introduced this revision and gave the
15 feedback from the Programs Subcommittee. This proposal adds recently created courses to the
16 elective areas within the ICJ major (Part four). Killoran explained that sometimes students struggle to
17 get enough courses in these areas so more courses are welcomed. These courses tend to only be
18 offered in small numbers of sections and some only once per year or every other year. They tend to be
19 specialized.

20
21 Professor Klaus Von Lampe was present to take any feedback or answer questions.

22
23 Registrar Adam Stone asked if there was a discrepancy between the total credits required and the
24 itemized list of credits in the document. Kathy Killoran thought two parts may have been omitted in
25 the itemized list, the capstone and optional internship. There was discussion of the requirements in
26 the bulletin versus the requirements in the document. This will be remedied before it goes to College
27 Council.

28
29 **A motion was made and seconded to dispense the second reading. The motion was**
30 **approved with 16 votes in favor.**

31
32 **A motion was made and seconded to approve the Proposal to Revise BA in International**
33 **Criminal Justice. The proposal was approved unanimously with 16 votes in favor.**

34
35 **Courses Subcommittee (1st Readings)**

36
37 **PSC 3XX Evidence-based and Problem-oriented Policing**

38
39
40 Kathy Killoran said this is a new course for the revised major in Policing. It will be an option in all
41 three of the new concentrations. The department is working to focus the major more tightly on data,
42 evidence and problem-solving. She said her subcommittee had asked the proposers to focus the
43 proposal more on policing than general issues of criminal justice. The course syllabus was well done
44 when received and some re-wording needed for the learning outcomes and course description.

45
46 Professor Haberfeld was present to represent the course. She said some details had been added to the
47 proposal in response to the subcommittee's feedback.

48
49 **A motion was made and seconded to dispense the second reading. The motion was**
50 **approved with 17 votes in favor and 1 abstention.**

51
52 **A motion was made and seconded to approve the Proposal to Revise BA in International**

1 **Criminal Justice. The proposal was approved unanimously with 18 votes in favor.**

2
3 Kathy Killoran noted that the abbreviated title needed to be tweaked , considering that the short title
4 is what winds up on student transcripts. She also reminded everyone that today is the deadline for
5 getting materials to College Council, so if changes can be sent to her right away, that would help items
6 move through all the levels of governance.
7

8 **PSC 2XX (250) Research Methods in Policing**

9
10 Kathy Killoran said this course is very similar to a course created for the Criminal Justice major, CJBS
11 250, last year. It is a research methods course that includes some statistics. She said the
12 subcommittee thought the syllabus needed little more fleshing out and those additions have been
13 made.
14

15 Professor Haberfeld was present to receive feedback. Registrar Stone noted a spot where the word "it"
16 should have been "in."
17

18 Professor Michael Leippe asked about the details of the syllabus. As he saw it, the syllabus did not
19 show a lot of actual attention to statistics, despite the title, and he felt that perhaps STA 250 should be
20 a prerequisite for the course.
21

22 Professor Haberfeld had no problem with removing the word "statistics" from the title, though she did
23 feel that it was an important component to some of the experiments in the course. She asked if the
24 suggestion was to include more stats in the class or to have the prerequisite. She said that standard
25 deviation is probably the most complex any use of statistics would get in this course, and otherwise it
26 would be very basic. Professor Leippe said the course seemed to cover a lot of descriptive statistics,
27 which is an important nuance in what is covered, ultimately. Professor Haberfeld agreed that it is
28 mostly qualitative and not as much quantitative, and that is announced in the syllabus.
29

30 Professor Leippe asked if it was a good idea to state the thinking behind having multiple choice exams
31 so clearly in the syllabus. Professor Haberfeld agreed that this sentence could be removed.
32

33 Dean Stoddart said that further comments could be addressed to Professor Haberfeld, and the course
34 would come back for a second reading at the next meeting.
35

36 **LIT 1XX King Arthur and the Arthurian Tradition (I&S)**

37
38 Kathy Killoran said the Courses Subcommittee thought this was a very cool course for the Individual
39 and Society area of the Gen Ed. They had asked the proposer to look at the course description and
40 reconsider the questions. Her committee had wondered if John Jay students would be familiar with
41 the King Arthur legends and if the cultural context would be meaningful. Professor Peters said the Gen
42 Ed subcommittee also liked this course. They had also asked for more links between the learning
43 outcomes and Gen Ed learning outcomes.
44

45 Professor Jay Gates said he had taken the feedback and tried to incorporate it without dramatically
46 expanding the readings. He had chosen to leave the questions in the course description because he felt
47 they were student-friendly. In terms of cultural relevance, he said that he thought Disney has
48 popularized King Arthur enough that students would be familiar. He said the only knowledge students
49 need to bring is a basic awareness that King Arthur existed. It is built for 100-level.
50

51 In response to a question from Professor Bierman, Professor Gates spoke a bit about the challenge of
52 bringing students from an eighth grade reading level up to college level in one course. He aims to do

1 that in this course without exposing students' flaws too openly.
2

3 Dean Stoddart said he felt that the course description makes clear that it is a reading-intensive course.
4 In light of this, Professor Leippe asked about the title. He asked if this course is really about King
5 Arthur, or if the course is about culture and literature. If the motivation behind the course is to teach
6 people how to read and interpret and examine how cultures shape literature, he wondered if that
7 should be reflected in the title.

8
9 Professor Gates felt that would be a really long title. He felt that students would be able to parse how
10 the course title and the Individual & Society designation dovetail. He said that the course he teaches
11 ultimately how literature represents the cultural expectations of the individual. He did not wish to
12 foreground too much of that, because, ultimately all that is in the course.

13 Registrar Adam Stone agreed with the professor, but wished to note that the course title has multiple
14 audiences, and one audience will be those looking at the students' transcripts down the road. Professor
15 Ma'at Lewis suggested "Culture Shapes Literature: the Arthurian Tradition." Kathy Killoran suggested
16 a subtitle, and felt that such an addition might actually encourage enrollment. Kathy Killoran said that
17 she had been really impressed by how the course engages basic skills, and it is a great course. Dean
18 Stoddart commented on how great it is that the course can draw attention to the way a myth is
19 reshaped and retold over time. Registrar Stone wished to say how great he thought the course was,
20 altogether, and did not want any changes to the course, but wanted to note that there is room for ten
21 more characters in the short title.

22
23 Professor Leippe noted that literature courses actually often have simple titles like "Faulkner," but in
24 this case the gray area is that the subject is not a particular named author. Professor Kyoo Lee noted
25 that even the word "Arthurian" might sound strange to some of these students, whereas King Arthur is
26 perfectly clear and obvious. She suggested adding wording like "cultural legacy," noting that it is just a
27 question of how to telegraph the conceptual framing of the course. Professor Gates proposed "King
28 Arthur: Culture, Society and Tradition." Dean Stoddart suggested "The King Arthur Tradition."
29 Professor Lewis asked if Professor Gates is getting at change. Professor Gates said he is, so "The King
30 Arthur Changing Tradition" might cover it. It could be "King Arthur and the Arthur Tradition."

31
32 In general, there was great enthusiasm for the course. Professor Gates said he would take the feedback
33 and consider it for the next meeting.

34 35 **SCI 2XX (222) Ecology of the Five Boroughs (SciWld)**

36 Kathy Killoran, introduced this course, which would be part of the new Sustainability minor and
37 general education. Professor Sandra Swenson spoke about the course, which will include some field
38 work, which she has noted in the proposal because she needs to meet with students before she can
39 make a hard decision about when and how to implement that component. She said she had
40 incorporated elements from an assessment handbook from the Museum of Natural History about New
41 York.

42
43 Professor Peters spoke for the Gen Ed subcommittee, which had no critiques for the course because
44 Professor Swenson had been so on top of her game. They found it to be an excellent fit for the
45 Scientific World bucket.

46
47 Professor Leippe was concerned about the attendance issue, and Registrar Stone noted that this was a
48 simple math typo and the "percent" mark was redundant when a decimal point was also present. This
49 error will be corrected.

50
51 **A motion was made and seconded to dispense the second reading. The motion was**

1 **approved with 16 votes in favor and 2 abstentions.**

2
3 **A motion was made and seconded to approve SCI 2XX – Ecology of the Five Boroughs.**
4 **The course was approved with 17 votes in favor and 1 abstention.**

5
6 **HIS 3XX Law & Society in the Ancient Near East**

7 This item was tabled until the April meeting due to the illness of the proposing professor.

8
9 **ACC 2XX (260) Accounting Information Systems**

10 Kathy Killoran said that the accounting faculty are adding three courses new courses for the Fraud
11 Examination major, all are standard for an accounting curriculum. She said her committee had asked
12 the proposer to clarify some language in the course descriptions.

13 Professor Jonathan Childerley confirmed that these courses are very standard and are required for the
14 FEFF major and would bring it up to standard with other such programs.

15
16 **A motion was made and seconded to dispense the second reading. The motion was
17 approved with 16 votes in favor and 2 abstentions.**

18
19 **A motion was made and seconded to approve the New Course Proposal for ACC 2XX
20 Accounting Information Systems . The proposal was approved with 17 votes in favor and
21 1 abstention.**

22 **ACC 2XX (270) Intermediate Accounting I**

23 **ACC 2XX (271) Intermediate Accounting II**

24 Kathy Killoran said the next two courses could be discussed together, as they are a year-long sequence
25 of courses. These courses are standard for accounting curricula. The basic accounting class already
26 exists, and this would add the intermediate level. She said the Courses Subcommittee looked these
27 over, and asked the proposer to tighten up some language. She also said that originally these courses
28 had come in at the 300-level, and her committee had felt that they would be more appropriate as 200-
29 level courses at John Jay. The proposers had taken that suggestion and revised accordingly.

30
31 **A motion was made and seconded to consider Intermediate Accounting I & II as a slate.
32 The motion was approved with 17 votes in favor.**

33
34 **A motion was made and seconded to dispense the second reading of the slate of courses.
35 The motion was approved with 16 votes in favor and 1 abstention.**

36 Kathy Killoran wished to add Virginia Moreno's input on Accounting II. She had asked that the second
37 course not have identical learning outcomes to the first course. Kathy Killoran had conveyed that to
38 Professor Childerly and he has agreed to make that change. So that change will be forthcoming for the
39 College Council.

40
41 **A motion was made and seconded to approve the slate of Intermediate Accounting I &
42 II. The courses were approved unanimously with 17 votes in favor.**

1 **BIO 2XX (212) Microbiology Lab**

2
3 Kathy Killoran said that John Jay already has a lecture class on Microbiology, because this area is
4 important for the GREs for biology and for any student who wants to go on to the health professions.
5 When the lecture was created, the college was not in the position to add a lab, but now that the college
6 is in the new building, there is suitable lab space. Her subcommittee had asked Professor Jason
7 Rauceo to include the readings each week. She said he will also be adding a laboratory manual for the
8 course. Professor Rauceo was not present, but Professor Swenson said she was representing the
9 course.

10
11 Professor Peters asked if students register separately for the lecture and the lab. Professor Swenson
12 said they do and it would be best for them to do take them concurrently. Kathy Killoran said the
13 lecture course is a pre- or co-requisite for this course so that should work

14
15 **A motion was made to dispense the second reading. The motion was approved with 16**
16 **votes in favor and 1 abstention.** (Dean Stoddart's vote was counted because it affected the
17 outcome).

18
19 **A motion was made and seconded to approve BIO 2XX (212) Microbiology Lab. The**
20 **course was approved unanimously with 16 votes in favor.**

21
22 **At this point, the committee took a short break.**

23
24 **SPA 3XX Text Analysis and Editing for Translators**

25 **SPA 3XX Translating III: Specialized Translation**

26 **SPA 4XX Internship in Spanish Interpretation and Translation**

27
28 Kathy Killoran said the three SPA courses are all for the major in Spanish, and have all been written by
29 Professor Aida Martinez-Gomez. Her subcommittee had feedback for Professor Martinez-Gomez
30 about taking jargon out of the proposal to communicate better to the layperson. There had also been a
31 question about inherent bias that translators or interpreters might have and where in the course that is
32 discussed. Professor Martinez-Gomez said the subcommittee's comments were very helpful and she
33 thought is very important to include the bias issue in these courses. She revised the course proposals
34 in response to the feedback.

35
36 Dean Stoddart said these courses represent a very exciting proposal, very cutting edge. This type of
37 translation work is the direction that language instruction should be headed in in higher education.

38
39 **A motion was made and seconded to consider all three Spanish translation courses as a**
40 **slate. The motion was approved with 17 votes in favor.**

41
42 Kathy Killoran spoke about the other two courses. The third is an internship course. Initially,
43 Professor Martinez-Gomez had proposed two internship courses, and the Courses Subcommittee felt
44 that two would be too many considering the projected enrollment. Professor Martinez-Gomez revised
45 it into one accordingly. Kathy Killoran said the Center for Career and Professional Development has
46 some software that manages the internship process, and a great deal of work has gone into improving
47 student's experiences with internship courses generally. Prof. Martinez-Gomez said she met with the
48 Associate Director for Academic Internships, Theresa Cruz-Paul, and she was very helpful in framing
49 the course and is ready to assist with identifying student placement sites.

50
51 Professor Martinez-Gomez thanked the subcommittee for their feedback, because that feedback had

1 prompted her to make explicit the way the courses engage the ethical questions inherent in
2 translation.

3
4 **A motion was made and seconded to dispense the second reading. The motion was**
5 **approved with 16 votes in favor and 1 abstention.**

6
7 **A motion was made and seconded to approve the three Spanish Translation courses.**
8 **The courses were approved unanimously with 17 votes in favor.**

9
10 **CSCI 4XX (401) Capstone Experience in Digital Forensics /**
11 **Cybersecurity II**

12 Kathy Killoran said this is one of two courses from CSCI on the table today, though the other course is
13 grouped under course revisions (CSCI 400). She suggested discussing both of these courses at once.
14 Together, the courses make a year-long senior experience for the Computer Science and Information
15 Security major. Her subcommittee thought the syllabi were very well-prepared, but her subcommittee
16 had asked the proposers to make the attention to ethics explicit. She reminded the group that the
17 major has an entire required course in ethics students take before this set of courses and that ethics is
18 embedded within the other major courses as students move through the curriculum.
19

20 Professor Douglas Salane noted a few corrections he intends to make. He will be removing the word
21 “basic” from the course description in question 7 of the revision to the CSCI 400 course.
22

23
24 **A motion was made and seconded to take CSCI 4XX (401 and the revision of CSCI 400 as**
25 **a slate. The motion was approved with 17 votes in favor.**

26
27 **A motion was made and seconded to dispense with the second reading. The motion was**
28 **approved with 16 votes in favor and 1 abstention.**

29
30 **A motion was made and seconded to approve the CSCI 4XX Capstone Experience in**
31 **Digital Forensics/Cybersecurity II and the revision of CSCI 400 Capstone Experience in**
32 **Digital Forensics/Cybersecurity I. The courses were approved unanimously with 17**
33 **votes in favor.**

34
35 **Course Revisions**

36
37 **PSC 202 Police and Community Relations**

38
39 Kathy Killoran explained this course is being revised to address issues of diversity in the policing
40 curriculum. Prof. Haberfeld has referred to it often when the revision to the major was under
41 consideration at the last meeting. The course is being retitled to reflect that change. The Courses
42 Subcommittee felt that the rationale behind the change for the course was great and had some
43 comments about the course details for Professor Haberfeld, which she has taken.
44

45
46 **A motion was made and seconded to approve the PSC 202 Police and Community**
47 **Relations revision. It was approved unanimously with 17 votes in favor.**

48
49 **COM 250 Persuasion (Com)**

50
51 Kathy Killoran introduced this course, which Professor Dara Byrne teaches once a year. The
52 subcommittee asked for a bit more development in the syllabus. Professor Byrne is currently teaching
it so the syllabus has been fully fleshed out now. Prof. Judy-Lynne Peters reported from the Gen Ed

1 Subcommittee that this course is an obvious fit for the College Option: Communications area.
2

3 Professor Byrne said the basic modification to the course involves adding more practice of
4 communication to the course rather than limiting it to reading about communication. She said that the
5 last section of the course examines institutional methods of persuasion, and now the students will
6 write a critical analysis paper at that point. The course puts students in three different positions:
7 reading, analyzing, and producing persuasion. Along the way, they will learn to critique and give
8 feedback to their peers.
9

10 **A motion was made and seconded to approve COM 250 Persuasion. It was approved**
11 **unanimously with 17 votes in favor.**

12 **BIO 101 Modern Biology I-A**

13 **BIO 103 Modern Biology I**

14 **CHE 100 Preparation for General Chemistry**

15 **CHE 101 General Chemistry I-A**

16 **CHE 103 General Chemistry I**

17 Kathy Killoran explained that the two biology courses are being revised to fit the new Forensic Science
18 admissions standards that UCASC approved a few months ago. The department needed to come up
19 with a new prerequisite stratagem for the basic Biology and Chemistry classes, one that paces students
20 well and is clear to students.
21

22 Professor Swenson introduced a new document that lays out the changes to the prerequisites the
23 department wants to make. She handed it out to the committee. She explained the thinking in her
24 department, where they are planning around majors and minors as well as potential students from
25 other majors.
26

27 Professor Francis Sheehan was present. He said on behalf of his department, he wished to thank
28 UCASC for all the help in revising the establishing the new admissions standards last semester. In the
29 past, students were entering courses quite underprepared, which made it difficult for them to complete
30 the major. The changes to the admissions standards went a long way toward making these degrees
31 more possible for students. Now, the course prerequisites need to ensure that the appropriate students
32 get into the appropriate courses. He described the detailed discussion that has been going on among
33 the faculty in his department, and how that led to the handout, which is meant to radically simplify the
34 way the prerequisites are explained in the bulletin. He explained how the placement test and the
35 various boxes (from the admissions standards) indicating student preparedness would work. Much of
36 this is now handled by requiring permission from the department, since prepared students may not all
37 have the same level or indicators of preparedness. The science faculty believed guidance from the
38 department was the best way to determine who is ready in order to guide students into the appropriate
39 courses. So the department has established placement exams in biology and chemistry for students
40 who are fully admitted to the FOS major.
41

42 He also spoke to the issue with Fire Science, where the plans are to drop Chemistry from the
43 curriculum. He wanted to point out that now there will be a high standard for forensic science students
44 to enter the course, whereas there will be no standard for fire science students, so somebody will need
45 to make a change to accommodate both sets of students. Prof. Sheehan pointed out that the new
46 preparation course, CHE 100 would benefit fire science students too.
47

48 Kathy Killoran asked Professor Sheehan to walk the committee through each course, which he did,
49 explaining the thinking behind the current requirements and the suggested changes for each course as
50 it would apply to minors, majors, and other students.
51

1
2 He felt the minor coordinators should be in charge of skills-approval when it comes to the biology or
3 chemistry minors and that should be handled under the “permission of the department” possibility, so
4 that such work does not overburden any one person.

5
6 Kathy Killoran said she did not mind seeing the Science department dropping the minor from the
7 formal prerequisites, but she asked for a note in the bulletin which relayed to students to meet with
8 their minor coordinators. On BIO 101, she also had a concern about cutting the line about placement
9 exams. She felt it would be fair to students to let them know that they would be taking a placement
10 exam. Professor Sheehan had no opposition to this note, and felt that this would actually help with
11 assessment down the road. Kathy Killoran asked about the sequencing of the courses and the
12 placement exam. Would students be able to take BIO 101 while enrolled in the CHE 100 prep course,
13 or must it be after? Professor Sheehan had no objection to allowing this to be concurrent. So the
14 change would be to “pre or co-requisite”

15
16 Registrar Stone said that “permission of the department” creates difficulties in the registration system,
17 because it must be coded as an “and.” He advised them not to use the words “permission of the
18 department,” even if that is how they expect to operate. He said that type of permission is already
19 implicit in the process, and generally this type of department behavior is handled with a “departmental
20 override,” which is already a process in the system. Professor Sheehan said he had been told this could
21 be an issue, but he wanted to make clear to UCASC that this was the department’s thinking for how to
22 let students in. Kathy Killoran suggested moving some wording about permission into the course
23 description, something like “students may seek permission from the department,” rather than
24 officially including it in the prerequisite list. Professor Swenson was concerned that including this
25 language in the course description would lead to unfounded requests and too much faculty time
26 devoted to saying “no.”

27
28 Registrar Stone noted that there is no “or” in the registration system when it comes to prerequisites.
29 He said that every department has prerequisites that get overridden for some particular circumstance.
30 Professor Swenson was just concerned about getting bombarded by students who may be trying to get
31 around the real and valid parameters that have been set up.

32
33 Professor Bierman felt that students are afraid to ask or intimidated, so he felt that a cue would be
34 good. Professor Sheehan said that advisors should be able to help freshmen who come in as strong
35 candidates who may need the override. Professor Peters suggested the language be “students who are
36 minoring may seek permission.”

37
38 Professor Sheehan described a few scenarios that would be examples of outliers that need to be
39 addressed on an individual basis.

40
41 Kathy Killoran suggested taking the biology courses as a slate and the chemistry courses as a separate
42 slate.

43
44 **A motion was made and seconded to approve the Biology 101 and 103 course**
45 **prerequisites as a slate. The motion was approved with 16 votes in favor.**

46
47 **A motion was made and seconded to approve the slate of Biology course prerequisites**
48 **with the amendments.**

49
50 Registrar Stone noted that there is a way in the registration system to code students as a minor. And
51 Professor Sheehan noted that this is exactly the problem that the science faculty have attempted to
52 address with this set of pre- and co-requisites.

1 **The slate of Biology courses with amendments were approved unanimously with 16**
2 **votes in favor.**

3
4 **A motion was made and seconded to take the Chemistry courses as a slate. The motion**
5 **was approved with 16 votes in favor.**

6
7 Professor Glenn Corbett wished to address the Fire Science element of this. The intent, going forward,
8 is to work with the Sciences Department to develop a course for this population. He said there is a slice
9 of his population that will be prepared to take the chemistry course. His major wants to add some
10 language that students intending to go on to graduate school in fire science should take the chemistry
11 courses. He said this may only be a handful of students. Professor Swenson suggested asking them to
12 add a minor in chemistry. Professor Corbett said that may be too much to add. He said this is only a
13 small slice of his population, and these students tend to be very well-prepared. Professor Sheehan said
14 that right now the fire science students will not have the same protection and guidance as the forensic
15 science students, in terms of faculty oversight saying "you have a reasonable chance for success."

16
17 Professor Corbett agreed that you would want the same standard for both. He noted that this may even
18 be zero students. Professor Sheehan said the "permission from the department" line is meant to catch
19 these types of students. Kathy Killoran noted that most fire science students do not come in as
20 freshmen, so they do not get caught in the intake process, so handling them individually will be the
21 way to go, anyway.

22
23 Kathy Killoran summarized the changes to the handout.

24
25 **A motion was made and seconded to approve the revisions to the Chemistry 100, 101**
26 **and 103 course prerequisites. The Chemistry course prerequisites were approved with**
27 **16 votes in favor.**

28
29 **A motion was made and seconded to conclude the meeting. The meeting adjourned at**
30 **12:18 p.m.**

31
32 Respectfully Submitted,

33
34 Sarah Hammond
35 Scribe

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
April 17, 2015
9:30 A.M. – 12:30 P.M.
ROOM L.61 NB**

- 1. Announcements** – Dean Stoddart
- 2. Approval of the minutes of March 20, 2015**
- 3. Old Business**

Courses (2nd readings)

1. LIT 1XX King Arthur: Culture, Society and Tradition (I&S)
2. PSC 2XX (250) Research Methods in Policing

4. New Business

Programs Subcommittee

- Proposal to Revise the Minor in Philosophy

Courses Subcommittee

1. HIS 3XX Law & Society in the Ancient Near East (Tabled from 3/20/15)
2. ART 2XX Art and Myth in the Ancient World (LP)
3. ISP 2XX Life and Evolution **and Human Behavior** (SciWld)
4. SCI 2XX Toxins or Not (SciWld)
5. LWS 2XX Research in Law and Society
6. SOC 1XX Sexual Identity and Society: LGBT Perspectives
7. SPA 3WW African legacy in Latin American Literature and Film

Course Revisions

- CHE 361 Inorganic Chemistry
- SOC 415 Senior Seminar in Sociology

Attachments:

Agenda for April 17, 2015
Minutes of March 20, 2015
Proposal to Revise the Minor in Philosophy
LIT 1XX King Arthur and the Arthurian Tradition
PSC 2XX (250) Research Methods in Policing
HIS 3XX Law & Society in the Ancient Near East
ART 2XX Art and Myth in the Ancient World
ISP 2XX Life and Evolution

[OVER]

SCI 2XX Toxins or Not

LWS 2XX Research in Law and Society

SOC 1XX Sexual Identity and Society: LBGT Perspectives

SPA 3WW African legacy in Latin American Literature and Film

CHE 361 Inorganic Chemistry

SOC 415 Senior Seminar in Sociology

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of April 17, 2015

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, April 17 at 9:40 a.m. in L61 NB. Dean Scott Stoddart, UCASC Chair, called the meeting to order.

Present: C. Jama Adams, Brian Arbour, Lynette Cook-Francis, Al Coppola, Susannah Crowder, Ric Curtis, Heath Grant, Anissa Helie, Crystal Jackson, Katherine Killoran, Susan Larkin, Michael Leippe, Mary-Ann McClure, Virginia Moreno, Bettina Murray, Chongmin Na, Lisandro Perez, Judy-Lynne Peters, Michael Puls, Leslie Smith, Scott Stoddart.

Absent: Ben Bierman, Glenn Corbett, Marta Bladek, Mathieu Dufour, Sarah Hammond, Ma'at Lewis, Aida Martinez-Gomez, Giovanni Perna, Monika Son, Adam Stone, Sandra Swenson. Note: The usual scribe for UCASC, Sarah Hammond was absent due to illness

Guests: Jean Carmalt, Shu-Yuan Cheng, Silvia Dapia, Jay Gates, Maria Haberfeld, Nathan Lents, Michael Rohdin, Stephen Russell.

1 Administrative Announcements

2
3 Dean Scott Stoddart welcomed everyone to the meeting and thanked Student Government for
4 breakfast. Dean Scott Stoddart also had good news from the CAPPR meeting in which the CUNY Board
5 Subcommittee approved the B.A. in Spanish. It will go on the Board of Trustees agenda on May 4th.
6 He also mentioned that Research Week was next week.

7 Approval of the minutes of March 20, 2015

8
9 There were no comments or changes requested.

10
11 **A motion was made and seconded to approve the minutes of March 20, 2015. The**
12 **minutes of March 20, 2015 were approved with 16 votes in favor and 3 abstentions.**

13 Old Business

14 Courses (2nd Reading)

15 LIT 1xx King Arthur: Culture, Society and Tradition (I&S)

16
17 Professor Jay Gates spoke about the changes he made to the course from the feedback he received at
18 the last meeting. He said the bulk of the comments were suggested changes to the title and he used
19 language that people could understand.

20
21 Professor Al Coppola said it was a great class, had substance, and had clear and crucial learning tasks.
22 He also said it was thoughtful on what 1st year students needed to be learning.

23
24 Professor C. Jama Adams asked if all that was needed was for the course to be tweaked, why did it

1 have to come back for a second reading?

2
3 Kathy Killoran said that there were suggested titles made by others and that Prof. Gates wanted to
4 consider his choices.

5
6 **A motion was made and seconded to approve LIT 1XX King Arthur: Culture, Society and**
7 **Tradition. The motion was unanimously approved with 18 votes in favor.**

8
9 **PSC 2XX (250) Research Methods in Policing**

10 Professor Maria Haberfeld explained the changes to the proposal including that she removed statistics
11 from the title and changed examinations to include different types of assessments and the weekly
12 schedule was tightened up.

13
14 **A motion was made and seconded to approve PSC 2XX (250) Research Methods in**
15 **Policing. The motion was unanimously approved with 18 votes in favor.**

16
17 **New Business**

18
19 **Programs Subcommittee**

20
21 **Proposal to Revise the Minor in Philosophy**

22 Kathy Killoran said that she received the proposal in the beginning of the Spring to clarify that
23 students can use any PHI and HJS 250 for the elective portion of the Philosophy major. The
24 subcommittee asked the department to strengthen rationale for the two 300-level courses being
25 required.

26 Professor Lisandro Perez asked if there was a form needed to propose a change to a minor or just a
27 memo? Kathy Killoran said that there is no form for revisions to programs. She just asks for a memo
28 with the changes explained and a rationale included along with the bulletin information.

29 Professor C. Jama Adams mentioned that over the last few months at some conferences he heard that
30 undergraduate students seems to be good at critique but not as strong in proposing solutions to
31 problems. He wondered if philosophy could assist us in helping student improve in this area? He
32 references a recent NY Times article. He asked how do we help students be part of the answer.

33 Professor Mary-Anne McClure said that the Philosophy Department's courses are teaching students to
34 express themselves and grapple with big ideas and problems. She does see an energy in our students
35 for potential solutions.

36
37 **A motion was made and seconded to dispense with the second reading. The motion was**
38 **approved with 16 votes in favor and 2 abstentions.**

39
40 **A motion was made and seconded to approve the Proposal to Revise the Minor in**
41 **Philosophy. The Proposal was approved with 17 votes in favor and 1 abstention.**

42
43 **Courses Subcommittee**

1 **HIS 3XX Law & Society in the Ancient Near East**

2
3 Professor Stephen Russell, new faculty in the History Department wrote this course. He said that
4 there is a gap in the John Jay curriculum for looking at legal traditions from the earliest recorded
5 times. Some departments touch on this content but none exclusively focus on it.

6
7 Kathy Killoran report for the Courses Subcommittee. She said they asked Prof. Russell to do some
8 tweaking and rewording in the usual areas of learning outcomes and course description. The
9 subcommittee noted there was a heavy reading load and this course would be part of the Global History
10 major and minor. She also said the subcommittee noted that the final paper was nicely scaffolded.

11
12 Professor Stephen Russell said this course is looking at the earliest recorded history and sets law in a
13 larger systems context.

14
15 Professor Al Coppola really liked the class as a 300-level and appropriately asked for student
16 engagement. He wondered about the pace of reading and the supplemental reading. He said the first
17 days reading is ninety-two pages and he believes it could be too much too soon.

18
19 Professor Stephen Russell said that he does not expect students to read everything with the same
20 depth. The course helps students learn to read with depth and also skim, and know the difference in
21 the reading strategies. The skills are embedded in the course.

22
23 Professor Michael Leippe said that the length and amount of space devoted to reading in the syllabus
24 might be too much.

25
26 Professor Stephen Russell said that it is more explicit in his pedagogy process and he has trust in his
27 students to do the readings. He has taught this topic before at John Jay in the 300-level Justice Core
28 class.

29
30 Professor C. Jama Adams said it was ambitious and that it should be reformulated with required
31 readings and supplemental reading so it can be clearer for students. He said this course seems to be
32 from a Judeo-Christianity perspective and that should be made clear in the proposal. Mention of
33 other perspectives are minimal and seem secondary.

34
35 Professor Stephen Russell pointed out that his course focuses on the earliest times well before the
36 Quran existed. He said that he would emphasize the time period.

37
38 Professor Al Coppola said that it is hard to know which reading are required, he suggested breaking
39 them into two lists. He also thought the more substantive readings could be moved later into the
40 semester. He echoed Professor Adams' concern that students might stop reading.

41
42 Dean Scott Stoddart said that he attended a conference the History Department had for students and
43 he was impressed with their students. The course will be brought back for a second reading.

44 **ART 2XX Art and Myth in the Ancient World (LP)**

46
47 This course was tabled because the Professor was not at the meeting to speak about the course.

48
49 **ISP 2XX Life and Evolution (SciWld)**

50
51 Kathy Killoran introduced this item and said that overall it was well prepared and noted the title was

1 changed since the subcommittee saw it. The feedback from the Courses Subcommittee was to add to
2 the rationale for this being an ISP course, reword the course description, standardize the prerequisites
3 using the existing strategy for other scientific world courses, and add due dates to the syllabus.
4 Professor Nathan Lents said that he had the idea for this course years ago and had one possible
5 permutation for the class but reached out to the ISP department to collaborate.

6
7 Professor Michael Leippe said the title's inclusion of the phrase 'human behavior' was not apt and the
8 focus of the course was not clear to him. He said they don't get into behavior until the 10th week. He
9 expressed liking the course but it does not seem to focus enough on human behavior to have it in the
10 title. Is it teaching evolution through humans?

11
12 Professor Nathan Lents said that there was tension in trying to keep it flexible so a number of faculty
13 from different disciplines could teach it but he is more specific in his model syllabus. It is looking at
14 humans as a product of evolution.

15
16 Professor C. Jama Adams raised a procedural point about when a comment was raised about a course
17 is it a back and forth between the Professor to defend each comment or should the Professor wait until
18 the end to speak about the comments raised. Dean Stoddart said he thought this was fine. Prof.
19 Adams asked if this procedural point could be discussed at a future meeting. This point will be added
20 to an upcoming agenda.

21
22 Professor C. Jama Adams said that students come in with a lot of misperceptions about evolution. He
23 noted the course is weeks 1-8 focuses on the science of evolution but nothing on evolutionary
24 psychology. He felt the course should compromise on less scientific aspects and more on the social
25 science aspects. He also said that the course description needed to be strengthened.

26
27 Professor Crystal Jackson agreed that the course description needs work and echoed the concerns
28 raised by Professor Adams and Lieppe, from her perspective as a sociologist. She said there should be
29 less of a worry about flexibility but to figure out what the proposers want the class to be and that it
30 should include critiques to these concepts.

31
32 Kathy Killoran said that the description does not sound like this is a scientific world category course.
33 This could potentially be a problem when it goes to CUNY Faculty Review committee for approval. The
34 course description does not tell students about scientific content and expectations.

35
36 Professor Susannah Crowder spoke about the course and said is meant to introduce scientific ideas to
37 non-STEM majors. She feels the humanities students need exposure to this content and this course is
38 trying to bring these ideas together.

39
40 Professor Arbour like the idea of this course coming out of the ISP department and hoped it would stay
41 there.

42
43 Professor Al Coppola said that it seems to be more of a biology course and he did not see how it was an
44 interdisciplinary class. He suggested next time to bring Richard Haw so that he could explain more
45 about the interdisciplinary nature of course. Prof. Adams also said the ISP proposer should be in
46 attendance.

47
48 Professor Michael Leippe said that it could be a science course but go well beyond that.

49
50 The course will be brought back next meeting for a second reading.

1 **SCI 2XX Toxins or Not (SciWld)**

2
3 Kathy Killoran explained that this is a scientific world course being proposed from the Science
4 Department. Originally, the Course Subcommittee found it would be a little scary for gen ed students
5 with all the toxicology jargon but they did a wonderful job in revising the course description and
6 making the course more approachable for gen-ed students.

7
8 Professor Judy-Lynne Peters said it met all the learning outcomes for the Scientific World in Gen-Ed.

9
10 Professor C. Jama Adams said it captures the range of what toxins we encounter in everyday life. It is
11 a really nice course!!

12
13 **A motion was made and seconded to dispense the second reading. The motion was
14 approved with 15 votes in favor and 2 abstentions.**

15
16 **A motion was made and seconded to approve SCI 2XX Toxins or Not. The proposal was
17 unanimously approved with 17 votes in favor.**

18 **LWS 2XX Introduction to Research in Law and Society**

19
20 Kathy Killoran said that this course was for the Law & Society major and was needed based on the
21 assessment findings. The Courses Subcommittee received in very good shape. It was well done and the
22 only feedback given was to provide a summary of assignments and citations for the readings.

23
24 Professor Jean Carmalt spoke on behalf of the Political Science department about the course and said
25 she had worked the suggestions into the course. She also announced that she consulted Professor
26 Janice Dunham in the library subsequent to submitting the proposal.

27
28 Professor Michael Leippe wondered if STA 250 should be a pre-requisite for this course? Does the
29 course teach the students the statistics they need for the course?

30
31 Professor Jean Carmalt said that STA 250 is not necessary as a pre-requisite and that the projects in
32 the course are not focused on statistical analysis but to showing students how to formulate research
33 questions and endeavor to answer those questions.

34
35 Professor Brian Arbour said that there is very little quantitative research done in the field of Law and
36 Society and that statistics is not a key methodological element even at the highest levels. Depending
37 on which faculty teach the course, it could include a bit more but quantitative material but students
38 would learn that in the course. This course is intended to prepare students for the capstone with some
39 exposure to methods. The Political Science Department did the same thing for the Political science
40 major - their assessment called for more focus on methods and they created POL 225 which does focus
41 more on teaching statistics in context.

42
43 Professor C. Jama Adams said that he supports the no need for STA 250 but that the syllabus should
44 say something about statistics use the field or statistics literacy.

45
46 The course will come back next time for a second reading.

47
48 **SOC 1XX Sexual Identity and Society: LBGT Perspectives**

49
50
51 Kathy Killoran introduced the course. The Courses Subcommittee had seen the course twice and
52 asked the proposers, Professors Pastrana and Jackson, to really hone in on the content most important

1 to be included. It was very ambitious in coverage for a 100-level course. They liked and supported the
2 idea of the course. This course will be a first year seminar in the Justice Core I area of gen ed and can
3 be used in the Sociology major and minor.

4
5 Professor Helie asked if this course will primarily focus on the U.S. and if so could that be mentioned
6 in the title or course description. Professor Jackson agreed it was primarily focused on the U.S.
7 Professor Adams though pointed out that our students come from so many places and cultures that
8 there will be less homogeneity of viewpoints. It should reflect the diversity of society.

9
10 Professor Al Coppola wanted clarification on the weekly schedule, kind of assignments, and concepts
11 of the course. He thought it was ambitious in the amount of writing and the site visit.

12
13 Professor Crystal Jackson said that there was in-class preparation for writing assignments and the site
14 visit and that time is built in to the class schedule reflected on the syllabus. She said that the course
15 tries to confront the social issues more than the challenges of doing research in this field.

16
17 The course will come back next time for a second reading.

18
19 **SPA 3WW African Legacy in Latin American Literature and Film**

20
21 Kathy Killoran introduced the course and said that this was the final new course for the Spanish major,
22 it was well done, but changes needed some revision to the course description.

23
24 Professor Lisandro Perez brought up a past issue of the overlap of courses in Latino/a Studies and
25 Modern Languages and Literatures regarding consultation with certain faculty rather than the
26 Department Chair, especially around the courses on South America. He asked how the consultation
27 with departments should take place. Is it enough to just reach out to individual faculty that specialize
28 in the particular area or should consultation also be done to the department generally. Especially in
29 the case of these two departments, they could be helpful to each other.

30
31 Professor Adams said Professor Perez is raising an important issue for interdisciplinary course and
32 suggested providing guidelines on who departments go to for consultation. This can be discussed more
33 at a future meeting with the other procedural point raised earlier.

34
35 Professor Silvia Dapia, the Chair of Modern Languages, we present to represented the course and she
36 said the course was sent to Professors Oboler and Perez and well as the Africana Studies and Art
37 departments. She said she received feedback and suggestions for texts from the Africana Studies
38 Department and feedback from the Art Department but did not hear from Latin American Studies.
39 Professor Perez said he did not remember receiving this proposal.

40
41 He said there could be more included in the course relating to music and dance, there could be more
42 films included on race and slavery in Cuba for example. Professor Dapia said the coverage will be
43 determined by the faculty member who is going to teach it. The course may have different emphases.
44 In this syllabus, they tried to show a big variety of what is available.

45
46 Professor Helie also wondered about the perspective the course was taking. Are they looking at black
47 Africans or the immigration of North Africans too?

48
49 Professor Adams said it would be critical for the course description to lay out the boundaries of what is
50 it covering.

51
52 The course will come back next time for a second reading.

1 **Course Revisions**

2
3 **CHE 361 Inorganic Chemistry**

4
5 Kathy Killoran said that the revision to the course involved removing the pre-requisite of CHE 302
6 because students do not need that background to succeed in the class.

7
8 **A motion was made and seconded to approve the revision to CHE 361 Inorganic**
9 **Chemistry. The course revision was unanimously approved with 18 votes in favor.**

10
11 **SOC 415 Senior Seminar in Sociology**

12
13 Kathy Killoran said explained that this senior seminar course was written for the new Sociology major
14 and the revision being made was to remove SOC 314 as a pre-requisite. It was included in error. SOC
15 314 is not in the Sociology major.

16
17 Professor C. Jama Adams wanted to know the length of the capstone paper.

18
19 Professor Crystal Jackson said the course has not been offered yet as the major was just approved by
20 NYSED in November. But she said it would depend on who is teaching the course. She thought that
21 students would end up writing 20 or more pages for their capstone paper.

22
23 **A motion was made and seconded to approve the course revision to SOC 415 Senior**
24 **Seminar in Sociology. The course revision was unanimously approved with 18 votes in**
25 **favor.**

26
27 **A motion was made and seconded to conclude the meeting. The meeting adjourned at**
28 **11:10 a.m.**

29
30 Respectfully Submitted,

31
32 Alexis Pistone, College Assistant

33 Kathy Killoran, Executive Director of Undergraduate Studies

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS
COMMITTEE**

**AGENDA
May 15, 2015
9:30 A.M. – 11:00 A.M.
ROOM L.61 NB**

- 1. Announcements** – Dean Stoddart
- 2. Approval of the minutes of April 17, 2015**
- 3. Old Business**

Courses (2nd readings)

1. HIS 3XX Law & Society in the Ancient Near East
2. SOC 1XX Sexual Identity and Society: LGBT Perspectives (JCI)
3. LWS 2XX Introduction to Research in Law and Society
4. SPA 3WW African legacy in Latin American Literature and Film
5. ISP 2XX Evolution and Its Impact (SciWld)

- 4. New Business**

Programs Subcommittee

- Proposal to Revise the BA in Law and Society
- Proposal to Revise the Chemistry Minor - Tabled from 3/20/15
- Proposal to Revise the Africana Studies Minor

Courses Subcommittee

1. ISP 1XX Going Place: Travel & Transformation (WC)
2. ART 2XX Art and Myth in Ancient World (LP)
3. PSC 3XX Police Management and Administration in U.S.

Course Revisions

- PSC 207 The Investigative Function

Attachments:

Agenda for May 15, 2015
Minutes of April 17, 2015
Proposal to Rev the BA in Law & Society
Proposal to Rev the Chemistry Minor
Proposal to Rev the AFR Studies Minor
Courses:
HIS 3XX Law & Society in the Ancient
Near East

SOC 1XX Sexual Identity & Society:
LGBT Perspectives
ISP 2XX Evolution & Its Impact
LWS 2XX Introduction to Research in
Law & Society
SPA 3WW African legacy in Latin
American Lit & Film

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of May 15, 2015

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, May 15 at 9:30 a.m. in L61 NB. Dean Scott Stoddart, UCASC Chair, called the meeting to order.

Present: C. Jama Adams, Brian Arbour, Ben Bierman, Al Coppola, Glenn Corbett, Ric Curtis, Mathieu Dufour, Heath Grant, Sarah Hammond, Anissa Helie, Crystal Jackson, Katherine Killoran, Susan Larkin, Michael Leippe, Aida Martinez-Gomez, Mary-Ann McClure, Virginia Moreno, Bettina Murray, Chongmin Na, Lisandro Perez, Judy-Lynne Peters, Michael Puls, Leslie Smith, Monika Son, Scott Stoddart, Sandra Swenson.

Absent: Marta Bladek, Susannah Crowder, Ma'at Lewis, Giovanni Perna, Adam Stone.

Guests: Silvia Dapia, Richard Haw, Naomi Nwosu, Erin Thompson, Michael Rohdin, Nadine Young.

1 Administrative Announcements

2
3 Dean Scott Stoddart welcomed everyone to the meeting and thanked Student Government for
4 breakfast. Dean Scott Stoddart also had good news from the CAPPR meeting in which the CUNY Board
5 Subcommittee approved the B.A. in Spanish. It will go on the Board of Trustees agenda on May 4th.
6 He also mentioned that Research Week was next week.

8 Approval of the minutes of April 17, 2015

10 There were no comments or changes requested.

12 **A motion was made and seconded to approve the minutes of April 17, 2015. The minutes**
13 **of April 17, 2015 were approved with 17 votes in favor and 1 abstention.**

15 Old Business

17 Courses (2nd Reading)

19 HIS 3XX Law & Society in the Ancient Near East

21 Professor Anissa Helie was present to speak for the proposal. She spoke about the feedback
22 from the last meeting. Some of the readings have been adjusted in the syllabus, in response to
23 committee feedback. There had also been a concern that the title of the course might not be
24 clear to students.

26 Professor Adams noted that students have the first ten days to drop a course without
27 payment, so he had a concern that the latest adjustment to delay the reading might not give
28 students a clear sense of how the course will work. Dean Stoddart noted that week two has a
29 lot of reading, and it seemed to happen in time for students to meet the add/drop deadline.

1 A motion was made and seconded to approve the course.
2

3 **A motion was made and seconded to approve HIS 3XX Law & Society in the Ancient
4 Near East. The motion was approved with 11 votes in favor and 1 abstention.**

5
6 **SOC 1XX Sexual Identity and Society; LGBT Perspective (JCI)**
7

8 Professor Crystal Jackson spoke for the proposer, Professor Pastrana. She explained how the
9 in-class writings serve several purposes, including attendance and participation. She also
10 spoke to some questions about how the course engages LGBT perspectives in contemporary
11 life.
12

13 **A motion was made and seconded to approve SOC 1XX Sexual Identity and Society;
14 LGBT Perspectives (JCI). The motion was unanimously approved with 21 votes in favor.**
15

16 **LWS 2XX Introduction to Research in Law and Society**
17

18 Professor Brian Arbour said some changes had been made in response to feedback about
19 quantitative data. Also the course title in the syllabus and course proposal is now aligned.
20 There were no further questions.
21

22 **A motion was made and seconded to approve LWS 2XX Introduction to Research in Law
23 and Society. The motion was unanimously approved with 21 votes in favor.**
24

25 **SPA 3WW African Legacy in Latin American Literature and Film**
26

27 Professor Sylvia Dapia said they have expanded Caribbean fiction as well as adding material
28 to weeks five, six, and seven.
29

30 **A motion was made and seconded to approve SPA 3WW African Legacy in Latin
31 American Literature and Film. The motion was unanimously approved with 22 votes in
32 favor.**
33

34 **ISP 2XX Evolution and Its Impact (SciWld)**
35

36 Professor Richard Haw was present to speak for the course. He said last time they had
37 received feedback about the title, which resulted in the change to "Evolution and Its Impact".
38 The course has added material and intends to look at evolution and its impact across
39 disciplines and across areas of knowledge.
40

41 Professor Al Coppola wished to say how great he thought the course was. Dean Stoddart
42 concurred.
43

44 **A motion was made and seconded to approve ISP 2XX Evolution and Its Impact
45 (SciWld). The motion was unanimously approved with 23 votes in favor.**
46

47 **New Business**
48

49 **Programs Subcommittee**

1 **Proposal to Revise the BA in Law and Society**

2
3 Kathy Killoran said she had asked the Political Science department to draft a memo
4 explaining that a course UCASC approved already today replaces another course in the
5 requirements for the major. This new course, POL 2XX Introduction to Research in Law and
6 Society will replace STA 250-SSC 325.

7
8 Professor Adams asked how the major would deal with the critique of law. Professor Arbour
9 said Law and Society deals with law not as it is dealt with in law school, but with an interest in
10 how law affects real people in the real world. They are interested in how law is lived, how law
11 is experienced, and therefore, how law often fails to achieve the goals it sets out for itself. He
12 drew attention to the research course that had been approved earlier in the meeting. He said it
13 deals with particular issues with regard to how to construct research itself, how it conceives of
14 law through lenses like "law in our lives" in week one and "observation" in week nine.

15
16 **A motion was made and seconded to dispense with the second reading of the Proposal
17 to Revise the BA in Law and Society. The motion was approved with 21 votes in favor
18 and 2 abstentions.**

19
20 **A motion was made and seconded to approve the Proposal to Revise the BA in Law and
21 Society. The Proposal was approved with 23 votes in favor.**

22 **Proposal to Revise the Chemistry Minor – Tabled from 3/20/15**

23
24 Kathy Killoran introduced the proposal, which follows up on last year's creation of the Biology
25 major. This revision adds some courses in the elective area. The goal of these changes is to
26 make it possible for Biology majors to minor in Chemistry. The revised proposal also adds a
27 note about students having to take the placement exams in biology and chemistry.

28
29 Professor Adams asked if the Science Department is leaving the social aspects of chemistry to
30 Gen Ed. He was concerned about a science that is divorced from the liberal arts. Where is the
31 examination of the implications of chemistry or the ethics involved?

32
33 Professor Sandra Swenson said there are new programs being developed in the sciences, such
34 as the new program in toxicology. She also said the overlap in a science major and minor
35 would allow room for students to take additional courses. The faculty try to reach out to
36 students in a qualitative way as well as a quantitative way and to discuss social issues in the
37 course. Professor Adams felt that the response was a bit too tentative and hypothetical, and
38 felt that the risk of such thinking is a narrowly educated person. Professor Swenson said that
39 the majors do embed ethics and conversation of culture, though she did see that this minor is
40 very specific. She said that the higher level courses do address deeper social issues. Professor
41 Adams brought up DNA as an example. If there is DNA in class, there should be discussion of
42 cultural implications of DNA.

43
44 Professor Arbour felt that Professor Adams' criticism had validity on a higher level, but may
45 not be applicable to something so specific as a minor.

46
47 Kathy Killoran said that next year a new major in Chemistry will come before the committee.
48 Professor Judy Lynn Peters said that with the creation of the major, the Science Department

1 should consider creating an Ethics course that would be required for all who take the major.
2 She said that no matter how much the Science Department believes that these issues are
3 embedded in their courses, the faculty will not be able to communicate that to this committee.
4 Professor Swenson agreed and said she would like that to be a 300-level course.

5
6 Professor Adams asked that an item be added to a future agenda to discuss the way that the
7 Science Department engages the Humanities. He wants time devoted to discuss these issues
8 of course-hours, lab-time, ethics, and so forth in a way that would not hold up a course or a
9 proposal. Dean Stoddart agreed that this could be on the agenda in the Fall.

10
11 **A motion was made and seconded to dispense with the second reading of the Proposal**
12 **to Revise the Chemistry Minor. The motion was approved with 21 votes in favor and 2**
13 **abstentions.**

14
15 **A motion was made and seconded to approve the Proposal to Revise the Chemistry**
16 **Minor. The Proposal was approved with 23 votes in favor.**

17
18 Professor Bierman suggested that Professor Adams' request for discussion of science and
19 humanities might be too open-ended for UCASC, and thus inappropriate for this body. He
20 asked if there is a forum outside of UCASC where the conversation could begin. Professor
21 Adams said that the conversation would benefit from having an interdisciplinary group of
22 professors discussing it. He felt this is of utmost importance at John Jay because this is a
23 school of cultural justice.

24
25 Professor Swenson said the curriculum committee in the Science Department would invite
26 Professor Adams to a meeting in the department. Professor Adams felt that this was not an
27 appropriate answer to his desire for college-wide attention to the issue. Professor Bierman
28 clarified that he simply felt that the question might be unwieldy in this meeting.

29
30 Professor Glenn Corbett suggested that there could be an ad hoc committee for next year
31 because this question does seem to go beyond one department and could apply to other non-
32 humanities disciplines as well. Kathy Killoran said there has been a PPP committee
33 (Principles, Policies, and Procedures) that takes up a big issue each year, and maybe this
34 could be their assignment for next year. Professor Peters said such a committee should be
35 sure to include other disciplines like Fire Science, since the question of ethics has come up for
36 a number of departments.

37 38 **Minor in Africana Studies**

39
40 Kathy Killoran said that a number of disciplines have been making clear lately that any course
41 in the discipline will work for a minor. This revision does not remove anything from the
42 minor, it just clarifies that students can use any of the Africana courses toward the elective
43 area in the minor. There are issues here to do with working with Degree Works, since the tool
44 functions on a bulletin year by year basis.

45 Professor Adams noted that there are two required courses that all students in the minor must
46 take. Besides that, the minor is very generous in the amount of courses that they allow
47 students to do to get the minor. The bias is to encourage students to study Africana issues
48 wherever they can find them, including in other departments' offerings.

1 **A motion was made and seconded to dispense with the second reading of the Minor in**
2 **Africana Studies. The motion was approved with 20 votes in favor and 2 abstentions.**

3
4 **A motion was made and seconded to approve the Minor in Africana Studies. The**
5 **Proposal was approved with 22 votes in favor.**

6
7 **Courses Subcommittee**

8
9 **ISP 1XX Going Places: Travel and Transformation (WC)**

10
11 Kathy Killoran introduced this for the Courses committee, which has been working with the
12 proposers on it. Professor Peters spoke to the course's fit with the World Cultures bucket. The
13 Gen Ed committee had asked the proposers to clarify how the assignments related to the
14 learning outcomes. The proposal has been strengthened in this area.

15
16 **A motion was made and seconded to dispense with the second reading of ISP 1XX Going**
17 **Places: Travel & Transformation (WC). The motion was approved with 21 votes in favor**
18 **and 2 abstentions.**

19
20 **A motion was made and seconded to approve ISP 1XX Going Places: Travel &**
21 **Transformation (WC). The course was approved with 23 votes in favor.**

22
23 **ART 2XX Art and Myth in the Ancient World**

24
25 Kathy Killoran said there had been some discussion with the proposer about how to include
26 more historical context in the course outline to expose gen ed students into the art history
27 field. Professor Peters said the Gen Ed committee had asked for more historical context so it
28 would fit the proposed Gen Ed category, Learning from the Past.

29
30 Professor Bierman said he thought this was great course, but he wondered if the Art History
31 prerequisite was necessary. He wondered if studio art was enough. Professor Thompson said
32 that made sense, but it is also limiting.

33
34 Professor Adams felt the title should be changed, because this course has to do with a very
35 narrow view of the ancient world, given that it does not cover China, Africa, and so forth.
36 Professor Bierman said that the course description is very specific. Professor Adams said "the
37 ancient world" is being used in a classic, technical sense that excludes India, China, and
38 Africa. There is a specific cultural definition being used here, rather than a chronological
39 definition, and those assumptions are not articulated to students in the rationale.

40
41 Professor Perez asked if prerequisites are allowed for Gen Ed courses. He had been under the
42 impression that prerequisites were not allowed because they would effectively expand the Gen
43 Ed. Kathy Killoran said that CUNY had loosened up on that principle, and there are a few
44 courses in Gen Ed that do have prerequisites. As long as the college offers enough Gen Ed
45 courses that are not walled off by prerequisites, , then a few courses with prerequisites are
46 allowed.

47
48 Professor Al Coppola returned to Professor Adams' point. He noted that there are two things
49 on the table when these courses come to UCASC. There is the broad version of the course

1 intended for the curriculum, and then there may be a syllabus from the particular iteration of
2 the course as taught by a professor. So he thought that leaving the title as is might allow the
3 course to be taught differently by different professors. He suggested changing the course
4 description to be less specific. His larger question for the proposer would be: is this course
5 open to being expanded in other iterations?

6
7 Professor Adams thought that was a good point and added his larger philosophical concern
8 about the fact that this is a college of social justice. It is this institution's burden to teach
9 beyond the Greek classical world, bringing myths and histories and art from other cultures
10 into courses like this.

11
12 Professor Thompson said the actual content of the course does deal with a lot of gender and
13 sexuality and focus on female protagonists that are not usually taught in this way. This is her
14 particular area of expertise, so it does have a geographical focus. She said the department is
15 hoping to introduce courses on Asian Art and there is already a course on African art. She
16 thought the suggestion to broaden the course description for the possibility of a future
17 professor to teach an alternate version of the course was a good idea.

18
19 Professor Adams felt that it was an issue that the course examines gender and sexuality but
20 does nothing to do with race. He said that he felt that feminism is now part of the canon, but
21 race is not. Professor Thompson said there are a few class sessions in the syllabus devoted to
22 defining city identity, national identity, colonialism. Professor Adams asked for breadth in the
23 course's attention to these issues.

24
25 Professor Michael Leippe liked the idea of a course with the possibility for multiple
26 professors. But he felt like the way this course has been presented, it seemed like the title
27 ought to have something to do with the location and specifics, or something in the course
28 description should say "depending on the semester, different areas of the ancient world."

29
30 A debate ensued about the definition of the ancient Mediterranean world, inclusion of North
31 Africa, and the texts that exist and the nature of the canon.

32
33 Dean Stoddart said it sounded like this course would need to come back for a second reading
34 next semester.

35 **PSC 3XX Supervision and Administration in Policing**

36
37 Kathy Killoran said this course is the merging of two current courses, PSC 201 and 301, after
38 the revisions to the Police Studies major. This is a new, required 3XX course in the core of the
39 major that supersedes those two courses.

40
41 Professor Peters said that the concept Professor DeCarlo is using (PosCorp) is an old public
42 administration concept. Professor Peters thought it was a very odd one to use for the basis of
43 this course. When she met with Professor DeCarlo, he said the course is meant to be a critique
44 of traditional methods of police management. The texts use very traditional methods of
45 management, and the proposer wants to look at traditional methods of police training each
46 week and critique them with examples from real life.

1 Professor Heath Grant who was present to speak for the department asked about the
2 discrepancy in titles. Kathy Killoran said the title in the agenda is correct, and Professor Grant
3 confirmed that this would be aligned across parts of the proposal.

4
5 Professor Leippe pointed out that there are no exams required on the syllabus, but the
6 proposal mentions them. Kathy Killoran said they could make the course proposal consistent
7 with the syllabus. Professor Leippe asked if there is another course that engages with more
8 contemporary management techniques. In general, he wondered how this course fits with the
9 larger curriculum. Professor Grant said this course does build on other courses that deal more
10 with new directions, and one of the desired goals of the course is to get a critique of existing
11 techniques while exploring new techniques. He said there is another management course in
12 the major that deals with concepts.

13
14 Dean Stoddart said it looked like this course would come back for a second reading after the
15 proposer could consider the feedback.

16
Course Revisions

17
PSC 207 The Investigative Function

18
19 Kathy Killoran introduced this course, intended for the Police Studies major, which has three
20 new concentrations. This course would be the first course that students will take in the
21 Investigative Science concentration. The proposer is refreshing the content to adapt it to the
22 100-level and to make it appropriate for both criminal justice students and policing students.
23 Killoran's subcommittee asked the proposer to organize the course more around the general
24 types of crime.

25
26 Professor Grant said the idea here is to make this a gateway course. He noted that there is a
27 section in ethics on this syllabus.

28
29 Professor Adams asked if the Policing people might want to integrate with the English
30 department. Should a student who wants to be a detective read Dostoyevsky? He was
31 interested in ways that the humanities could be complementary to this field of study.

32
**A motion was made and seconded to approve PSC 207 The Investigative Function. The
33 course was approved with 22 votes in favor.**

34
35 Dean Stoddart thanked the committee for their good work this year.

36
37 Kathy Killoran said she would be sending out the dates for next year's meetings in the next
38 few weeks. She thanked everyone for their service and said it had been a very productive year.
39 She said she would be reaching out to the Department Chairs to learn who would be
40 representing their departments next year.

41
42 Dean Stoddart thanked the group for reserving Friday mornings for meetings that are often
43 stressful. Professor Peters congratulated Dean Stoddart for a great semester.

44
45 Professor Adams wished to congratulate Dr. Naomi Nwosu for earning her doctorate this
46 week, and the room applauded.

1 Respectfully Submitted,
2
3 Sarah Hammond, Scribe
4

CURRICULUM COMMITTEE

September 12, 2014

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	<i>JJA</i>
Arbour	Brian	Political Science	<i>BA</i>
Bierman	Ben	Art and Music	<i>BB</i>
Bladek	Marta	Library	<i>MB</i>
Coppola	Al	English	<i>AC</i>
Corbett	Glenn	Security, Fire & Emergency Management	<i>GC</i>
Crowder	Susannah	Interdisciplinary Studies Program	<i>SCH</i>
Dufour	Mathieu	Economics	<i>MD</i>
Grant	Heath	Law, Police Science, CJA	<i>HG</i>
Hammond	Sarah	Scribe	<i>SH</i>
Helie	Anissa	History	<i>AH</i>
Jackson	Crystal	Sociology	<i>CG</i>
Killoran	Kathy	Undergraduate Studies	<i>KK</i>
Larkin	Susan	Health and Physical Education	<i>SL</i>
Leippe	Michael	Psychology	<i>ML</i>
Lewis	Ma'at	Counseling	<i>ML</i>
Martinez-Gomez	Aida	Modern Languages & Literature	<i>AG</i>
McClure	Mary Ann	Philosophy	<i>AM</i>
Moreno	Virginia	Academic Assessment	<i>VM</i>
Murray	Bettina	Communication and Theater Arts	<i>BM</i>
Na	Chongmin	Criminal Justice	<i>CN</i>
Pease	Allison	Dean, Undergraduate Studies	<i>AP</i>
Perez	Lisandro	Latin America & Latino/a Studies	<i>LP</i>
Peters	Judy-Lynne	Public Management	<i>JP</i>
Puls	Michael	Mathematics and Computer Science	<i>MP</i>
Snajdr	Ed	Anthropology	<i>ES</i>
Son	Morley	SEEK	<i>MS</i>
Stone	Adam	Registrar for VP Enrollment	<i>AS</i>
Swenson	Sandra	Sciences	<i>SS</i>

RCTrot for Adam Stone BT

Barnet → Supt

CURRICULUM COMMITTEE

September 12, 2014

ATTENDANCE

Quorum = 16 Voting Members

CURRICULUM COMMITTEE

October 17, 2014

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	Africana Studies	<i>CAJ</i>
Arbour	Brian	Political Science	<i>BArb</i>
Bierman	Ben	Art and Music	<i>B.B.</i>
Bladek	Marta	Library	
Bryk	John	Mathematics and Computer Science	
Coppola	Al	English	<i>Al C</i>
Corbett	Glenn	Security Management	
Crowder	Susannah	Interdisciplinary Studies Program	
Dufour	Mathieu	Economics	<i>MD</i>
Grant	Heath	Law, Police Science, CJA	<i>H.G.</i>
Hammond	Sarah	Scribe	<i>S.H.</i>
Helie	Anissa	History	
Jackson	Crystal	Sociology	<i>Crystall Jackson</i>
Killoran	Kathy	Undergraduate Studies	<i>K.K.</i>
Larkin	Susan	Health and Physical Education	<i>SL</i>
Leippe	Michael	Psychology	<i>M.L.</i>
Lewis	Ma'at	Counseling	<i>Ma'at L.</i>
Martinez-Gomez	Aida	Modern Languages & Literature	<i>A.M.-G.</i>
McClure	Mary Ann	Philosophy	<i>M.A. McClure</i>
Moreno	Virginia	Academic Assessment	
Murray	Bettina	Communication & Theater Arts	<i>Bettina Murray</i>
Na	Chongmin	Criminal Justice	<i>ChNa</i>
Pease	Allison	Dean, Undergraduate Studies	<i>AP</i>
Perez	Lisandro	Latin America & Latina/o Studies	<i>LP</i>
Perna	Giovanni	Student Member	<i>Giovanni Perna</i>
Peters	Judy-Lynne	Public Management	<i>JL Peters</i>
Puls	Michael	Mathematics and Computer Science	<i>MP</i>
Smith Ramirez	Leslie	Student Member	<i>Leslie Smith</i>
Snajdr	Ed	Anthropology	<i>ED Snajdr</i>
Son	Monika	SEEK	<i>MS</i>

CURRICULUM COMMITTEE

October 17, 2014

ATTENDANCE

Quorum = 16 Voting Members

Stone	Adam	Registrar	<i>ASJ</i>
Swenson	Sandra	Sciences	<i>SD</i>

Guests:

Barnet	David	Undergrad Studies	JATB
Kondor	Evan	Criminal Justice	
Strange	Denjin	Psychology	
Ilents	Nathan	Sciences	
Khalinsky	Lawrence	Sciences	
Varsanyi	Monica	Political Science	
Sheehan	Francis	Sciences	
Jacobs	Jonathan	Philosophy	
Daples	Silvia	Modern Languages & Literatures	

CURRICULUM COMMITTEE

November 14, 2014

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	<i>CDJ</i>
Arbour	Brian	Political Science	<i>absent</i>
Bierman	Ben	Art and Music	<i>absent</i>
Bladek	Marta	Library	<i>MB</i>
Coppola	Al	English	<i>AC</i>
Corbett	Glenn	Security Management	<i>absent</i>
Crowder	Susannah	Interdisciplinary Studies Program	<i>SC</i>
Dufour	Mathieu	Economics	<i>MD</i>
Grant	Heath	Law, Police Science, CJA	<i>OPG</i>
Hammond	Sarah	Scribe	<i>AH</i>
Helie	Anissa	History	<i>A Helie</i>
Jackson	Crystal	Sociology	<i>JK</i>
Jacobs	Jonathan	Philosophy	<i>Absent</i>
Killoran	Kathy	Undergraduate Studies	<i>K. Kill</i>
Larkin	Susan	Health and Physical Education	<i>Susan Larki</i>
Leippe	Michael	Psychology	<i>ML</i>
Lewis	Ma'at	Counseling	<i>ML</i>
Martinez-Gomez	Aida	Modern Languages & Literature	<i>AMG</i>
Moreno	Virginia	Academic Assessment	<i>absent</i>
Murray	Bettina	Communication and Theater Arts	<i>absent</i>
Na	Chongmin	Criminal Justice	<i>CF</i>
Pease	Allison	Dean, Undergraduate Studies	<i>AP</i>
Perez	Lisandro	Latin America & Latina/o Studies	<i>LP</i>
Perna	Giovanni	Student Member	<i>Giovanni Perna</i>
Peters	Judy-Lynne	Public Management	<i>JL Peters</i>
Puls	Michael	Mathematics and Computer Science	<i>MP</i>
Smith	Leslie	Student Member	<i>Leslie Smith</i>
Snajdr	Ed	Anthropology	<i>Absent</i>
Son	Monika	SEEK	<i>absent</i>
Stone	Adam	Registrar	<i>AS</i>

CURRICULUM COMMITTEE

November 14, 2014

ATTENDANCE

Quorum = 16 Voting Members

Swenson	Sandra	Sciences	
Guests:			
Cruz Paul	Theresa	Career Development	TCP
ERIN	THompson	Art + MUSIC	
DARA	BYKNE	Honors Program	
Sylvia	DAPIA	Modern Languages & Literatures	
Raul	Rubio	Modern Languages & Literatures	
John	Pittman	Philosophy	
CHARLES	NEMETH	Security Management	
Maki	HABERFIELD	Law & Police Science	
ANDREA	BALIS	History	
BRIAN	Montes	Latin American & Latino Studies	
McNickle	MLitna	Honors Program	

CURRICULUM COMMITTEE

December 19, 2014

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	<i>JJA</i>
Arbour	Brian	Political Science	<i>Absent</i>
Bierman	Ben	Art and Music	<i>BB</i>
Bladek	Marta	Library	<i>MB</i>
Coppola	Al	English	<i>XAC</i>
Corbett	Glenn	Security Management Interdisciplinary Studies	<i>GC</i>
Crowder	Susannah	Program	<i>SC</i>
Dufour	Mathieu	Economics	<i>Absent</i>
Grant	Heath	Law, Police Science, CJA	<i>Hpt Spc</i>
Hammond	Sarah	Scribe	<i>A Helie</i>
Helie	Anissa	History	
Jacobs	Jonathan	Philosophy	<i>M. M. Jacobs</i>
Jackson	Crystal	Sociology	<i>C Jackson</i>
Killoran	Kathy	Undergraduate Studies	<i>K. Killoran</i>
Larkin	Susan	Health and Physical Education	
Leippe	Michael	Psychology	<i>Michael Leippe</i>
Lewis	Ma'at	Counseling	<i>M. G. Lewis</i>
Martinez-Gomez	Aida	Modern Languages & Literature	<i>AG</i>
Moreno	Virginia	Academic Assessment	<i>V. Moreno</i>
Murray	Bettina	Communication and Theater Arts	<i>B. Murray</i>
Na	Chongmin	Criminal Justice	<i>CKD</i>
Pease	Allison	Dean, Undergraduate Studies	<i>AKP</i>
Perez	Lisandro	Latin America & Latina/o Studies	<i>LP</i>
Perna	Giovanni	Student Member	<i>Absent</i>
Peters	Judy-Lynne	Public Management	<i>JP</i>
Puls	Michael	Mathematics and Computer Science	<i>MP</i>
Smith	Leslie	Student Member	<i>LSmith</i>
Snajdr	Ed	Anthropology	<i>ES</i>
Son	Monika	SEEK	<i>MS</i>
Stone	Adam	Registrar	<i>AS</i>

CURRICULUM COMMITTEE

December 19, 2014

ATTENDANCE

Quorum = 16 Voting Members

CURRICULUM COMMITTEE

January 30, 2015

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	CP
Arbour	Brian	Political Science	BA
Bierman	Ben	Art and Music	BB
Bladek	Marta	Library	MB
Bryk	John	Mathematics and Computer Science	JBCS
Coppola	Al	English	AL
Corbett	Glenn	Security Management	
Crowder	Susannah	Interdisciplinary Studies Program	SUSANAH
Curtis	Ric	Anthropology	RC
Dufour	Mathieu	Economics	MD
Grant	Heath	Law, Police Science, CJA	HJ
Hammond	Sarah	Scribe	SD
Helie	Anissa	History	
Jacobs/McClure	Jonathan/Mary-Ann	Philosophy	JM
Jackson	Crystal	Sociology	CK
Killoran	Kathy	Undergraduate Studies	KK
Larkin	Susan	Health and Physical Education	SL
Leippe	Michael	Psychology	ML
Lewis	Ma'at	Counseling	ML
Martinez-Gomez	Aida	Modern Languages & Literature	AMG
Moreno	Virginia	Academic Assessment	
Murray	Bettina	Communication and Theater Arts	
Na	Chongmin	Criminal Justice	CPD
Perez	Lisandro	Latin America & Latina/o Studies	LP
Perna	Giovanni	Student Member	
Peters	Judy-Lynne	Public Management	JP
Smith	Leslie	Student Member	LS
Son	Monika	SEEK	MS
Stoddart	Scott	Dean, Undergraduate Studies	SS
Stone	Adam	Registrar	AS

CURRICULUM COMMITTEE

January 30, 2015

ATTENDANCE

Quorum = 16 Voting Members

CURRICULUM COMMITTEE

February 20, 2015

ATTENDANCE

Quorum = 16 Voting Members

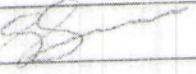
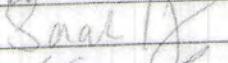
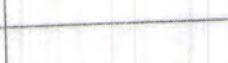
Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	<i>CA</i>
Arbour	Brian	Political Science	<i>B.A.</i>
Bierman	Ben	Art and Music	<i>BB</i>
Bladek	Marta	Library	<i>MB</i>
Bryk/Puls	John/Michael	Mathematics and Computer Science	<i>Bryk Puls</i>
Coppola	Al	English	<i>AC</i>
Corbett	Glenn	Security Management Interdisciplinary Studies	<i>GNC</i>
Crowder	Susannah	Program	<i>H.C.</i>
Curtis	Ric	Anthropology	<i>ZC</i>
Dufour	Mathieu	Economics	
Grant	Heath	Law, Police Science, CJA	<i>JHG</i>
Hammond	Sarah	Scribe	<i>JH.S.</i>
Helie	Anissa	History	<i>A.Helie</i>
Jacobs/McClure <i>e rec e 875</i>	Jonathan/Mary-Ann <i>kyro</i>	Philosophy	<i>Kyra</i>
Jackson	Crystal	Sociology	<i>Absent</i>
Killoran	Kathy	Undergraduate Studies Health and Physical Education	<i>KK</i>
Larkin	Susan		
Leippe	Michael	Psychology	
Lewis	Ma'at	Counseling	<i>Ma'at</i>
Martinez-Gomez	Aida	Modern Languages & Literature	
Moreno	Virginia	Academic Assessment Communication and Theater Arts	
Murray	Bettina		<i>Absent</i>
Na	Chongmin	Criminal Justice	<i>CHZ.PL</i>
Perez	Lisandro	Latin America & Latina/o Studies	
Perna	Giovanni	Student Member	<i>Giovanni</i>
Peters	Judy-Lynne	Public Management	
Smith	Leslie	Student Member	<i>Leslie Smith</i>
Son	Monika	SEEK	<i>Absent</i>
Stoddart	Scott	Dean, Undergraduate Studies	
Stone	Adam	Registrar	<i>Absent</i>

CURRICULUM COMMITTEE

February 20, 2015

ATTENDANCE

Quorum = 16 Voting Members

Swenson	Sandra	Sciences	
Guests:			
Mario Vazquez	Sociology		
Khooban Sarah	Registration		
Young Afrodine	Registration		
Bennet David	Childcare		
HELIE Anissa	HISTORY		
Delgado Cunzita, Lissette	Sciences		
Cheng Shu-Yuan	Sciences		
Str.33 Rocha	Science		
Conchiro Marta	Science		
Priuz Mechthild	Sciences		

CURRICULUM COMMITTEE

March 20, 2015

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	
Arbour	Brian	Political Science	
Bierman	Ben	Art and Music	BB
Bladek	Marta	Library	MB
Salane Bryk/Puls	John/Michael	Mathematics and Computer Science	Dyl & Salane
Coppola	Al	English	
Corbett	Glenn	Security Management	GC
Crowder	Susannah	Interdisciplinary Studies Program	
Curtis	Ric	Anthropology	RC
Dufour	Mathieu	Economics	MD
Grant	Heath	Law, Police Science, CJA	SGH
Hammond	Sarah	Scribe	SH
Helie	Anissa	History	
Jackson	Crystal	Sociology	
Killoran	Kathy	Undergraduate Studies	KK
Larkin	Susan	Health and Physical Education	
Lee	Kyoo	Philosophy	KY
Leippe	Michael	Psychology	ML
Lewis	Ma'at	Counseling	ML
Martinez-Gomez	Aida	Modern Languages & Literature	AMG
Moreno	Virginia	Academic Assessment	
Murray	Bettina	Communication and Theater Arts	Bettina Murray
Na	Chongmin	Criminal Justice	
Perez	Lisandro	Latin America & Latina/o Studies	
Perna	Giovanni	Student Member	GP
Peters	Judy-Lynne	Public Management	JP
Smith	Leslie	Student Member	LS
Son	Monika	SEEK	MS
Stoddart	Scott	Dean, Undergraduate Studies	SS
Stone	Adam	Registrar	AS

CURRICULUM COMMITTEE

March 20, 2015

ATTENDANCE

Quorum = 16 Voting Members

Swenson	Sandra	Sciences	<i>[Signature]</i>
Guests:			
BALIS	ANDREA		
MCC	ROBERT	SFEM	
Young	Nadine	Registrar	<i>[Signature]</i>
GUTTERO	Silvana	CIM-RAD	<i>[Signature]</i>
Rohdin	Michael	UAS	<i>[Signature]</i>
Barnet	David	UBI	<i>[Signature]</i>
Domashhevskiy	Aletem	Sciences	<i>[Signature]</i>
Hoffman	Donald	Sciences	<i>[Signature]</i>
CONCHETRO	MARTA	Sciences	<i>[Signature]</i>
Cheng	Shayuan	Sciences	<i>[Signature]</i>
Maki	Haberfeld		
Peter	Mameli		
Francis	Sneeharan		
Khalid	SPZERKOWSKI		

von Lampe, Klaus LPS

[Signature]

CURRICULUM COMMITTEE

April 17th 2015

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	B BKJ
Arbour	Brian	Political Science	
Bierman	Ben	Art and Music	ABSENT
Bladek	Marta	Library	PRESENT
Bryk/Puls	John/Michael	Mathematics and Computer Science	M M. Puls
Coppola	Al	English	ALCP
Corbett	Glenn	Security Management	
		Interdisciplinary Studies	
		Program	ABSENT
Crowder	Susannah		NES
Curtis	Ric	Anthropology	K
Dufour	Mathieu	Economics	PRESENT
Grant	Heath	Law, Police Science, CJA	H
Hammond	Sarah	Scribe	PRESENT
Helie	Anissa	History	A. Helie
Jacobs/McClure	Jonathan/Mary-Ann	Philosophy	M McClure
Jackson	Crystal	Sociology	C
Killoran	Kathy	Undergraduate Studies	
		Health and Physical	
		Education	Carinath
Larkin	Susan		
Leippe	Michael	Psychology	
Cook-Francis Lewis	Lynne Ma'at	Counseling	
Martinez-Gomez	Aida	Modern Languages & Literature	PRESENT
Moreno	Virginia	Academic Assessment	V
		Communication and	
		Theater Arts	
Murray	Bettina		Bettina Murray
Na	Chongmin	Criminal Justice	
		Latin America & Latina/o	
Perez	Lisandro	Studies	L
Perna	Giovanni	Student Member	PRESENT
Peters	Judy-Lynne	Public Management	JLP
Smith	Leslie	Student Member	PRESENT
Son	Monika	SEEK	PRESENT
Stoddart	Scott	Dean, Undergraduate Studies	PRESENT
Stone	Adam	Registrar	PRESENT

CURRICULUM COMMITTEE

April 17th 2015

ATTENDANCE

Quorum = 16 Voting Members

CURRICULUM COMMITTEE

May 15th 2015

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	CDJ
Arbour	Brian	Political Science	BKA
Bieman	Ben	Art and Music	BB
Bladek	Marta	Library	
Cook-Francis	Lynette	Counseling	
Coppola	Al	English	Alf
Corbett	Glenn	Security Management Interdisciplinary Studies Program	GD
Crowder	Susannah		
Curtis	Ric	Anthropology	Ric
Dufour	Mathieu	Economics	M
Grant	Heath	Law, Police Science, CJA	H
Hammond	Sarah	Scribe	SP
Helie	Anissa	History	A.Helie
Jackson	Crystal	Sociology	Cr
Killoran	Kathy	Undergraduate Studies Health and Physical Education	KH
Larkin	Susan		
Leippe	Michael	Psychology	ML
Martinez-Gomez	Aida	Modern Languages & Literature	AMG
McClure	Mary-Ann	Philosophy	MAC
Moreno	Virginia	Academic Assessment Communication and Theater Arts	V
Murray	Bettina		Bettina Murray
Na	Chongmin	Criminal Justice	CH
Perez	Lisandro	Latin America & Latina/o Studies	LP
Perna	Giovanni	Student Member	
Peters	Judy-Lynne	Public Management	JLP
Puls	Michael	Mathematics and Computer Science	MP
Smith	Leslie	Student Member	LS
Son	Monika	SEEK	MS
Stoddart	Scott	Dean, Undergraduate Studies	PS
Stone	Adam	Registrar	

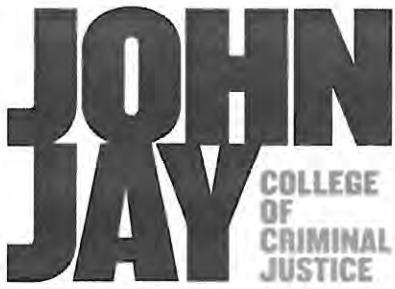
CURRICULUM COMMITTEE

May 15th 2015

ATTENDANCE

Quorum = 16 Voting Members

Committee on Student Interests



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

Committee Members 2014-2015

Chair – Kenneth Holmes, Assistant Vice President and Dean of Students

Carol Kashow, Director of Athletics

Danielle Officer, Director of the Center for Student Involvement and Leadership

Alexa Capeloto, Faculty, English Department

Nicole Elias, Faculty, Public Management

Joanne Jeung

Kenny Gonzalez

Nancy Umana-Melendez

Daniel Melendez

Steve Beauduy

Meeting Dates – Fall 2014

October 28, 2014

November 10, 2014 - canceled

December 1, 2014 – canceled

December 16, 2014- canceled

Meeting Dates – Spring 2015

February 25, 2015 - canceled

March 25, 2015 .

April 20, 2015

May 12, 2015 - canceled

Committee on Student Interests Meeting

Tuesday, October 28, 2014

Room L.65.08NB

1:30 pm

Agenda

Purpose Statement:

John Jay Charter & Bylaws – Charter of Governance

“There shall be a Committee on Student Interests which shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns at the College.”

Last Semester Review:

RECAP

Athletics:

- Updating department's Policy and Procedures
- Training new recreation supervisor
- Added hours
- Supervision of all facilities
- No food or drink allowed in recreation area

MBJ:

- Microwaves in dining hall – Danielle Officer
- EBT Cards will now be accepted

Nurse:

- Part-time nurse accessibility
 - Update: Nurse practitioner to be hired

On-going

Jay Express Complaints:

- Turnover time is too long; rude and unapproachable

Graduate Student Community Hour:

- Survey taken
 - Results?

Committee on Student Interests Meeting
Tuesday, October 28, 2014
1:30pm

Meeting Minutes

Attendees

Paul Wyatt (Representative for AVP Holmes)

Jessica Carson

Katherine Outlaw (Representative for Danielle Officer)

Nicole Elias

Daniel Melendez

Kenny Gonzalez

Nancy-Umana-Melendez

Steve Beauduy

I. Introductions

- a. Committee welcome and introductions

II. Last Semester Review

- a. Recap

- i. Committee Recommendations for Athletics Initiatives
 - 1. Updates to procedures for non-varsity use of recreation space
 - 2. Recreation and Intramural Coordinator introduced to Athletics staff to manage varsity/intramural use of space
 - 3. Increased recreation hours for non-varsity students as well as increased supervision of recreation areas to enforce initiatives such as ban on food and drink
- ii. MBJ Food Services
 - 1. Purchase and install microwaves in student dining areas (passed codes and obtained permits but unsure of status of installation. Danielle Officer will follow-up with installation schedule.
 - 2. Use of EBT cards at MBJ food service locations for students on public assistance – may be in place but will confirm by time of next meeting.
- iii. Health Services
 - 1. Hiring of full-time Nurse Practitioner – subject to availability of funding

- b. Ongoing Business

- i. Jay Express
 - 1. Turnover time too long
 - 2. Staff rude/unapproachable
- ii. Establishment of Graduate Student Community Hour
- iii. Gender Neutral Rest Rooms
 - 1. Identify locations of existing gender neutral facilities and share information so College community is aware of the location of these facilities.
 - 2. Is a key required to utilize T-Building gender neutral rest room?

III. Suggestions for Upcoming Meetings

- i. Hold future meetings at New Yorker Residence (pending availability of committee members)
- ii. Brainstorming sessions with Marketing and Development regarding advertising of student services

- iii. Invite **Michael Scaduto (Scholarship Coordinator)** to discuss scholarship system at the College – Understanding process will assist in future discussions of establishment of scholarships (Ex. Housing scholarship)
- iv. Invite **Joe Laub, CIO** to upcoming meeting to provide IT systems overview to committee as well as address CUNY First questions/concerns.
- v. Infuse student perspective in all aspects of committee to reflect accurate /genuine sentiments of student body

IV. Questions Posed By Committee Members

- a. How does this committee identify issues to address each academic year? (i.e. surveys, focus groups etc.)
- b. Student committee member complaint regarding communication between non-varsity students and Athletics Department regarding regular open use of space for student athletic clubs – Emailed Director of Athletics and referred to Associate Athletics Director and after repeated attempts to contact never received a response. Student had to personally reach out to another staff member and received assistance from Women's Basketball Coach.
- c. How does CUNY First evolve? Who at the College is responsible for the system? How can students take an active role in improvements to CUNY First? Suggestion made for CUNY First student only focus groups to get input from student users regarding areas for improvement.
- d. Can potential recommendations from COSI committee be shared with Diversity Committee to share initial thoughts from the student perspective on what we can do as a college to promote greater diversity at the College. Assist the Diversity Committee to strategically consider issues affecting diversity on campus and prevent the focus from becoming too broad or upper level.

Committee on Student Interests Meeting

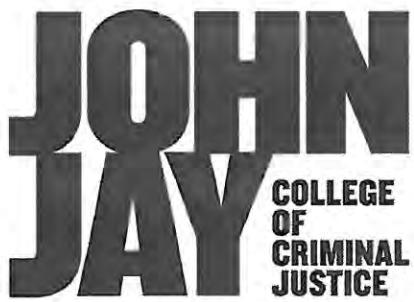
Date: 10/28/2014

Time: 1:40PM

Location: L65.08NB

Attendees:

	YES	NO
Chair – Kenneth Holmes AVP & Dean of Students	Paul Wyatt Representing Kenneth Holmes	
Carol Kashow Director of Athletics		X
Danielle Officer Director of the Center for Student Involvement and Leadership	Katherine Outlaw Represent Danielle Officer	
Alexa Capeloto, Faculty, English Department		X
Nicole Elias, Faculty, Public Management	X	
STUDENTS		
Joanne Jeung		X
Kenny Gonzalez	X	
Nancy Umana-Melendez	X	
Daniel Melendez	X	
Steve Beauduy	X	



Committee on Student Interests Meeting
Wednesday March 25, 2015
Room L.65.08NB
1:30 pm

Agenda

1) Introductions

Updates

2) Scholarship Overview - Michael Scaduto

New Business



Committee on Student Interests Meeting
Wednesday, March 25, 2015
1:40pm

Meeting Minutes

Attendees

Paul Wyatt (Representative for AVP Holmes)
Katherine Outlaw (Representative for Danielle Officer)
Danielle Berkman
Michael Scaduto
Carol Kashow
Alexa Capeloto
Nancy-Umana-Melendez
George Joubert

I. **Introductions**

- a. Committee welcome and introductions

II. **Scholarship Overview**

- a. Institutional Scholarships
 - i. Aux Board funded
 - ii. Donors through Marketing and Development department
 - iii. Mostly one-time awards, merit-based
 - iv. Not much recruitment funds; awarding retention and loyalty
- b. Scholarship Committee
 - i. Policy
 - ii. Criteria
 - iii. Review & Award
- c. Types of scholarships
 - i. Academic
 - ii. Student Research
 - iii. Extracurricular

III. **Student Awareness of scholarships**

- a. Workshops
 - i. Training Peers to inform
- b. Online access/application

IV. **Housing scholarship**

- a. Financial aid based upon limited budget (FAFSA & EFC)
 - i. Find source of funding
- b. Grant or application?
 - i. Grant is an automated process based on need
 - ii. Application would be less feasible for incoming students
- c. Residence Life committee should propose scholarship

V. **Questions Posed By Committee Members**

a. Auxiliary Board Inquiries

- i. Who are the board members of the Auxiliary corps?
- ii. What percentage of allotted revenue from filming agencies are given to scholarships and other areas of the College?

Committee on Student Interests Meeting

Date: 03/25/2015

Time: 1:40PM

Location: L65.08NB

Attendees:

	YES	NO
Chair – Kenneth Holmes AVP & Dean of Students	Paul Wyatt Representing Kenneth Holmes	
Carol Kashow Director of Athletics	X	
Danielle Officer Director of the Center for Student Involvement and Leadership	Katherine Outlaw Represent Danielle Officer	
Alexa Capeloto, Faculty, English Department	X	
Nicole Elias, Faculty, Public Management	X	
STUDENTS		
Joanne Jeung		X
Kenny Gonzalez		X
Nancy Umana-Melendez	X	
Daniel Melendez		X
Steve Beauduy		X



Committee on Student Interests Meeting
Monday, April 20, 2015
At 1:40pm

Agenda

1) Introductions

Updates

2) Information Technology & CUNYfirst Overview – Joe Laub

3) Questions

New Business

4) Next Meeting: Tuesday, May 12, 2015 at 1:40PM in room L65.08NB

Committee on Student Interests Meeting
Wednesday, April 20, 2015
1:40pm

Meeting Minutes

Attendees

Kenneth Holmes
Danielle Officer
Danielle Berkman
Carol Kashow
Alexa Capeloto
Joseph Laub

I. Introductions

- a. Committee welcome and introductions

II. Updates

- a. President Travis has communicated his intent to reduce the number of committees on campus to the John Jay community on campus to the John Jay community. This committee may be one of those being eliminated.
 - i. The hope is that if this does happen the members of this committee will be absorbed into other committees that remain

III. Information Technology & CUNYFirst Overview – Joseph Laub

- a. John Jay's level of student engagement has increased due to technology improvements
- b. Student council is working to create a student focus area called "Hound Square"
- c. A media wall is being installed, comprised of nine 55 inch televisions
 - i. There is a committee in place that decides what content is shown on these screens
 - ii. The media content will evolve to suit the needs and desires of the community as time progresses
- d. Tech Fee
 - i. The chief operating officer decided on a tech fee which has amounted to a \$3 million investment
 - ii. Approximately 50% of this fee goes towards tech employees
 - iii. An advisory tech committee comprised of 5 students, 5 faculty members and 5 administrators have a say in technology decisions but ultimately the President makes the final decisions regarding technology
 - iv. Library journals, computer labs, laptop loan program are examples of costs that are covered by the tech fee
- e. Technology Advisory committee (TAC)
 - i. Formed in 2006, any student group that wants a say in future technology efforts is allowed access to this committee
- f. CUNYfirst
 - i. With future improvements to CUNYfirst students will get real time updates to financial aid, state pay roll info will be integrated, we will offer more mobile support for students
 - ii. C5 is the paperwork that all CUNY colleges have to agree to in order to make any changes to CUNYfirst
 - iii. Joseph Laub would like to see CUNYfirst move back to the previous student drop process where students do not pay their bills or set up payment plans a few days prior to their course beginning.

Students are dropped from their roster of classes. The current method of collecting fees a semester later effects the revenue of the college and fees that departments should be collecting to fund their budgets.

IV. Questions

- i. Danielle Officer: Is the OneCard coming to campus?
 - 1. This was put on the backburner until CUNY first issues were all addressed
- ii. New improvements on the horizon for information technology
 - 1. New wireless access points
 - 2. An added 40 terabytes to the student email system
 - 3. Adding 50 computers to the library
 - 4. More express print stations around campus
- iii. Dean Holmes
 - 1. Can we get more computers and a print station in the UMI lab?
 - a. It is definitely a possibility - Joseph

Committee on Student Interests Meeting

Date: 04/20/2015

Time: 1:40PM

Location: L65.08NB

Attendees:

	YES	NO
Chair – Kenneth Holmes AVP & Dean of Students	X	
Carol Kashow Director of Athletics	X	
Danielle Officer Director of the Center for Student Involvement and Leadership	X	
Alexa Capeloto, Faculty, English Department	X	
Nicole Elias, Faculty, Public Management		X
STUDENTS		
Joanne Jeung		X
Kenny Gonzalez		X
Nancy Umana-Melendez		X
Daniel Melendez		X
Steve Beauduy		X

Faculty-Student Disciplinary Committee

Faculty-Student Disciplinary Committee 2014-2015

From: John Matteson [<mailto:matteson151@earthlink.net>]

Sent: Sunday, May 31, 2015 4:55 PM

To: Rulisa Galloway-Perry

Subject: Re: End of the Year Reporting for College Council Committees

Ah, yes, thank you, Rulisa:

I was appointed to chair three disciplinary hearings of the Faculty-Student Disciplinary Committee during the 2014-2015 school year. In all three instances, either the student in question copped a plea or the matter was otherwise settled before it reached the hearing phase. Therefore, I have no minutes, agendas, or other material to offer you.

I hope this e-mail may be accepted in lieu of a formal report of our entirely nonexistent proceedings.

With sincere thanks and kindest regards,

John

Committee on Faculty Personnel

FACULTY PERSONNEL COMMITTEE AGENDA

September 19th, 2014
Room L.61 New Building Haaren Hall
9:30am – 12:30pm

Meeting Closed to the Public 9:30am

- I. Welcome New Members**
 - a. Introductions
 - b. Review of work Accomplished in Fall 13/Spring 2014 (Guideline Revisions)
- II. Initial Appointments (Vote)**
 - a. Candidate List
- III. Distinguished Professor Candidacy (Vote)**
 - a. Candidate List
- IV. Distinguished Professor Request**
 - a. Candidate List

Meeting Open to the Public 10:15 am

- I. Appeal Process**

Remaining Fall 14 FPC Meetings

October 10, 2014 9.64 NB	2 nd Reappointment Candidates (33), and 3 rd Reappointment Candidates (13) 4 th Reappointment Candidates (3);
October 24, 2014 9.64 NB	5 th Reappointment Candidates (13) 6 th Reappointment Candidates (10)
October 31, 2014 L.61 NB	6 th Reappointment Candidates (6) Stand Alone Faculty Tenure (4) CCE Candidates (2)
November 7, 2014 L.61 NB	Combined Tenure and Promotion Candidates (10); Fellowship Leaves/Scholar Incentive Candidates
November 14, 2014* 9.64 NB	Combined Tenure and Promotion Candidates – Continued (8)

November 21, 2014	Stand Alone Promotion Candidates considered (9); Distinguished Professor (2)
December 12, 2014	Stand Alone Promotion Candidates considered Any Open Cases

Notes:

Fall 2014 Committee on Faculty Personnel
Friday, 09/19/2014

Attendance

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



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adamczyk, Amy - SOC, At Large	A B S E N T 		
2 Adams, Carlton Jama - AFR			
3 Allen, Valerie - ENG	Valerie Allen		
4 Barberet, Rosemary -SOC, At Large	Rosemary Barberet		
5 Baumrin, Seth - CTA	Seth Baumrin		
6 Benton, Warren - PAD	Warren Benton		
7 Bowers, Jane - PROVOST	Jane Bowers		
8 Carpi, Anthony - OAR	Anthony Carpi		
9 Cauthen, James - POL	James Cauthen		
10 Cook-Francis, Lynette - CSL	Lynette Cook-Francis		
11 Crossman, Angela - PSY	Angela Crossman		
12 Curtis, Richard - SOC	Richard Curtis		
13 Dapia, Silvia - MLL	Silvia Dapia		
14 Haberfeld, Maria - LPS	Maria Haberfeld		
15 Hamilton, Jay - ECO	Jay Hamilton		
16 Haw, Richard - ISP	Richard Haw		

as of 9/19/2014

Members of Committee	Signature	Left at (time)	Returned (time)
17 Jacobs, Jonathan - PHI			
18 Katz, Jane - PED	ABSENT		
19 Kavey, Allison - HIS	ABSENT		
20 Kobilinsky, Lawrence - SCI			
21 Lopes, Anne - GRAD			
22 Mandery, Evan - CRI			
23 Marcus, Anthony - ANT			
24 McKible, Adam - ENG, Alternate			
25 Munns, David - HIS, At Large			
26 Nemeth, Charles - SFEM			
27 Pease, Allison - UGRAD			
28 Perez, Lisandro - LLS			
29 Pfeifer, Michael - HIS, Alternate			
30 Salane, Douglas - MTH			
31 Shenkin, Peter - MTH, Alternate			
32 Sullivan, Larry - LIB			
33 Travis, Jeremy - PRESIDENT			
34 Velazquez-Torres, Nancy - SEEK			
35 Visani, Roberto - AMU			

as of 9/19/2014



FACULTY PERSONNEL COMMITTEE AGENDA

October 10th, 2014
Room 9.64 New Building
9:30am – 1:00pm

Meeting Open to the Public 9:30am

- I. Adoption of the Minutes
- II. FPC Guidelines incorporated with Appeals Process
 - a. College Laboratory Technicians
- III. Student Evaluation of Faculty

Meeting Closed to the Public 9:45am

- I. Emeritae Cases (Vote)
 - a. Candidate List
- II. Second Reappointments (Vote)
 - a. Candidate List
- III. Third Reappointments (Vote)
 - a. Candidate List
- IV. Fourth Reappointments (Vote)
 - a. Candidate List

Remaining Fall 14 FPC Meetings

October 24, 2014 9.64 NB	5 th Reappointment Candidates (13) 6 th Reappointment Candidates (10)
October 31, 2014 L.61 NB	6 th Reappointment Candidates (6) Stand Alone Faculty Tenure (4)CCE Candidates (2)
November 7, 2014 L.61 NB	Combined Tenure and Promotion Candidates (10); Fellowship Leaves/Scholar Incentive Candidates
November 14, 2014* 9.64 NB	Combined Tenure and Promotion Candidates – Continued (8)
November 21, 2014 L.61 NB	Stand Alone Promotion Candidates considered (9); Distinguished Professor (2)
December 12, 2014 9.64 NB	Stand Alone Promotion Candidates considered Any Open Cases

Notes:

Fall 2014 Committee on Faculty Personnel

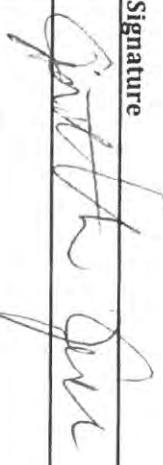
Friday, 10/10/2014

Attendance

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



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adamczyk, Amy - SOC, At Large	ABSENT		
2 Adams, Carlton Jama - AFR	ABSENT		
3 Allen, Valerie - ENG	(Valerie)	Valerie Allen. 9:40 am	
4 Barberet, Rosemary -SOC, At Large	Rosemary		
5 Baumrin, Seth - CTA	ABSENT		
6 Benton, Warren - PAD	(Warren)		
7 Bowers, Jane - PROVOST	Jane Bowers	10:20 AM	
8 Carpi, Anthony - OAR			
9 Cauthen, James - POL	James Cauthen		
10 Cook-Francis, Lynette - CSI	Lynette Cook-Francis		
11 Crossman, Angela - PSY	Angela Crossman		
12 Curtis, Richard - SOC	Richard Curtis		
13 Dapia, Silvia - MLL	Silvia Dapia		
14 Haberfeld, Maria - LPS	Maria Haberfeld		
15 Hamilton, Jay - ECO	Jay Hamilton		
16 Haw, Richard - ISP	Richard Haw		

Members of Committee	Signature	Left at (time)	Returned (time)
17 Jacobs, Jonathan - PHI			
18 Katz, Jane - PED			
19 Kavey, Allison - HIS			
20 Kobilinsky, Lawrence - SCI			
21 Lopes, Anne - GRAD	 Present Absent		
22 Mandery, Evan - CRJ			
23 Marcus, Anthony - ANT			
24 McKible, Adam - ENG, Alternate			
25 Munns, David - HIS, At Large			
26 Nemeth, Charles - SFEM			
27 Pease, Allison - UGRAD			
28 Perez, Lisandro - LLS			
29 Pfeifer, Michael - HIS, Alternate			
30 Salane, Douglas - MTH			
31 Shenkin, Peter - MTH, Alternate			
32 Sullivan, Larry - LIB			
33 Travis, Jeremy - PRESIDENT			
34 Velazquez-Torres, Nancy - SEEK			
35 Visani, Roberto - AMU			

FACULTY PERSONNEL COMMITTEE
OPEN MEETING VOTE LOG



Date: 10/10/2014

Motion: SE of support for proposal for
2-year online pilot to College Council

FPC MEMBERS	present	YES	NO	ABS
1 Adamczyk, Amy -SOC, At Large	NO			
2 Adams, Carlton Jama - AFR	NO			
3 Allen, Valerie - ENG	yes	✓		
4 Barberet, Rosemary -SOC, At Large	yes	✓		
5 Baumrin, Seth - CTA	NO			
6 Benton, Warren - PAD	yes			✓
7 Bowers, Jane - PROVOST	yes	✓		
8 Carpi, Anthony - OAR	yes	✓		
9 Cauthen, James -POL	yes			✓
10 Cook-Francis, Lynette - CSL	yes	✓		
11 Crossman, Angela - PSY	yes	✓		
12 Curtis, Richard -SOC	yes	✓		
13 Dapia, Silvia - MLL	yes	✓		
14 Haberfeld, Maria - LPS	yes	✓		
15 Hamilton, Jay - ECO	yes	✓		
16 Haw, Richard -ISP	yes	✓		
17 Jacobs, Jonathan -PHI	yes	✓		
18 Katz, Jane - PED	NO			
19 Kavey, Allison - HIS	yes	✓		
20 Kobilinsky, Lawrence - SCI	yes	✓		
21 Lopes, Anne -GRAD	NO			
22 Mandery, Evan - CRJ	yes	✓		
23 Marcus, Anthony -ANT	yes	✓		
24 McKible, Adam - ENG, Alternate	yes	✓		
25 Munns, David -HIS, At Large	yes	✓		
26 Nemeth, Charles - SFEM	yes	✓		
27 Pease, Allison - UGRAD	yes	✓		
28 Perez, Lisandro -LLS	yes		✓	
29 Pfeifer, Michael - HIS,Alternate	yes	✓		
30 Salane, Douglas -MTH	yes		✓	
31 Shenkin, Peter - MTH, Alternate	yes	✓		
32 Sullivan, Larry - LIB	yes	✓		
33 Travis, Jeremy -PRESIDENT	yes	✓		
34 Velazquez-Torres,Nancy - SEEK	yes	✓		
35 Visani, Roberto - AMU	yes	✓		

FACULTY PERSONNEL COMMITTEE

Action Minutes

September 19th, 2014

Room L61 New Building Haaren Hall

Meeting Open to the Public 10:15 am

Summary of Actions

At this meeting 1 item was discussed: the ratification of the new appeal process as amended and voted on during our May 2nd, 2014 meeting. The final vote at our May 2nd meeting on the amended resolution to change the appeals procedures was taken in what appears to be absence of a quorum. The recorded vote was 19 in favor, with 5 opposed. If all who were present voted, then only 24 members were present, two short of the 26 that would constitute a quorum. At this morning's meeting of the FPC, the proposed changes to the appeals process, as amended last spring, was approved by a vote of 26 (Yes) 4 (No) 1(Abstention).

Item 1) Ratification of the Kucharski Proposal to Modify the Appeal Process

- After being in a period of closed session, the President reopened the FPC Meeting at 10:15. No guests/members of the public joined.
- President opens with request for Provost to update new members on the substantive changes to the Appeal process and the amendments made during the 5/2/14 FPC meeting.
- Provost conducts update.
- Mandery moves to ratify proposal as amended at the 5/2/14 meeting.
- Benton asks clarifying question as to which document is being ratified, the Kucharski Proposal as presented, amended and then circulated in meetings post the 5/2/14 FPC meeting or the language regarding the appeals as currently in the circulated versions of the Fall 14 Faculty Personnel Process Guidelines.
- Mandery affirms that he is moving the Amended Kucharshi proposal in toto as discussed and voted on during the 5/2/14 meeting.
- Jama (Carlton) Adams seconds motion to ratify proposal as amended at the 5/2/14 meeting.

Record of Votes to ratify Kucharski proposal as Amended on 5/2/14:

Yes Votes (26): C Jama Adams, Valerie Allen, Seth Baumrin, Jane Bowers, Anthony Carpi, Angela Crossman, James Cauthen, Richard Curtis, Silvia Dapia, Richard Haw, Jonathan Jacobs, Lawrence Kobilinsky, Anne Lopes, Evan Mandery, Anthony Marcus, Adam McKible, David Munns, Charles (Chuck) Nemeth, Allison Pease, Lisandro Perez, Michael Pfeifer, Peter Shenkin, Larry Sullivan, Jeremy Travis, Nancy Velazquez-Torres and Roberto Visani.

No Votes: (4) Ned (Warren) Benton, Maria Haberfeld, Jay Hamilton, Rosemary Barberet,

Abstention Votes: (1) Douglas Salane

Absent for the vote: Amy Adamczyk, Allison Kavey, & Jane Katz



FACULTY PERSONNEL COMMITTEE AGENDA

October 24th, 2014
Room 9.64 New Building
9:30am – 1:00pm

Meeting Open to the Public 9:30am

- I. Adoption of the Minutes
- II. Student Evaluation of Faculty (SEOF) Update

Meeting Closed to the Public 9:45am

- I. **Fourth (4th) Reappointments (Vote)**
 - a. Candidate List (slate)
- II. **Fifth (5th) Reappointments (Vote)**
 - a. Candidate List (slate)
 - b. Candidate List (individual actions with mixed votes)
- III. **Sixth (6th) Reappointments (Vote)**
 - a. Candidate List (slate)
 - b. Candidate List (individual actions with mixed votes)

Remaining Fall 14 FPC Meetings

October 31, 2014 L.61 NB	6 th Reappointment Candidates (6) Stand Alone Faculty Tenure (4)CCE Candidates (2)
November 7, 2014 L.61 NB	Combined Tenure and Promotion Candidates (10); Fellowship Leaves/Scholar Incentive Candidates
November 14, 2014 9.64 NB	Combined Tenure and Promotion Candidates – Continued (8)
November 21, 2014 L.61 NB	Stand Alone Promotion Candidates considered (9); Distinguished Professor (2)
December 12, 2014 9.64 NB	Stand Alone Promotion Candidates considered Any Open Cases

Notes:

Fall 2014 Committee on Faculty Personnel

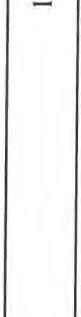
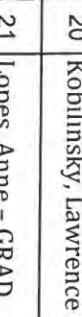
Friday, 10/24/2014

Attendance

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



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adamczyk, Amy - SOC, At Large	Amy Adamczyk		
2 Adams, Carlton Jama - AFR	Carlton Jama		
3 Allen, Valerie - ENG	Valerie Allen		
4 Barberet, Rosemary -SOC, At Large	Rosemary Barberet		
5 Baumrin, Seth - CTA	Seth Baumrin		
6 Benton, Warren - PAD	(Absent)		
7 Bowers, Jane - PROVOST	Jane Bowers		
8 Carpi, Anthony - OAR	Anthony Carpi		
9 Cauthen, James - POL	James Cauthen		
10 Cook-Francis, Lynette - CSL	Lynette Cook-Francis		
11 Crossman, Angela - PSY	Angela Cross		
12 Curtis, Richard - SOC	Richard Curtis		
13 Dapia, Silvia - MLL	Silvia Dapia		
14 Haberfeld, Maria - LPS	Maria Haberfeld		
15 Hamilton, Jay - ECO	Jay Hamilton		
16 Haw, Richard - ISP	Richard Haw		

Members of Committee	Signature	Left at (time)	Returned (time)
17 Jacobs, Jonathan - PHI			
18 Katz, Jane - PED			
19 Kavey, Allison - HIS			
20 Kobilinsky, Lawrence - SCI			
21 Lopes, Anne - GRAD			
22 Mandery, Evan - CRJ			
23 Marcus, Anthony - ANT			
24 McKible, Adam - ENG, Alternate			
25 Munns, David - HIS, At Large			
26 Nemeth, Charles - SFEM			
27 Pease, Allison - UGRAD			
28 Perez, Lisandro - LLS			
29 Pfeifer, Michael - HIS, Alternate			
30 Salane, Douglas - MTH			
31 Shenkin, Peter - MTH, Alternate			
32 Sullivan, Larry - LIB			
33 Travis, Jeremy - PRESIDENT			
34 Velazquez-Torres, Nancy - SEEK			
35 Visani, Roberto - AMU			

FACULTY PERSONNEL COMMITTEE

Action Minutes

October 10th, 2014

Room 9.64 New Building Haaren Hall

Meeting Open to the Public 9:30am

Summary of Actions

At this meeting 2 items were discussed: the Faculty Personnel Guidelines as applied to CLTs, and the Student Evaluation of Faculty Online.

Regarding the Faculty Personnel Guidelines it was agreed that for the fall 14/spring 15 year, the FPC would continue to manage the personnel processes for College Laboratory Technicians.

Regarding the Student Evaluation of Faculty Online, the FPC voted in support of the College Council Proposal from the Provost's Taskforce on the Student Evaluation of Faculty Online by a vote of 26 (Yes), 2(No), 2(Abstention).

Closed Meeting Commenced at 10:39AM

Item 1) the Faculty Personnel Guidelines applied to CLTs:

Regarding the Faculty Personnel Guidelines it was agreed that for the fall 14/spring 15 year, the FPC would continue to manage the personnel processes for College Laboratory Technicians. Kevin Nesbitt reminded the body that during spring 14 meetings the FPC agreed to move the CLT personnel processes to HR for handling as it does for other staff/administrative employees. Under advisement of the Labor Designee, Donald Gray, the FPC will continue evaluating and reappointing CLTs for another year consistent with our prior practice. The FPC may take up moving CLTs personnel reviews to HR in the spring of 2015.

No Votes Taken.

Item 2) the Student Evaluation of Faculty Online:

The President asked the Provost to share the elements of the Provost's Taskforce on SEOF Online Proposal. Several questions were raised after this presentation, including Kavey's request for future years analysis on how different types of courses map onto online (i.e. Gen Ed) and the security of the system including the ability to pull up individual student answers by Shenkin. Munns suggested that a two year pilot with all courses evaluated online would allow us to fully assess if we can get close to paper response rates. Hamilton reported on his own studies in his courses which showed high rates of participation when he expressed the importance of the feedback from students and offered class time to administer the evaluations online. Perez expressed concern about the fact that our various incentives have only brought us to 50% response rate from Students. Nesbitt answered questions on rates of participation to date, security of the system and anonymity. Other FPC members asked for clarification about rates of participation over time, other CUNY campus experiences with going online, and a more full

sense of what the literature says about going online with mixed methods(some depts. using paper and others using online evaluations, during the same period/term).

Valerie Allen, Chair of English requested that the Proposal receive an amendment at the College Council to the following (see bold and stricken text):

"Be it further resolved that during this two-year period, the results of the evaluation of faculty will be presented in the graphic format of a scatterplot or other recommended format by the Student Evaluation of Faculty College Council Committee and the Faculty Senate Taskforce. This new format will be used as well in the presentation of evaluation data in the Faculty Personnel Process. In addition, a new college **average mean score based on the online data set **each semester** will be established as the baseline for comparison."**

After discussion, Mandery motioned to support the proposal, Nemeth seconds. A vote was taken that resulted in 26 Yes, 2 No, 2 Abstention.

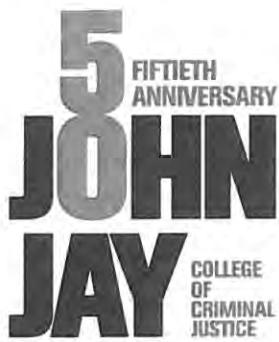
Record of Votes in support of the Provost's Taskforce on the Student Evaluation of Faculty Proposal to evaluate all Courses with an online tool for two Years (to be put forward at the College Council on 10/23/14):

Yes Votes (26): C Jama Adams, Valerie Allen, Jane Bowers, Anthony Carpi, Angela Crossman, Richard Curtis, Silvia Dapia, Richard Haw, Jonathan Jacobs, Lawrence Kobilinsky, Evan Mandery, Anthony Marcus, Adam McKible, David Munns, Charles (Chuck) Nemeth, Allison Pease, Lisandro Perez, Michael Pfeifer, Peter Shenkin, Larry Sullivan, Jeremy Travis, Nancy Velazquez-Torres and Roberto Visani.

No Votes: (2) Lisandro Perez, Douglas Salane,

Abstention Votes: (2) Ned Benton, and James Cauthen

Absent for the vote: Amy Adamczyk, Seth Baumrin, Jane Katz, & Anne Lopes



FACULTY PERSONNEL COMMITTEE AGENDA

October 31st, 2014
Room L.61 New Building
9:30am – 1:00pm

Meeting Open to the Public 9:30am

- I. Adoption of the Minutes
- II. New Business

Meeting Closed to the Public 9:45am

- I. **Fourth (4th) Reappointments (Vote)**
 - a. Candidate List (individual)
- II. **CCE Appointment (Vote)**
 - a. Candidate List (individual)
- III. **CLT Tenure Appointment (Vote)**
 - a. Candidate List (individual)
- IV. **Stand Alone Tenure Appointment (Vote)**
 - a. Candidate List (individual)
- V. **Combined Tenure & Promotion Appointment (Vote)**
 - a. Candidate List (individual)

Remaining Fall 14 FPC Meetings

November 7, 2014 L.61 NB	Combined Tenure and Promotion Candidates; Fellowship Leaves/Scholar Incentive Candidates
November 14, 2014 9.64 NB	Combined Tenure and Promotion Candidates – Continued
November 21, 2014 L.61 NB	Stand Alone Promotion Candidates considered; Distinguished Professor
December 12, 2014 9.64 NB	Stand Alone Promotion Candidates considered Any Open Cases

Notes:

Fall 2014 Committee on Faculty Personnel
 Friday, 10/31/2014

Attendance



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

Members of Committee	Signature	Left at (time)	Returned (time)
1 Adamczyk, Amy - SOC, At Large	<i>Amy Adamczyk</i>		
2 Adams, Carlton lama - AFR	<i>Carlton lama</i>		
3 Allen, Valerie - ENG	<i>Valerie Allen</i>		
4 Barberet, Rosemary -SOC, At Large	<i>Rosemary Barberet</i>		
5 Baumrin, Seth - CTA	<i>Seth Baumrin</i>		
6 Benton, Warren - PAD	<i>Warren Benton</i>		
7 Bowers, Jane - PROVOST	<i>Jane Bowers</i>		
8 Carpi, Anthony - OAR	<i>Anthony Carpi</i>		
9 Cauthen, James - POL	<i>James Cauthen</i>		
10 Cook-Francis, Lynette - CSL	<i>Lynette Cook-Francis</i>		
11 Grossman, Angela - PSY	<i>Angela M Grossman</i>		
12 Curtis, Richard - SOC	<i>Richard Curtis</i>		
13 Dapia, Silvia - MLL	<i>Silvia Dapia</i>		
14 Haberfeld, Maria - LPS	<i>Maria Haberfeld</i>		
15 Hamilton, Jay - ECO	<i>Jay Hamilton</i>		
16 Haw, Richard - ISP	<i>Richard Haw</i> <i>AbSENT</i>		

Members of Committee	Signature	Left at (time)	Returned (time)
17 Jacobs, Jonathan - PHI			
18 Katz, Jane - PED	<i>Jane Katz</i>		
19 Kavey, Alison - HIS	<i>Alison Kavey</i>		
20 Kobilinsky, Lawrence - SCI	<i>Lawrence Kobilinsky</i>		
21 Lopes, Anne - GRAD	<i>Anne Lopes</i>		
22 Mandery, Evan - CRI	<i>Evan Mandery</i>		
23 Marcus, Anthony - ANT	<i>Anthony Marcus</i>		
24 McKible, Adam - ENG, Alternate			
25 Munns, David - HIS, At Large	<i>D. Munns</i>		
26 Nemeth, Charles - SFEM	<i>Charles Nemeth</i>		
27 Pease, Allison - UGRAD	<i>Allison Pease</i>		
28 Perez, Lisandro - LLS	<i>Lisandro Perez</i>		
29 Pfeifer, Michael - HIS, Alternate	<i>Michael Pfeifer</i>		
30 Salane, Douglas - MTH	<i>Douglas Salane</i>		
31 Shenkin, Peter - MTH, Alternate			
32 Sullivan, Larry - LJB	<i>Larry Sullivan</i>		
33 Travis, Jeremy - PRESIDENT	<i>Bertram Travis</i>		
34 Velazquez-Torres, Nancy - SEEK	<i>Nancy Velazquez-Torres</i>		
35 Visani, Roberto - AMU	<i>Roberto Visani</i>		

FACULTY PERSONNEL COMMITTEE

Action Minutes

October 24th, 2014

Room 9.64 New Building Haaren Hall

Meeting Open to the Public 9:30am

Summary of Actions

At this meeting 2 items were discussed: the Student Evaluation of Faculty Online and the 10/10/14 Minutes. The President and the FPC discussed the College Council vote on the Student Evaluation of Faculty "All-in for two years program." He shared that despite a failed vote that due to an overwhelmingly positive sentiment expressed by the 33 yes, 7- no, 10 abstention vote, he wanted to discuss a way forward with the FPC. FPC Discussed. Provost shared that for fall 14 we would only conduct paper evaluations for all traditionally (classroom based) courses. At the request of several chairs (Haberfeld and others), we were asked to consider if some version of the online pilot could continue for fall 14. We agreed to explore limited options for Fall 14 offering dual administration (paper and online).

No Votes Taken.

Minutes Adopted.

Item 1) the Student Evaluation of Faculty Online:

At 9:41 Am the President opens the meeting with a discussion of the College Council Vote on the Student Evaluation of Faculty "All-in for two years program." He gave a brief summary of the vote from College Council and the preceding votes from other governing bodies, including Student Council (18 yes, 0 no, 1 abstention), FPC (26 yes, 2 no, 2 abstention), and the Faculty Senate straw poll (6 yes, 22 no). The Provost shared that for fall 14, we would only conduct paper evaluations for all traditional (classroom based) courses. At the request of several chairs (Haberfeld and others), we were asked to consider if some version of the online pilot could continue for fall 14. Several reasons why were offered including forward momentum, departments accustomed to receiving quick data now, departments with adjuncts and newly hired fulltime faculty which have no official performance data on their teaching. We agreed to explore limited options for fall 14 of offering dual administration (paper and online). Kavey asked the President and Provost to summarize what the major concerns were at College Council on this issue. The summary offered by Travis, Bowers and Nesbitt replied: rates of participation/response rate, college mean, how FPC uses the SEOF in review, and some new issues referenced in science. Mandery suggests that there is a disconnection between how we do business and what is permitted under the current governance structure.

No Votes Taken

Item 2) Adoption of the Minutes

Minutes reviewed and one amendment made by Kevin Nesbitt to add Rosemary Barberet in attendance and in favor of the SEOF "All-in two-year program."

Minutes adopted.

Attendance: On Record with Office of the Provost



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, November 7th, 2014
Room L.61 New Building
9:30am – 1:00pm

Meeting Open to the Public 9:30am

- I. Adoption of the Minutes**

II. New Business – Appeals Process

Meeting Closed to the Public 9:45am

- I. Fellowship Leave (Vote)**
 - a. Candidate List (slate)
 - II. Stand Alone Tenure Appointment (Vote)**
 - a. Candidate List (individual)
 - III. Combined Tenure & Promotion Appointment (Vote)**
 - a. Candidate List (individual)
 - IV. Stand Alone Promotion Appointment (Vote)**
 - a. Candidate List (slate)
 - b. Candidate List (individual)

Remaining Fall 2014 FPC Meetings

November 14, 2014 9.64 NB	Stand Alone Early Tenure Candidate – Continued Combined Tenure and Promotion Candidates – Continued Stand Alone Promotion Candidates – Continued Distinguished Professor Candidate
November 21, 2014	MEETING CANCELLED
December 12, 2014 9.64 NB	Any Open Cases

Notes:

FACULTY PERSONNEL COMMITTEE

Action Minutes

October 31st, 2014

Room L.61 New Building

Meeting Open to the Public 9:30am

Summary of Actions

At this meeting 2 items were discussed: the 10/24/14 Open Meeting Minutes and Student Evaluation of Faculty (SEOF). The President and the FPC discussed the game plan for identifying and addressing specific concerns expressed by constituents of various representative governance groups regarding SEOF Online, in preparation for revised proposal to College Council. The Provost was asked to prepare for SEOF online implementation across all spring 2015 courses, pending the December 11th College Council Meeting.

Item 1) Adoption of the Minutes

At 9:38 am, Minutes reviewed and adopted without amendments.

Item 2) Student Evaluation of Faculty Online:

At 9:40 am the President and the FPC discussed his 10/29/14 memo to the various representative governance groups (HEOs, Faculty Senate, Council of Chairs, and the Student Council) asking them to collect questions from their constituents and then send them to the Provost to be addressed by the Provost's Taskforce on the Student Evaluation of Faculty Online. The answers will be shared with the entire college. Subsequently they will be submitted with a revised version of the 10/23/14 SEOF proposal to the College Council as part of its December 11th meeting.

In the interim President Travis has asked the Provost to prepare for a spring 2015 all courses online implementation, pending the December 11th College Council Meeting.

No Votes Taken

Attendance: On Record with Office of the Provost

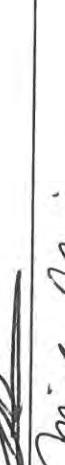
Meeting Closed to the Public at 9:48 am

Attendance

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



Members of Committee	Signature On File	Left at (time)	Returned (time)
1 Adamczyk, Amy - SOC, At Large			
2 Adams, Carlton Jama - AFR			
3 Allen, Valerie - ENG			
4 Barberet, Rosemary -SOC, At Large			
5 Baumrin, Seth - CTA			
6 Benton, Warren - PAD			
7 Bowers, Jane - PROVOST			
8 Carpi, Anthony - OAR			
9 Cauthen, James - POL			
10 Cook-Francis, Lynette - CSL			
11 Crossman, Angela - PSY			
12 Curtis, Richard - SOC			
13 Dapia, Silvia - MLL			
14 Haberfeld, Maria - LPS			
15 Hamilton, Jay - ECO			
16 Haw, Richard - ISP			

Members of Committee	Signature	Left at (time)	Returned (time)
17 Jacobs, Jonathan - PHI			
18 Katz, Jane - PED			
19 Kavey, Allison - HIS			
20 Koblinsky, Lawrence - SCI			
21 Lopes, Anne - GRAD			
22 Mandery, Evan - CRJ			
23 Marcus, Anthony - ANT			
24 McKible, Adam - ENG, Alternate			
25 Munns, David - HIS, At Large			
26 Nemeth, Charles - SFEM			
27 Pease, Allison - UGRAD			
28 Perez, Lisandro - LLS			
29 Pfeifer, Michael - HIS, Alternate			
30 Salane, Douglas - MTH			
31 Shenkin, Peter - MTH, Alternate			
32 Sullivan, Larry - LIB			
33 Travis, Jeremy - PRESIDENT			
34 Velazquez-Torres, Nancy - SEEK			
35 Visani, Roberto - AMU			



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, November 14th, 2014
Room 9.64 New Building
11:00am – 2:00pm

Meeting Open to the Public 11:00am

- I. Adoption of the Minutes
- II. New Business – Appeals Process

Meeting Closed to the Public 11:30am

- I. Combined Tenure & Promotion Appointment (Vote)
 - a. Candidate List (individual)
- II. Stand Alone Early Tenure Appointment (Vote)
 - a. Candidate List (individual)
- III. Stand Alone Promotion Appointment (Vote)
 - a. Candidate List (slate)
 - b. Candidate List (individual)
- IV. Distinguished Professor Appointment (Vote)
 - a. Candidate List (individual)

Remaining Fall 2014 FPC Meetings

November 21, 2014 MEETING CANCELLED

December 12, 2014 Any Open Cases
9.64 NB

Notes:

FACULTY PERSONNEL COMMITTEE

Action Minutes

November 7, 2014

Room L61 New Building Haaren Hall

Meeting Open to the Public 9:30am

Summary of Actions

At this meeting 3 items were discussed: 1) the 10/31/14 Open Meeting Minutes, 2) the New Appeals Panel and procedures for guiding the process and the new panel members. It was agreed that the members of the FPC that are chairs would send any concerns that came its way regarding the new Appeals panel to the FPC in person or to its staff person Kevin Nesbitt. In responding to any concerns, if any procedural guidance was established, the chairs, as members of the FPC, would guide and inform candidates this year. If such procedural guidance required codification for next year, it will be discussed, written up, and approved as amendments to the FPC guidelines. 3) The President also informed the FPC of three new ideas that would come up in his State of the College Address on 11/13/14.

Item 1) Adoption of the Minutes

Minutes reviewed and adopted without amendments.
9:36 am

Item 2) New Appeals Process

Provost asks if there are questions about the appeals panel as she had learned that a couple committee members addressed concerns to Nesbitt. She proposed that the FPC might wish to answer them. The Provost described some of the concerns. Some members asked if we can create a document that goes to candidates, the body, and the college. It was then generally agreed that questions should come from chairs to the FPC at this time, and that as the process develops we would revisit and codify any new guidance, logistics for implementation, and procedures in the guidelines. These would be codified and then voted on in the spring 15 FPC cycle of meetings. One question that came up and was addressed was if lower votes should be part of the appellant record (P&B, Review Committee, FPC). It was agreed to and affirmed by the President that lower votes are part of the record.

Item 3) State of the College address

The President reminded the body that he would hold a State of the College Address on 11/13/14. He noted that he would propose three ideas, and wanted the FPC to be aware

as he prepares to consider who will lead and be part of exploring these assignments. They will affect the next decade of the college:

1. Examining our Charter. How does it function? Does it still serve us as well as it once did?
2. Examining the Structure of the College in terms of schools and divisions. The new disciplinary review committee structure at the FPC could be a model for considering this. Related, should we consider naming and separating out our graduate programs into a school?
3. Examining the Committees we have created. Should we slim them down, reorganize membership etc.

The President noted that the above items are slow processes where we begin with extensive discussion. He noted that as we proceed we will work with our current faculty, students and staff, reaching broadly to learn from CUNY and institutional peers.

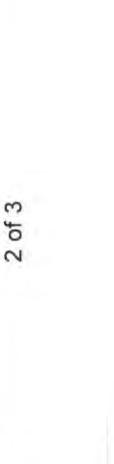
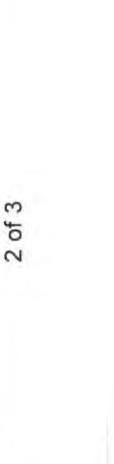
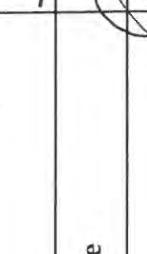
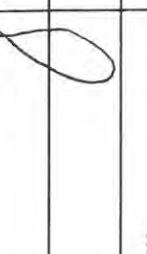
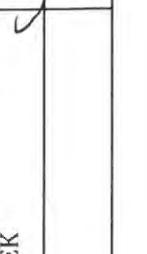
Closed Session Begins: 9:51AM

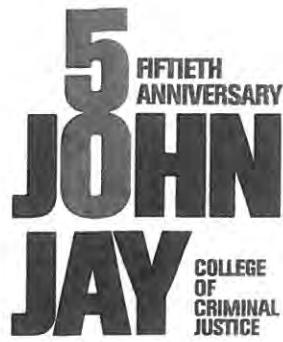
Attendance

Meeting Begin Time: 11:00 AM
 Meeting End Time: 2:00 PM



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adamczyk, Amy - SOC, At Large	<i>Amy Adamczyk</i>		
2 Adams, Carlton Jama - AFR	<i>Carlton Jama</i>		
3 Allen, Valerie - ENG	<i>Valerie Allen</i>		
4 Barberet, Rosemary -SOC, At Large	<i>Rosemary Barberet</i>		
5 Baumrin, Seth - CTA	<i>ABSENT</i>		
6 Benton, Warren - PAD	<i>Warren Benton</i>		
7 Bowers, Jane - PROVOST	<i>Jane Bowers</i>		
8 Carpi, Anthony - OAR	<i>ABSENT</i>		
9 Cauthen, James - POL	<i>James Cauthen</i>		
10 Cook-Francis, Lynette - CSL	<i>Lynette Cook-Francis</i>		
11 Crossman, Angela - PSY	<i>Angela Crossman</i>		
12 Curtis, Richard - SOC	<i>ABSENT</i>		
13 Dapia, Silvia - MLL	<i>Silvia Dapia</i>		
14 Haberfeld, Maria - LPS	<i>Maria Haberfeld</i>		
15 Hamilton, Jay - ECO			<i>12:45 pm</i>
16 Haw, Richard - ISP	<i>Richard Haw</i>		

Members of Committee	Signature	Left at (time)	Returned (time)
17 Jacobs, Jonathan - PHI			
18 Katz, Jane - PED			
19 Kavey, Allison - HIS			
20 Kobilinsky, Lawrence - SCI			
21 Lopes, Anne - GRAD		1:00 pm	
22 Mandery, Evan - CRJ			
23 Marcus, Anthony - ANT			
24 McKible, Adam - ENG, Alternate			
25 Munns, David - HIS, At Large			
26 Nemeth, Charles - SFEM			
27 Pease, Allison - UGRAD			
28 Perez, Lisandro - LLS			
29 Pfeifer, Michael - HIS, Alternate			
30 Salane, Douglas - MTH			
31 Shenkin, Peter - MTH, Alternate			
32 Sullivan, Larry - LIB			
33 Travis, Jeremy - PRESIDENT			
34 Velazquez-Torres, Nancy - SEEK			
35 Visani, Roberto - AMU			



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, December 12th, 2014
Room 9.64 New Building
9:30am – 1:00pm

Meeting Open to the Public 9:30am

- I. Adoption of the Minutes
- II. Student Evaluation of Faculty (SEOF) Update
- III. New Business

Meeting Closed to the Public 10:00am

- I. New Associate Professor Faculty Appointment (Vote)
 - a. Candidate List
- II. Stand Alone Promotion Appointment (Vote)
 - a. Candidate List

Upcoming Spring 2015 FPC Meetings

February 6, 2015
L.61 NB

March 13, 2015
L.61 NB

March 27, 2015
L.61 NB

April 24, 2015
L.61 NB

May 1, 2015
L.61 NB

Notes:

FACULTY PERSONNEL COMMITTEE

Action Minutes

November 14, 2014

Room 9.64 New Building Haaren Hall

Summary of Actions

At this meeting 2 items were discussed: 1) the 11/7/14 Open Meeting Minutes 2) the New Appeals Process and procedures for guiding: the process, panel members and the appellants. It was reaffirmed that the members of the FPC that are chairs would send emerging additional concerns regarding the new Appeals Process to the FPC staff person Kevin Nesbitt. The body then addressed several questions as identified in item 2 below.

Meeting Opens 11:10AM

Item 1) Adoption of the Minutes

Minutes reviewed and adopted without amendments.

11:10AM

Item 2) Appeals Process & Procedural Questions

The President informs the FPC of the names of the 12 faculty members elected to the Appeals Panel. They are:

Three Year Term Panel Members 2014-2017

Katie Gentile, Associate Professor, Counseling

Jessica Gordon-Nembhard, Professor, Africana Studies

Gerald Markowitz, Distinguished Professor, History

Shonna Trinch, Associate Professor, Anthropology

Two Year Term Panel Members 2014-2016

Adam Berlin, Professor, English

Thomas Kucharski, Professor, Psychology

Nathan Lents, Associate Professor, Sciences

Carmen Solis, Associate Professor, SEEK

One Year Term Panel Members 2014-2015

Bettina Carbonell, Associate Professor, English

Kyoo Lee, Associate Professor, Philosophy

Staci Strobl, Associate Professor, Law Police Science and Criminal Justice Administration

Monica Varsanyi, Associate Professor, Political Science

The President describes the staggered terms process. It is described in FPC Guidelines 2014 as: "II.E.1.d. The Appeals Panel shall be comprised of twelve faculty members who are eligible to serve on the FPC and who are not current members of the FPC. The members of the Appeals Panel 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."

The President, Provost and Nesbit review questions from FPC on the appeal process. Below are expectations and guidance as derived from the Q&A process:

- There is no liability of individual Appeals Committee/Panel members as it conducts business and makes recommendations to the President. The College is held accountable.
- No Appeal Committee member may have voted on the appellant action during that academic year.
- A current member of the appellant's Departmental P&B may not serve on the Appellant Committee.
- When there is a full professor appeal case, the Appeals Committee may consist of all ranks serving on the panel (associate or full professor).
- This a DeNovo review and as such the votes at all lower level should be included as part of the file: Dept P&B, Review Committee, and FPC.
- Once a candidate is noticed of unsuccessful "action," he/she is invited to meet with Provost and the Director of Faculty Affairs and the Department Chair.
- As with prior appeal process, abstentions count as a negative vote
- Appeal Panel members abide by the FPC rules for confidentiality "Conducting Business" and expectations expressed in the new Appeals Process (Fall 14 Guidelines.)
- Regarding the appellant statement:
 - No page limit is required or enforced
 - Academic Affairs receives the statement and adds to the file; prepares the personnel file at this time; and sets up the appeal committee meeting
- Regarding the appellant's request for an in person hearing:
 - The changes were made to the prior appeal process with the intention that in person appeals will be the rare occurrence.
 - Written request is made to the Provost's Office to the Director of Faculty Affairs.
 - The Director of Faculty Affairs will transmit the request to the Appeal Committee
 - It is agreed that the candidate's Appeal Committee will decide to grant or deny the in-person request¹
 - The Director of Faculty Affairs informs Appellant of the decision of the Appeal Committee.
 - The Appellant is still responsible for submitting a statement/document in accord with the provisions and timeline for appeals **without** an in person component²
- At the conclusion of an appeal hearing, the appellant may request and be notified of the names of the members of the Appeal's Committee.

Meeting Closed 11:54AM

¹ Concern was expressed about the unevenness of this provision and it was suggested that in the spring 15 the FPC might revise or offer general guidance to appellant committees on this matter.

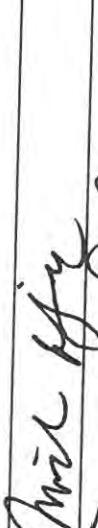
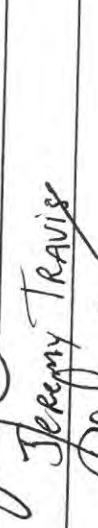
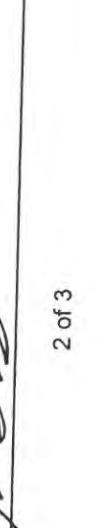
² Decided we should revisit this language in the spring.

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

Attendance



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adamczyk, Amy - SOC, At Large	Amy Adamczyk		
2 Adams, Carlton Jama - AFR			
3 Allen, Valerie - ENG			
4 Barberet, Rosemary - SOC, At Large	Rosemary Barberet		
5 Baumrin, Seth - CTA			
6 Benton, Warren - PAD			
7 Bowers, Jane - PROVOST	Jane Bowers		
8 Carpi, Anthony - OAR	Anthony Carpi		
9 Caughen, James - POL	James Caughen		
10 Cook-Francis, Lynette - CSL	Lynette Cook-Francis		
11 Crossman, Angela - PSY	Angela Crossman	10:30	
12 Curtis, Richard - SOC	Richard Curtis		
13 Dapia, Silvia - MLL	Silvia Dapia		
14 Haberfeld, Maria - LPS	Maria Haberfeld		
15 Hamilton, Jay - ECO	Jay Hamilton		
16 Haw, Richard - ISP	Richard Haw		

Members of Committee		Signature	Left at (time)	Returned (time)
17	Jacobs, Jonathan - PHI			
18	Katz, Jane - PED			
19	Kavey, Allison - HIS			
20	Kobilinsky, Lawrence - SCI			
21	Lopes, Anne - GRAD			
22	Mandery, Evan - CRI			
23	Marcus, Anthony - ANT			
24	McKible, Adam - ENG, Alternate			
25	Munns, David - HIS, At Large			
26	Nemeth, Charles - SFEM			
27	Pease, Allison - UGRAD			
28	Perez, Lisandro - LLS			
29	Pfeifer, Michael - HIS, Alternate			
30	Salane, Douglas - MTH			
31	Shenkin, Peter - MTH, Alternate			
32	Sullivan, Larry - LIB			
33	Travis, Jeremy - PRESIDENT			
34	Velazquez-Torres, Nancy - SEEK			
35	Visani, Roberto - AMU			



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, February 6th, 2015
Room L.61 New Building
9:30am – 11:30am

Meeting Open to the Public 9:30am

I. Adoption of the Minutes

II. New Business

Meeting Closed to the Public 9:45am

I. Welcome New Members

- a. Introductions
- b. Review of work accomplished in Fall 2014

II. First Reappointment Process Proposal

III. Appeals Committee Update

- a. Process Update & FAQs

Upcoming Spring 2015 FPC Meetings

March 13, 2015 : Likely to be Canceled
L.61 NB

March 27, 2015
L.61 NB

April 24, 2015
L.61 NB

May 1, 2015
L.61 NB

Reminders

Combo Tenure and Promotion Candidacy
Promotion Candidacy
Due 3/15/15

Fellowship Leave Applications (New Form)
Due to Dept. P&B for vote 3/1/15
Vote at FPC on 3/27/15

Notes:

FACULTY PERSONNEL COMMITTEE

Action Minutes

December 12, 2014

Room L.61 New Building Haaren Hall

Summary of Actions

At this meeting 4 items were discussed: 1) the 11/14/14 Open Meeting Minutes 2) the SEOF College Council Proposal 3) Review of Emerging Ideas from the State of the College 4) A proposal to waive the Form C requirement for First Reappointment to Second Year of Service.

Meeting Opens

9:44am

Item 1) Adoption of Minutes

The Minutes were reviewed and unanimously approved

Item 2) Update on the SEOF

The President informed the body that he wanted to take a moment to bring it up to speed on where the College is regarding the Student Evaluation of Faculty Process. It was noted that the Provost's Taskforce on the SEOF proposal was unanimously approved at the 12/11/14 College Council meeting. The proposal notes that the College will evaluate all courses using the online instrument for a period of two years commencing in spring 2015. This proposal was unanimously approved with thanks to SEOF taskforce, Hamilton, Nesbitt and Bowers in specific.

New Business

Item 3) Review of Emerging Ideas from the State of the College

The President reminds the committee of three ideas for change from his fall 2014 State of the College address.

- Fresh Look at Charter: What does shared governance look like?

The President noted he wanted to begin meeting in January 2015 with constituent leaders, the Provost, select VPs, and key members of the leadership at the college to begin the conversations around shared governance. Former Interim Chancellor Bill Kelly will facilitate and preside over these conversations with the guidance of Counsel Rick Schaffer by comparing governance structures at other colleges and learning from them.

- Structure of Academic Departments: How are they related & should we consider divisions or schools?

Council of Chairs is considering this matter and helping to move this issue forward. The President suggested that in this vision stage our ideas should not yet be constrained by cost, but rather (in this thought process phase) what would/could be best for the college. He will look to the expertise from

our colleagues that have worked in other universities (i.e. new chairs) and be diagnostic and open to new ideas and models from outside JJay.

- Inventory of Charter Committees

The College will examine those committees required by University Bylaws, and CUNY guidelines; those that are adhoc, and those required under the law. To explore alternative ways of managing college business, the President may set up committees with some principles in mind:

What work has to be done and is required to occur through committees

What committees do we find value in based on the work that is done there

Costing out the time spent at various committees based on their value add

Separately examine how committee members are selected/placed: terms, elections, appointments, etc.

The process will begin with President's office putting together a compendium on committees: origin, legal authority, purpose and mission, public or not and time required on the activities.

Item 4) SEOF Proposal as Adopted: Further Clarification

President asks Nesbitt to return to the SEOF topic and describe the amendment as issued from the senate and as included in the proposal as adopted. Nesbitt explains the spigot amendment. A question comes from Lopes on how to address non-traditional and online courses. It is reaffirmed that the 24 hour spigot concept will be worked toward and if achieved is a faculty election, and that programmatically and pedagogically where it does not make sense, there can be variation within the approved and set time periods for evaluation of courses.

Item 5) Cauthen Proposes that the FPC Waive the Form C requirement for the First Reappointment Candidates

Cauthen proposed that the FPC waive the requirement for a Form C as candidates are newly appointed. He suggested that one semester of employment is premature to fill one out. He proposed that the first Form C be submitted commencing with the Fall 15 reappointment process for these candidates.

Cauthen Proposal to waive the need for first year faculty to be reappointed by a Form C was voted on with unanimous approval.

*Faculty up for first reappointment to the second year of service will be subject to all other provisions in the guidelines inclusive of evaluation of teaching, peer observation etc. In the spring the Office of the Provost will continue to hold workshops with faculty to help guide them as they prepare to work on their form Cs. It is agreed that Cauthen proposal will come forward as a formal proposal to amend the FPC Guidelines in the spring of 2015, governing Fall 15 actions.

Meeting Closed

10:09 a.m.

Spring 2015 Committee on Faculty Personnel

Friday, 2/06/2015

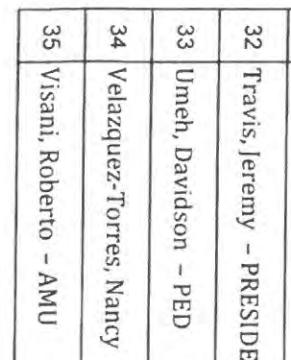
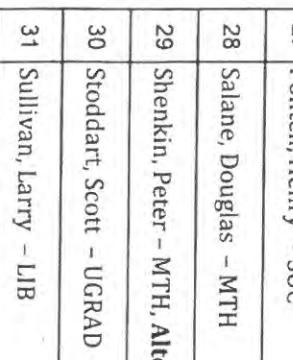
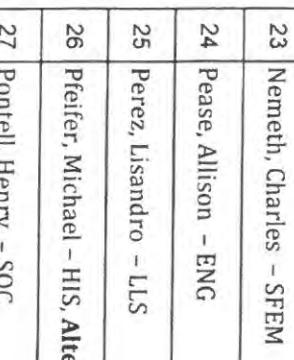
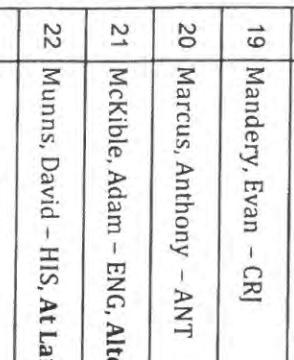
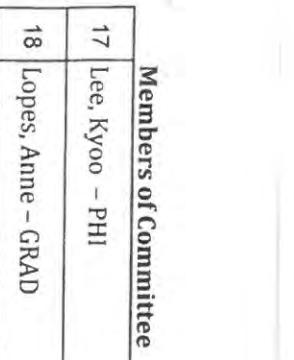
Attendance

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

9:40 AM Start



Members of Committee	Signature	Left at (time)	Returned (time)
1 Adamczyk, Amy - SOC, At Large			
2 Adams, Carlton Jama - AFR			
3 Barberet, Rosemary -SOC, At Large			
4 Baumrin, Seth - CTA			
5 Benton, Warren - PAD			
6 Bowers, Jane - PROVOST			
7 Carpi, Anthony - OAR			
8 Cauthen, James - POL			
9 Cook-Francis, Lynette - CSL			
10 Crossman, Angela - PSY			
11 Dapia, Silvia - MLL			
12 Gibson, Mary - HIS			
13 Haberfeld, Maria - LPS			
14 Hamilton, Jay - ECO			
15 Haw, Richard - ISP			
16 Kobilinsky, Lawrence - SCI			

Members of Committee	Signature	Left at (time)	Returned (time)
17 Lee, Kyoo - PHI			
18 Lopes, Anne - GRAD			
19 Mandery, Evan - CRJ			
20 Marcus, Anthony - ANT			
21 McKible, Adam - ENG, Alternate			
22 Munns, David - HIS, At Large			
23 Nemeth, Charles - SFEM			
24 Pease, Allison - ENG			
25 Perez, Lisandro - LLS			
26 Pfeifer, Michael - HIS, Alternate			
27 Pontell, Henry - SOC			
28 Salane, Douglas - MTH			
29 Shenkin, Peter - MTH, Alternate			
30 Stoddart, Scott - UGRAD			
31 Sullivan, Larry - LIB			
32 Travis, Jeremy - PRESIDENT			
33 Umeh, Davidson - PED			
34 Velazquez-Torres, Nancy - SEEK			
35 Visani, Roberto - AMU			



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, March 27, 2015
Room L.61 New Building
9:30am – 1:00pm

Meeting Open to the Public 9:30am

- I. Adoption of the Minutes
- II. CLT Promotion Process
- III. External Evaluator Template
- IV. New Business

Meeting Closed to the Public 9:45am

- I. First Reappointment Vote
 - a) Candidate List (slate)
 - b) Candidate List (individual)
- II. Fellowship Leaves Vote
 - a) Candidate List (slate)
- III. Review of Candidates up for CLT Tenure/Tenure/Promotion for Fall 2015
 - a) Candidate List
- IV. Update on Appeals

Upcoming Spring 2015 FPC Meetings

April 24, 2015
L.61 NB

May 1, 2015
L.61 NB

Reminders

Tenure/Promotion Candidate External Evaluator Mailing Addresses & Packets are due on Tuesday, April 21st
Faculty Recognition Awards Ceremony is Thursday, April 23rd at 3pm (Office of the President)
Faculty Hangout immediately following at 4:30pm in Faculty/Staff Dining Room 2.61NB

Notes:

FACULTY PERSONNEL COMMITTEE
Action Minutes
February 6, 2015
Room L.61 New Building Haaren Hall

Summary of Actions

At this meeting 4 items were discussed: (1) the 12/12/14 Open Meeting Minutes; (2) review of emerging ideas from the State of the College ; (3) Chairs' Concerns; (4) Adoption of Minutes.

***Closed Meeting Note:** Proposal to waive the Form C requirement for First Reappointment Candidates.

9:40AM Open Meeting Session Opens

Item 1) President Welcomes New Members

Reminds of protocol for public meetings law and that we are in open meetings

Item 2) President Updates on State of the College

- Charter Revisions
- Charter Committees
- Organizational Structure/ Structure of Academic Depts.
 - Jay serves as interim Chair of Chairs and Council of Chairs will bring forward ideas on how to structure the academic departments for the discussion with the faculty and then the college.
 - President identifies that three ideas are related and there will be a plan
 - spring 2015 Study Semester in a fairly loose and open way
 - fall 2015 formal discussion and consensus building semester
 - spring 2016 ideas possibly through governance and then implementation
 - Bill Kelly will play a leadership role in helping us do this work.
 - The Values behind this process reaffirmed
 - Be Open to New Ideas. Reverse our inward looking approach
 - New Voices - new hired faculty, new chairs and deans, and those with deep experiences from other institutions.
 - Engage those that will live with the change
 - Steps Taken: Lynette, Jim, Jane and Marjorie and Charter recognized Constituent Groups had a meeting to brainstorm about where we are headed with the above three.
 - Set in Motion: Rick Schaffer will offer guidance by comparing JJay Charter against other College charters on a variety of standard dimensions by March. This will become part of information shared with the college.
 - Regarding Committees: a study team will be appointed to go outside JJay once we discern the locations that are good places to study. Ideally a group of faculty (junior). Adhoc committees will be a separate examination.
 - Committee members suggest that we think about models that exist, but also models that may not exist anywhere, and to be clear about what CUNY will permit and where we can push boundaries that respect our mission and values of shared governance.

FACULTY PERSONNEL COMMITTEE

Action Minutes

February 6, 2015

Room L.61 New Building Haaren Hall

- Members also expressed concern about how we envision moving forward without appropriate finance. Recommendation to look at ACE and Metropolitan Council and the literature available about solid governance.

Item 3): Chair's Concerns

Concern by Jay Hamilton re VP Troy Deadline regarding placing students in courses past the deadline. President requests that Troy to come to the meeting.

Item 4): Adoption of Minutes

The 12/12/14 Minutes were reviewed and unanimously approved.

10:30 am Open Meeting Session Closed

[see next page for Closed meeting note]

Closed Meeting Note:

Item 1): First Reappointment Process

Cauthen moves to adopt the Nesbitt schedule and process for first reappointments for this semester. Motion moved by Mandery; all others vote in favor.

The FPC unanimously agreed to adopt a streamlined review process for First Reappointment (to Second Year of Service) candidates up for action in Spring 2015. To recap the agreed-upon process:

Proposed Personnel Process for Spring 2015 First Reappointment Candidates

1. 1st Reappointment candidates will not submit anything to their FIDO/hard copy personnel file at this time. Consideration for 1st Reappointment to Second Year of Service would be based upon the following:

- Current CV as provided by candidate to Department Chair, and
- Most current Teaching Observations (Fall 2014/Spring 2015) as filed with Department.

2. Departmental P&Bs would vote on actions; in the unlikely event of a split vote for a given candidate, that action will be referred for Review Committee consideration.

3. All 1st Reappointment actions would then go to **FPC**.

- All actions with unanimously positive at P&B level will be treated as a slate vote.
- Any candidate in the slate may be called from the slate for individual review and vote.
- Actions with split votes at P&B/Review Committee level will be voted on as individual actions.

The following timetable lays out the key steps of the process:

Action Steps: 1 st Reappointment (2 nd Year of Service)	Date
Faculty Candidate (a) provides current CV to Department Chair and (b) verifies that signed Teaching Observation(s) are on file with Department	by 2/23/2015*
Departmental P&B meetings take place	2/23 - 3/12/2015

Spring 2015 Committee on Faculty Personnel

Friday, 3/27/2015

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

Attendance



Members of Committee

Signature

Left at (time)

Returned (time)

1 Adamczyk, Amy - SOC, At Large	(ExC)		
2 Adams, Carlton Jama	- AFR	Jam c.	
3 Barberet, Rosemary -SOC, At Large		Rosemary	
4 Baumrin, Seth	- CTA	Seth	
5 Benton, Warren	- PAD		
6 Bowers, Jane - PROVOST	(?)	Jane Bowers	
7 Carpi, Anthony	- OAR	Anthony	
8 Cauthen, James	- POL	(ExC)	
9 Cook-Francis, Lynette	- CSL		
10 Crossman, Angela	- PSY	Angela Crossman	
11 Dapia, Silvia	- MLL	Silvia Dapia	
12 Gibson, Mary	- HIS	Mary	
13 Haberfeld, Maria	- LPS	Maria	
14 Hamilton, Jay	- ECO	Jay	
15 Haw, Richard	- ISP		
16 Kobilinsky, Lawrence	- SCI	Lawrence Kobilinsky	

Members of Committee	Signature	Left at (time)	Returned (time)
17 Lee, Kyoo - PHI	<i>Kyoo Lee</i>		
18 Lopes, Anne - GRAD	<i>Anne Lopes</i>		
19 Mandery, Evan - CRI	<i>Evan Mandery</i>		
20 Marcus, Anthony - ANT	<i>Anthony Marcus</i>		
21 McKible, Adam - ENG, Alternate	<i>(exc)</i>		
22 Munns, David - HIS, At Large	<i>(exc)</i>		
23 Nemeth, Charles - SFEM	<i>(exc)</i>		
24 Pease, Allison - ENG	<i>Allison Pease</i>		
25 Perez, Lisandro - LLS	<i>Lisandro Perez</i>		
26 Pfeifer, Michael - HIS, Alternate	<i>Michael Pfeifer</i>		
27 Pontell, Henry - SOC	<i>Henry Pontell</i>		
28 Salane, Douglas - MTH	<i>Douglas Salane</i>		
29 Shenkin, Peter - MTH, Alternate	<i>Peter Shenkin</i>		
30 Stoddart, Scott - UGRAD	<i>Scott Stoddart</i>		
31 Sullivan, Larry - LIB	<i>Larry Sullivan</i>		
32 Travis, Jeremy - PRESIDENT	<i>Jeremy TRAVIS</i>		
33 Umeh, Davidson - PED	<i>Davidson Umeh</i>		
34 Velazquez-Torres, Nancy - SEEK	<i>Nancy Velazquez-Torres</i>		
35 Visani, Roberto - AMU	<i>Roberto Visani</i>		



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, April 24, 2015
Room L.61 New Building
9:30am – 12:00pm

Meeting Open to the Public 9:30am

- I. Adoption of the Minutes**
- II. FPC At Large/Alternate Member Process**
- III. External Evaluator Template Update**
- IV. Department of Economics Review Committee Switch - Vote**
- V. Continuing Conversations on FPC Reconfiguration**
- VI. New Business**

Meeting Closed to the Public 9:45am

- I. Fellowship Leaves - Vote**
 - a) Candidate List (individual)
- II. Distinguished Professor Updates**

Upcoming Spring 2015 FPC Meetings

May 1, 2015 CLT Promotion Process Update
L.61 NB

Reminders

Notes:

FACULTY PERSONNEL COMMITTEE
Action Minutes
March 27th, 2015
Room L.61 New Building Haaren Hall

Summary of Actions

At this meeting three items were discussed: 1) Minutes 2) CLT Promotion Process 3) External Evaluator Template.

Closed Meeting Note: We should discuss the Appeal Process at our next meeting and frame the challenges around questions of: A) the Personal Appearance Option B) The concept of De-novo review C) Constitution of Appellant Panel/Membership and Possible Prerequisites for taking on the role.

Separately we should begin a conversation of what it might look like if the College-wide P was reconfigured, and the FPC group could take on a policy making role rather than one of voting on cases.

9:38 AM Open Meeting Opens

Item 1) Adoption of Minutes

The 02/06/15 Minutes were reviewed and unanimously approved. Motion made by Maki and seconded by Visani.

Item 2) CLT Promotion Process

Nesbitt highlighted that there are three CLTs requesting promotion to Senior CLT, and as our guidelines are silent on how they get promoted to such rank, a process should be developed through Review Committee C as CLTs are generally employed in the departments in that disciplinary cluster. Kobilinsky will chair this taskforce to come up with standards for promotion for CLTs and present its recommendations at the 4/24/15 or 5/1/15 FPC meeting. The outline as shared by Nesbitt is appended (A).

Item 3) External Evaluator Template

Nesbitt presented a possible template for collecting information about external evaluators for candidates up for tenure and/or promotion. Central to this document would be a way for candidates to make explicit the nature of the relationship between themselves and an evaluator. The members of the FPC suggested that Nesbitt revise the document from a narrative form, to one that highlights the language in the Faculty Personnel Guidelines about external evaluator selection, IC, and in particular I. C.2.c and d. There is also a desire for a possible set of check off boxes wherein candidates would affirm to following the guidelines. An example might be "None of my letters of Evaluation are from family members": with choices of yes or no. A new version will be brought back to the April 24th or May 1st meeting. This process, if adopted will go into effect for next year's candidates, not those currently up for tenure and/or promotion.

New Business:

Item 1) Review Committee's

Chair of Economics, Hamilton, raised his concern and objection to his faculty candidate's remaining in Review Committee C, and proposes that they go to Review Committee B. He is willing to stay on Committee C provided that at least his candidates can be moved. President Travis advised him to continue to talk to the Provost about making the change and then bring it back to FPC.

10:20am Open Meeting Closes and Closed Session Commences

FACULTY PERSONNEL COMMITTEE
Action Minutes
March 27th, 2015
Room L.61 New Building Haaren Hall

Appended A) Excerpt from e-mail communication (K Nesbitt to L Kobilinsky) re CLT Promotion Process development

From: Kevin Nesbitt
Sent: Monday, March 16, 2015 1:07 PM
To: Jane Bowers; Lawrence Kobilinsky
Subject: RE: Promotional Reclassification Request

Dear Larry,

Pursuant to our meeting today, I am going to ask Jane/Jeremy to put CLT promotions on the agenda for our 3/27/15 FPC meeting with an eye toward having the Disciplinary subcommittee/review committee that science is a part of work with me to come up with guidelines for promoting CLTs. I have thought this through a bit more and while we have had a practice of promoting CLTs on occasion, ...as there are now three requests (one already tenured, one in her tenure year, and one untenured but having a PhD), we should develop some guidelines for promotion. The review committee is the right place and we can make this fairly simple and possibly inclusive of ideas such as:

- promotion may occur in a tenure year,
- once tenured, faculty may also seek promotion
- prior to a tenure year; only for extraordinary circumstances, i.e. a PhD completion etc. (as in the case of one of the CLTs making the request this year).
- Letters of support from X and Y persons or bodies.
- Some evidence of outstanding effectiveness as documented through student evaluations or observations in class
- Annual Evaluations etc.

Spring 2015 Committee on Faculty Personnel
Friday, 4/24/2015

Attendance

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



Members of Committee

	Members of Committee	Signature	Left at (time)	Returned (time)
1	Adamczyk, Amy - SOC, At Large	<i>Amy Adamczyk</i>		
2	Adams, Carlton Jama - AFR	<i>ExC</i>		
3	Barberet, Rosemary -SOC, At Large	<i>Rosemary Barberet</i>		
4	Baumrin, Seth - CTA	<i>Seth Baumrin</i>		
5	Benton, Warren - PAD	<i>Warren Benton</i>		
6	Bowers, Jane - PROVOST	<i>Jane Bowers</i>		
7	Carpi, Anthony - OAR	<i>Anthony Carpi</i>		
8	Cauthen, James - POL	<i>James Cauthen</i>		
9	Cook-Francis, Lynette - CSL			
10	Crossman, Angela - PSY	<i>Angela Crossman</i>		
11	Dapia, Silvia - MLL	<i>Silvia Dapia</i>		
12	Gibson, Mary - HIS	<i>Mary Gibson</i>		
13	Haberfeld, Maria - LPS	<i>Maria Haberfeld</i>		
14	Hamilton, Jay - ECO	<i>Jay Hamilton</i>		
15	Haw, Richard - ISP	<i>Richard Haw</i>		
16	Kobilinsky, Lawrence - SCI	<i>Lawrence Kobilinsky</i>		

Members of Committee	Signature	Left at (time)	Returned (time)
17 Lee, Kyoo - PHI	EYC		
18 Lopes, Anne - GRAD			
19 Mandery, Evan - CRJ			
20 Marcus, Anthony - ANT			
21 McKible, Adam - ENG, Alternate			
22 Munns, David - HIS, At Large			
23 Nemeth, Charles - SFEM			
24 Pease, Allison - ENG			
25 Perez, Lisandro - LLS	EYL		
26 Pfeifer, Michael - HIS, Alternate			
27 Pontell, Henry - SOC			
28 Salane, Douglas - MTH	(OUT)		
29 Shenkin, Peter - MTH, Alternate			
30 Stoddart, Scott - UGRAD			
31 Sullivan, Larry - LIB			
32 Travis, Jeremy - PRESIDENT			
33 Umeh, Davidson - PED			
34 Velazquez-Torres, Nancy - SEEK			
35 Visani, Roberto - AMU			



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, May 1, 2015
Room L.61 New Building
9:30am – 11:30am

Meeting Open to the Public 9:30am

- I. Adoption of the Minutes**
 - II. At Large/Alternate Election Update**
 - III. CLT Promotion Process**
 - a. Vote**
 - IV. Modeling of FPC Reconfiguration**
 - a. Vote**
 - V. New Business**
-

Reminders

PAC Commences right after our 5/1/15 FPC Meeting at 12:00pm.

Commencement is Wednesday, June 3, 2015 at Madison Square Garden

Fall 15 FPC Meetings

Potential Date 9/18/15: New Faculty Appointments

Notes:



FACULTY PERSONNEL COMMITTEE

April 24th, 2015

Room L.61 New Building

Open Meeting Minutes

Meeting Open to the Public 9:40am.

I. Adoption of the Minutes

Minutes were unanimously adopted after Provost moves them and Benton seconded them.

II. FPC At Large/Alternate Member Process

Nesbitt presented the alternate timeline for the election of the At Large/Alternate Members and that voting was occurring at the present time.

III. External Evaluator Template Update

Nesbitt presented the form in its revised state and noted that he took feedback from last meeting and worked with Tilghman and Dobbins to revise. Pease moved to adopt the form, seconded by Visani. Form was voted on positively by unanimous show of hands.

IV. Department of Economics Review Committee Switch – Vote

Nesbitt presented that at the request of the Chair of Economics at our March and April meetings it was requested that the Economics faculty be relocated to Review Committee B. Review Committee B is where the committee candidate's up for "action" would be voted on rather than current Committee C. Hamilton agreed with presentation. Pontell moved to adopt the "Review Committee Switch from B to C." Marcus seconds. The request was unanimously approved.

V. New Business

President Travis asks the Provost to share the news about two important faculty self-determination projects: 1) the creation of ISP dept. (Department of Interdisciplinary Studies) with seven faculty appointed effective July 1, 2015. 2) Counseling faculty in dept. of Counseling decided to become teaching faculty rather than counseling faculty. VP Cook-Francis and Provost Bowers have agreed to move these faculty and their services from Student Affairs to Academic Affairs. The counselling faculty voted on this matter and unanimously agreed it was in the best interest of the department. The result is each faculty member is/ will be issued an appointment letter with new expectations. The Counseling Center which has HEO Counselors that work full time and take vacations in staggered ways will take on the counseling/adviselement component formerly offered by this faculty. Counseling Department will take steps to change the bylaws to move the Vice President from the chair role and elect a faculty chair, by fall 15.

At request of Visani ISP programs relationship to ISP Department was explained. Provost responded that ISP program is subsumed into the Department.

VI. Continuing Conversations on FPC Reconfiguration

Issues that were discussed included:

- Should we try to imagine a process that is linear? Candidates come from Dept. to a Review Committee, and those recommendations are forwarded to the President for decision. (Is there a step between the review committee and the appeal's process was questioned).
- Clarity: one goal is to limit the role of this body wherein it does not review individual cases but defers to review committees for that appropriate level of decision making.
- Could FPC Function as a policy making body aside that examines the guidelines and the three legs of the stool. President wants to assemble a small group to think about this. This idea is supported by Benton.
- Concerns raised: If the review committee is the last word, how do you enhance the role and procedures for the review committee? Concern- how would review committees be configured so as to avoid horse trading?
- Provost suggests potentially allowing the FPC to function as the appeal committee. Jim Cauthen agrees with it and suggests that the Appeals Committee as the FPC, or some subset, would be a positive change leading to effective decision making. Others chime in:
 - Hearsay votes, and rhetorical majesty of the chairs could be limited (Pease)
 - Examine the composition of it and potentially create a mixed model with some subset of this committee, and senior faculty as the FPC and certainly for Appeals (Lopes and Carpi).
 - Review committee has ability to judge by substance. Dean of Research and Undergraduate Studies can take on a more expanded role if helpful (Munns)
 - President noted that the Appeals Committee gave the most attention to each faculty file and the ability to replicate that thoroughness at an FPC level could be good.
- After debate, the committee agreed that where possible it should come up with an alternative model for the FPC for review during this spring 15 meeting cycle. President Travis asked Mandery to come up with a process for collecting the feedback and concerns of the FPC and to work with Nesbitt to draft a document that proposed what a new configuration of the FPC would look like, and what work would it manage. Ideally, a draft would be circulated at the next FPC meeting (5/1/15).
- With new charge from President, Mandery asked that we take a straw vote on the issue of preference to eliminate the in-person appeal option. The straw vote resulted in a 60 percent yes to eliminate an in-person appeal option, 40% no to preserve the option.

Meeting Ends 10:55 AM

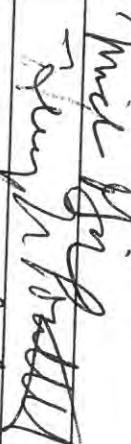
Spring 2015 Committee on Faculty Personnel
Friday, 5/01/2015

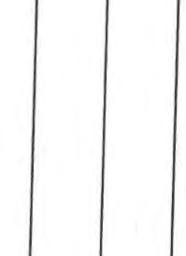
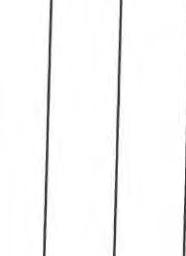
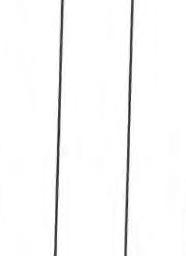
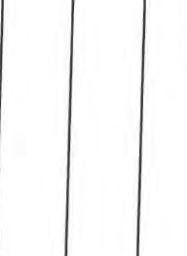
Attendance

JOHN
FIFTH ANNIVERSARY
COLLEGE OF EDUCATION

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

Members of Committee	Signature	Left at (time)	Returned (time)
1 Adamczyk, Amy - SOC, At Large	<i>Amy Adamczyk</i>		
2 Adams, Carlton Jama - AFR	<i>Carlton Jama</i>		
3 Barberet, Rosemary - SOC, At Large	<i>Rosemary Barberet</i>		
4 Baumrin, Seth - CTA	<i>Seth Baumrin</i>		
5 Benton, Warren - PAD	<i>Warren Benton</i>		
6 Bowers, Jane - PROVOST	<i>Jane Bowers</i>		
7 Carpi, Anthony - OAR	<i>Anthony Carpi</i>		
8 Cauthen, James - POL	<i>James Cauthen</i>		
9 Cook-Francis, Lynette - CSL	<i>Lynette Cook-Francis</i>		
10 Crossman, Angela - PSY			
11 Dapia, Silvia - MLL <i>E xc</i>	<i>Silvia Dapia</i>		
12 Gibson, Mary - HIS	<i>Mary Gibson</i>		
13 Haberfeld, Maria - LPS	<i>Maria Haberfeld</i>		
14 Hamilton, Jay - ECO	<i>Jay Hamilton</i>		
15 Haw, Richard - ISP <i>Exc</i>			
16 Kobilinsky, Lawrence - SCI	<i>Lawrence Kobilinsky</i>		

Members of Committee	Signature	Left at (time)	Returned (time)
17 Lee, Kyoo - PHI			
18 Lopes, Anne - GRAD			
19 Mandery, Evan - CRJ			
20 Marcus, Anthony - ANT			
21 McKible, Adam - ENG, Alternate			
22 Munns, David - HIS, At Large			
23 Nemeth, Charles - SFEM			
24 Pease, Allison - ENG			
25 Perez, Lisandro - LLS			
26 Pfeifer, Michael - HIS, Alternate			
27 Pontell, Henry - SOC			
28 Salane, Douglas - MTH			
29 Shenkin, Peter - MTH, Alternate			
30 Stoddart, Scott - UGRAD			
31 Sullivan, Larry - LIB			
32 Travis, Jeremy - PRESIDENT			
33 Umeh, Davidson - PED			
34 Velazquez-Torres, Nancy - SEEK			
35 Visani, Roberto - AMU			

Visitors	Signature	Left at (time)	Returned (time)
Karen Koplowitz			
Kathleen Collins			
Janice Dunham			
Pat Nabkins			



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, May 15, 2015
Room 610 Haaren Hall
11:30 am – 1:00 pm

Closed Business 11:30 am

- I. Appointment of Full Professor (Jane Bowers Presents)
 - a. Vote for Phil Goff, P&B approved 5/14/15
- II. Scholar Incentive Award Leave (Kevin Nesbitt and Lisandro Presents)
 - a. Vote (Jodie Roure, LLS)
- III. Emerita Case (Kevin Nesbitt Presents)
 - a. Vote (Jannette Domingo, AFR)

Meeting Open to the Public 11:40am

- I. Adoption of the Minutes (Kevin Nesbitt Presents)
- II. State Audit on Faculty Sabbaticals (Kevin Nesbitt Presents, Jeremy and Jane comment)
- III. Modeling of FPC Reconfiguration (Evan Mandery Presents; Jeremy Travis discussion)
 - a. Vote
- IV. New Business

Fall 15 FPC Meetings

Potential Date 9/18/15: New Faculty Appointments

Notes:

Meeting Begin Time: 11:30 AM
Meeting End Time: 1:00 PM

Attendance



Members of Committee

		Signature	Left at (time)	Returned (time)
1	Adamczyk, Amy - SOC, At Large			
2	Adams, Carlton Jama - AFR	 10'30		
3	Barberet, Rosemary -SOC, At Large			
4	Baumrin, Seth - CTA			
5	Benton, Warren - PAD	 ETC		
6	Bowers, Jane - PROVOST			
7	Carpi, Anthony - OAR			
8	Cauthen, James - POL	 ETC		
9	Cook-Francis, Lynette - CSL	 ETC		
10	Crossman, Angela - PSY			
11	Dapia, Silvia - MLL			12'30
12	Gibson, Mary - HIS			
13	Haberfeld, Maria - LPS			
14	Hamilton, Jay - ECO	 ETC		
15	Haw, Richard - ISP			
16	Kobilinsky, Lawrence - SCI			

Members of Committee	Signature	Left at (time)	Returned (time)
17 Lee, Kyoo - PHI EXC	Wynn		
18 Lopes, Anne - GRAD			
19 Mandery, Evan - CRJ	Craig Mandery		
20 Marcus, Anthony - ANT			
21 McKible, Adam - ENG, Alternate			
22 Munnis, David - HIS, At Large EXC	D. Munnis		
23 Nemeth, Charles - SFEM EXC			
24 Pease, Allison - ENG EXC	Allison Pease	12:30	
25 Perez, Lisandro - LLS	Lisandro Perez		
26 Pfeifer, Michael - HIS, Alternate	Michael Pfeifer		
27 Pontell, Henry - SOC	Henry Pontell		
28 Salane, Douglas - MTH	Douglas Salane		
29 Shenkin, Peter - MTH, Alternate	Peter Shenkin		
30 Stoddart, Scott - UGRAD	Scott Stoddart		
31 Sullivan, Larry - LIB	Larry Sullivan		
32 Travis, Jeremy - PRESIDENT	Jeremy Travis		
33 Umeh, Davidson - PED	Davidson Umeh		
34 Velazquez-Torres, Nancy - SEEK	Nancy Velazquez-Torres		
35 Visani, Roberto - AMU EXC	Roberto Visani		

FACULTY PERSONNEL COMMITTEE

May 15, 2015
Room L.61 New Building

Open Meeting Minutes

NOT YET APPROVED- will be voted on at 9/11/15 FPC Meeting

Meeting Open to the Public 11:41 am.

Non FPC Members invited to the table: John Paul Narkunas (Eng), Aida Martinez-Gomez (MLL), Ellen Sexton (LIB), and Bettina Carbonell (ENG).

I. State Audit on Faculty Sabbaticals

Nesbitt and Bowers update committee on current audit and reaffirm new practice that was defined at the 5/1/15 meeting inclusive of Academic Affairs (Brandon Tilghman) CCing chairs on notices to faculty, and then send chairs doing follow up to ensure all reports are received in the Provost's Office within thirty days of return to campus. Process goes into effect immediately.

II. Modeling of FPC Reconfiguration

Mandery presented the revised proposal. This proposal took into concerns comments that came up at the 5/1/15 meeting (see minutes) and those that were addressed subsequent to the meeting in writing as submitted to Mandery or Nesbitt.

Clarification was called for and consent was reached around two ideas

- a) During an appeal, while appellants would not be allowed to do a presentation, they could be made available for questions. It was agreed that in such a case, the department chair would also be available for questions.
- b) During an appeal, the first reader of the candidate's file from the review committee will also play the role of "contextualizer." As the "contextualizer," the first reader will help the appeal committee to understand the nature and substance of the deliberations of the review committee that led to its vote.
- c) Nesbitt will research with advice from legal counsel, if the appeal committee has a set of questions, might they be directed to the appellant in writing (through Academic Affairs or some other mechanism), requiring a response in writing and thereby removing the in-person aspects of the appeal, while preserving the process for receiving full information as a decision is being made.

We lacked quorum and could not vote on the proposal. However, by a show of hands, the revised proposal was received favorably

III. Adoption of the Minutes

Though no quorum, by show of hand, Minutes were approved. They will be voted on officially at the first meeting of the Fall 15 FPC cycle, likely 9/11/15.

Meeting Ends: 12:50 pm

Budget and Planning Committee

Budget and Planning Committee
Meeting Agenda – Wednesday, September 10, 2014
4 p.m. – 5:30 pm
Room 630 Haaren

1. Approval of Minutes for May 13, 2014. Minutes are attached.
2. Budget Update. The update will include a discussion of changes that have occurred since the sub-committees voted on a financial plan recommendation.
3. Consideration of Recommendations from the Planning Sub-Committees. There are four recommendations, on the FY2015 Financial Plan; on reinvestment of revenues from online programs; on hiring for faculty replacement lines; and on workload mitigation. See attachment. We will consider each of them for forwarding to the President.

Budget and Planning Committee Meeting
Minutes
September 10, 2014

Attendees: Valerie Allen, Seth Baumrin, Ned Benton, Jane Bowers, Kim Chandler, James Cauthen, Lynette Cook-Francis, Angela Crossman, Silvia Dapia, Sandrine Dikambi, Janice Dunham, Maria Haberfeld, Jay Hamilton, Nikki Hancock – Nicholson, Richard Haw, Jonathan Jacobs, Norris James, Karen Kaplowitz, Jane Katz, Allison Kavey, Patricia Ketterer, Lawrence Kobilinsky, Thomas Kucharski, James Llana, Anne Lopes, Anthony Marcus, Bonnie Nelson, Allison Pease, Lisandro Perez, Robert Pignatello, Douglas Salane, Michael Scaduto, Larry Sullivan, Robert Troy, Fritz Umbach, Roberto Visani, Mariani Mewengkang (Recorder)

1. Approval of Minutes from May 13, 2014. Minutes were approved as proposed.
2. Budget Update. R. Pignatello and P. Ketterer gave the committee an update on the budget. The planning subcommittees met many times over the spring and summer to work on recommendations for the Financial Plan. Due to both internal and external factors the College is facing challenging fiscal realities. We are still looking at a deficit of \$1.5 million, even after cuts in OTPS, College Assistants, and very limited hiring. We will be covering the already approved 14 faculty lines through the Compact. \$500,000 is also being budgeted for regular salary investments which the State is pushing back to the University. Every percent increase in salary costs the College \$700,000. The College will not be replacing faculty who have retired. Reductions in the Non-Teaching Adjuncts fund were also made, allowing for a surplus of only \$85 thousand for the year.
B. Troy gave a sense of the enrollment for the fall, but the final numbers are not yet available. So far John Jay is good on targets, especially considering the CUNY-wide problems with registration on CUNYFirst. Freshman enrollment numbers are good, and the SEEK numbers are higher. We are off by 20 in New Graduate Students, but are up in Continuing Graduate Students.
3. Consideration of Recommendations from the Planning Sub-Committees. A motion was made to consider and vote on all recommendations as one. The motion was seconded. Opposition resulted in a successful vote to consider the recommendations separately:
Y-23, N-8, A – 0
Recommendation 1 – Workload Mitigation
K. Kaplowitz distributed to the committee a document regarding Workload Mitigation. The document has been endorsed by both the Faculty Senate and the Council of Chairs. The Faculty Senate and Council of Chairs are recommending:
 - To double the original allocation amount of \$120,000, for next year – FY 15 – so that the second year of the workload mitigation program shall be in the amount of at least \$240,000.
 - To allocate yearly incremental increases of at least \$120,000 for the program.
 - To derive monies from stable and renewable sources of funding, even if doing so requires temporarily reallocating funds from unfilled full-time faculty lines.
 - To develop the principles and methods of allocating all course reductions in consultation with elected faculty leaders of the Faculty Senate and the Council of Chairs and other appropriate elected faculty government bodies.”

The motion passed with a vote of - Y – 22, N-3, A-8

Recommendation 2 – Online Revenue Reinvestment

Offered by Provost Bowers: “The College should reinvest 5% of the gross revenue from the three fully online programs back into the programs. The 5% reinvestment would be in addition to the funds the College already invests in John Jay Online.”

Anne discussed with the committee the importance of passing this recommendation. The additional money invested can be used to stimulate faculty to do online programs. Online programs at John Jay have been doing well and we need to continue in this direction. Jane added that the investments the College has made to John Jay online have allowed it to reach its current state. If we wish to continue growing, we need support to help create additional programs. An argument was also made that additional investments in John Jay Online can lead to more revenue for the College and help balance the budget.

There was also some opposition to this recommendation. R. Pignatello said that the College has not yet recouped the original investment.

A motion was made to vote on this recommendation, and was seconded.

The committee voted on the recommendation for Online Revenue Reinvestment.

It passed with a vote of – Y – 26, N-1, A – 2

Recommendation 3 – Filling Vacant Faculty Replacement Lines

Offered by Provost Bowers: “The College should fund up to 14 faculty replacement lines once the College has reached its savings goal.”

While most were in favor of this recommendation, there was also some arguments against it. R. Pignatello felt that we shouldn’t make commitments on how money will be spent before we have it. We shouldn’t be planning our budget with a “what if” scenario. Arguments for this recommendation are that we should hire full-time faculty members to fill positions for faculty who are on workload release. It would also allow more full-time faculty to work with and mentor students, and that it would go along with the Middle States recommendation to hire more full-time faculty.

The motion passed with a vote of Y-27, N – 0, A - 2

Recommendation 4 – A College Financial Plan for Fiscal Years 2015 - 2017

“The College should adopt the financial plan submitted to the sub-committees on August 13, 2014, by the Office of Finance and Business Services.” That plan is attached. The recommendations for balancing the FY2015 budget are on page 3.

The motion passed with a vote of Y-27, N – 0, A - 1

Budget and Planning Committee
Agenda – December 16, 2014
4:00 pm – 5:30 pm
Rm. 610 – Haaren

1. Approval of Minutes for September 10, 2014. Proposed minutes are attached.
2. Report from BPC Chair. President Travis will discuss follow-up to his State of the College address.
3. Budget Report. SVP Pignatello and AVP Ketterer will provide a budget report. See attachment.

Budget and Planning Committee Meeting
Proposed Minutes
December 16, 2014

Attendees: Jeremy Travis, Valerie Allen, Ned Benton, Jane Bowers, Kim Chandler, James Cauthen, Lynette Cook-Francis, Angela Crossman, Silvia Dapia, Janice Dunham, Mark Flower, Maria Haberfeld, Jay Hamilton, Nikki Hancock – Nicholson, Shereef Hassan, Jonathan Jacobs, Karen Kaplowitz, Allison Kavey, Patricia Ketterer, Thomas Kucharski, James Llana, Anne Lopes, Bonnie Nelson, Allison Pease, Robert Pignatello, Douglas Salane, Michael Scaduto, Francis Sheehan, Larry Sullivan, Robert Troy, Nancy Velazquez-Torres, Mariani Mewengkang (Recorder)

1. Approval of Minutes from September 10, 2014. Minutes were approved as proposed.
2. Budget Report. Rob Pignatello gave an update on the current state of John Jay's budget. While we initially anticipated a surplus of \$137 thousand we are now facing a deficit of \$1.4 million. Some factors that contributed to this deficit include the implementation of CUNYFirst, enrollment numbers, and collection rates. Though we have been able to exercise remarkable discipline and have been able to operate despite having fewer faculty and staff, we need to look for ways to overcome our deficit. We also need to take into consideration that the Compact is coming to an end, and that John Jay will be expected to absorb any costs from the Collective Bargaining Agreement.
Bob Troy provided the committee a brief summary of the enrollment numbers for the fall. John Jay hit the target for headcount but we are down in FTE. Our continuing students number is also good, but they are not all full-time. The winter numbers are also looking good so far. Work is being done for the summer sessions. John Jay will offer 5-week sessions so students can take multiple sessions, and we will try to maximize the courses we offer. An increase in summer enrollment would greatly help the College. Work is also being done to grow the graduate programs. A question was raised about the collection rates at the college. Bob responded that we do not have the collection rates at the moment, and revenue numbers are still messy. He also said we currently have 1,723 students who still owe John Jay money for the fall.
A discussion was had about the budget situation. Rob informed the committee that the University is aware of John Jay's problem, but thus far has not made any commitments to the College. John Jay needs to do something more drastic to address the budget issue. We need to think about the changes that need to be made in the upcoming years and look more aggressively at our payroll at every level.
Rob added that John Jay needs to invest in things that will generate revenue. A majority of our budget is spent on people and labor.
Ned Benton suggested that John Jay make Fiscal Impact Statements. The statement would highlight the costs of any decision, project, or program.
Jane Bowers said we need to come up with a plan for saving money or a reallocation plan to determine what can or cannot be replaced, and what is essential. Our current model of using vacancies for savings is too ad hoc. We also still need to invest in our graduate program and online initiatives.
The committee agreed that there needs to be an operational approach to fixing the issues. The committee discussed the possibility of following Lehman and using an outside facilitator or consultant to help the College with this.

Angela Crossman also suggested that the Chairs get more information regarding their budget. They should have better information so they can make informed decisions, especially with regard to the adjuncts and the adjunct budget.

The idea of "Instant Enrollment" was also briefly discussed. It was mentioned that departments also need to be held accountable for enrollment. They should be working together with VP Troy to increase enrollment in their departments.

Bonnie Nelson inquired as to why the College is expected to absorb the costs of the Collective Bargaining Agreement. This would cause a significant cut to our budget. The College should make this a political issue and make it known that it is not right to pass these costs on to the College.

3. Report from BPC Chair. President Travis spoke to the committee about the budget situation and plans to address it. John Jay is facing some serious challenges. We need to find ways to close the gap. President Travis told the committee he is preparing to meet with CUNY to discuss these problems and ask for their assistance, because it looks like we will not be able to continue without help from the University.

President Travis also said that we would need to wait until after John Jay's Budget Retreat to have a better picture of how things really are. The Budget Retreat will also serve as preparation for the President's meeting with the University. We will need to meet the University with a full understanding of our budget situation and projections, and a goal for a way out. If we go into the meeting prepared we are likely to get a better response from CUNY. Shereef Hassan mentioned bringing faculty and/or students to the meeting so that it shows different parts of the College is involved and concerned about the budget situation.

There was again talk of ways to increase enrollment numbers. Anne Lopes mentioned having a full-time program for graduate students. It was also asked if market research has been done to see what programs people may want, not just students at John Jay but the larger community as well so that we can possibly tap into that market. Bob told the committee that incredible things are coming up for the summer such as a plan to have certificate programs available.

President Travis then discussed the State of the College Address. In the spring we will begin to look at our Charter, organizational structure, and overall way we use committees. As there are some overlaps, changes may happen. Rick Schaffer, SVC and General Counsel to the University, will put together other organizational charts so we can compare them with ours. Rob's office will also create a compendium of committees. The Charter process will be open and there will be campus-wide discussions on governance. We need to brainstorm ideas and work as a whole on the Charter revisions. There will be a meeting sometime in January to discuss these ideas.

Budget and Planning Committee
Agenda – Tuesday, February 17, 2015
1:45 pm – 3:15 pm.
Room 610 – Haaren

1. Approval of Minutes for December 16, 2014. Proposed minutes are attached.
2. Integrated Financial and Enrollment Planning. President Travis will provide a preview of the upcoming presentation to CUNY.
3. Update on Space Consultation. SVP Pignatello will discuss the state of the space planning project.
4. Strategic Planning. J. Llana will describe development of the new strategic plan.
5. New Business.

Budget and Planning Committee Meeting
Minutes
February 17, 2015

Attendees: President Jeremy Travis, Ned Benton, Adam Berlin, Jane Bowers, Lynette Cook-Francis, Angela Crossman, Janice Dunham, Maria Haberfeld, Jay Hamilton, Norris James, Faika Kabir, Karen Kaplowitz, Patricia Ketterer, Maria Kiriakova, Anru Lee, James Llana, Anthony Marcus, Paul Narkunas, Bonnie Nelson, Allison Pease, Robert Pignatello, Douglas Salane, Michael Scaduto, Peter Shenkin, Robert Troy, Nancy Velazquez-Torres, Alison Orlando(Recorder)

1. Approval of Minutes for December 16, 2014. Minutes were approved as proposed.
2. Integrated Financial and Enrollment Planning. President Travis presented a preview of the presentation he will be making to CUNY on Feb. 25 when the college will be seeking financial assistance. An update will be provided to the BPC after the meeting occurs. At the meeting, the College will observe that it is in its current financial situation because of the decision to become a senior college, a decision taken with the full support of the Central administration. This journey has resulted in financial consequences along with a decline in enrollment. The ways the University can provide support to John Jay include leveraging the success of the CUNY Justice Academy, adjusting the revenue target, mitigating the financial consequences of collective bargaining agreement, revising the compact allocation formula, and advancing energy savings. Rob Pignatello spoke more in-depth about how the elimination of associate degree programs has impacted the College. When John Jay phased out associate degrees, the enrollment and revenue was transferred to the Community Colleges through the Justice Academy. The College has been unable to achieve a plan to replace this enrollment. Due to this, actions had to be taken to achieve revenue and enrollment targets that were not consistent with becoming a senior college such as accepting increased conditional admits. He concluded that it is time to ask the University for financial assistance. The College has taken actions to offset the revenue loss, but it is unrealistic to think that the College can grow out of the current financial situation. Bob Troy spoke about the enrollment goals for 2015 - 2020 which will support the transformation of John Jay into a full senior college. This includes an increase in admission standards for freshmen and stopping conditional admits. This will result in a decrease in freshmen; however, the College does have room for expansion in graduate programs and transfer student enrollment will increase. These changes will result in John Jay being a strong senior college by 2020. President Travis concluded by summarizing the proposals for CUNY support mentioned above and then fielded questions from the committee. Jane Bowers spoke briefly on raising the admissions standards so students can do the work required of the new and revised majors.
3. Update on Space Consultation. Rob Pignatello gave an update on the space situation. Although the College has gained the New Building, we are losing North Hall and need more space. The College is now focused on what our current space needs are and on addressing those needs. The College hired CannonDesign as space consultants with Aux Corp money, and they are expected to complete a space report by early March. Some of the larger issues include where to put the Registrar and Financial Aid, classroom utilization, space for the adjuncts, Veteran's Center and the psychology labs. Ned Benton wanted to confirm that the consultants will

present different scenarios. Rob Pignatello confirmed this and said he specified that he wanted options and choices. The issue was raised if there will be classrooms in North Hall this fall. Rob Pignatello explained that it depends on how quickly North Hall has to be vacated.

4. Strategic Planning. Jim Llana reported on the progress of the strategic plan. The Ad Hoc Committee on the Strategic Plan met and the goals were reduced from 10 to 6. There was support for every goal, but this was a process of prioritization. The aim of the strategic plan is to move the institution and this is done by focusing on fewer goals. The SPS/FPS consulted on the Strategic Plan and endorsed it pending future refinements. There will be a town hall dedicated to the Strategic Plan, and ultimately it will go to the College Council for discussion and a vote.
5. New Business. There was no new business.

**Budget and Planning Committee
Meeting Agenda**
Tuesday, May 19, 2015 – Room 610 Haaren
4:00 to 5:30 pm

- 1. Approval of Minutes for February 17, 2015.** Proposed minutes are attached.
- 2. Chair's Report.** President Travis
- 3. Budget and Space Update.** SVP Pignatello and AVP Ketterer (see attachments)
- 4. Professional and Continuing Education.** Assoc. Provost Anne Lopes will provide an overview of progress and activities in these revitalized areas.

Budget and Planning Committee

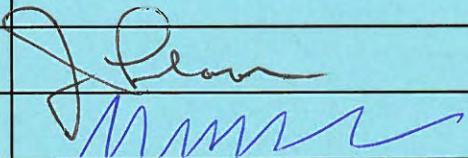
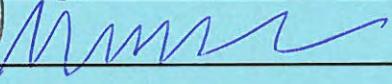
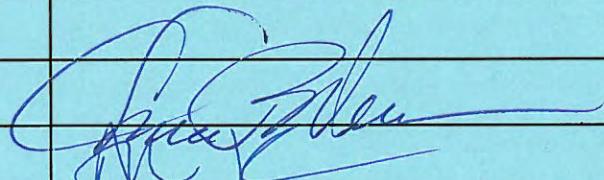
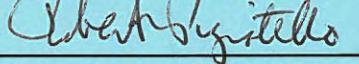
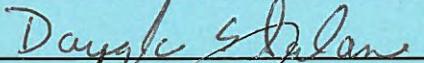
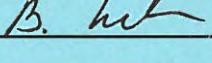
Attendance Sheet

May 19, 2015

Adams, Carlton Jama	
Alford, Schevaletta	
Baumrin, Seth	
Benton, Ned	<i>Ned</i>
Bowers, Jane	<i>Jane Baw</i>
Carpi, Anthony	
Cauthen, James	<i>James</i>
Chandler, Kinya	
Cook-Francis, Lynette	<i>LCF</i>
Crossman, Angela	<i>Angela Crossman</i>
Dapia, Silvia	
DiKambi, Sandrine	
Dunham, Janice	<i>Janice Dunham</i>
Farmer, Crystal	
Gibson, Mary	
Haberfeld, Maria	
Hamilton, Jay	<i>Jay Hamilton</i>
Hancock-Nichoison, Nikki	<i>Nikki Hancock-Nichoison</i>
Hassan, Shareef	
Hauss, Kevin	
Haw, Richard	<i>RH</i>
Jacobs, Jonathan	
James, Norris	
Kabir, Faika	
Kaplowitz, Karen	<i>Karen Kaplowitz</i>
Ketterer, Patricia	<i>Patricia Ketterer</i>
Kobilinsky, Lawrence	<i>Lawrence Kobilinsky</i>

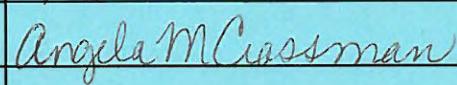
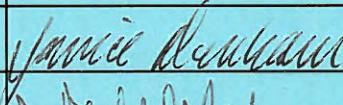
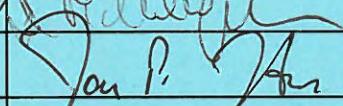
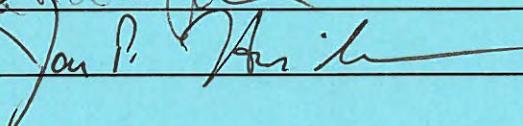
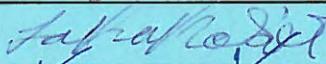
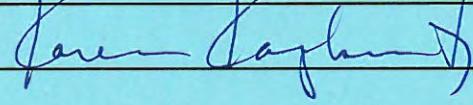
Budget and Planning Committee
May 19, 2015

Attendance Sheet

Kucharski, Thomas	
Lee, Kyoo	
Llana, James	
Lopes, Anne	
Mandery, Evan	
Marcus, Anthony	
Nemeth, Charles	
Pease, Allison	
Perez, Lisandro	
Pignatello, Robert	
Pontell, Henry	
Salane, Douglas	
Scaduto, Michael	
Stoddart, Scott	
Sullivan, Larry	
Travis, Jeremy	
Troy, Robert	
Umeh, Davidson	
Velazquez-Torres, Nancy	
Visani, Roberto	
Guests	
Bonnie Nelson	

Budget and Planning Committee
February 17, 2015

Attendance Sheet

Adams, Carlton Jama	
Baumrin, Seth	
Benton, Ned	
Bowers, Jane	
Carp, Anthony	
Chandler, Kinya	
Cauthen, James	
Cook-Francis, Lynette	
Crossman, Angela	
Curtis, Richard	
Dapia, Silvia	
DiKambi, Sandrine	
Dunham, Janice	
Haberfeld, Maria	
Hamilton, Jay	
Hancock-Nicholson, Nikki	
Hassan, Shareef	
Haw, Richard	
Hauss, Kevin	
Jacobs, Jonathan	
James, Norris	
Kabir, Faika	
Kaplowitz, Karen	
Katz, Jane	
Kavey, Allison	
Ketterer, Patricia	
Kobilinsky, Lawrence	

Budget and Planning Committee
February 17, 2015

Attendance Sheet

Kucharski, Thomas	
Llana, James	J. Llana
Lopes, Anne	
Mandery, Evan	Evan Mandery
Marcus, Anthony	Anthony Marcus
Markowitz, Gerald	
Nelson, Bonnie	Bonnie Nelson
Nemeth, Charles	
Pease, Allison	Allison Pease
Perez, Lisandro	Lisandro Perez
Pignatello, Robert	Robert Pignatello
Salane, Douglas	Douglas Salane
Scaduto, Michael	Michael Scaduto
Sullivan, Larry	Bonnie Nelson for LS
Travis, Jeremy	Jeremy Travis
Troy, Robert	Robert Troy
Umbach, Fritz	Fritz Umbach
Velazquez-Torres, Nancy	Nancy Velazquez-Torres
Visani, Roberto	Roberto Visani
Kirik Cruz, Maria	Maria Kirik Cruz
Berlin, Adam	Adam Berlin
WGB: ANRU	WGB: ANRU
NARKUNAS, Paul	Paul Narkunas
Stenkin, Peter	Peter Stenkin

Budget and Planning Committee

Attendance Sheet

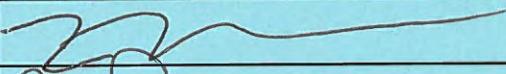
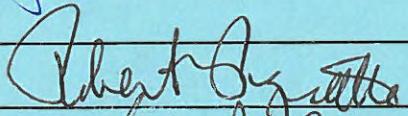
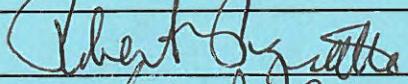
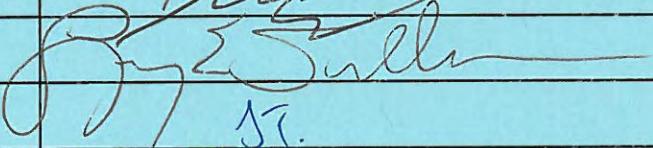
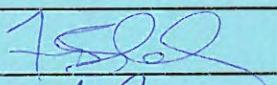
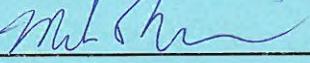
December 16, 2014

Adams, Carlton Jama	
Allen, Valerie	Valerie Allen
Baumrin, Seth	
Benton, Ned	Ned Benton
Bowers, Jane	Jane Bowers
Carpi, Anthony	
Chandler, Kinya	Kinya Chandler
Cauthen, James	James Cauthen
Cock-Francis, Lynette	Lynette Cock-Francis
Crossman, Angela	Angela Crossman
Curtis, Richard	
Dapia, Silvia	Silvia Dapia
DiKambi, Sandrine	
Dunham, Janice	Janice Dunham
Haberfeld, Maria	Maria Haberfeld
Hamilton, Jay	Jay Hamilton
Hancock-Nicholson, Nikki	Nikki Hancock-Nicholson
Hassan, Shareef	Shareef Hassan
Haw, Richard	
Hauss, Kevin	Kevin Hauss
Jacobs, Jonathan	Jonathan Jacobs
James, Norris	
Kabir, Faika	Faika Kabir
Kaplowitz, Karen	Karen Kaplowitz
Katz, Jane	Jane Katz
Kavey, Allison	Allison Kavey
Ketterer, Patricia	Patricia Ketterer

Budget and Planning Committee

Attendance Sheet

December 16, 2014

Kobilinsky, Lawrence	
Kucharski, Thomas	
Llana, James	
Lopes, Anne	AL.
Mandery, Evan	
Marcus, Anthony	
Markowitz, Gerald	
Nelson, Bonnie (guest)	B. John
Nemeth, Charles	
Pease, Allison	
Perez, Lisandro	
Pignatello, Robert	
Salane, Douglas	
Scaduto, Michael	
Sullivan, Larry	
Travis, Jeremy	
Troy, Robert	
Umbach, Fritz	
Velazquez-Torres, Nancy	
Visani, Roberto	
Sheehan, Frances	
Marie Flawer	

Budget and Planning Committee
September 10, 2014

Attendance Sheet

Adams, Carlton Jama	
Allen, Valerie	Valerie Allen.
Baumrin, Seth	Seth
Benton, Ned	NB
Bowers, Jane	JB
Carpi, Anthony	
Chandler, Kinya	Kinya Chandler
Cauthen, James	James
Cook-Francis, Lynette	Lynette
Crossman, Angela	Angela Cross
Curtis, Richard	
Dapia, Silvia	Silvia
DiKambi, Sandrine	Sandrine
Haberfeld, Maria	Maria
Hamilton, Jay	Jay
Hancock-Nicholson, Nikki	Nikki Hancock-Nicholson
Hassan, Shareef	Shareef
Haw, Richard	Richard
Hauss, Kevin	Kevin
Jacobs, Jonathan	Jonathan
Kabir, Faika	Faika
Kaplowitz, Karen	Karen
Katz, Jane	JK
Kavey, Allison	Allison
Ketterer, Patricia	Patricia
Kobilinsky, Lawrence	Lawrence Kobilinsky
Kucharski, Thomas	Thomas

Budget and Planning Committee
September 10, 2014

Attendance Sheet

Llana, James	JL
Lopes, Anne	AC
Mandery, Evan	
Marcus, Anthony	AM - (One Vote)
Markowitz, Gerald	
Nemeth, Charles	
Pease, Allison	<u>Allison Pease</u>
Perez, Lisandro	<u>Lisandro Perez</u>
Pignatello, Robert	RP
Salane, Douglas	<u>Douglas Salane</u>
Scaduto, Michael	<u>Michael Scaduto</u>
Strobl, Staci	
Sullivan, Larry	<u>Larry Sullivan</u>
Travis, Jeremy	
Troy, Robert	BT
Umbach, Fritz	FU.
Velazquez-Torres, Nancy	
Visani, Roberto	<u>Roberto Visani</u>
Dunham, Janice	<u>Janice Dunham</u>
Nelson, Bonnie	<u>Bonnie Nelson</u>
James, Norris	NJ -

Financial and Strategic Planning Subcommittee

Financial and Strategic Planning Subcommittees Meeting Agenda

May 11, 2015 – 3:30 pm to 5:00 pm

Room 610 Haaren

- 1. Approval of Minutes for April 16, 2015.** Proposed minutes are attached.
- 2. Budget Update (General and 3rd Quarter Review) and Discussion of Financial Plan for FY2016.** While we are not sure what the budget will look like, it will be useful to tentatively identify some broad college priorities.
- 3. Space Update.**

Joint Meeting: SPS – FPS
Minutes
May 11, 2015

Present: Jane Bowers, James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Mark Flower, Jay Hamilton, Pat Ketterer, Anthony Marcus, Virginia Moreno, Bonnie Nelson, Alison Orlando (*Recorder*)

1. **Approval of Minutes from April 16, 2015.** Minutes were approved as proposed.
2. **Budget Update (General and 3rd Quarter Review) and Discussion of Financial Plan for FY2016.** Rob started with a budget update and provided an overview of the all funds budget report. He explained that FY 2015 will end without a deficit, and in good part that is due to CUNY's willingness to advance us our considerable energy savings. Any further gap will be closed through soft money. The funds with balances greater than planned are the Research Foundation Overhead, IFR, and the Student Activity Association, while funds with balances less than planned include the Technology Fee due to a lower enrollment and the Auxiliary Services Corporation which has been affected by the decrease in bookstore revenue. The JJC Foundation funds are mostly earmarked.

Rob then signaled the large gap left between the CUNY proposed budget and state funding. To compensate, CUNY may decrease funding to John Jay by 2% to 3%; this would lead to a deficit of almost \$4 million for FY 2016. Rob explained that the College has had productive discussions with central office about our financial situation, and he feels confident that CUNY will assist John Jay in some way. Jay asked if this assistance will only affect the College for the short-term or will address the chronic financial problems. Rob explained that our financial situation is a structural problem and that it needs a permanent fix. He went on to explain that the main goals of the College are to make sure there are no further cuts, establish a new baseline, close the gap, stabilize, and raise new revenue.

Jim asked for some preliminary suggestions for spending priorities for FY 2016, in the event that there are funds available. He pointed to strategic plan objectives as possibilities. Jane said that her number one priority is faculty hiring; there are curricular priorities connected to online and master's programs that need faculty. Ned said that John Jay Online could generate new enrollment and revenue for the College, but that the 2012 plan did not accomplish what it set out to do. He explained there needs to be a deliberate process to address this initiative. Jane responded that the numbers for online were revised and Rob said that he would share the new numbers with the committee. Rob commented that he would spend any additional funds on strategic recruitment efforts, initiatives that generate revenue, and the strategic plan. Ned asked if the closing of North Hall will affect the operating budget. Rob said we may see more energy savings as a result.

3. **Space Update.** Rob observed that the space consultants have not submitted their final report. He then spoke about how the College is in no position to leave North Hall any time soon. The work in Haaren Hall will not be completed in time to have North Hall vacated by the summer. Also, the work at Westport needs to be finished in order to move out of North Hall and this will not be completed within the timeframe. This argument was presented to Judy Bergtraum, and the College is awaiting a response from her within the

next two weeks about changing the timing of the move. The College is also hoping to make the move out of North Hall all at once, instead of moving as the space becomes available.

Rob then spoke about the meeting he had with the adjuncts about their space needs. At the meeting, the adjuncts explained their need for private space where they can meet with students. One possible solution to this is for clusters of academic departments to have private meeting rooms that can be reserved by the adjuncts. Another issue the adjuncts brought up was the need for lockers; there are plans to more than double the number of lockers available. Rob spoke about the reorganization table and said it is about 90-95% solid. Anthony asked what will happen to a faculty member's office when he or she goes on leave. Jane explained that it is up to the chair. However, another policy is that emeritus faculty will not have offices and faculty members will not have double offices unless there is an office designated for a function they are fulfilling. Ned inquired about the furniture situation. Pat explained that limited spaces will be getting new furniture, and very old furniture will be replaced.

Planning Subcommittees of Budget and Planning Committee
Meeting Agenda for Thursday, April 16, 2015
3:00 – 4:30 pm
Room 610 Haaren

1. Approval of Minutes for April 2, 2015. Proposed minutes are attached.
2. Conclusion of discussion on Space Allocation Guidelines. After the last meeting I circulated what I took to be the consensus guidelines that emerged from our deliberation, subject to amendment in subsequent discussion. There have been a few positive comments via email, but we should see if we can come to an agreement on at least a working list of recommendations. We should discuss briefly if possible how to proceed with our commitment to develop a comprehensive planning policy, but this discussion should be procedural only since there are other important items on the agenda.
3. Budget Update.
4. Space Update.

Joint Meeting: SPS – FPS
Minutes
April 16, 2015

Present: Jane Bowers, James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Kinya Chandler, Sandrine Dikambi, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Pat Ketterer, Tom Kucharski, Virginia Moreno, Alison Orlando (*Recorder*)

1. **Approval of Minutes from April 2, 2015.** Minutes were approved as proposed.
2. **Conclusion of discussion on Space Allocation Guidelines.** Jim opened the dialogue by explaining the aim of today's discussion, namely to approve a set of short-term space allocation guidelines. The initial discussion started with reviewing a draft document of guidelines for space allocation that Jim developed based on the discussion from the previous meeting on April 2. Ned commented that for the short-term the draft document would be sufficient, but the long-term policy would need to be more complex. Jim agreed with Ned. Rob said that he found the draft guidelines very helpful and is already incorporating ideas from the document into thinking about space allocation. Tom suggested qualifying the guideline on relinquishing offices after projects of a fixed duration with the following language: "unless there is demonstrated progress toward a new project." Another guideline—on determining priority for space based on scholarly or artistic productivity—was qualified with the following: "as determined by the Provost's office in consultation with the Office for the Advancement of Research." Tom made a motion to adopt the guidelines as amended and forward them as recommendations to the President. A discussion ensued on how to distribute these guidelines to the college community if the President approves them. The motion passed with a vote of: Y- 7 N- 0 A - 1. Jim asked for volunteers to work as a subcommittee on a more comprehensive policy. Ned, Tom and Jim volunteered; Tom will work on the research sections and Anthony Carpi will be asked if he is interested to work on them as well.
3. **Budget Update.** Rob said that he will share the all funds budget report in May with the committee. He is reasonably confident that the deficit will be covered; this will be done by CUNY advancing the energy savings. He also said it is reasonable to assume that the College will end this year with a balanced budget.
4. **Space Update.** Rob opened with explaining that it does not appear the completion of Haaren Hall will be done in a timely manner. He then spoke about how the classroom utilization schedule still needs work. There are plans to add load to Westport because the classrooms are underutilized, and the space is not filled. Tom suggested giving the reconfigured grid to the chairs as soon as possible so they can notify faculty in advance. Rob also explained that there is still the possibility that the College will have North Hall for the fall semester. Ned suggested using the old procedure to schedule classes. This policy gave each department a number of classes that can be scheduled in a period; this forced the departments to schedule classes in less crowded periods. Rob explained that Bob Troy will be working on assigning the classes. Rob said that the consultant's final report will be presented to the committee. It appears that the academic departments will all be in the New Building/Haaren complex. He also explained that it appears there will be an adjunct resource space on every floor with a place to access a computer, locker and phone. There

was a discussion on when the data behind the consultant's presentation on March 24 will be brought to the committee members. Rob ended by explaining that the current space plans are all contingent on Westport being finished because North Hall cannot be emptied until this occurs.

BPC Planning Subcommittees (FPS/SPS) Meeting

Agenda – Thursday, April 2, 2015

4:00 – 5:30 pm

Room 610 Haaren

- 1. Approval of Minutes for March 24, 2015.** Proposed minutes are attached.
- 2. Recommendations to Guide Space Allocation.** Please see attached notes for this item (“space discussion framework”). The emphasis here will be on adjunct space and research space, but there are other issues as well.
- 3. Update on Strategic Plan, John Jay 2020.** Following the second round of comments and a Town Hall meeting, the proposed strategic goals have gone to the College Council. The goals, rationale, and narratives are attached.

Joint Meeting: SPS – FPS
Minutes
April 2, 2015

Present: Jane Bowers, James Llana (*SPS Chair*), Ricardo Anzaldua, Ned Benton, Anthony Carpi, Kinya Chandler, Sandrine Dikambi, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Pat Ketterer, Tom Kucharski, Anthony Marcus, Virginia Moreno, Robert Till, Alison Orlando (*Recorder*)

1. **Approval of Minutes from March 24, 2015.** Minutes were approved as proposed.
2. **Recommendations to Guide Space Allocation.** Jim explained that prior to this meeting he met with Ned, Jay, and Chevy to come up an approach to discuss this agenda item. The group came up with four key issues to speak about: adjunct space assignments, research space assignments, preserving computer classrooms, and putting some classroom space to other use. Nevertheless, Jim explained that the committee can discuss other issues concerning space allocation that the members wish to speak about. The committee started to talk about the use of classroom space. Pat said that she had a meeting with Scott Page and Bob Troy, and that there is a need for parameters for the number of classes that need to be taught in Westport. Ned mentioned he has the old policy concerning this issue, and he will circulate it to Jim. Jim explained that converting classroom space is a possibility. He reminded everyone that the purpose today's discussion is to have recommendations to guide the space allocation process. Karen spoke about the two resolutions the Faculty Senate passed regarding space. The first pertained to the location of the academic departments at the College and the second recommended a written policy on space management and prioritization for the College. The conversation shifted to adjunct space assignments.
Ned commented that based on prior discussions, he felt there were mixed signals on the possibility of assigning space to adjuncts. Janice suggested that having a way to help adjuncts obtain resources could prevent them from feeling further disadvantaged in regards to space. Other suggestions for allocation of adjunct space assignments included the proposal that adjuncts teaching more than one course should have a higher priority for resources, and that adjuncts should have the ability to meet with students privately. Jane suggested a general space policy that faculty and staff cannot occupy more than one office.

The committee moved on to a discussion of research space. Anthony spoke about the importance of having faculty activity and productivity driving research space allocation, and the need to have faculty offices and research space in close proximity. Tom spoke about two issues concerning research space; first, faculty members often obtain a grant and then approach the College for space to work on the grant, rather than gaining approval first. He also spoke about how lab space is assigned to a person rather than a task which prohibits sharing of research space. Anthony explained that the College is trying to address the former issue by having faculty sign off on the space arrangements for them. Jay wanted to know how the activity level in lab space is currently being monitored. Anthony explained that he does not allocate research space but an activity and productivity statement would guide this process.

Karen made a motion to endorse the following Faculty Senate resolution: “**Resolved, that the Faculty Senate reaffirms its position that all academic departments must be located in either Haaren Hall or in the New Building, including the Department of**

Security, Fire, and Emergency Management.” The motion was seconded. A discussion ensued on where to put SFEM and why it is slated to be put in Westport. The motion passed with a vote of: Y – 7, N – 0, A – 0. A second motion was made to endorse a second Faculty Senate resolution: “**Resolved, that it is the position of the Faculty Senate that the College must develop and adopt space management policies and priorities for both the short term and long term, comparable to those maintained by peer institutions and consistent with the mission of our College.**” The motion was seconded. A discussion ensued on the usefulness of shaping a comprehensive policy that would guide short term space challenges, but the motion remained intact. The motion passed with a vote of: Y – 6, N – 0, A – 0.

The committee resumed developing recommendations for the short term application of space allocation and returned to the allocation of space for adjunct faculty. Points covered included: all instructors should have space to store their personal belongings, all instructors should have access to phone, computer and network computer, and that multiple smaller spaces are preferable to a few larger spaces. There was a discussion on a consistency rule among departments, but it was decided to leave this out of policy. Then the committee returned to the discussion of allocation of research space as Jane explained that pre-tenured faculty should get priority for research space. Tom brought up the point that faculty mentoring should have an effect on allocation of research space. It was also brought up that space attached to a project of a fixed duration should be relinquished at the end of the project. Jim said he will clean-up the discussion and put the recommendations into a list; he will send out the list of recommendations to the committee via e-mail to be discussed further and possibly ratified. However, it was likely that any formal approval would wait until the meeting on April 16.

3. **New Business.** Pat gave an update on the State Budget that was recently passed. The new budget leaves a hole in the CUNY budget, and reductions should be expected. Karen asked if the experiential learning component was approved. Pat explained that it was. Jim stated that we are now awaiting CUNY and their response to our request.
4. **Update on Strategic Plan, John Jay 2020.** Jim explained that the Strategic Plan has seven goals and has been sent to the College Council to be voted on.

**Budget and Planning Subcommittees Meeting
Agenda
March 24, 2015
3:00 – 4:30 pm
Room 610 Haaren**

- 1. Approval of Minutes for March 5, 2015.** Proposed minutes are attached.
- 2. Space Planning Update by CannonDesign.**
- 3. Policy on Assignment of Space to Part-Time Faculty.** Ned proposed a “first draft of a policy” that might be considered for adjunct space assignment in his email to the subcommittees of March 16, 2015. We can discuss and if possible make a recommendation.
- 4. Review Status of Recommendations on the FY2015 Financial Plan.** Recommendations from subcommittees to BPC are attached. These recommendations were subsequently forwarded to the President after BPC approval. Status report from Budget Office is attached (the PDF).
- 5. Middle States Progress Report.** There are still open issues, as we noted at the last meeting, but attached is the latest draft (still without appendices). Barring financial news from CUNY or surprising developments on other planning fronts in the next week, this draft or something close to it will go to Middle States by April 1. Comments appreciated.
- 6. New Business.**

**Joint Meeting: SPS – FPS
Minutes
March 24, 2015**

Present: Jane Bowers, James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Schevaletta Alford, Ricardo Anzaldua, Ned Benton, Kinya Chandler, Sandrine Dikambi, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Pat Ketterer, Tom Kucharski, Anthony Marcus, Virginia Moreno, Robert Troy, Alison Orlando (*Recorder*)

1. **Approval of Minutes from March 5, 2015.** Minutes were approved as proposed.
2. **Space Planning Update by CannonDesign.** Rob set the stage for the presentation by CannonDesign by providing a space update. The College is trying to accelerate the Haaren Hall completion but there is no definite date for when the anticipated phased move from North Hall into Haaren Hall will begin; we anticipate mid-summer. There will be no CUNY support for new rental space, so the College for the time being will have to accommodate all functions within the current space. Steve from CannonDesign started by explaining that their present focus is relocating the programs from North Hall. To achieve this, the proposed recommendations from CannonDesign include: recapturing space from oversized departments, recapturing adjunct space, and leveraging the Westport and BMW buildings. Challenges include costs, the timing of the phased project and user acceptance of the consolidation and reallocation. The department relocation will occur in five phases, concluding with Financial Aid and the Registrar moving from North Hall; this will essentially vacate North Hall. Tom asked if the classroom allocation will be changed at Westport, and Scott Paige explained that they will not be losing classroom space at Westport. Scott went on to say that the current need for academic and support space is 121,000 gross square feet. Rob explained that this is a complicated calculation and does not necessarily mean we are short 121,000 gross square feet. Scott added that the classroom usage for post-Haaren occupancy anticipates a higher utilization for both Haaren Hall and Westport. Also, online enrollment is expected to help with classroom utilization. He explained that this plan will only involve modest adjustments to classroom usage. Rob noted that for fall 2015 there will be two schedules, and the College will implement one or the other depending on the stage we are in with moving out of North Hall. Scott went on to discuss the surpluses and deficits of space within the academic departments after the occupation of Haaren Hall. There is a total surplus of 10,000 square feet that can be recaptured and reallocated to places where there are critical deficits. Scott clarified that not all deficits can be solved with this surplus, and the College needs to be strategic on what deficits it wants to address. Scott then spoke about recalculating adjunct space for greater efficiency. If the College puts 6 adjuncts per office the surplus of space grows from 10,000 square feet to 12-13,000 square feet and if all adjunct space is eliminated the recoverable space grows to 14,000 square feet. Scott wanted to make clear that the College is not adding space just by changing the adjunct policy; it is redirecting space. Rob then went over the appendices to the Powerpoint. He explained how the Westport landlord is putting \$1 million towards the renovations and will be using his own contractors; this should speed up construction.
Ned asked what we can tell adjuncts this summer about their space allocation. Rob explained that we do not have information at this time to tell them. There are other issues that need solving before adjunct space can be addressed. Scott explained how this cannot be an across the board policy; space will have to be worked out one department at a time.

Ned stated the importance of having an adjunct policy and asked how we will prioritize space needs. Rob explained that the president will make the final decision, but it would be helpful to hear from the committee on what can and should be done. Tom argued the importance of space for research and explained his concern about the process and stated that issues need to be prioritized with input from the committee. Jim asked about a time table and the possibility of inserting a process into the time table. Rob said it would have to be before at the end of the semester. Scott added that it depends on what the committee decides in terms of policy on how the space can be recaptured. CannonDesign concluded the question and answer section of their presentation.

3. **Policy on Assignment of Space to Part-Time Faculty.** Kim felt that this discussion is based on what is decided on recapturing space. Jim stated that the committee could have a discussion about policy and having values assigned to the space process. Tom felt the conversation on adjunct space was premature and that everything should be prioritized in a comprehensive discussion. It was decided to conduct a pre-meeting to structure the full committee discussion aimed at producing guidelines on space allocation. Given the time constraints, such a meeting will have to occur quickly. Rob explained that the actual process of assigning space is largely an administrative matter and that many decisions will necessarily fall to Academic Affairs.
4. **Review Status of Recommendations on the FY2015 Financial Plan.** Rob spoke about the current financial situation. He explained that the meeting with CUNY on Feb. 25 asking for financial assistance was constructive. CUNY is waiting to see what the state budget will look like, which should be soon after April 1. Following adoption of the budget, the College will meet with Matt Sapienza to see how CUNY can help us. There was discussion on the Online Program Revenue Reinvestment Model. Ned asked if this is the model that will be used in the future. Rob said that the budget office is ok with the model. Jane explained how Ned's current online program predicated John Jay Online and is under control of the department because it was grandfathered in. Any further programs would be run under John Jay Online. Ned responded that he is not interested in a new program being administered under John Jay Online.
5. **Middle States Progress Report.** The committee decided to e-mail or meet with Jim about their comments on the draft.
6. **New Business.** There was no new business.

BPC Planning Subcommittees
Meeting Agenda – March 5, 2015
2:00 – 3:30 pm
North Hall, Room 2449

- 1. Approval of Minutes for January 29, 2015.** Proposed minutes are attached.
- 2. Budget Update.**
- 3. Space Project Update.**
- 4. Middle States Progress Report Draft.** Draft report is attached for discussion. Note that it will need to be updated near the end of the month regarding the outcome of the financial meeting with CUNY and the space consultant's report. It is in general still very much a draft. The appendices to the report are itemized at the end, but the documents themselves are not there, though members of this committee should be familiar with them

Joint Meeting: SPS – FPS
Minutes
March 5, 2015

Present: Jane Bowers, James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Schevaletta Alford, Ricardo Anzaldua, Ned Benton, Kinya Chandler, Sandrine Dikambi, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Pat Ketterer by phone, Tom Kucharski, Anthony Marcus, Virginia Moreno, Robert Troy, Alison Orlando (*Recorder*)

1. **Approval of Minutes from January 29, 2015.** Minutes were approved as proposed.
2. **Budget Update.** Rob opened with an update on the Feb. 25 meeting with CUNY where we asked for financial assistance. The lead strategy for the meeting was to portray to CUNY that John Jay had taken as many actions as it could to remedy the current financial situation and to indicate that any further action would have severe consequences for the College. Rob described the meeting as positive and constructive, although no concrete promises were made for assistance. The University seemed to understand how the College came into the current financial situation, and that growing our way out of it with enrollment is not an option. It was felt that the University has an interest in supporting John Jay's evolution into a senior college. They are behind decisions that support the process such as raising admission standards, ending conditional admits, and there was a real interest in the proposed graduate programs as well. The University was also understanding about circumstances that will impact the College's financial situation in the future such as a possible collective bargaining agreement and an anticipated enrollment drop. In sum, there was a willingness to help from the University, and we believe that CUNY will take action to help us. We are now in the process of following up with Matt Sapienza.
3. **Space Project Update.** Rob reported that the space planning consultants are close to completing their report and it is expected that they will attend the SPS-FPS meeting on March 24th. The University is eager for the College to vacate North Hall so it can be sold. As of now, the work in Haaren Hall is progressing but it is unlikely that the project will be completed by the end of June. The move from North Hall to Haaren Hall will now take place over a period of time, as areas of Haaren Hall are completed. We anticipate no new rental space from the University so we will have to work with existing space to house the programs now in North Hall. Rob explained that he thinks the report will recommend the following for the immediate future: sharing space in academic programs that are "oversized," not allocating individual office space to adjuncts, and efficiently using the renovated space in Westport, which will be completed in the fall. One of the biggest concerns with vacating North Hall was to find space for the Registrar and Financial Aid. Space has been located for the back office functions in the BMW building. The committee followed with several questions and comments. Ned advocated putting out guidelines or policy statements about adjunct space allocation. Ned also commented that adjunct offices are not always interchangeable for faculty offices because of their size and contract terms. Anthony brought up the possibility of repurposing poorly used space in the New Building. Rob stated that they will look at this issue more seriously than they did before. Tom brought up concerns about research space. Pat explained that everyone who has research space in North Hall will be accommodated elsewhere. Karen asked if we will still be required to vacate North Hall by the end of June. Rob explained that it is contingent on Haaren Hall being ready and this might not happen until the end of December. Kim stated

the importance of sending a message to the college community updating them and keeping them informed on the move.

4. **Middle States Progress Report Draft.** Jim reported that Middle States requested a progress report due on April 1st. Middle States asked that the College address the following issues in the report: the mission statement, further implementation of the strategic planning process with the planning and budgeting process, and having a sufficient number of full-time faculty. Jim presented a draft to the committee and asked for feedback. Ned raised the question, if information is missing due to time constraints and it not being ready on time, how will it be dealt with? Jim responded that if Middle States is interested in this information they will ask for it. Jim also brought up the point that it is more about the process than the outcomes. The key processes are planning and budgeting meetings along with looking at data and making recommendations based upon this process. Virginia questioned the absence of planning and budgeting based on student learning outcomes. Jim responded that Departments do make decisions based on student learning, but at the College level we have not done so. In response to a question, Virginia gave General Education as an example of student learning that should have planning and budget consequences.

Agenda
BPC Subcommittees Meeting
Thursday, January 29, 2015
3:00 – 4:30 pm
Room 9.68.01 New Building

- 1. Approval of Minutes for November 13, 2014.** (proposed minutes are attached)
- 2. Discussion of Proposed Strategic Planning Goals.** The goals document was sent on Nov. 10 to the subcommittees along with the agenda for our Nov. 13 meeting. The same document is still available on the Strategic Plan website, on Inside John Jay. The Ad Hoc Committee for the Strategic Plan met last week to evaluate all the feedback to date in preparation for posting a revised list of goals on Feb. 4 for a second comment period. At that meeting the committee decided to omit goals 2 (Going Global), 4 (Research Reputation—but part of this will go under 10, Faculty Support), 5 (Changing Infrastructure for Efficiency and Service), and 8 (Dorms). There were a couple proposed changes that still need to be drafted and reviewed by the committee ahead of the next posting. After the next comment period, the list will likely be reduced to 4 or 5.
Those of us at the Ad Hoc committee meeting will report on the feedback received and discussion, prior to our own review of the options going forward.
- 3. New Business or Reports.** If there are budget or other updates, we can handle them here.

**Joint Meeting: SPS – FPS
Minutes
January 29, 2015**

Present: Jane Bowers, James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Sandrine Dikambi, Anthony Marcus, Janice Dunham, Mark Flower, Karen Kaplowitz, Tom Kucharski, Robert Troy, Virginia Moreno, Alison Orlando (*Recorder*)

1. **Approval of Minutes from November 13, 2014.** Minutes were approved as proposed.
2. **Discussion of Proposed Strategic Planning Goals.** Jane, Jim and Karen--co-chairs of the Ad Hoc Committee for the Strategic Plan--reported on the progress made in the committee's last meeting. At the meeting, the Committee reduced the number of strategic planning goals from 10 to 6 as a means of prioritization. There were brief explanations as to why goals 2 (Going Global), 4 (Research Reputation), 5 (Changing Infrastructure for Efficiency and Service), and 8 (Dorms) were omitted. Karen and Jane expressed their support of Goal 9 (Build a First Class, Comprehensive Pre-Health Professional Program) as it has the ability to transform John Jay by diversifying the student body and majors. Rob raised the question, how will the Strategic Plan guide us in decision-making if an item is not included in the plan? The example of dorms was given. Jane explained that in an ideal world the goals in the plan would trump all, and the plan would serve as a guide to financial decision-making. Jim stated that items at the bottom of the list may move ahead and that this is an open process. The issue was then raised that the cost and return of the goals needs to be known in order to prioritize. Jim noted that price tags will soon have to be added to the goals. Karen proposed changing the wording of the goals but it was decided to discuss this issue outside the meeting. Mark raised the point of having measurements of success to determine how we are doing. Jim very much agreed and responded that during implementation of the plan measurements of success would be used. Virginia spoke about the need to know where we are now and to understand what is working or not working for the institution; the strategic plan should be built around this concept. Jane responded that this is a vision document involving strategic choices for the future and not necessarily a logical extension of where we are now. There was a discussion about Goal 6 (Take John Jay Online to the Next Level). Janice suggested adding academic technology to the goal. Jane felt this would change the goal when the focus is on creating a more robust John Jay Online. Anthony elaborated that they are two separate categories and should be kept separate. Ned made a motion to endorse the choices selected and to await further refinements. The motion was seconded and a vote was taken. The motion passed with a vote of: Y – 6, N – 0, A – 0
3. **New Business or Reports.** There was no new business.

Meeting Agenda
Strategic Planning Subcommittees of BPC
November 13, 2014 - 4 p.m. – 5:30 p.m.
Room 610 Haaren

1. Approval of Minutes for August 27, 2014. Proposed minutes are attached.
2. Enrollment Report. Bob Troy will report. You will hear in the President's State of the College address a reference to the fact that our enrollment target for the fall was not reached. This of course will have further implications for revenues this year and next. In addition, our collection rate will be harmed as a result of issues with CUNYfirst. On the positive side, we just had an extremely positive open house on Sunday which bodes well. Bob Troy will discuss this as well.
3. Budget Report. Rob Pignatello and Pat Ketterer will report.
4. John Jay2020. The Ad Hoc Committee for the Strategic Plan is discussing options for the next Strategic Plan, John Jay 2020, ahead of disseminating a document to the college community for comment and further suggestions. Please review the discussion draft attached, which has not yet received final approval by the Committee for general circulation. The Committee's plan is to reduce the number of options to about five through wide campus consultation, and of course the subcommittees will offer recommendations.

**Joint Meeting: SPS – FPS
Minutes
November 13, 2014**

Present: Jane Bowers, James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Kim Chandler, Sandrine Dikambi, Janice Dunham, Mark Flower, Jonathan Jacobs, Karen Kaplowitz, Patricia Ketterer, Tom Kucharski, Robert Troy, Mariani Mewengkang (*Recorder*)

1. **Approval of Minutes from August 27, 2014.** Minutes were approved as proposed.
2. **Enrollment Report.** Bob Troy shared the enrollment numbers for the fall semester. John Jay is right on target in enrollment, but we are almost 2% off in FTEs. Our revenue numbers are also lower as it usually follows FTE numbers. Pat said we were still uncertain about the precise amount of revenue since students are still paying. John Jay did quite well in Freshman enrollment, higher in SEEK students, and lower in Grad Students. We also went above the target for Justice Academy enrollment. It is important to note that some numbers may be off due to issues with CUNYFirst. Karen asked if we met our numbers for conditional students. Bob told her that 50% of the incoming freshman are conditional students. Once we get the final numbers for revenue we can work it into the Financial Plan.
3. **Budget Report.** John Jay currently has 20 vacant faculty positions that will remain open as a contribution to a balanced budget. We will also use funds from Aux. Corp. to offset our deficit.
A discussion was had about ways in which we can solve our financial issues in a real way. Some suggestions mentioned were – increasing enrollment in the winter and summer sessions, investing in faculty development for online programs, and growing our graduate programs. One challenge to increasing enrollment in summer/winter is that Departments may not be inclined to approve course offerings. The committee agreed that Chairs need to be made aware of the realities of our budget situation. They also need to be made aware of how enrollment numbers tie into our budget. It was suggested that we find out what courses have the highest demand and offer them in the summer. We should also have conversations with the faculty about enrollment and the budget. Many faculty members do not count summer as part of the academic year. Jon Jacobs asked Rob and Pat to attend a Council of Chairs meeting so they can discuss the budget issue with the other chairs.
A conversation was also had about the GRE requirement for some of the Masters programs. Since this requirement has been applied, John Jay has seen a drop in the number of applications. It was asked if the College can adopt a uniform admissions policy for the Masters programs, but the answer is apparently “no.” Jane will, however, speak to Anne Lopes, Dean of Graduate Studies, about the GRE requirements. Jane also mentioned that Anne has plans in the works for our Graduate programs. Things are in the pipeline to help promote growth.
4. **John Jay 2020.** Jim told the committees of the work currently being done to plan for a Strategic Plan for the College for the next five years. This committee will work on recommendations for this plan. Tom suggested we hold another meeting to discuss the Strategic Plan and what recommendations the subcommittee would offer. He also added that before we put forward a Strategic Plan we must consider its fiscal impact on the College. We need to have tangible goals and have a strategy to achieve those goals. Karen

suggested the SPS/FPS committee write a statement about everyone having a role in the Strategic Plan. We should also include statements about the state of our budget, and perhaps also discuss a more assertive enrollment strategy.

The committee agreed to hold another meeting to discuss the recommendations for the Strategic Plan.

Planning Sub-Committees of BPC
Meeting Agenda for Wednesday, August 27, 2014
Room 610 Haaren, 4:00 -5 :30 pm

1. Approval of Minutes for August 13, 2014. Minutes are attached along with related documents.
2. Discussion of Proposals for Investment of Online Revenue. This is a continuation of our original discussion of June 17 when we deferred action pending consultation with Anne Lopes. We have reviewed a proposal from Ned Benton, and Anne Lopes will present another proposal (attached) at this meeting. Henry Chan, who works on strategic initiatives in Graduate Studies, will also attend. We will be looking for a formal recommendation from the sub-committees to BPC.
3. Recommendations for the FY2015 Financial Plan. This is a continuation of earlier discussions. It will be important to develop a recommendation to BPC. Pat Ketterer will provide an update.

Joint Meeting: SPS – FPS
Minutes
August 27, 2014

Present: Jane Bowers, James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Ned Benton, Sandrine Dikambi, Jonathan Jacobs, Karen Kaplowitz, Patricia Ketterer, Tom Kucharski, Anthony Marcus, Virginia Moreno, Robert Troy, Fritz Umbach, Mariani Mewengkang (*Recorder*)

1. **Approval of Minutes from August 13, 2014.** Minutes were approved as proposed.
2. **Recommendations for FY 2015.** John Jay continues to work on the Financial Plan for FY2015. Some of the assumptions made previously may be soft, so we will need to look for more funds. The biggest factor is enrollment. CUNYFirst has adversely affected enrollment. Summer enrollment has gone down, so we should look at ways to increase both summer and winter enrollment. The budget will also be affected because John Jay will probably have to absorb significant costs of any new PSC contract.

Jane suggested that the committee agree to have no expenditures outside of the Budget Plan. Ned also added that we need a baseline for our plan. Any variation of this baseline must be a decision made by the committee.

Karen then presented the group with a recommendation from the Faculty Senate and Council of Chairs regarding workload mitigation. She asked the committee to endorse the recommendation. The motion was seconded, and brought to the table for discussion.

Though the recommendation received a unanimous vote from the Faculty Senate and Council of Chairs, there was some hesitancy to endorse this item in the meeting.

A vote was taken and the motion to endorse passed with a vote of:

Y - 6, N - 0, A - 3

Jane then motioned to add a recommendation to the proposal regarding Online Initiatives. Jane's motion was seconded. This recommendation asks that the College reinvest 5% of the gross revenue from the three online programs back into the programs. The 5% reinvestment would be in addition to the funds the College already invests in John Jay Online.

A vote was taken and the motion passed with a vote of:

Y - 7, N - 2, A - 0

Jane made another motion to add to the recommendations. She requested that the College fund up to 14 faculty replacement lines once the College has reached its savings goal. The motion was seconded.

The motion passed with a vote of:

Y - 8, N - 0, A - 1

A motion was then made to vote on the Budget Plan proposed by the Office of Budget and Finance. The motion was seconded and a vote was taken.

The motion passed with a vote of:

Y - 8, N - 0, A - 1

The Budget Plan and the three additional recommendations will be brought to the BPC for discussion and a vote.

**Planning Sub-Committees of BPC
Meeting Agenda for August 13, 2014
Room 610 Haaren – 1:00 – 2:30 pm**

1. Approval of Minutes for June 17, 2014. Draft minutes are attached along with relevant documents for the online allocation discussion. After the meeting Ned distributed model number 3 to supersede model 2 discussed at the meeting.
2. Budget Report. Rob and Pat will present a recommendation for balancing the FY2015 financial plan, and they will engage the sub-committees on out-year issues, which still require resolution. A three-year balanced plan must be submitted to CUNY.
3. Financial Plan Recommendations. Depending on the discussion, we may consider formal recommendations for the FY2015 financial plan, or further work and a later vote may be necessary. If there are other recommendations for the Financial Plan, they may be considered as well at this time. I believe there is a Faculty Senate/Council of Chairs resolution pending on faculty workload.

Joint Meeting: SPS – FPS
Minutes
August 13, 2014

Present: Jane Bowers, James Llana (*SPS Chair*), Ricardo Anzaldua, Kim Chandler, Sandrine Dikambi, Janice Dunham, Mark Flower, Norris James, Karen Kaplowitz, Patricia Ketterer, Tom Kucharski, Anthony Marcus, Virginia Moreno, Robert Troy, Fritz Umbach, Mariani Mewengkang (*Recorder*) Ned Benton (via Phone)

The meeting began with the members introducing themselves to the new members of the committee. The new members are Sandrine Dikambi, new representative from the HEO Council, and Norris James, the new Treasurer for the Student Council.

1. **Approval of Minutes from June 17, 2014.** Minutes were approved as proposed.
2. **Budget Report.** Pat delivered an update to the committee about the state of John Jay's budget for the next year. (handout distributed at the meeting is attached) Since the last meeting John Jay has received its Budget Allocation. We've also been informed about the investments that will be funded by the University and/or State. As of this year, John Jay will be responsible for paying for the Fringe Benefits for its employees. A portion of the money from the Compact will go towards this expense.

The State has also increased the TAP waiver by \$165 dollars.

Though the College has received \$4.6 million in Compact Funding, some of the money has already been directed towards investments and expenses. Page 5 of the Budget Report details how the Compact money is being used.

The College will also need to spend 20% of the discretionary funds on Minority/Women Owned Business Enterprise (MWBE) or we risk losing that money.

The teaching load for the Doctoral Fellows has been reduced from 4 to 2, but CUNY will provide funding to hire more adjuncts.

After factoring the College's expenses, we face a deficit of \$1.5 million. The Vice Presidents have been asked to submit proposals on how they can reduce some of their costs. (attached) A decrease in Non-Teaching Adjuncts will allow the College to cut the deficit by \$300 thousand. Using some of the Aux Corp budget to cover tax-levy expenses will also cut the deficit by another \$100 thousand, as will RF offsets.

The current plan for addressing the deficit calls for replacing only 9 or so faculty who retired in FY 14 with substitute faculty; doing so will generate a savings of \$469 thousand. While all of these actions will bring the FY2015 deficit under control, it leaves a \$240K deficit for FY2016, which will likely be unacceptable to CUNY. More work remains to present a balanced budget plan for the next three years. The committee agreed that a draft of the financial plan recommendations must be done at the next meeting.

There was then discussion about the negative effects a reduction in Full-Time Faculty would have on the College. The students would be greatly impacted by this decision, according to some sub-committee members. With more part-time faculty, students cannot be reasonably assured that their professor will be there year to year. It also affects the senior students in the Honors program because it limits access to Full-Time faculty whom they need for their Senior Research project.

Having fewer faculty members would also go against the recommendations the Middle States Commission made to John Jay. Therefore, it is imperative we look for ways to reduce our deficit without reducing the number of our Full-Time faculty. Our Budget Plan is a

"political" document which lays out what our priorities are. It would not look good if we include a reduction in faculty as part of the plan.

Tom observed that we simply spend too much money and that the remedy is to align expenses with resources. Pat referred to a directive that asked Rob Pignatello to review the College table of organization so that we can understand if projected revenue will cover current staffing levels. This survey of units should be complete by October or November. Jim pointed out that a follow-up activity will aim to review the gap between revenue and expenses and to make recommendations for closing it, in line with our campus-specific PMP goal to achieve fiscal stability by the following year.

A complete list of our Full-Time Faculty numbers, and vacant faculty positions will be provided for the next meeting. Bob Troy has also agreed to provide some enrollment numbers for the fall semester. This information will be useful in framing the financial plan recommendations, although it is far from definitive. A Faculty Proposal may also be submitted for this meeting.

3. **Financial Plan Recommendations.** Some suggestions were made that will be discussed at the next meeting. The committee will also consider the faculty workload mitigation proposal from the Senate and Council of Chairs. Jim is hopeful that members will submit suggestions concerning the financial plan recommendations in the time before the next meeting, or we will not have advanced the discussion beyond today.
4. **Next Meeting Business.** Anne Lopes will be invited to submit an allocation proposal for online programs and to attend the meeting to discuss. Ned has also asked that his allocation proposal be considered.

As context for financial plan recommendations, we will need:

Full-Time Faculty Numbers

Enrollment Numbers – to better gauge the College's revenue numbers

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:

I.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.

4. Campus-specific PMP Goals. Jim will give brief report on outcome of ESM discussion.

**Joint Meeting: SPS – FPS
Minutes
June 17, 2014**

Present: Jane Bowers, James Llana (*SPS Chair*), Ricardo Anzaldua, Ned Benton, Mark Flower, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Virginia Moreno, Mariani Mewengkang (*Recorder*)

- 1. Approval of Minutes for May 20, 2014 and amended minutes from May 6, 2014.**
Minutes from May 20, were approved as proposed. Jane asked that the minutes from May 6 be amended to show that there are 27 new searches, rather than 14.
- 2. Budget Update.** Since the projections on May 6, the numbers have changed drastically. We lowered the deficit by including the Compact budget to the plan. As of today we have not yet received information regarding a Compact budget, but it is expected that we will receive at least 75% of last year's Compact number. Though we are still expecting a surplus, problems will remain for the 2015-2016 FY, and therefore steps must be taken to offset the deficit. One measure being taken is to hold off on hiring. Of the 20 vacancies that have opened up due to retirements, we will only be replacing 8 or 9 of them. We are also keeping the 5% reduction in OTPS and College Assistants. The President has also put holds on all hires and exemptions.
- 3. Revenue Sharing for Online Programs, Preliminary Discussions.** Anne Lopes and Feng Wang will be invited to have these discussions with the committee. Ned shared an allocation model he created. (attached) In order to have an effective discussion, this committee should first discuss the relevant issues and frame questions for Anne and Feng.
Some topics to bring up to Anne and Feng are: the effects on Faculty reassignment, the costs of John Jay Online, the ways in which Tax Levy and OTPS will support the program, plans for recruitment and marketing, how much of the OMPEG costs John Jay is offsetting, etc. We need to see what their operation looks like, and to have some guidelines about revenue sharing.
The allocation model Ned created will need to be adjusted in October. He will write a note to the committee about what we need to do next.
- 4. Campus Specific PMP Goals.** The goals the committee discussed have been sent to the ESM. The goals were left mostly intact, except for the goal regarding Classroom Utilization. Jim has sketched out some actions to meet these goals and will come up with additional actions to take. Questions that bear on the goal to achieve fiscal stability include: what is the "normal" vacancy rate is, what should our headcount and mix of students be, what are the enrollment targets by academic department, and others. Jane said she will discuss the targets for majors with the department chairs when she meets with them for their annual evaluation. Jim asked the committee to email any additional actions they think should be done.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

May 11, 2015

SPS-FPS Membership

- 1. Provost and Senior Vice President for Academic Affairs
- 2. Associate Provost for Institutional Effectiveness
- 3. Senior Vice President of Finance & Administration
- 4. Executive Director, Finance and Business Service*
- 5. Business Manager*
- 6. Vice President of Enrollment Management*
- 7. President of the Faculty Senate
- 8. Vice President of Faculty Senate
- 9. Faculty Senate Representative
- 10. Faculty Senate Representative
- 11. Chair of the Council of Chairs
- 12. Council of Chairs Representative
- 13. Council of Chairs Representative
- 14. President of the Higher Education Officers Council
- 15. Student Representative

Name

Jane Bowers

James Llana (*SPS Chair*)

Robert Pignatello (*FPS Chair*)

Patricia Ketterer

Mark Flower

Robert Troy

Karen Kaplowitz

Schevaletta Alford

Janice Dunham

Tom Kucharski

Jay Hamilton

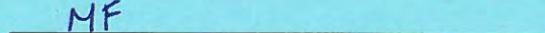
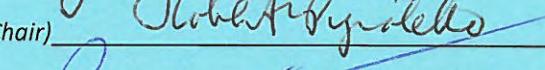
Warren (Ned) Benton

Anthony Marcus

Sandrine Dikambi

Norris James

Signature



MF

(*) = Non-voting staff/guest of the subcommittee.

16. Director of Operations - Provost's Office (*SPS only*)*
17. Director of Institutional Research (*SPS only*)*
18. Director of Outcomes Assessment (*SPS only*)*
19. Office of the Associate Provost (*SPS only*)*

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Alison Orlando

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Alison Orlando

Guest(s)

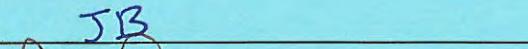
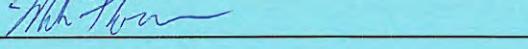
20. Bonnie Nelson, Library
21. _____
22. _____
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B. Nelson

(*) = Non-voting staff/guest of the subcommittee.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

April 16, 2015

SPS-FPS Membership	Name	Signature
1. Provost and Senior Vice President for Academic Affairs	Jane Bowers	
2. Associate Provost for Institutional Effectiveness	James Llana (SPS Chair)	
3. Senior Vice President of Finance & Administration	Robert Pignatello (FPS Chair)	
4. Executive Director, Finance and Business Service*	Patricia Ketterer	
5. Business Manager*	Mark Flower	
6. Vice President of Enrollment Management*	Robert Troy	
7. President of the Faculty Senate	Karen Kaplowitz	
8. Vice President of Faculty Senate	Schevaletta Alford	
9. Faculty Senate Representative	Janice Dunham	
10. Faculty Senate Representative	Tom Kucharski	
11. Chair of the Council of Chairs	Jay Hamilton	
12. Council of Chairs Representative	Warren (Ned) Benton	
13. Council of Chairs Representative	Anthony Marcus	
14. President of the Higher Education Officers Council	Sandrine Dikambi	
15. Student Representative	Norris James	

(*) = Non-voting staff/guest of the subcommittee.

16. Director of Operations - Provost's Office (*SPS only*)*
17. Director of Institutional Research (*SPS only*)*
18. Director of Outcomes Assessment (*SPS only*)*
19. Office of the Associate Provost (*SPS only*)*

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Alison Orlando

Kinya Chandler
RA
VM
Alison Orlando

Guest(s)

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21. _____
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23. _____
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(*) = Non-voting staff/guest of the subcommittee.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

April 2, 2015

SPS-FPS Membership

1. Provost and Senior Vice President for Academic Affairs
2. Associate Provost for Institutional Effectiveness
3. Senior Vice President of Finance & Administration
4. Executive Director, Finance and Business Service*
5. Business Manager*
6. Vice President of Enrollment Management*
7. President of the Faculty Senate
8. Vice President of Faculty Senate
9. Faculty Senate Representative
10. Faculty Senate Representative
11. Chair of the Council of Chairs
12. Council of Chairs Representative
13. Council of Chairs Representative
14. President of the Higher Education Officers Council
15. Student Representative

Name

Jane Bowers

James Llana (*SPS Chair*)

Robert Pignatello (*FPS Chair*)

Patricia Ketterer

Mark Flower

Robert Troy

Karen Kaplowitz

Schevaletta Alford

Janice Dunham

Tom Kucharski

Jay Hamilton

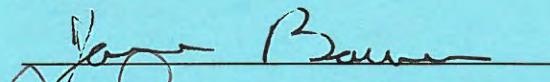
Warren (Ned) Benton

Anthony Marcus

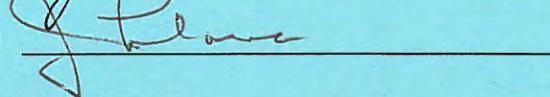
Sandrine Dikambi

Norris James

Signature



Jane Bowers



James Llana



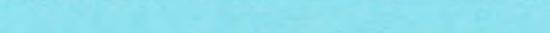
Robert Pignatello



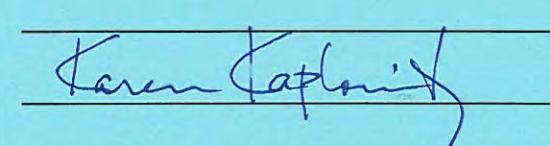
Patricia Ketterer



Mark Flower



Robert Troy



Karen Kaplowitz



Schevaletta Alford



Janice Dunham



Tom Kucharski



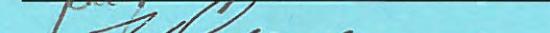
Jay Hamilton



Warren (Ned) Benton



Anthony Marcus



Sandrine Dikambi



Norris James

(*) = Non-voting staff/guest of the subcommittee.

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19. Office of the Associate Provost (*SPS only*)*

Kinya Chandler

Kinya Chandler

Ricardo Anzaldua

RA

Virginia Moreno

VM

Alison Orlando

Guest(s)

20. Security, Fire and EM
21. DRG
22. _____
23. _____
24. _____
25. _____

Robert Till

(*) = Non-voting staff/guest of the subcommittee.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

March 24, 2015

SPS-FPS Membership

1. Provost and Senior Vice President for Academic Affairs
2. Associate Provost for Institutional Effectiveness
3. Senior Vice President of Finance & Administration
4. Executive Director, Finance and Business Service*
5. Business Manager*
6. Vice President of Enrollment Management*
7. President of the Faculty Senate
8. Vice President of Faculty Senate
9. Faculty Senate Representative
10. Faculty Senate Representative
11. Chair of the Council of Chairs
12. Council of Chairs Representative
13. Council of Chairs Representative
14. President of the Higher Education Officers Council
15. Student Representative

Name

Jane Bowers

James Llana (SPS Chair)

Robert Pignatello (FPS Chair)

Patricia Ketterer

Mark Flower

Robert Troy

Karen Kaplowitz

Schevaletta Alford

Janice Dunham

Tom Kucharski

Jay Hamilton

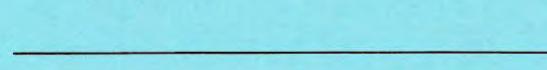
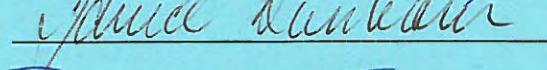
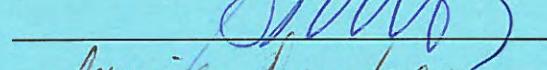
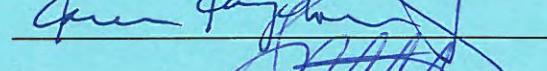
Warren (Ned) Benton

Anthony Marcus

Sandrine Dikambi

Norris James

Signature



(*) = Non-voting staff/guest of the subcommittee.

16. Director of Operations - Provost's Office (*SPS only*)*
17. Director of Institutional Research (*SPS only*)*
18. Director of Outcomes Assessment (*SPS only*)*
19. Office of the Associate Provost (*SPS only*)*

Guest(s)

20. S. Benesh
21. D. Cesario
22. _____
23. _____
24. _____
25. _____

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Alison Orlando

Kinya Chandler
Ricardo Anzaldua
VM ✓
Alison Orlando

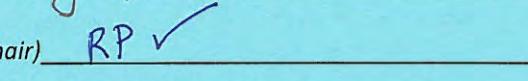
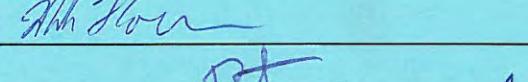
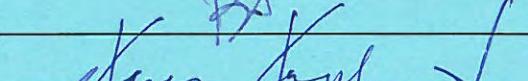
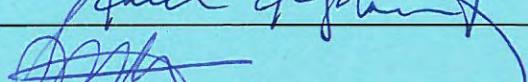
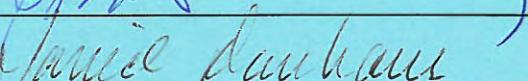
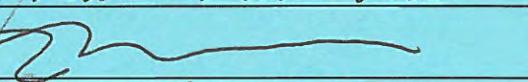
CANNON DESIGN.

Cannon Design.

(*) = Non-voting staff/guest of the subcommittee.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

March 5, 2015

SPS-FPS Membership	Name	Signature
1. Provost and Senior Vice President for Academic Affairs	Jane Bowers	
2. Associate Provost for Institutional Effectiveness	James Llana (SPS Chair)	
3. Senior Vice President of Finance & Administration	Robert Pignatello (FPS Chair)	 RP ✓
4. Executive Director, Finance and Business Service*	Patricia Ketterer	
5. Business Manager*	Mark Flower	
6. Vice President of Enrollment Management*	Robert Troy	
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11. Chair of the Council of Chairs	Jay Hamilton	
12. Council of Chairs Representative	Warren (Ned) Benton	
13. Council of Chairs Representative	Anthony Marcus	
14. President of the Higher Education Officers Council	Sandrine Dikambi	
15. Student Representative	Norris James	

(*) = Non-voting staff/guest of the subcommittee.

16. Director of Operations - Provost's Office (*SPS only*)*
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19. Office of the Associate Provost (*SPS only*)*

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Alison Orlando

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Alison Orlando

Guest(s)

20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

(*) = Non-voting staff/guest of the subcommittee.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

January 29, 2015

SPS-FPS Membership

1. Provost and Senior Vice President for Academic Affairs
2. Associate Provost for Institutional Effectiveness
3. Senior Vice President of Finance & Administration
4. Executive Director, Finance and Business Service*
5. Business Manager*
6. Vice President of Enrollment Management*
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13. Council of Chairs Representative
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15. Student Representative

Name

Jane Bowers

James Llana (SPS Chair)

Robert Pignatello (FPS Chair)

Patricia Ketterer

Mark Flower

Robert Troy

Karen Kaplowitz

Fritz Umbach

Janice Dunham

Tom Kucharski

Jonathan Jacobs

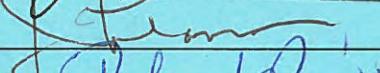
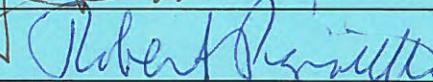
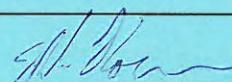
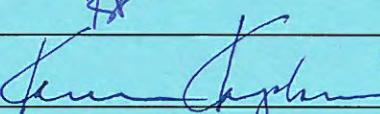
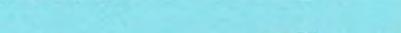
Warren (Ned) Benton

Anthony Marcus

Sandrine Dikambi

Norris James

Signature


Jane Bowers
James Llana

Robert Pignatello
Patricia Ketterer
Mark Flower
Robert Troy
Karen Kaplowitz
Fritz Umbach
Janice Dunham
Tom Kucharski
Jonathan Jacobs
Warren (Ned) Benton
Anthony Marcus
Sandrine Dikambi
Norris James

(*) = Non-voting staff/guest of the subcommittee.

16. Director of Operations - Provost's Office (*SPS only*)*
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18. Director of Outcomes Assessment (*SPS only*)*
19. Office of the Associate Provost (*SPS only*)*

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Alison Orlando

C. Kinya Chandler
Ricardo Anzaldua
VM
Virginia Moreno
Alison Orlando

Guest(s)

20. _____
21. _____
22. _____
23. _____
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25. _____

(*) = Non-voting staff/guest of the subcommittee.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

November 13, 2014

SPS-FPS Membership

1. Provost and Senior Vice President for Academic Affairs
2. Associate Provost for Institutional Effectiveness
3. Senior Vice President of Finance & Administration
4. Executive Director, Finance and Business Service*
5. Business Manager*
6. Vice President of Enrollment Management*
7. President of the Faculty Senate
8. Vice President of Faculty Senate
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10. Faculty Senate Representative
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12. Council of Chairs Representative
13. Council of Chairs Representative
14. President of the Higher Education Officers Council
15. Student Representative

Name

Jane Bowers

James Llana (*SPS Chair*)

Robert Pignatello (*FPS Chair*)

Patricia Ketterer

Mark Flower

Robert Troy

Karen Kaplowitz

Fritz Umbach

Janice Dunham

Tom Kucharski

Jonathan Jacobs

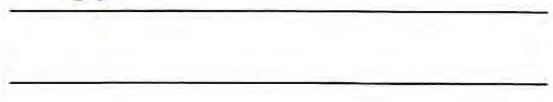
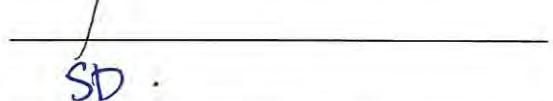
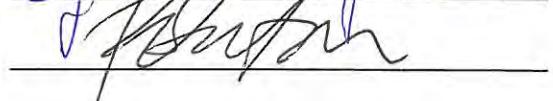
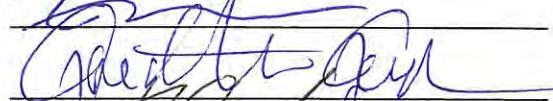
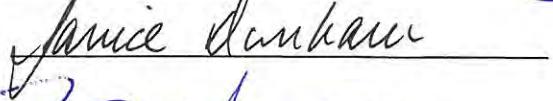
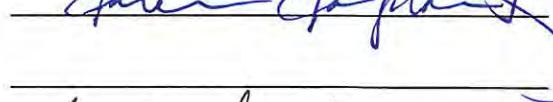
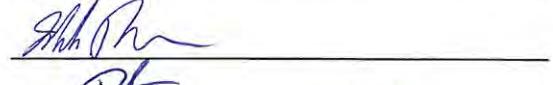
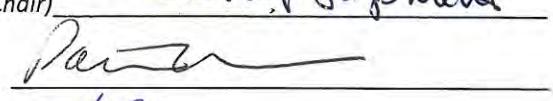
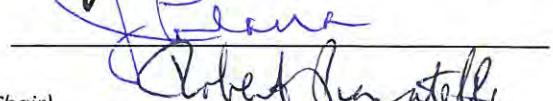
Warren (Ned) Benton

Anthony Marcus

Sandrine Dikambi

Norris James

Signature



(*) = Non-voting staff/guest of the subcommittee.

16. Director of Operations - Provost's Office (*SPS only*)*
17. Director of Institutional Research (*SPS only*)*
18. Director of Outcomes Assessment (*SPS only*)*
19. Office of the Associate Provost (*SPS only*)*

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Mariani Mewengkang

KC.
Ricardo Anzaldua
Virginia Moreno
Mariani Mewengkang

Guest(s)

20. _____
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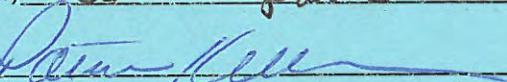
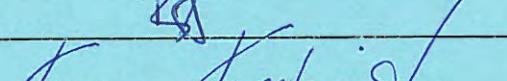
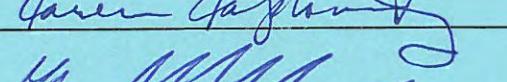
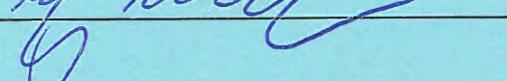
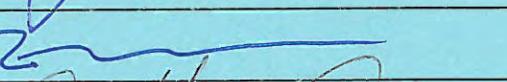
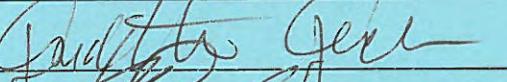
(*) = Non-voting staff/guest of the subcommittee.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

August 27, 2014

SPS-FPS Membership

1. Provost and Senior Vice President for Academic Affairs
2. Associate Provost for Institutional Effectiveness
3. Senior Vice President of Finance & Administration
4. Executive Director, Finance and Business Services*
5. Business Manager*
6. Vice President of Enrollment Management*
7. President of the Faculty Senate
8. Vice President of Faculty Senate
9. Faculty Senate Representative
10. Faculty Senate Representative
11. Chair of the Council of Chairs
12. Council of Chairs Representative
13. Council of Chairs Representative
14. President of the Higher Education Officers Council
15. Student Representative

Name	Signature
Jane Bowers	
James Llana (SPS Chair)	
Robert Pignatello (FPS Chair)	
Patricia Ketterer	
Mark Flower	
Robert Troy	
Karen Kaplowitz	
Fritz Umbach	
Janice Dunham	
Tom Kucharski	
Jonathan Jacobs	
Warren (Ned) Benton	
Anthony Marcus	
Sandrine Dikambi	
Norris James	

(*) = Non-voting staff/guest of the subcommittee.

16. Director of Operations - Provost's Office (*SPS only*)*
17. Director of Institutional Research (*SPS only*)*
18. Director of Outcomes Assessment (*SPS only*)*
19. Office of the Associate Provost (*SPS only*)*

Kinya Chandler _____
Ricardo Anzaldua _____
Virginia Moreno _____
Mariani Mewengkang _____

Kinya Chandler _____
Ricardo Anzaldua _____
Virginia Moreno _____
Mariani Mewengkang _____

Guest(s)

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25. _____

(*) = Non-voting staff/guest of the subcommittee.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

August 13, 2014

SPS-FPS Membership

1. Provost and Senior Vice President for Academic Affairs
2. Associate Provost for Institutional Effectiveness
3. Senior Vice President of Finance & Administration
4. Executive Director, Finance and Business Service*
5. Business Manager*
6. Vice President of Enrollment Management*
7. President of the Faculty Senate
8. Vice President of Faculty Senate
9. Faculty Senate Representative
10. Faculty Senate Representative
11. Chair of the Council of Chairs
12. Council of Chairs Representative
13. Council of Chairs Representative
14. President of the Higher Education Officers Council
15. Student Representative

Name

Jane Bowers

James Llana (*SPS Chair*)

Robert Pignatello (*FPS Chair*)

Patricia Ketterer

Mark Flower

Robert Troy

Karen Kaplowitz

Fritz Umbach

Janice Dunham

Tom Kucharski

Jonathan Jacobs

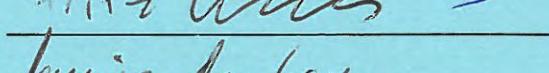
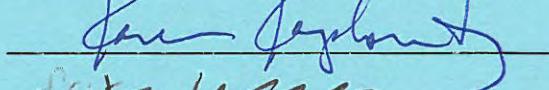
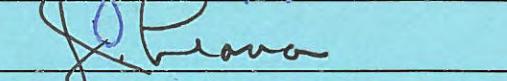
Warren (Ned) Benton

Anthony Marcus

Sandrine Dikambi

James Morris

Signature



(*) = Non-voting staff/guest of the subcommittee.

16. Director of Operations - Provost's Office (*SPS only*)*
17. Director of Institutional Research (*SPS only*)*
18. Director of Outcomes Assessment (*SPS only*)*
19. Office of the Associate Provost (*SPS only*)*

Kinya Chandler Kinya Chandler
Ricardo Anzaldua Ricardo Anzaldua
Virginia Moreno VM
Mariani Mewengkang _____

Guest(s)

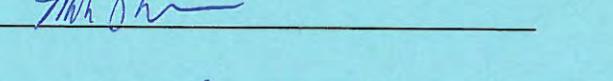
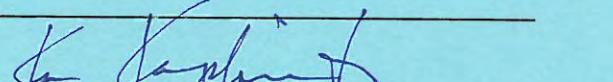
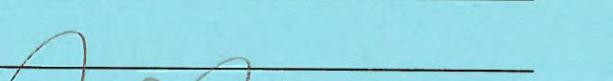
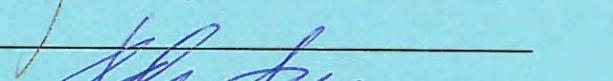
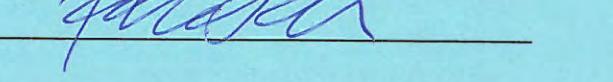
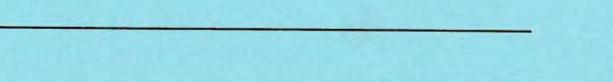
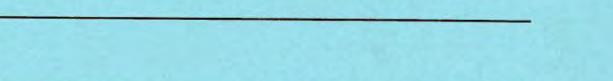
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(*) = Non-voting staff/guest of the subcommittee.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
JUNE 17, 2014

SPS-FPS Membership

1. Provost and Senior Vice President for Academic Affairs
2. Associate Provost for Institutional Effectiveness
3. Senior Vice President of Finance & Administration
4. Executive Director, Finance and Business Service
5. Business Manager
6. Vice President of Enrollment Management
7. President of the Faculty Senate
8. Vice President of Faculty Senate
9. Faculty Senate Representative
10. Faculty Senate Representative
11. Chair of the Council of Chairs
12. Council of Chairs Representative
13. Council of Chairs Representative
14. President of the Higher Education Officers Council
15. Student Representative

Name	Signature
Jane Bowers	
James Llana (SPS Chair)	
Robert Pignatello (FPS Chair)	
Patricia Ketterer	
Mark Flower	
Robert Troy	
Karen Kaplowitz	
Fritz Umbach	
Janice Dunham	
Jay Hamilton	
Jama Adams	
Warren (Ned) Benton	
Thomas Kucharski	
Carina Quintian	
Shereef Hassan	

(*) = Non-voting staff/guest of the subcommittee.

16. *Director of Operations - Provost's Office (*SPS only*)
17. *Director of Institutional Research (*SPS only*)
18. *Director of Outcomes Assessment (*SPS only*)
19. *Office of the Associate Provost (*SPS only*)

Kinya Chandler

Ricardo Anzaldua

Virginia Moreno

Mariani Mewengkang

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Mariani Mewengkang

Guest(s)

20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

(*) = Non-voting staff/guest of the subcommittee.

Committee on Graduate Studies

Committee on Graduate Studies

September 11, 2014

**1:45 pm – 3:00 pm
7.63.41 NB**

1. Announcements

2. Minutes of May 13, 2014

3. Review of proposed graduate faculty candidates:

FORENSIC SCIENCE

- Jennifer Rosati

INTERNATIONAL CRIME AND JUSTICE

- Yuliua G. Zabelina

MPA Program

- Chelsea Binns
- Heath Brown
- Nicole M. Rishel Elias
- Matthew D. Harris
- Robin J. Kempf
- Elizabeth Nisbet
- Robert A. McLoughlin
- Praveen Panchal
- Stephen R. Rolandi
- Kevin W. Ronk
- Vijay S. Sampath
- Will Simpkins
- Robert Alan Shick
- Robert E Tarwacki, Sr.

4. Policy Discussions and Proposals

- INC and F grades
- WU grades
- Academic forgiveness
- Graduate Dean's List

5. New business

Committee on Graduate Studies

Meeting Minutes

Thursday, September 11, 2014

**1:45 pm – 3:00 pm
7.63.41 NB**

Attendees: Professors, Mechthild Prinz, Ned Benton, Charles Nemeth, Richard Lovely, Diana Falkenbach, James Wulach, Chief Librarian Larry Sullivan, VP Enrollment Management Robert Troy, Dean Anne Lopes, Associate Dean Roblin Meeks, and Anila Duro.

Absent: Professors Avram Bornstein, Chitra Raghavan, Marilyn Rubin, Dean Kenneth Holmes and two graduate students.

I. Announcements

- a. Dean Anne Lopes announces staff changes in graduate studies and strategic initiatives. Graduate studies staff members include Inez Brown, Junia Leoutsakos and Roblin Meeks. Inez is working on student support services and the website. All student issues should be sent to Anne or Roblin. Janice Carrington is on loan to Prof. Bornstein to provide support to the MA in Criminal Justice program. Anila Duro moved out of graduate studies to the Office of Strategic Initiatives.

II. Review of Minutes for May 13, 2014

- a. Minutes were unanimously approved with no changes.

III. Approval of New Graduate Faculty

FORENSIC SCIENCE

- Jennifer Rosati

INTERNATIONAL CRIME AND JUSTICE

- Yuliua G. Zabelina

MPA Program

- Chelsea Binns
- Heath Brown
- Nicole M. Rishel Elias
- Matthew D. Harris

- Robin J. Kempf
- Elizabeth Nisbet
- Robert A. McLoughlin
- Praveen Panchal
- Stephen R. Rolandi
- Kevin W. Ronk
- Vijay S. Sampath
- Will Simpkins
- Robert Alan Shick
- Robert E Tarwacki, Sr.

All faculty members were approved (9 approved: 2 opposed: 1 abstention).

There was a discussion to consider adopting general graduate faculty teaching standards in addition to the program by-law requirements. It was recommended that going forward new faculty should be identified as teaching full- or part-time at the graduate level. In the future, Associate Dean Meeks will split the faculty list based on full or part time status.

IV. Policy Discussions & Proposals

a. **Proposed Revisions to Graduate Studies policies on Incomplete:**

Associate Dean Meeks read the proposed revisions to the current incomplete policy and referred to the data provided by institutional research that would support such change in policy. Associate Dean Meeks distributed the *Analysis of Incomplete Grades among New Masters Students: Cohorts 2005-2009* report. Dean Lopes talked about the issuing of incompletes across the graduate programs which prevent students to graduate. The data prepared by institutional research for graduate studies show that 36% of students from 2005 to 2009 cohorts had incompletes. Dean Lopes expressed that John Jay graduate programs have the highest percentage of issuing incompletes compared to other CUNY schools. Incompletes influence retention and graduation rates and John Jay's graduate programs have the lowest rates in CUNY. Prof. Lovely asked to see the report of other schools and requested that the dataset produced by institutional research is shared with the program directors. Dean Lopes clearly stated that graduate programs should have expectations on resolving incompletes within the academic year. Prof. Wulach explained why some students in the FMHC program received incompletes in the internship and externship courses. He stated that FMHC students have issues securing or completing an externship and incomplete give flexibility to the student. Dean Lopes suggested that programs find solutions so they would not have incompletes (e.g. split the internship course). Prof.

Benton requested the raw dataset and he asked to see the data after the externship/seminar courses were taken out of the analysis. Profs. Prinz and Falkenbach explained that incompletes are given in cases when students cannot complete their thesis and/or there is an administrative issue. Prof. Benton said that graduate students have complex lives and incompletes are not making things worse. After a lengthy discussion, Dean Lopes suggested inviting Ricardo Anzaldua to the next committee on graduate studies meeting to explain data on incompletes and we shall see what policy we want. There was a consensus that converting incompletes to F grades will destroy students' grade point averages. For now the committee took no action on the policy and will revisit the issue in subsequent meetings.

- b. **Proposed Revisions to Graduate Studies policies Failing Grade:** This policy will be re-visited.
- c. **Proposed Revision of Grade of WU (Withdrew Unofficially):** Prof. Benton explained why he submitted this proposed revision: The grade was not given as a result of academic performance but is instead a result of failing to follow an administrative procedure. Given how damaging a failing grade can be in a graduate program, Prof. Benton therefore proposed that students be allowed to replace a WU grade by retaking the course and earning a B or better. The original WU grade would remain on a student's transcript but would not be calculated in that student's overall GPA. VP Troy commented that the WU is a CUNY policy but different for graduate students. VP Troy will check if the changed policy will have any financial aid implications for graduate students. It was agreed that the committee will vote on the policy while financial aid implications are reviewed. **The proposed policy was approved unanimously.**

Current Policy of Grade of WU (Withdrew Unofficially)

The grade of WU is assigned by the instructor when a student has ceased attending class and has not submitted an Application for Resignation. The grade is computed as a failure (0.0) in the grade point average (GPA), which may result in the adjustment of financial aid funds. Students who want to withdraw from a class are therefore advised to submit an official Application for Resignation online via Jay Stop (<http://jstop.jjay.cuny.edu>) prior to the end of the tenth week of classes.

Proposed Policy of Grade of WU (Withdrew Unofficially)

The grade of WU is assigned by the instructor when a student has ceased attending class and has not submitted an Application for Resignation. The grade is computed as a failure (0.0) in the grade point average, which may result in the adjustment of financial aid funds. The grade of WU is not computed in the grade point average when a student repeats the course and receives a grade of B or better. The original WU, however, remains on the student's official transcript. Students who want to withdraw from a class are therefore advised to submit an official Application for Resignation online via Jay Stop (<http://jstop.jjay.cuny.edu>) prior to the end of the tenth week of classes.

V. Unfinished Business

- a. Academic forgiveness
- b. Graduate Dean's List

VI. New Business

- a. None

Meeting adjourned at 2:50 pm.

Committee on Graduate Studies

October 22, 2014

1:40 pm – 3:00 pm
7.63.41 NB

1. Announcements

2. Minutes of September 11, 2014

3. Policy Discussions and Proposals

- INC policy
- Graduate Dean's List
- Grade appeals
- Academic Renewal

4. Review of proposed graduate faculty candidates:

CRIMINAL JUSTICE

Full-time

- Brian Lawton
- Chongmin Na
- Kevin Wolff

Part-time

- Charles Lieberman
- Lydia Wilson

5. Curriculum Proposals:

CRIMINAL JUSTICE

- Change in existing courses: CRJ 772-1/772-2, CRJ 776, CRJ 786
- Change in degree program: Advanced Certificate in Terrorism Studies
- Change in degree program: Advanced Certificate in Crime Prevention and Analysis

PROTECTION MANAGEMENT

- Change in degree program: MS in Protection Management

PUBLIC ADMINISTRATION

- Change in existing courses: PAD 771

6. New business

**Committee on Graduate Studies
Meeting Minutes
Wednesday, October 22, 2014
1: 45 PM – 3:00 PM
7.63.41 NB**

Attendees: Professors Rosemary Barbaret, Ned Benton, Charles Nemeth, Richard Lovely, Diana Falkenbach, Mechthild Prinz, Chitra Raghavan, Marilyn Rubin, James Wulach, Librarian Janice Dunham, Dean Anne Lopes, Associate Dean Roblin Meeks, Dean Kenneth Holmes, Graduate Student Ceema Samimi-Luu; Guests: Associate Provost James Llana, OIR Representatives Ricardo Anzaldua and Suzanne Riela, and Inez Brown.

Absentees: VP Enrollment Management Robert Troy, one graduate student (not appointed yet)

I. Announcements

- a. Dean Lopes opened the meeting and had all attendees introduce themselves.

II. Review of Minutes for September 11, 2014

- a. Minutes were unanimously approved with the following corrections:
 - i. Pg. 1: Professor Rosemary Barbaret was in attendance;
 - ii. Pg. 1: Approved faculty member Yuliya Zabyelina's name was misspelled;
 - iii. Pg. 2: 8th line from the bottom: "by institutional research ~~is~~ be shared";
 - iv. Pg. 2: 3rd line from the bottom: "externship and incompletes" █

III. Policy Discussion and Proposals

INCOMPLETES

- a. OIR presented data on INCs given at John Jay
- b. The committee requested further parsing of the data, without thesis and comprehensive courses
- c. Re-parsed data will be presented at a later meeting

GRADUATE DEAN'S LIST

- a. Dean Lopes recommended that the Graduate Dean's List be eliminated. The **proposal was tabled**; CGS members will consult with their students, think about viable alternatives, and offer input at a later date.

GRADE APPEALS

- a. Dean Lopes proposed a change in the grade-appeals process. Instead of an appeals committee consisting of graduate program directors, appeals committee would consist of faculty members from the student's program with relevant expertise. The **proposal was tabled** for further revision to the process timeline.

ACADEMIC RENEWAL

- a. Associate Dean Meeks introduced a proposal for an Academic Renewal policy that would permit students to designate courses as not applying to their degree programs, thereby excluding those course grades from students' cumulative GPAs. The proposal **was tabled** due to time constraints. CGS was asked to send questions/comments to Dean Lopes prior to the next meeting.

IV. Review of Proposed Graduate Faculty Candidates

- a. The entire slate of proposed CRJ faculty was **approved unanimously**.
 - i. FULL TIME: Brian Lawton, Chongmin Na, Kevin Wolff
 - ii. PART TIME: Charles Lieberman, Lydia Wilson

V. Curriculum Proposals

- a. CRJ: Prof Bornstein represented the proposal to combine CRJ 772-1 and 772-2 into a single 1.5 cr course. CRJ 776 will be used for the online Adv Cert in Terrorism Studies; the proposal for CRJ 786 removes an unnecessary prerequisite, and the degree-program changes update the advanced certificates to reflect the changes to these courses. CRJ curriculum changes **adopted unanimously 12-0-0**.
- b. PMT: Prof. Nemeth explained that the qualifying exam (QE) was not predictive of success in the program, and many students waited until the end of their study to take it. The PMT faculty voted to eliminate the QE in favor of introducing more writing and rigor across the program's curriculum. **PMT proposal was approved 11-0-1**.
- c. MPA: Prof. Benton explained that the proposal is an attempt to correct the grading method for the MPA capstone course PAD 771. The bulletin does not presently state that the course is graded P/F, and the Registrar must follow the bulletin. The change in grading method of PAD 771 was **approved unanimously 12-0-0**.

VI. New Business

- a. Prof. Benton introduced an update to the WU grade policy for graduate students that passed at the previous meeting. The previous proposal did not specify a limit to the number of WU credits that can be replaced. The updated proposal limits the number of replaceable credits to 9. The updated proposal was **approved unanimously 12-0-0**.

Committee on Graduate Studies

November 18, 2014

1:40 pm – 3:00 pm
7.63.41 NB

1. Announcements

2. Minutes of October 22, 2014

3. Review of proposed graduate faculty candidates:

Program	Full-time	Part-time
DIGITAL FORENSICS AND CYBERSECURITY		Jamie Levy
INTERNATIONAL CRIME AND JUSTICE	Antonio (Jay) Pastrana, Jr.	
PUBLIC ADMINISTRATION PROGRAM		Robert Pignatello

4. Policy Discussions and Proposals

- Graduate Dean's List
- Grade appeals
- Academic Renewal
- Extra Credit

5. Curriculum Proposals:

PUBLIC ADMINISTRATION PROGRAM

- Change in degree program: MPA-IO

6. New business

Committee on Graduate Studies

Meeting Minutes

Tuesday, November 18, 2014

1: 40 PM – 3:00 PM

7.63.41 NB

Attendees: Professors Rosemary Barberet, Ned Benton, Diana Falkenbach, Richard Lovely, Bonnie Nelson, Charles Nemeth, Mechthild Prinz, Chitra Raghavan, Marilyn Rubin, James Wulach, VP Enrollment Management Robert Troy, Dean Kenneth Holmes, Dean Anne Lopes, Associate Dean Roblin Meeks, Inez Brown.

Absentees: Prof Avram Bornstein; Chief Librarian Larry Sullivan; Graduate Student Ceema Samimi-Luu

I. Announcements

- a. Dean Lopes met with Provost Bowers and approximately 25 graduate faculty to discuss new program development; interests and concerns were expressed. Discussion also included how and why it is important to market cluster programs. An ad-hoc committee will be established to work with Dean Lopes to explore new programs.

II. Review of Minutes for October 22, 2014

- a. Minutes were **approved unanimously**.

III. Review of Proposed Graduate Faculty Candidates

1. Jamie Levy (PT) Digital Forensics and Cybersecurity
2. Antonio (Jay) Pastrana, Jr. (FT) International Crime and Justice
3. Robert Pignatello (PT) Public Administration

The three graduate faculty candidates were **approved unanimously**.

IV. Policy Discussion and Proposals

GRADUATE DEAN'S LIST

- a. The Office of Graduate Studies proposed replacing the Dean's List recognition for graduate students with a "With Distinction" notation on graduate-student transcripts. Committee members suggested changing the proposal to a minimum cumulative GPA of 3.7 instead of 3.8 and that the distinction be applied at graduation.

- b. A general request was made to review the grading culture across programs to ensure that students in all programs have equal/challenge opportunity to attain this honor.

The proposal was approved unanimously with suggested revisions.

GRADE APPEALS

- a. There was a request that the proposal presenters be identified in the future.
- b. The Office of Graduate Studies put forward a proposal to revise the grade appeal process for graduate students. Committee members suggested adding a paragraph stating that if the 30-day deadline for the program grade appeal committee is not met, then the case will be referred to the college-wide committee.

The proposal was approved unanimously with suggested revisions

ACADEMIC RENEWAL

- a. The Office of Graduate Studies put forward a proposal for Academic Renewal, under which students switching degree programs could designate certain classes as not counting toward their new program and with grades no longer computed into their overall GPA.

The proposal was approved 10-0-1

EXTRA WORK IN GRADUATE COURSES

- a. The Office of Graduate Studies proposed a policy on extra work in graduate courses under which extra credit was not required and that any extra credit offered in the class must be made available to all students. The committee recommended the first two sentences of the policy be reversed.

The proposal was approved with revisions 10-0-1

V. Curriculum Proposals

- a. Change in degree program: MPA-IO

Professor Benton led the discussion regarding the change in the MPA-IO degree program. The proposed change is to add a new track in Inspection and Oversight of Health Services and to introduce four new courses the will constitute it. The plan is to offer this specialization on campus and eventually online.

The proposal was approved. 10-0-1

VI. New Business

Moving BA/MA Program Advising to Individual Programs

- a. Dean Lopes would like to send the BA/MA advising back to the respective graduate programs in approximately one year (next Fall), and discussions will be forthcoming as to how to best handle these students both within and outside of their graduate programs.

Updated Analysis of INCs

- b. Associate Dean Meeks distributed an updated analysis of incomplete grades in graduate programs and stated that this will be revisited at a subsequent meeting.

Committee on Graduate Studies

December 10, 2014

1:40 pm – 3:00 pm
7.63.41 NB

1. Announcements

2. Minutes of November 18, 2014

3. Review of proposed graduate faculty candidates:

Program	Full-time	Part-time
CRIMINAL JUSTICE		David C. Viola, Jr.
DIGITAL FORENSICS AND CYBERSECURITY	Aftab Ahmad	

4. Policy Discussions and Proposals

- Excellence Fee Proposal for John Jay Graduate Psychology Programs
- Incompletes in graduate courses
- Designating courses as open to graduate students from any John Jay master's program

5. Curriculum Proposals:

INTERNATIONAL CRIME AND JUSTICE

- Change in existing course: ICJ 701

PROTECTION MANAGEMENT PROGRAM

- Proposed Master of Science Degree in Emergency Management
- Proposed Advanced Certification in Emergency Management Studies
- Change in degree program: MS in Protection Management
- New course proposals:
 - PMT 7XX Emergency Management: Preparedness
 - PMT 7XX GIS for Public Safety and Emergency Management
 - PMT 7XX Emergency Management: Managing Response to Large-Scale Incidents
 - PMT 7XX Seminar on emergency Response Studies

6. New business

Committee on Graduate Studies

Meeting Minutes

Tuesday, December 10, 2014

1: 40 PM – 3:00 PM

7.63.41 NB

Attendees: Professors Rosemary Barberet , Ned Benton, Avi Bornstein, Diana Falkenbach, Richard Lovely, Charles Nemeth, Mechthild Prinz, Chitra Raghavan, Marilyn Rubin, James Wulach, VP Enrollment Management Robert Troy, Graduate Student Ceema Samimi-Luu, Dean Anne Lopes, Associate Dean Roblin Meeks, Junia Leoutsakos

Absentees: Dean of Students Kenneth Holmes

I. Announcements

- a. Dean Lopes wished the committee a Happy Holiday and thanked everyone for their work in the fall semester.

II. Review of Minutes for November 18, 2014

- a. Minutes were **approved** (10-0-2) with corrections to the “Grade Appeals” section – viz., the request for proposal presenters to be identified should be construed as a general request, and the suggestion to add a paragraph to the new Grade Appeals policy was not in fact passed.

III. Review of Proposed Graduate Faculty Candidates

1. David C. Viola (PT) Criminal Justice
2. Aftab Ahmad (FT) Digital Forensics and Cybersecurity

The two faculty members were **approved unanimously** to teach in the graduate programs.

IV. Policy Discussion and Proposals

EXCELLENCE FEE PROPOSAL FOR JOHN JAY GRADUATE PSYCHOLOGY PROGRAMS

- a. The graduate Psychology programs introduced a proposal for an academic excellence fee, including proposed use of the revenue generated by the fee and its administration. The committee suggested mentioning explicitly in the proposal that a separate expenditure account in CUNYfirst should be created for

these funds. The committee also suggested further clarifying how student membership on the Excellence Fee Advisory Committee will be determined. The proposal was **approved with suggestions 13-0-0**.

INCOMPLETES IN GRADUATE COURSES

- a. Associate Dean Meeks provided the committee with revised data on incompletes in graduate courses that excluded thesis, externship, and relevant capstone courses. No proposed revision to the policy on incompletes in graduate courses was put forward; the data was purely informational. The committee offered a few suggestions for handling incompletes, including better communication of the current policy on incompletes, and perhaps a contract for finishing outstanding work signed by student and instructor.
- b. Discussion of designating courses as open to any John Jay graduate students was skipped due to time constraints.

V. Curriculum Proposals:

INTERNATIONAL CRIME AND JUSTICE

- a. Change in existing course: ICJ 701
Prof. Barberet presented the proposal. This change removes economics prerequisites for the course that many students had to satisfy outside of the program. The changes was **approved unanimously 13-0-0**.

PROTECTION MANAGEMENT

- a. Proposed Master of Science Degree in Emergency Management
Prof Nemeth presented the proposal. The proposed MS in Emergency Management is based upon the current Emergency Management track in the MS in Protection Management. The committee suggested clarifying the role of the 1-credit Seminar on Response in the credit total, including how often it could be taken for credit. Prof. Nemeth agreed with the suggestion.
The proposal was **approved 9-0-0**.
- b. Proposed Advanced Certificate in Emergency Management Studies
Prof Nemeth explained that this advanced certificate program would consist of new courses and an existing PMT course.
The proposal was **approved 8-0-0**.
- c. Change in degree program: MS in Protection Management
Prof Nemeth explained that this proposal simply removes the Emergency

Management specialization from the existing PMT MS that is being rolled out into a separate master's degree.

The proposal was **approved 8-0-0**.

d. New PMT course proposals:

- PMT 7XX Emergency Management: Preparedness
- PMT 7XX GIS for Public Safety and Emergency Management
- PMT 7XX Emergency Management: Managing Response to Large-Scale Incidents
- PMT 7XX Seminar on Emergency Response Studies

Prof. Nemeth provided information about the new courses designed to help fill out the curriculum of the new MS and advanced certificate. The committee again suggested considering how to handle the 1-credit seminar course, particularly if or when the program goes online, to avoid similar problems experienced by the Advanced Certificate in Terrorism Studies program. Prof. Nemeth agreed that clarification was needed and would be included in revision.

The four course proposals were **approved 8-0-0**.

VI. New Business: None

Committee on Graduate Studies

February 3, 2015

1:40 pm – 3:00 pm
7.63.41 NB

1. Announcements

2. Minutes of December 10, 2014

3. Review of proposed graduate faculty candidates:

Program	Full-time	Part-time
FORENSIC SCIENCE	Marta Concheiro	

4. Policy and Program Proposals and Discussions

- Competitive Internships for John Jay graduate students
Guests: Will Simpkins, Director, Center for Career & Professional Development
Theresa Cruz Paul, Associate Director of Academic Internships
- Change in Admissions Requirements for the Master of Arts in Criminal Justice

5. New Business

Committee on Graduate Studies

Meeting Minutes

Tuesday, February 3, 2015

1: 40 PM – 3:00 PM

7.63.41 NB

Attendees: Professors Diana Falkenbach, Richard Lovely, Avram Bornstein, Charles Nemeth, Mechthild Prinz, Judy-Lynne Peters, and Chief Librarian Larry Sullivan; VP Enrollment Management Robert Troy, Dean Kenneth Holmes, Dean Anne Lopes, Associate Dean Roblin Meeks, Graduate Student Ceema Samimi-Luu, Director of Center for Career & Professional Development Will Simpkins, Associate Director of Academic Internships Theresa Cruz Paul, Graduate Studies Coordinator Junia Leoutsakos

I. Announcements

Dean Lopes welcomed everyone back from the winter break.

II. Review of Minutes for December 10, 2014

There were no corrections to the minutes. **Minutes were approved 10-0-0.**

A. Review of Proposed Graduate Faculty Candidates

1. Marta Concheiro (FT) Forensic Science

The faculty member was **approved unanimously 10-0-0** to teach in the Forensic Science graduate program.

III. Policy and Program Proposal and Discussions

Competitive Internships for John Jay Graduate Students

- Director of Career Services Will Simpkins and Associate Director of Academic Internships Theresa Cruz Paul spoke about competitive internship opportunities designed exclusively for John Jay students and how students might be vetted at John Jay before candidates were forwarded to placements.
- The MPA program has created a selection committee to select candidates for these specific internships. The committee expressed the general view that programs should set up their own selection committees and that cross-program committees are probably not ideal.

- Career Services staff will draft guidelines and recommendations for selecting students for these opportunities. This draft will be shared with CGS for feedback

IV. Change in Admission Requirements for the Master of Arts in Criminal Justice

- Prof. Bornstein represented the proposal to remove the GRE as a requirement for admission to the MA in Criminal Justice. The program's faculty voted to remove the requirement after enrollments dipped overall and minority enrollments dipped significantly. Average scores tended to be quite low, and the scores themselves did not figure into admissions decisions.

The proposal was **approved 10-0-0**.

New Business Items

- Prof. Rubin suggested that we create an alumni survey of John Jay master's graduates. The Alumni Relations Office is supposed to handle such things but is understaffed and not likely able to create and manage such a survey.
- A suggestion was made to create an employer survey to assess on how the students are doing in their employment after graduating from John Jay.
- A suggestion was made to create an exit survey for graduate students to obtain information about where they are going upon obtaining their graduate degree from John Jay and how they can be contacted.

Committee on Graduate Studies

March 12, 2015

1:40 pm – 3:00 pm
7.63.41 NB

1. Announcements

2. Minutes of February 3, 2014

3. Policy and Program Proposals and Discussions

- Competitive Internships for John Jay graduate students
- Enrollment

4. Curriculum Proposals

FORENSIC SCIENCE

- Change in Admissions Requirements for the Master of Science in Forensic Science
- Change in existing courses: FOS 795, 796, 797

DIGITAL FORENSICS AND CYBERSECURITY

- Change in degree program: MS in D4CS

CRIMINAL JUSTICE

- Change in existing courses: CRJ 717, 791, 793

5. New Business

Committee on Graduate Studies

Meeting Minutes

Thursday, March 12, 2015

1: 40 PM – 3:00 PM

7.63.41 NB

Attendees: Professors Rosemary Barberet, Ned Benton, Avram Bornstein, Diana Falkenbach, Richard Lovely, Mechthild Prinz, James Wulach, VP Enrollment Management Robert Troy, Dean Anne Lopes, Associate Dean Roblin Meeks, Junia Leoutsakos

Absentees: Dean of Students Kenneth Holmes, Professors Charles Nemeth and Chitra Raghavan, Chief Librarian Larry Sullivan, Graduate Student Ceema Samimi-Lu

I. Announcements

- a. Dean Lopes welcomed everyone.

II. Review of Minutes for February 3, 2015

- a. There were no corrections to the minutes. Minutes were **approved 9-0-0**.

III. Review of Policy and Program Proposals and Discussions

- a. Best practices document for Competitive Internship Program will be circulated via email

- b. Dean Lopes presented briefly on enrollment trends in graduate programs.

IV. Curriculum Proposals:

FORENSIC SCIENCE

Proposed Change to Admissions Requirements for the Master of Science in Forensic Science

- a. Professor Prinz represented the proposal to remove the admissions requirement that students have taken calculus-based physics. Applicants must have taken both physics and calculus, but preparation in calculus-based physics is not required to be successful in the MS program. **The proposal was approved unanimously 9-0-0.**

Change in Existing Graduate Courses: FOS 795, 796, 797

- a. Prof. Prinz presented the proposals. Currently, students only receive a grade in FOS 795 and 796 when students complete all three thesis courses (FOS 795, 796, 797). This setup necessitates giving students INCs in the first two courses until they receive a P in FOS 797. The proposed change makes each course

independently graded P/F and adjusts the course descriptions to indicate this independence.

The three course proposals were approved unanimously 9-0-0.

DIGITAL FORENSICS AND CYBERSECURITY

- a. Proposal to include the course FCM 741 Applied Cryptography to the Forensic and Security Elective category **was approved unanimously 9-0-0**

CRIMINAL JUSTICE

- a. Proposed changes to CRJ 717, 791, 793: Professor Bornstein informed the committee that the proposed changes to CRJ 717 reflect changes made to the thesis option for the CRJ MA. To be eligible for the thesis option, students must now take CRJ 717, and to qualify for 717, students must have an average grade of A- or better in CRJ 715 and 716 combined. CRJ 791 is being updated to reflect the inclusion of CRJ 717 and to add the requirement that students must have an A- average across 715, 716, and 717. CRJ 791 is also being changed from a seminar to an independent study now that CRJ 717, a seminar, is mandatory for the thesis track. The CRJ 793 proposal clarifies the prerequisites now that the comprehensive exam must be taken immediately after the first for core courses and before CRJ 730.
- b. Committee raised the question whether CUNYfirst could have an average grade across multiple courses as a prerequisite and whether 'A-' should be replaced in the bulletin by its numerical equivalent (3.7) The proposals were approved **unanimously 9-0-0** with the amendment that 3.7 replace 'A-' in the co-/prerequisites section for these courses in the graduate bulletin.

V. New Business: None

Committee on Graduate Studies

May 13, 2015

1:40 pm – 3:00 pm
7.63.41 NB

1. Announcements

2. Minutes of March 12, 2015

3. Review of proposed graduate faculty candidates:

Program	Full-time	Part-time
DIGITAL FORENSICS AND CYBERSECURITY		Kamilla Mamedova
FORENSIC MENTAL HEALTH COUNSELING		Jessica Bolton
INTERNATIONAL CRIME AND JUSTICE	Javier Osorio	

4. Curriculum Proposals

PROPOSAL FOR A MASTER OF ARTS PROGRAM IN ECONOMICS

FORENSIC MENTAL HEALTH COUNSELING

- New degree program: Advanced Certificate in Victimology

CRIMINAL JUSTICE

- Application for Distance Delivery: MA in Criminal Justice

DIGITAL FORENSICS AND CYBERSECURITY

- Change in degree program: MS in D4CS

5. Digital Submission of Master's Theses

6. New Business

Committee on Graduate Studies

Meeting Minutes

Wednesday, May 13, 2015

1: 40 PM – 3:00 PM

7.63.41 NB

Attendees: Professors Rosemary Barberet, Jana Arsovka Ned Benton, Avram Bornstein, Kathleen Collins, Diana Falkenbach, Richard Lovely, Charles Nemeth, Chitra Raghavan, Mechthild Prinz, Marilyn Rubin, James Wulach, Dean Kenneth Holmes, Graduate Student Ceema Samimi-Luu, Dean Anne Lopes, Associate Dean Roblin Meeks, Junia Leoutsakos

Absentees: VP of Enrollment Management Robert Troy

Guests: Professors Cathy Mulder and Jay Hamilton, Department of Economics

I. Announcements

- a. Dean Lopes welcomed everyone in the meeting.
- b. The two curriculum proposals voted on by email (for FCM 710 and FCM 791) were approved and sent on to College Council for that body's May agenda.

II. Review of Minutes for March 12, 2015

- a. There were no corrections to the minutes. The minutes were **approved 12-0-0**.

III. Review of Proposed Graduate Faculty Candidates

- a. The following faculty were **approved unanimously 12-0-0** to teach in the graduate programs:
 - Javier Osorio (Full-time, ICJ)
 - Kamilla Mamedova (Part-time, D4CS)
 - Jessica Bolton (Part-time, FMHC)
 - Ma'at Lewis (Part-time, FOS PSY)
 - Kevin Barnes-Ceeney (Part-time, FOS PSY)

IV. Curriculum Proposals:

PROPOSAL FOR A MASTER OF ARTS PROGRAM IN ECONOMICS

- a. The new program proposal was represented by Professors Cathy Mulder and Jay Hamilton from the Department of Economics. Committee members offered several suggestions for improving the proposal, including:
 - Clarifying and specifying the thesis tracks (classes, credits, etc.);
 - Reviewing admissions conditions – perhaps set a minimum grade for the undergraduate math classes;
 - Perhaps reconsidering the Calculus 1 and 2 admissions requirement given that John Jay's undergraduate economics major does not require this level of math and therefore wouldn't be a feeder for the MA;
 - Specifying the number of current undergraduate majors in economics in the proposal (200 after split between Economics and Accounting).
- b. Both the presenters and committee members raised the worry about launching the new master's program with the department's current number of full-time faculty.
- c. Motion to table the proposal until the September CGS meeting was **approved 11-0-1**. The proposers welcomed comments from committee members.

PROPOSAL FOR AN ADVANCED CERTIFICATE IN VICTIMOLOGY

- a. Prof. Raghavan presented the proposal for a new 12-credit advanced certificate in victimology. The advanced certificate will consist of 4 existing psychology classes and is designed to provide expertise in the field of victimization in forensic psychology. The advanced certificate proposal was **approved 11-0-1**.

CRIMINAL JUSTICE

- a. Application for Distance Delivery of the MA in Criminal Justice. The faculty of the Criminal Justice master's program voted to put the program online. CRJ faculty will work with John Jay Online to develop the existing curriculum for online delivery, with 4 of the 5 specializations offered at launch anticipated in Fall 2016. All faculty that will be teaching online CRJ courses will go through the CUNY training program for online instruction. The application was **approved 11-0-1**.

DIGITAL FORENSICS AND CYBERSECURITY

- a. Change in degree program: MS in D4CS commonly used hibernate programs that student use. Director Richard Lovely would like to the programs to be open and allow students to take a class without permission such as take CRJ 751 and CRJ 753 and CRJ/PAD 755. The proposal was **approved 12-0-0**

Digital Submission of Master's Theses

- a. Associate Dean Meeks raised the possibility of digital submission of master's theses. He and Kathleen Collins, along with other library personnel, have been looking into various methods for digital thesis submission. ProQuest can handle digital submissions for free, and theses can also be sent digitally to the CUNY Institutional Repository. The committee responded positively to this idea, and Associate Dean Meeks said that he would go forward and, with the help of John Jay librarians, draft a new procedure for electronic thesis submission.

V. New Business: None

**Committee on
Student Evaluation of the Faculty**

September 18, 2014
SEOF Meeting Agenda

1. Meet with Kevin Nesbitt about online evaluation.
2. Committee discussion Faculty Senate recommendations and process of coordinating with their committee.
3. Elizabeth's suggestion for improving the form.
4. Josh's suggestion for improving the instructions.
5. Revisit process of archiving minutes to make sure we are all on the same page.
6. Finalize meeting schedule for Fall 2014.

September 18, 2014
SEOF Meeting Minutes

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

Guest: Kevin Nesbitt

Kevin Nesbitt began the meeting by giving the committee an update on the online evaluations. He informed us that the online evaluations failed at the College Council. There were concerns about moving to an online evaluation. Some of the concerns mentioned were that online evaluations have a lower than ideal response rate. There were also concerns about outliers in the evaluations. Questions were also raised about whether or not online evaluations are fair to Junior Faculty. They asked if the online evaluations were legitimate.

Kevin also told the committee that incentives are being given out to prompt students to respond to the online evaluations. Last semester an Ipad mini was given away. Departments with the highest response rate were also given a prize.

Kevin then shared some of the suggestions made by the Faculty Senate Taskforce. The Taskforce members are - David Munns (History), Melinda Powers (English), and Fritz Umbach (History).

One suggestion was that faculty members should have the option of when to administer the test. The evaluation should have a spigot environment and students will not be able to access the test outside of the window time the professor set up. The Taskforce also suggested faculty members have the ability to exclude students from participating in the evaluations. Students who have Academic Integrity issues, have multiple absences or have withdrawn from the course are examples of those who should be excluded from the evaluation. The Taskforce also asked if the data can be presented differently for the FPC process.

Some suggestions mentioned were using scatter plots, dashboard charts, or box and whisker charts.

The SEOF committee discussed the suggestions made by the Taskforce. There was concern over "constraining the time period" students can take the evaluation. Inequalities may arise if students are asked to do the evaluations in class versus if they take complete the evaluation any time in a two-week period. Also, students sometimes get confused if they are presented with more than one model. In regards to excluding certain students from the evaluation, the SEOF committee agreed that they were uncomfortable endorsing this suggestion. They also noted that there was no potential of doing this with paper evaluations. The SEOF committee will invite Fritz Umbach or another member of the Taskforce to the next meeting so they can better explain their proposal. A fuller picture is needed before the SEOF committee can make recommendations.

The committee then discussed Elizabeth's suggestions for the evaluation. Elizabeth asked how the anchors were developed. She also said that using behavioral anchors tend to provide more reliable results. It was asked if we should use "such as" as an anchor point. Instead it was suggested that we use "for example." It was also asked if students will understand that the anchors are just examples. It's been said that some anchors matched, and others didn't which caused students to pick non-anchors. Some students also only picked items that had text.

This then led to a discussion about the necessity for new instructions. Josh has agreed to revise the language for the instructions.

The committee also briefly discussed how to present the evaluation numbers so they are salient. They also discussed how to present the numbers visually. The way the evaluations are presented should be the same whether they are paper versions or online versions.

The committee finalized the meeting dates for the fall semester. There will be one meeting a month for the duration of the fall semester.

Assignments-

Elizabeth - Work on adding qualifying language to the appropriate evaluation questions. The committee has agreed to use "for example" for these questions.

Josh - Work on revising the current instructions. More instruction will be added to better explain and clear up confusion on how to respond to the evaluation questions.

Keith – Address the question of how to report SEOF data that would shift the emphasis from a course-level summary to variation among students within a course.

Ria – Send the minutes to committee members for review and post in the SEOF Blackboard page once approved.

**October 9, 2014
SEOF Meeting Agenda**

1. Meet with Faculty Senate working group to discuss (a) spigot control and (b) student exclusion for online SEOF (limited to 30 minutes).
2. Fix dates and times for November and December meetings.
3. Vote to approve Spring 2014 pilot study report with minor revision.
4. Discuss Keith's draft proposal for SEOF reporting (also addressing an issue raised by the Faculty Senate working group).
5. Discuss Elizabeth's and Josh's edits to the draft proposed form.
6. Discuss a Fall 2014 pilot study (e.g., to evaluate Elizabeth's and Josh's changes to the instructions).
7. Other business (if any).

**October 9, 2014
SEOF Meeting Minutes**

Participants: Keith Markus, Joshua Clegg, Elizabeth Nisbet, Raquel Mann, Mariani Mewengkang
Guest: Isaac Xerxes Malki, Raul Rubio, Fritz Umbach

The meeting began with Fritz telling the committee about the concerns faculty members have expressed regarding the online student evaluations. One concern was that the students did not do the evaluations; even when they were given time to do so in class. The students would instead wait to do the online evaluations. Another concern was that the faculty is able to time when they gave out the evaluations, but when done online the students had a window of time to do the evaluation. The faculty wanted to time the online evaluations with the paper evaluations.

Faculty were also concerned that students who have a W grade, or close to failing can participate in the online evaluations, while they normally would not if it were a paper evaluation. They wanted a spigot sort of function to be able to control this. This is a matter of concern because one outlier can impact the evaluation results.

Fritz said that there have been many stories from faculty members where this was an actual scenario that has happened.

The other concern is that faculty feel that the paper evaluations and online evaluations are not treated the same.

Raul said that if controls are created for online evaluations, they need to be applied to paper evaluations as well. Isaac also mentioned some “ethical concerns” with online evaluations. He thinks that paper evaluations are better representatives. Having a control spigot can lead to other issues.

Raquel shared with the committee the students’ viewpoint when it comes to evaluations. The students don’t really want to do the evaluations. They are under the impression that the evaluations are not meaningful. There needs to be a way to communicate to the students that the evaluations do matter.

The committee agreed to table this discussion for the next meeting.

The committee then discussed the current presentation of the evaluations. We need to see what other options the vendor can provide. Currently it does not allow to see a student spread. Josh mentioned that it would be ideal if we had the capacity to see raw date and apply different forms of organization. It was also asked if it would be possible to have an interactive display.

Keith will add a second paragraph to draft proposal to include the discussion regarding how the information is displayed.

Josh and Elizabeth will reconcile the edits they made to the evaluations.

Elizabeth pointed out that the use of “rarely”, “often”, and “sometimes” were not always consistent. The committee also agreed that we can delete the “Note” from the instructions.

Raquel will formulate some questions that she has about this committee, and will ask them at our next meeting.

The committee has agreed to meet on November 4, and December 9, at 1:40.

November 4, 2014 SEOF Meeting Agenda

1. Vote to release revised report on Spring 2014 pilot study.
2. Fall 2014 data collection. (Can we use this to test some of the proposed changes in wording?)
3. Resumed discussion of changes to draft form (Elizabeth)
4. Online evaluation and the CC (Dan)
5. Any discussion or input on suggested studies shared with the Provost's office and Senate Task Force (available at the bottom of the Online folder on Blackboard)

November 4, 2014 SEOF Meeting Minutes

Participants: Keith Markus, Elizabeth Nisbet, Daniel Yaverbaum, Mariani Mewengkang
Joshua Clegg (via telephone)

The committee has voted to release the revised report on the Spring 2014 pilot study.

The criteria in the Blueprint provide the criteria by which to evaluate the open ended questions. Both these evaluations will follow the criteria set up in the Blueprint report.

The changes on the new evaluation include the new instructions, and have the “Note” as part of question 9. It will also have the edits that Elizabeth has made. Half the evaluations will have the 1 open-ended question, while the other half will have multiple open-ended questions. It was also discussed whether or not the open-ended questions would be interspersed within the evaluation, or left at the end. There was also a brief discussion as to how the open-ended questions would be analyzed and evaluated. It was then that Keith mentioned we would use the Blueprint criteria for the evaluations.

The committee also discussed changes to the evaluation form. We will use the edits Josh made to the instructions. The edits Josh made will be added to the evaluation Elizabeth edited. The committee also agreed to remove “not reflected...” from the open-ended questions.

Changes were also discussed so that we keep the consistency with the anchors. An example was listed where the word “sometimes” was used both positively and negatively. The committee also discussed the best way to get “robust” feedback from the evaluations, while still making it possible to complete the evaluations in twenty minutes.

Keith informed the committee that he has shared the document entitled “Possible Studies to Address Senate Concerns with Online Evaluation: A Brainstorming Document” with both Kevin Nesbitt and Fritz Umbach, but hasn’t yet heard any feedback. Dan then gave the committee a brief summary of what occurred at the College Council meeting. Dan said that originally Kevin was to present the “Proposal to Evaluate All Courses Using the Current Online Tool and Questionnaire for a Period of Two Years” to the Council, and then there would be 90 seconds for it to be discussed. At the meeting though, an amendment was changed and Kevin was not the one presenting. It was instead presented by two people. There was some objections about this because it seemed that the people were promoting the proposal, rather than presenting it. A vote was taken to determine whether or not to table the proposal and have it presented at the next College Council. That vote failed, and therefore the CC voted on the proposal at this meeting. Before the vote an amendment was added, some objections were raised, but if the amendment was voted on, and passed. The entire proposal was then voted on, but failed. The President then gave a speech about the online evaluations.

The committee then discussed the next steps. If the current proposal goes through, there will be a two-year trial period. This would also mean that any of the changes, wording made to the evaluations would not go through until 2017. (The changes made to evaluations must be presented to the Senate Task Force before it can be taken to the College Council.) The Senate Task Force is working with Kevin to see how this will all play out.

For the next meeting Keith will circulate the necessary materials. Josh and Keith have also agreed to do the Pilot evaluations on their students. The committee will work on ways to bridge communication with the Provost’s Task Force and the Senate Task Force as well.

Elizabeth will also have the edited version of the evaluation with new anchors – and decide between the usage of “often”, “rarely”, and “usually.” The updated evaluation will also include the revision to the instructions Josh made.

December 9, 2014 SEOF Meeting Agenda

1. Review November Minutes (Ria)
2. Spring meeting dates
3. Spring priorities
4. Do we want to send announcements when we post a new report?
5. Review edits to revised form (Elizabeth)

December 9, 2014 SEOF Meeting Minutes

Participants: Keith Markus, Elizabeth Nisbet, Daniel Yaverbaum, Mariani Mewengkang
Joshua Clegg, Elizabeth Nisbet (via telephone)

We spoke briefly about the minutes from November's meeting. Keith will read them over again and send edits to Ria.

The meeting dates for the spring semester is as follows:

Wednesday, February 18

Tuesday, March 17

Wednesday, April 22

Tuesday, May 5

All meetings are to begin at 1:40.

The committee then agreed that a General Announcement will be sent to the college community when a new report is posted. They are currently archived in Inside John Jay, but we will use the General Announcements as well.

Keith then informed the committee that there is a chance he may not Chair this committee in the spring due to other obligations.

Keith also told the committee that he did the pilot with his doctoral class. Some feedback he received was that the font was too small. He also said that the students were able to answer the questions well.

It was asked if the pilot should be conducted in the winter intersession, but it was decided that we should wait until spring to continue the pilot study. Josh then asked how involved the analysis will be, and if there was a format for analysis. Keith said that we would use word count, sentence count as measures of analyzing open-ended questions. Josh was asked to come up with the coding for analysis.

The committee then discussed the SEOF committee's role in the monitoring process. Josh said that we should not oversee the "execution process" of the evaluations. We should also avoid micromanaging this process. The committee agreed to revisit this discussion at the next meeting in February.

The committee then talked about the edits for the evaluation. Elizabeth made edits to the evaluation and posted it to Blackboard. Usage of the words "often", "sometimes", and "rarely" was discussed. It was also said that items should parallel within the anchors. Elizabeth will post a brief summary of the edits she made, and the reasoning behind them.

SEOF Agendas and Minutes
Spring 2015

February 25 Meeting

Agenda:

1. Administrative support for the SEOF committee (KM)
2. Analysis of the Fall 2014 pilot study data (JC)
3. Concerns about the revised form, further revision (EN)

Present: Elizabeth Nisbet, Josh Clegg, Keith Markus, Dan Yaverbaum

Ria Mewengkang has left the College. KM has contacted the Provost about a replacement and received a reply that she is working on it. In the mean time, Jim Llana graciously offered a temporary HEO in his office as a stop-gap. Until she arrives, the committee will need to handle our own minutes and room reservations. KM has scheduled room 9.68.01 NB for all meetings this term.

The committee discussed the analysis plan for data collected Fall 2014. JC had circulated a draft plan before the meeting. The committee made some minor clarifications and embellishments to the analysis plan. The three committee members who collected data decided to each code their own data for next meeting because the coding was sufficiently objective to mitigate concerns about bias. If questions arise during coding, they agreed to email the group. They will combine their results at next meeting. JC will circulate the revised analysis plan and a blank spreadsheet for data entry.

The committee discussed inviting people involved in the process for supplying student representatives to a future meeting to troubleshoot student representative process. The committee has not had student participation for a very long time. The committee agreed to pursue the above suggestion (KM volunteered to do this).

The meeting then turned to edits to revised form.

Concern 1: Alternation between 'sometimes' and 'often' Inconsistent use of response categories across items. Rarely versus Sometimes.

Items 1,2,7,8,10,12 originally had sometimes-often scale. Others did not.

Examples move from negative to positive teaching practices (things should not do to things should). Is this sometimes confusing? If so, what can be done to clarify such items?

Do behavioral anchors sometimes narrow the content of the item? Behavioral anchors are to create a common frame of reference among students to improve reliability. Need to come up with specific examples, but keep items generally applicable across wide variety of classes.

Sometiems-Often scale may be more susceptible to bias due to examples that the professor does not do. Negative, average and positive examples help balance that potential bias because examples that do not apply push equally in all directions.

The intent with the revised form was to limit early sections (aside from student satisfaction) to things that students can directly observe and report. This was viewed as more accurate and more fair to faculty.

Additional concern: To the extent possible, use parallel construction in phrasing of examples.

How to access SEOF files on Inside John Jay: Go to Inside John Jay from College web page. Click Resource Center. Click SEOF folder in left column.

Note: Survey report appears to be missing the appendix (appears blank). Needs to be corrected.

Moving forward: focus on questions that had rarely-often scale (as listed above). Revert them back to a response scale with poor, average, and excellent examples.

The SEOF is designed to serve the four purposes supplied and reaffirmed by the Faculty Senate. Assisting students in selecting courses is not among these four purposes. As such, the SEOF form is not designed to serve this purpose and does not directly compete with services such as ratemyprofessor.com. However, the SEOF committee has previously offered Student Government technical advisement in constructing a student-run evaluation to serve this purpose.

DY volunteered to reconstruct the response scale construction process from committee documents and report back next meeting. The focus is specifically on the items identified by EN as having rarely-often scales. We may still have data on the examples generated for these items and their ratings, which would save the labor involved in reproducing such data.

SEOF Agendas and Minutes
Spring 2015
March 17, 2015

Agenda:

1. Welcome Christina Rene who will be providing interim staff support.
2. Go over preliminary data from F2014 Pilot study.
3. Dan's summary of item construction documentation from past reports.
4. Next steps.
5. New business.

Present: Elizabeth Nisbet and Josh Clegg (both on a conference call), Keith Markus, and Dan Yaverbaum (in Room 9.68.01)

The committee discussed their coding of data from the fall 2014 pilot study and pilot testing for new opened ended questions designed for use in future evaluations. The discussion focused on the clarity of the five questions proposed, the clarity and effectiveness, and whether examples that came up in student responses should be incorporated into the items if the questions would be actively or passively included or excluded. The committee also highlighted suggestions for additional questions to be proposed from additional feedback by their current students. All members of the committee agreed students were able to understand the questions and answer in an effective manner; the students demonstrated fairness and made reasonable allowances in their answers

The Committee agreed: Fairness will be added as a positive example. Fairness will be included in question #3 under the context of (design and mechanics)

The Committee agreed: Student learning, enjoyment/fun, instructor characteristics, comparing courses, and scheduled meeting times will not be added.

Additional feedback from students show there is a concern about availability i.e., emails or office hours. The Committee discussed this in relation to the request from the Faculty Senate that these types of issues are kept out of the SEOF form

Coding Issues with committee members:

KM raised a concern with the sentence count with compound sentences; the sentences were counted as one although it was expressing two or three thoughts. JC has encountered similar issues but counts the sentence as a whole thought or as one. EN used her own inferences to resolve the issue. For example one worded answers were based on punctuation. If the student(s) did not answer a surveyed question, but referred the reader to another question, then the question(s) were counted as 0.

Noted: Questions 1 and 6 are equivalent, but question six is more effective. The new form will not include question 1.

Two questions proposed by KM

What are the next steps for the pilot study?

-and-

Next steps more broadly?

KM and EN will post updated corrections. Specifically, KM will recode references to other answers as 1 sentence instead of 0. EN will recode her sentence counts to count complete

thoughts separated by commas as 1 sentence instead of many. KM will do a tally of quantitative coding. EN will send an email to KM once finished with her task. KM will also do an analysis from EN's corrections.

More broadly for this semester (Spring 2015) the Committee discussed closed-ended questions
Conclusion: The committee will not use negative examples

Options for another pilot study: (Closed-ended questions)

1. Two item formats to compare in new pilot study- KM
2. The amount and kind of revision the Committee is envisioning. The committee has previously discussed edits creating consistencies. An issue that has arisen with new pilot is: The further they work on these items (Closed-ended questions), the further away it moves from the original intent for the revised closed-ended questions. Close-ended questions.

The next meeting each committee member will attempt to draft behavioral anchors for options 2, 5, 8 of one question from each section of the draft form (except the satisfaction section). Each committee member will chose a different item from each section of the draft form. KM will use the first, JC the second, EN the third, and DY the fourth item in each section.

1 Keith
2 Josh
3 Elizabeth
4 Dan

SEOF Agendas and Minutes
Spring 2015
April 22nd, 2015

1. Revised pilot data
2. Summary of past process
3. Review draft behavioral anchors (first 4 items in first 3 sections)
4. May meeting and beyond

Present: Christina Rene, Keith Markus, Dan Yaverbaum. Not present: Josh Clegg and Elizabeth Nesbit

Prior to the meeting the committee attempted to reschedule the meeting for a time that all could attend, but this effort proved unsuccessful. The committee is interested in the summary of how the process was to create the new items KM and DY reviewed anchors submitted by the committee.

"DY provided a summary of his review of previous SEOF documents. The discussion helped to clarify various point. DY will narrow the focus on his summary to zero in on the process by which the current draft items were generated, particularly the anchors.

During the review the anchors relieved that everyone may have followed a different process.

KM has suggested that there needs to be a clarification on how to write the new anchors that will match the fixed stems. KM has stated he will write the instructions.

Instructions:

1. Leave the stems alone and draft anchors to fit the stems. The stems include the new addition of ", for example:" to the end of each stem.
2. Do not use the above Likert scale anchors.
3. List examples of poor, average, and outstanding teaching for options 2, 5, and 8 respectively. Any one example reflects only one level of teaching, and thus should appear only for one response option. Depending upon the breadth or narrowness of an individual item, there may be between one and three examples in each anchor.

SEOF Committee Meeting
May 5th 2015
Spring 2015

Agenda:

1. Meeting dates for Fall 2015 (bring your calendars)
2. Dan's report on what our documentation says about the behavioral anchor method used previously.
3. Review and discussion of revised draft items with behavioral anchors.
4. Update on Fall 2014 pilot.

Present:

Elizabeth Nesbit, Keith Markus, Dan Yaverbaum and Christina Rene

Fall 2015 meeting dates were postponed due to the resignation of one member of the committee.

The committee reviewed and discussed preliminary results of a pilot study conducted Fall 2014. The study assessed the draft open ended questions. The results aimed to answer two questions. "Did the new items elicit new comments compared to the current question?" Result: The analysis of unique content showed that the new items did elicit new content, but some questions more than others. "How long are the responses elicited by the questions?" Result: The new questions elicited responses individually containing more sentences than the current question. However the results are only preliminary and will be expanded for the full report.

In describing the sample, it would be helpful to be able to report which classes were undergraduate and which were MA or Doctoral classes.

DY discussed a brief history of anchors. DY found the processes of developing behavioral anchors were not ideally well documented in previous reports. KM wants to coordinate with Josh to reconstruct from memory/evidence how the behavioral anchors developed.

The committee then reviewed available draft items with behavioral anchors as part of the feasibility study for returning to behavioral anchors. Questions asked:

1. Should the different levels of teaching quality each provide their own examples or should the same examples be varied in three different levels of teaching?
2. Should the language be uniform or varied in the different levels of teaching?
3. Should there be a general effort to simplify the language?

The committee agreed to the basic feasibility of returning to behavioral anchors. The committee agreed that writing items and item specifications will inform each other through an iterative process.

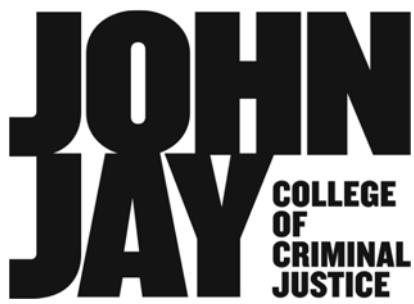
CR pointed out a potential ambiguity with the phrase 'respects my opinion'. The committee intended the phrase to mean being respectful of an opinion without necessarily agreeing with it. CR pointed out that for at least some students this phrase is used to mean acceptance of an opinion out of obedience. The committee discussed replacing the above phrasing to remove the ambiguity.

The committee thanks Elizabeth Nesbit for her much appreciated two-years of service on the SEOF committee. EN will be leaving the committee.

The committee also thanks Christina Rene for taking minutes during the spring 2015 semester. She is also leaving the committee.

Volunteering for the committee is now open. The committee also expressed its continuing preference to have students as part of the committee.

Provost Advisory Council



Provost's Advisory Council

September 10, 2014

2:00 – 4:00 p.m., Room L.61

Agenda

1. Approval of 5/8/14 minutes
2. Provost's Announcements
3. Chairs and Faculty Matters
4. Department Travel Allocation Formula – Associate Provost Carpi
5. Faculty Lines and Searches – Provost Bowers
6. Managing faculty workload
7. Setting enrollment targets & planning to meet them
8. New Business

Provost's Advisory Council
9/10/14
Attendance Sheet

1. C. Jama Adams CJA
2. Valerie Allen Valerie Allen
3. Ned Benton Ned
4. Seth Baumrin Seth
5. Jane Bowers, Chair Jane B
6. Nicole Brooks * Nicole Brooks
7. James Cauthen Jim C
8. Kim Chandler Kim Chandler
9. Lynette Cook-Francis
10. Angela Crossman Angela Crossman
11. Ric Curtis Ric
12. Silvia Dapia Silvia Dapia
13. Jonathan Jacobs
14. Maki Haberfeld Maki Haberfeld
15. Jay Hamilton Jay Hamilton
16. Richard Haw
17. Karen Kaplowitz Karen Kaplowitz
18. Jane Katz Jane Katz
19. Allison Kavey Allison Kavey
20. Larry Kobilinsky Larry Kobilinsky
21. James Llana J. Llana
22. Evan Mandery Evan Mandery
23. Anthony Marcus
24. Gerald Markowitz Gerald Markowitz
25. Charles Nemeth Charles Nemeth
26. Kevin Nesbitt Kevin Nesbitt
27. Lisandro Perez Lisandro Perez
28. Douglas Salane Douglas Salane
29. Larry Sullivan Larry Sullivan
30. Fritz Umbach Fritz Umbach
31. Nancy Velazquez-Torres Nancy Velazquez-Torres
32. Roberto Visani

* recorder

Provost's Advisory Council Meeting

Meeting Minutes

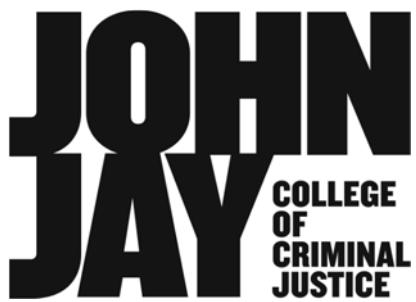
September 10, 2014

Present: : Jane Bowers (Chair), Jama Adams, Valerie Allen, Ned Benton, James Cauthen, Kim Chandler, Angela Crossman, Ric Curtis, Silvia Dapia, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Jane Katz, Allison Kavey, Larry Kobilinsky, James Llana, Evan Mandery, Anthony Marcus, Charles Nemeth, Kevin Nesbitt, Lisandro Perez, Douglas Salane, Larry Sullivan, Nancy Velazquez-Torres, Nicole Brooks (Recorder)

1. Approval of the 5/8/14 minutes. Approval of the minutes was tabled until the next meeting.
2. Provost's announcements. Jane B. welcomed everyone back for the new semester and introduced the new chairs- Jane Katz, Douglas Salane, Ric Curtis and Angela Crossman. She stated that the departments are healthier than ever and everyone is doing a great job. We have terrific new faculty. Faculty Development Day and both adjunct and full-time orientations were great! The responses from faculty who attended the sessions were very good, and they seemed to enjoy talking with each other. There were 14 workshops and 20 presenters at Faculty Development Day. It was attended by 73% fulltime faculty and 27% adjuncts with 168 people registered. Kevin N. added that some chairs presented, and he hoped to see more of that in the future. Jane said that the info graphics report on these events has terrific pictures showing a full house at most events. Jane B. reported on CUNY First being down and its impact. It created extra work and stress. She was disappointed by the university's response which was to provide very little information or compassion. To this day, she is not sure what the whole impact of the CUNY First meltdown will be. Kevin N. discussed paper student evaluations. He explained the complex process and then said that spring and fall 2012 data is ready to go out. There is a grievance from the union regarding FIDO, and he is working with legal counsel before releasing any electronic data. Jane B. explained that the grievance is over the fact that the contract states that there will only be one faculty file. The union considers the use of FIDO as the creation of another file. Our argument is that there is one file with two components. There is a letter coming out tomorrow from Kevin N. regarding the necessity for all review committees to examine both the documents in FIDO and the paper file. Student evaluation 2013 data has been scanned and we are currently reconciling the data and creating reports. Kevin N. said that he hopes to have these data released on these by the end of the term.
3. Chairs and Faculty Matters. Larry K. asked if anyone else was having issues with the online bookstore. He had issues with books not being ready for several courses. Goggles not ready. Jay H. and Larry S. said that they have heard of similar issues in their departments. Valerie A. asked about TurnItIn. She said that one of her faculty called in and they told her that the bill had not been paid. Kinya C. will look into this. Angela C. asked about the schedules being released so late and Jane B. replied that this was another CUNY First issue and it won't happen again. Angela C. also mentioned the late classroom assignments to which Kinya C. stated that there were personnel and CUNY First issues but they are working on it. Angela C. asked if P&B members would have access to FIDO and Kevin N. replied that no, that FIDO could not be opened without releasing ALL of the files and this is a security issue. In the fall 2015 version of it they will be able to do it. Chairs will not have access to FIDO until September 12th because of

the grievance. Votes are due on September 19th. There will be initial appointments only at the first FPC meeting scheduled for September 19th.

4. Department Travel Allocation Formula. Jane B. explained that in the past travel allocations were not determined scientifically and objectively, so she asked Anthony Carpi to create a formula. Anthony C. showed a powerpoint presentation and discussed the formula and allocations.
5. Faculty lines and searches. Jane B. said that she requested to be allowed to search for 14 replacement lines. There will be no new lines this year. There are 20 available vacancies total and 6 are being used to offset the deficit. There is uncertainty with enrollment and the budget so this may be lean year. She will know around mid-October what is approved. The chairs decided to wait until she's told how many lines they will have to provide their departmental needs.
6. Managing faculty workload. Jane B. stated that Kinya C. will be working with faculty who have an overload/deficit in their workload end balances from last year. Jane B. asked the chairs to assist with this by monitoring their faculty's use of reassigned time and by ensuring that faculty underloaded in one semester make it up in the next semester or as soon thereafter as possible.
7. Setting enrollment targets & planning to meet them. Jane B. tabled discussion on this topic and only mentioned that new majors need to work to meet the goals that they made in their major proposals.
8. New business. None



Provost's Advisory Council

October 14, 2014

2:00 – 4:00 p.m., Room L.61

Agenda

1. Approval of 5/8/14 & 9/10/14 minutes
2. Provost's Announcements
3. Chairs and Faculty Matters
4. Academic Journey- Allison Pease
5. Academic Sessions- Doug Boettner
6. Productivity- Anthony Carpi
7. New Business

Provost's Advisory Council
10/14/14
Attendance Sheet

1. C. Jama Adams _____ *C. Jama Adams*
2. Valerie Allen _____ *Valerie Allen*
3. Ned Benton _____ *Ned Benton*
4. Seth Baumrin _____ *Seth Baumrin*
5. Jane Bowers, Chair _____ *Jane Bowers*
6. Nicole Brooks * _____ *Nicole Brooks*
7. James Cauthen _____ *James Cauthen*
8. Kim Chandler _____ *Kim Chandler*
9. Lynette Cook-Francis _____ *Lynette Cook-Francis* will not attend
10. Angela Crossman _____ *Angela Crossman*
11. Ric Curtis _____ *Ric Curtis*
12. Silvia Dapia _____ *Silvia Dapia*
13. Jonathan Jacobs _____ *Jonathan Jacobs*
14. Maki Haberfeld _____ *Maki Haberfeld* will not attend
15. Jay Hamilton _____ *Jay Hamilton*
16. Richard Haw _____
17. Karen Kaplowitz _____ *Karen Kaplowitz*
18. Jane Katz _____
19. Allison Kavey _____ *Allison Kavey*
20. Larry Kobilinsky _____ *Larry Kobilinsky*
21. James Llana _____ *James Llana*
22. Evan Mandery _____ *Evan Mandery*
23. Anthony Marcus _____ *Anthony Marcus*
24. Gerald Markowitz _____ *Gerald Markowitz*
25. Charles Nemeth _____ *Charles Nemeth*
26. Kevin Nesbitt _____ *Kevin Nesbitt*
27. Lisandro Perez _____ *Lisandro Perez*
28. Douglas Salane _____ *Douglas Salane*
29. Larry Sullivan _____ *Larry Sullivan*
30. Fritz Umbach _____ *Fritz Umbach*
31. Nancy Velazquez-Torres _____ *Nancy Velazquez-Torres*
32. Roberto Visani _____ *Roberto Visani*

* recorder

Guest: Allison Pease _____ *Allison Pease*

Doug Boettner _____ *Doug Boettner*

Anthony Carpi _____ *Anthony Carpi*

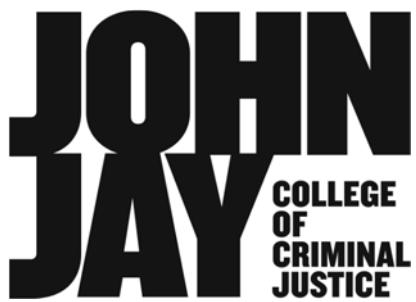
Provost's Advisory Council Meeting

Meeting Minutes

October 14, 2014

Present: : Jane Bowers (Chair), Jama Adams, Valerie Allen, Seth Baumrin, James Cauthen, Kim Chandler, Angela Crossman, Silvia Dapia, Jonathan Jacobs, Jay Hamilton, Karen Kaplowitz, Allison Kavey, Larry Kobilinsky, James Llana, Evan Mandery, Anthony Marcus, Charles Nemeth, Kevin Nesbitt, Lisandro Perez, Douglas Salane, Larry Sullivan, Nancy Velazquez-Torres, Nicole Brooks (Recorder)

1. Approval of the 5/8/14 and 9/10/14 minutes. Jay Hamilton asked that it be noted in the September minutes that he expressed concern about the formula used in the Department Travel Allocation formula.
2. Provost's announcements. Jane B. asked that chairs speak with their faculty regarding online student evaluations and encourage those that are in favor to attend and speak at the upcoming college council meeting. Jane B. stated that release time needs to be used in a 5 year time frame or it would be lost. Please inform and monitor your faculty time.
3. Academic Journey- Allison Pease. Allison P. reviewed a powerpoint presentation with a handout regarding the academic journey.
4. Academic Session- Doug Boettner. VP Troy introduced Doug B., the new director of the office of special academic sessions. He would like to work with chairs and departments on innovative ways to increase revenue generation and increase offerings in the summer and winter sessions. Lisandro P. asked for the summer academic calendar to start looking at scheduling. VP Troy stated that he would get that out because it is available. He also stated that any courses that they wanted to run could be done, it is up to the department. There is data on enrollment, class sizes etc. Doug B. is working on a survey for professors and one for students to gauge what classes students would like to take.
5. Productivity- Anthony Carpi. Anthony C. handed out the annual report and discussed productivity.
6. Chairs and Faculty Matters. Jama A. stated that thought needed to be given to the point that the allocation of resources is statistically driven. Jane B. said that they need to use data and encourages keeping standards high in the classroom. Allison K. asked how the dean's list this year increased dramatically. Allison P. explained that the standards changed last year. Jonathan J. stated that a student's GPA is not realistically aligned with their skill. He asked if there were ways to examine if students are learning what we think they ought to. Allison K. added that there is a disconnect between what faculty expect from students and what students expect from faculty. Jama A. added that the college is tuition driven but the students are not meeting the standard. James C. suggested sharing a common goal. Roberto V. asked if this was something that CAT could assist with. A common set of goals is needed.
7. New business. None



Provost's Advisory Council

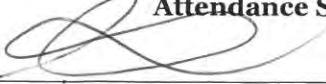
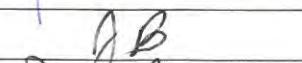
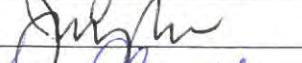
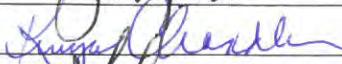
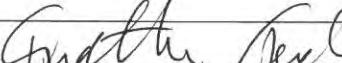
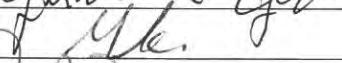
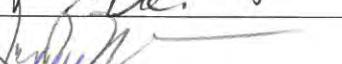
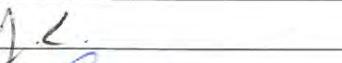
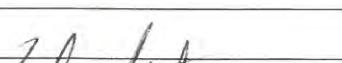
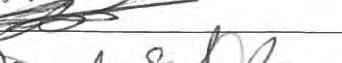
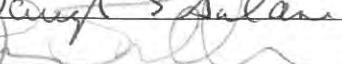
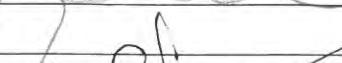
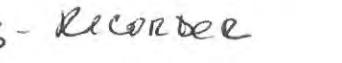
November 10, 2014

2:15 – 4:00 p.m., Room 630T

Agenda

1. Approval of 10/14/14 minutes
2. Provost's Announcements
3. Chairs and Faculty Matters
4. Future-oriented Curriculum Development
5. New Business

Provost's Advisory Council
11/10/14
Attendance Sheet

1. C. Jama Adams 
2. Valerie Allen 
3. Ned Benton 
4. Seth Baumrin 
5. Jane Bowers, Chair 
6. James Cauthen 
7. Kim Chandler 
8. Lynette Cook-Francis 
9. Angela Crossman 
10. Ric Curtis 
11. Silvia Dapia 
12. Jonathan Jacobs 
13. Maki Haberfeld 
14. Jay Hamilton 
15. Richard Haw 
16. Karen Kaplowitz 
17. Jane Katz 
18. Allison Kavey 
19. Larry Kobilinsky 
20. James Llana 
21. Evan Mandery 
22. Anthony Marcus 
23. Gerald Markowitz 
24. Charles Nemeth 
25. Kevin Nesbitt 
26. Lisandro Perez 
27. Douglas Salane 
28. Larry Sullivan 
29. Fritz Umbach 
30. Nancy Velazquez-Torres 
31. Roberto Visani 

Martel Perez - Recorder

Provost's Advisory Council Meeting

Meeting Minutes

November 10, 2014

Present: : Jane Bowers (Chair), Jama Adams, Valerie Allen, Ned Benton, James Cauthen, Kim Chandler, Lynette Cook-Francis, Jonathan Jacobs, Maki Haberfeld, Jay Hamilton, Richard Haw, Karen Kaplowitz, Jane Katz, Larry Kobilinsky, James Llana, Anthony Marcus, Kevin Nesbitt, Lisandro Perez, Douglas Salane, Larry Sullivan, Nancy Velazquez-Torres; Fritz Umbach, Roberto Visani, Maribel Perez (Recorder)

1. Approval of 10/14/14 minutes - Minutes from 10/14/14 were approved.
2. Provost's announcements
 - A. The Provost announced her satisfaction with the Open House on 10/13/14 and with faculty participation. Jama expressed concerns about the planning process. The Provost suggested that anyone with ideas on how the event can be better should forward them to VP Troy, as this event is managed by Enrollment Management. Lisandro recommended that space in the new building should be explored in order to add more sessions. Karen suggested that in addition to 'thank you' letters, an email should be sent out listing faculty names so that people know who participated. The provost indicated this would be difficult without having a complete list from EM.
 - B. The Provost distributed the Enrollment numbers as of 11/3/14. Ned suggested the list should be available much earlier than November and also indicated the list seems meaningless without any reference or comparison to anything. Valerie pointed out that if the list is before the last day for students to withdraw, the numbers would be lower. Ned recommended that the list be used for space planning purposes and the Provost indicated she thought that the SVP had the list.
3. Chairs and Faculty Matters
 - A. Several members of the committee expressed their concerns regarding Gen Ed Outcomes Assessment. Jama indicated there should be more interest in critical thinking. Jon mentioned the question of students' development of academic skills was raised at a recent chairs' meeting, and Jama asked what are the metrics since what people say about the students' level of proficiency is very different from what faculty really experience. He added there should be clear expectations about what the requirements are. Faculty spend a lot of time correcting grammar. The provost reminded that there is WAC and writing and tutoring that students can go to. Nancy asked what type of assessment has been done around WAC and Valerie indicated that WAC is really faculty development. The provost indicated that at some point there was the idea to require two Writing Intensive courses. This is difficult to accommodate spatially, but she asked if we should think about having such a requirement. Jon indicated that it would be helpful if students encountered the same expectations and requirements again and again, and Jane suggested that this could be done within majors and departments. Jim C. asked if these issues have been raised in the Strategic Planning Committee and that they should be tied to our goals. The provost indicated they are tied to our student success goals for the next five years. Jama reiterated faculty need feedback. Faculty need numbers, data on where students are going. Jane said we have a very high percentage of students being accepted to law school, so perhaps

the pre-law people should be invited to PAC since students seem to be doing well in law school acceptances. Roberto indicated some students' papers are illegible. Nancy asked about supplemental instruction, but this is not suggested given our budget climate. Richard added that students' writing improves when they understand what they are being asked, so reading skills are important as well.

B. Maki indicated her concern about Chairs not being consulted on certain matters. For example: a Diversity Committee has been formed to which a part-time faculty member of LPS was appointed. However, this faculty member was not going to be reappointed.

C. Lisandro pointed out that the Space Consultants have not come by to look at the departmental space and he wants to make sure they do so before they make their final recommendations. Jane will communicate this to them.

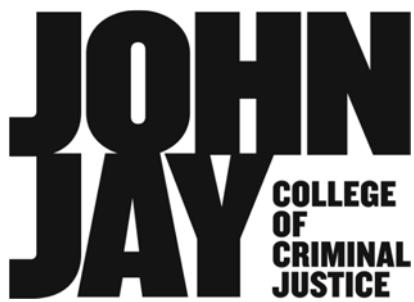
4. Workload Mitigation

Jane will come back to the committee with revised numbers from the ones Ned previously submitted to the Ad Hoc Committee.

5. Future Oriented Curriculum Development

Jane mentioned the challenges facing this issue, namely, not enough faculty teaching the new curriculum, developing new graduate programs (fields) and who's going to teach online. Jama indicated that Academic Affairs does not command any budgetary respect and asked if faculty will get release time for curriculum development. Valerie indicated that online requires a huge amount of learning. It is very difficult and there isn't enough technical support. Jane said we have a grant now to help support this and faculty are getting training and faculty development. Ned stated we need to elevate visibility and discussion. For example, the proposed health curriculum is not well understood. We don't know what exactly we want to do. There is a lack of faculty. We need a process and analytical transparency. Maki thinks it is irresponsible to create new programs with only one person who can teach the 12 courses needed for that program. Discussion will continue.

6. New business. None



Provost's Advisory Council

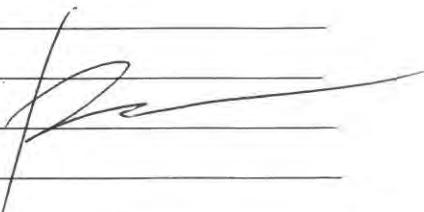
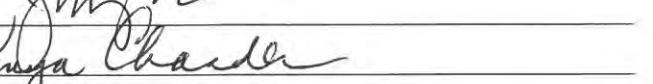
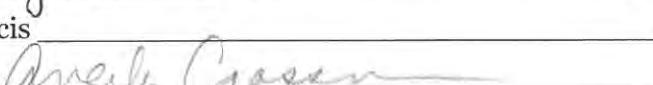
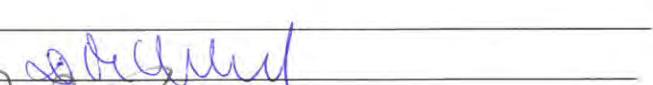
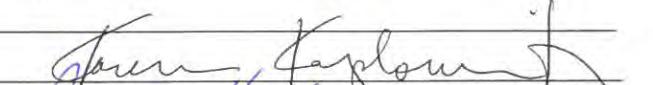
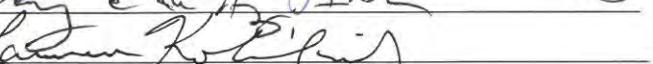
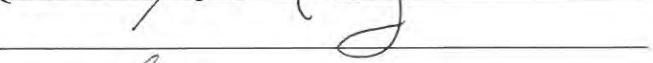
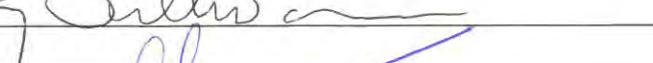
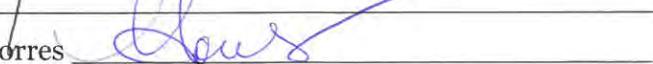
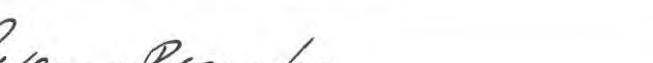
December 4, 2014

2:00 – 3:30 p.m., Room 630T

Agenda

1. Approval of 11/10/14 minutes
2. Provost's Announcements
3. Chairs and Faculty Matters
4. Workload Mitigation
5. Growth in Academic Departments 2014-2019
6. New Business

**Provost's Advisory Council
12/04/14
Attendance Sheet**

1. C. Jama Adams _____
2. Valerie Allen *Valerie Allen* 
3. Ned Benton _____
4. Seth Baumrin _____
5. Jane Bowers, Chair *Jane Bowers* 
6. James Cauthen *James Cauthen* 
7. Kim Chandler *Kim Chandler* 
8. Lynette Cook-Francis _____
9. Angela Crossman *Angela Crossman* 
10. Ric Curtis _____
11. Silvia Dapia _____
12. Jonathan Jacobs _____
13. Maki Haberfeld *Maki Haberfeld* 
14. Jay Hamilton *Jay Hamilton* 
15. Richard Haw _____
16. Karen Kaplowitz *Karen Kaplowitz* 
17. Jane Katz *Jane Katz* 
18. Allison Kavey *Allison Kavey* 
19. Larry Kobilinsky *Larry Kobilinsky* 
20. James Llana _____
21. Evan Mandery *Evan Mandery* 
22. Anthony Marcus *Anthony Marcus* 
23. Gerald Markowitz *Gerald Markowitz* 
24. Charles Nemeth *Charles Nemeth* 
25. Kevin Nesbitt _____
26. Lisandro Perez *Lisandro Perez* 
27. Douglas Salane *Douglas Salane* 
28. Larry Sullivan *Larry Sullivan* 
29. Fritz Umbach *Fritz Umbach* 
30. Nancy Velazquez-Torres *Nancy Velazquez-Torres* 
31. Roberto Visani _____

Manibel Perez - Recorder

Provost's Advisory Council Meeting

Meeting Minutes

Revised

December 04, 2014

Present: : Jane Bowers (Chair), Valerie Allen, Ned Benton, James Cauthen, Kim Chandler, Angela Crossman, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Jane Katz, Larry Kobilinsky, Anthony Marcus, Chuck Nemeth, Lisandro Perez, Douglas Salane, Larry Sullivan, Nancy Velazquez- Torres; Maribel Perez (Recorder)

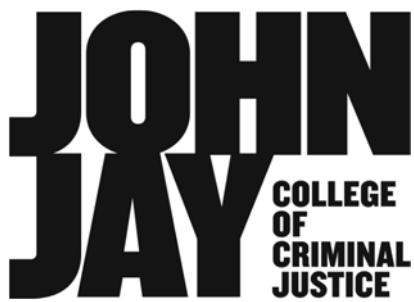
1. Approval of 11/10/14 minutes - Minutes from 11/10/14 were approved.
2. Provost's announcements - None
3. Chairs and Faculty Matters
 - A. Lisandro asked about the space issue. The Provost noted that if you are in the new building, then Scott is aware of the space.
 - B. Ned asked if a practice can be adopted regarding the annual evaluations of chairs where there is room for acknowledgement and rebuttal on the Provost's letter. The Provost agreed.
4. Workload Mitigation

The Provost distributed the data as promised in the previous meeting with the formula based on the 278 tenured faculty. This number excludes chairs, distinguished professors, senior faculty with more than 2 courses of banked time, faculty who owe the college more than 2 courses and faculty who were tenured in Fall 2014 and received 2 courses of reassigned time. This leaves approximately 116 faculty members who will qualify for the benefit. The data also showed that based on the available funding of \$304k and at \$3700 cost per section, there will be 82 sections available, or 246 hours. At this number, qualified faculty will receive 1.5 credits of reassigned time per year. This benefit will be rolled out at the beginning of the spring 2015 semester. Ned stated that this is a significant move toward a more normal teaching load. There will be a procedure in place with a form for faculty to complete and that chairs will sign signifying their approval. Lisandro liked that the Chairs will sign off the form prior to submission for provost's approval. Currently, there are 84 senior faculty who have balances of more than two courses of released time. Allison K. asked if faculty could buy out of a course, and Jim Cauthen asked if faculty can be 'grandfathered' meaning this would only apply going forward. The Provost indicated that faculty can buy out only if they have a grant and that the eligibility requirements for receiving workload mitigation will be effective immediately, so no grandfathering. Karen asked if we have the number of hours of banked time by faculty and by department, and how many courses that equals. Kim indicated she can make it available.
5. Growth in Academic Departments 2014-2019

The Provost shared the information she provided to Scott Page and the space planners, which showed the projected changes in departmental size. She indicated she will be asking for 10-11 lines to replace vacancies resulting from non-reappointments in the personnel process for next year. These lines will go to the original departments. However, all other vacancies will return to

the provost for reallocation. Chairs will need to make a case to have a line return to their departments based on enrollment and/or coverage. The document also showed departmental changes based on Scott Page's calculations. Ned will like to see how Scott arrived at these numbers. Jay expressed concerns that these calculations are based on historical data and affect negatively departments that are new. He indicated that Gen Ed should be looked at in the allocation of lines. The provost said this would be a good study for Undergraduate Studies to undertake.

6. New business. None



Provost's Advisory Council

February 10, 2015

2:00 – 4:00 p.m., Student Dining Hall East

Agenda

1. Approval of 12/04/14 minutes
2. Provost's Announcements
3. Chairs and Faculty Matters
4. Faculty Workload Analysis – AP Llana
5. Updates
 - COACHE Survey
 - Workload Mitigation
 - Line Allocations

Provost's Advisory Council
2/10/15
Attendance Sheet

- ✓ 1. C. Jama Adams _____ *[Signature]*
- 2. Ned Benton _____ *[Signature]*
- 3. Seth Baumrin _____ *[Signature]*
- 4. Jane Bowers, Chair _____ *[Signature]*
- 5. James Cauthen _____ *[Signature]*
- 6. Kim Chandler _____ *[Signature]*
- 7. Lynette Cook-Francis _____ *[Signature]*
- ✓ 8. Angela Crossman _____ *[Signature]*
- 9. Silvia Dapia _____ *[Signature]*
- 10. Maki Haberfeld _____ *[Signature]*
- 11. Jay Hamilton _____ *[Signature]*
- 12. Richard Haw _____ *[Signature]*
- 13. Karen Kaplowitz _____ *[Signature]*
- 14. Allison Kavey _____ *[Signature]*
- 15. Larry Kobilinsky _____ *[Signature]*
- 16. Kyoo Lee _____ *[Signature]*
- 17. James Llana _____ *[Signature]*
- ✓ 18. Evan Mandery _____ *[Signature]*
- 19. Anthony Marcus _____ *[Signature]*
- 20. Charles Nemeth _____ *[Signature]*
- ✓ 21. Kevin Nesbitt _____ *[Signature]*
- 22. Allison Pease _____ *[Signature]*
- 23. Lisandro Perez _____ *[Signature]*
- 24. Henry Pontell _____ *[Signature]*
- ✓ 25. Douglas Salane _____ *[Signature]*
- 26. Larry Sullivan _____ *[Signature]*
- 27. Fritz Umbach _____ *[Signature]*
- 28. Davidson Umeh _____ *[Signature]*
- ✓ 29. Nancy Velazquez-Torres _____ *[Signature]*
- 30. Roberto Visani _____ *[Signature]*

Marekia Perez: Recorder

Provost's Advisory Council Meeting

Meeting Minutes

February 10, 2015

Present: : C. Adams, Ned Benton, Seth Baumrin, Jane Bowers (Chair), James Cauthen, Kim Chandler, Lynette Cook-Francis, Angela Crossman, Silvia Dapia, Maki Haberfeld, Jay Hamilton, Richard Haw, Karen Kaplowitz, Larry Kobilinsky, Kyoo Lee, James Llana, Evan Mandery, Kevin Nesbitt, Allison Pease, Lisandro Perez, Henry Pontell, Douglas Salane, Larry Sullivan, Davidson Umeh, Roberto Visani, Maribel Perez (Recorder)

1. Approval of 11/10/14 minutes - Minutes from 11/10/14 were approved with the revision of deleting James Llana's name from the attendance list.
2. Provost's announcements
 - John Jay received a 5 million dollar grant from Robin Hood Foundation for *JJACE*, a program modeled after the CUNY ASAP Program. John Jay is the first four-year college to have an ASAP-like program. This first cohort has 250 students and it's limited to CJ BS and Forensic Psychology students. The program will give JJ an opportunity to hire advisors. It will be reporting to the undergraduate dean.
 - Another proposal (APPLE Corps) was funded in partnership with the NYPD to recruit H.S. students interested in careers with the NYPD. The program will give students an accelerated program to prepare them for the Police Cadet Corps. Potentially, the program will bring 100 students per year. The aggregate amount will be 2.9 m. The provost thanked Professor Allison Pease, as these proposals were written during her tenure as interim dean of undergraduate studies.
 - The provost announced the information session on February 26th on the faculty workload balance project.
3. Chairs and Faculty Matters
 - A. Karen indicated there were lots of questions around the requirement to use reassigned time. The provost stated that this is what the information session is about. It is to answer questions.
 - B. Lisandro stated that the space consultants are only visiting certain spaces. Kim stated that Ynes Leon was trying to get a response from the space consultants prior to her retirement. Pat Ketterer has now taken over. They (Pat and Rob) are in direct contact with the consultants, not the provost's office. The Provost indicated that the University will get a report from the consultants and that there will be three scenarios:
 1. No additional space available.
 2. Some additional rental space
 3. A 3-5 year solution to the space issue
4. Faculty Workload Analysis

AP Llana presented an analysis of the faculty workload over the last 3 years 2011-2014. The analysis included 329 full-time faculty who were employed for all three years. During this time period, the provost awarded 362 courses of reassigned time for administrative purposes. Although faculty feel they teach more, the analysis demonstrates that John Jay faculty teach the

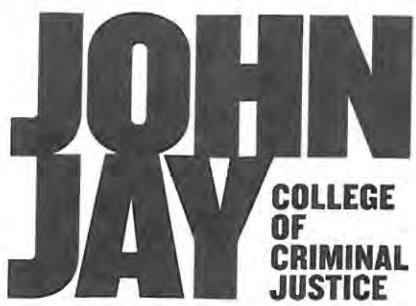
same average as other senior colleges. Ned stated that the numbers don't really get to the essence of workload as compared with ivy league schools since a 2-2 workload at an ivy league school is very different to a 2-2 workload here. The provost agreed but indicated that that is why this issue should be considered as a contractual issue with the University. The workload mitigation program is a way to mitigate the workload somewhat.

5. Workload Reporting Process (*Item added to the agenda*)

The provost stated that CUNYfirst has now made us accountable, and that CUNYfirst revealed that John Jay has faculty with the highest balances of any CUNY senior college. We have been asked by the university to resolve these balances within 3 years beginning in Fall 2015. Chairs expressed their concern and clear dissatisfaction with the recommended plan that faculty who have more than 12 hours banked time should begin to plan how to bring their balances down. Dave U. indicated this will have a huge impact on departments that are so small that there is no one else to teach. Angela C. feels her department is been penalized. Psychology will lose 1000 hours of teaching instruction by losing 5 faculty members who can't teach in the fall. Jim Cauthen stated that faculty feel they were punished for doing work for the university. He will need adjuncts to teach capstone courses. Evan M. asked what is the liability, and stated that faculty are being punished. He asked if there was a CUNY document stating that faculty will lose the time. Banking time was a form of 'savings' for the future and if he is not prepare to lose his savings. The provost indicated that she had been meeting with individual members of the faculty to work out a plan to bring their balances down in a reasonable amount of time. However, because faculty members took it to the Union, she is now prohibited from making any deals or even meeting with individual faculty, and everyone must wait until a union-university agreement that will apply to everyone. More to come.

6. Updates

- COACHE Survey – was distributed two week ago.
- Workload Mitigation – More to come. Waiting to hear from the university and or union.
- Line Allocations – 1 line to ISP, 2 lines to SFEM. Stay tuned. More in May.



Provost's Advisory Council

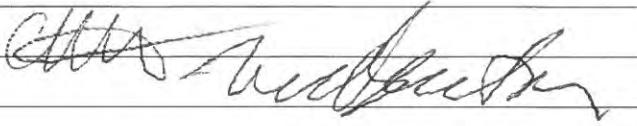
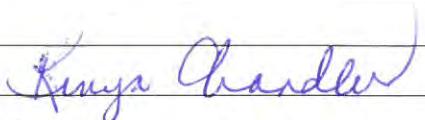
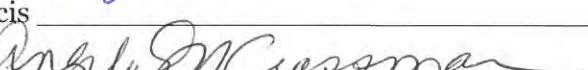
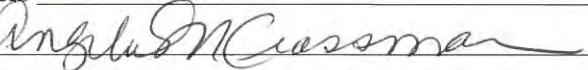
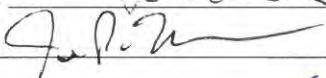
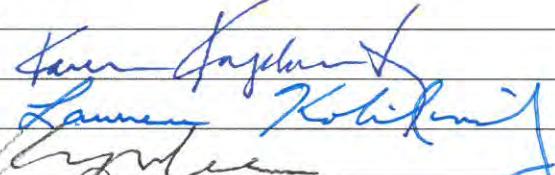
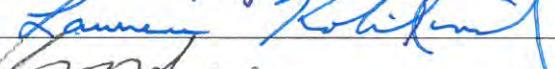
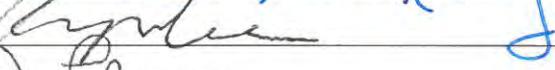
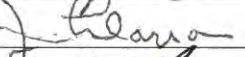
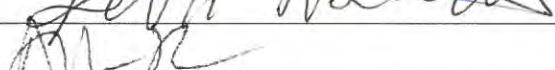
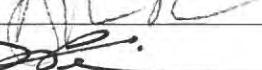
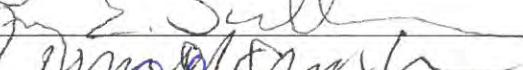
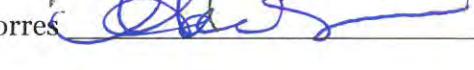
March 12, 2015

2:00 – 4:00 p.m., Room L.61

Agenda

1. Approval 02-10-15 minutes
2. Provost's Announcements
3. Chairs and Faculty Matters
4. John Jay Online – Judy Cahn, Director
5. Departmental Graduation Awards – Kevin Nesbitt
6. Adjunct Space
7. Workload, again.

Provost's Advisory Council
3/12/15
Attendance Sheet

- ✓ 1. C. Jama Adams _____ 
2. Chevy Alford _____
3. Ned Benton _____
4. Seth Baumrin _____
- ✓ 5. Jane Bowers, Chair _____
- ✓ 6. James Cauthen _____ 
7. Kim Chandler _____ 
8. Lynette Cook-Francis _____
9. Angela Crossman 
10. Silvia Dapia _____
11. Mary Gibson 
12. Maki Haberfeld 
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20. Anthony Marcus 
21. Charles Nemeth 
22. Kevin Nesbitt 
23. Allison Pease 
24. Lisandro Perez 
25. Henry Pontell _____
26. Douglas Salane 
27. Larry Sullivan 
28. Davidson Umek 
29. Nancy Velazquez-Torres 
30. Roberto Visani _____
31. JUDITH CAHN 

Provost's Advisory Council Meeting

Meeting Minutes

March 12, 2015

Present: : C. Adams, Chevy Alford, Ned Benton, Jane Bowers (Chair), Judith Cahn (invited guest), James Cauthen, Kim Chandler, Angela Crossman, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Larry Kobilinsky, Kyoo Lee, James Llana, Evan Mandery, Keith Marcus, Charles Nemeth, Kevin Nesbitt, Allison Pease, Lisandro Perez, , Maribel Perez (Recorder), Larry Sullivan, Davidson Umeh

1. Approval of 02/10/15 minutes - Minutes from 02/10/15 were approved.
2. Provost's announcements
 - Provost introduced and welcomed new committee members, Chevy Alford and Mary Gibson.
 - Provost welcomed guest Judith Cahn, new John Jay Online Director. She is looking forward to working with everyone and to develop ideas and a home for online teaching. Allison P. stated our need for Faculty Development to teach faculty how to teach online. Ms. Cahn encouraged the Chairs to take an online course so they can go through the experience and understand what students have to do. She recognized our need to have additional instruction designers to bring expertise to online pedagogy. Ned hopes that Ms. Cahn is sensitive to the relationship between John Jay Online and academic programs, particularly graduate programs, as it's currently in a position of conflict. He stated that the MPA faculty agreed not to develop any courses until the relationship is resolved.
3. Chairs and Faculty Matters
 - Maki H. mentioned the ongoing cleanliness problem on the 4th floor bathrooms. Cans are not emptied for days and creates a health hazard. Nancy and Karen have had rodent problems. Karen suggested that people take pictures and send to Elmer. However, Jama cautioned people to be aware of how the message is delivered, as the facilities staff is often treated harshly when complaints are received. Jane will communicate the issue to Rob.
 - Angela C. indicated there are IRB Compliance Issues plaguing the University. However, a person should be hired soon to address these issues.
4. Departmental Graduation Awards
 - Kevin indicated some faculty members are confused about the process and that the Registrar's information was incomplete, since it's pulled from CUNYfirst. Faculty members are being asked to contact the Registrar's Office to generate a list of students. Ned cautioned about just going to CUNYfirst. He suggested it is better to partner with someone in the Registrar's Office.

5. Adjunct Space

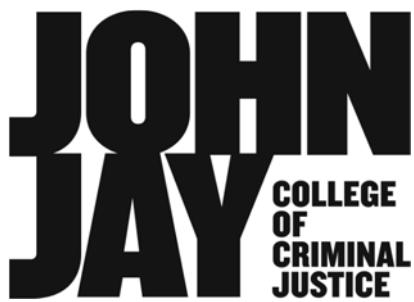
- Kim led a discussion on Space. A report from the space consultants will be presented on March 24th. Kim C. stated the 3 basic premises: 1. There will be no additional space; 2. It will be a 3-5 plan based on the number of faculty in the department, and 3. There will be no dedicated space for adjuncts within departments. In addition, there will be no classes in North Hall beginning in Fall 2015, as the University wants the building vacated by the end of December. She urged the Chairs to start looking at their spaces and come up with ideas on how to maximize the use of their existing spaces. Ned B. would like to introduce the old policy when the Registrar would inform the Chairs they had too many courses in a particular period. Jane stated that the Administration has advocated to the University for additional space, but that we should not be optimistic.

6. Workload, again

- There was no time to continue the conversation on this topic. However, as part of her announcements, the provost indicated that she and the president decided not to do anything regarding the faculty's historical balances. They will simply stay on the faculty's record and they can use it when they're ready. Enforcement of the new 3 year policy will begin in Fall 2015. Negotiations are still underway between the PSC and Central Office.

7. New Business

- Kim C. announced that an allocation \$35,000 in soft money is also available this year and it expires on June 30th. Lisandro would like to find out what percentage of the total rental revenue this constitutes.



Provost's Advisory Council

April 20, 2015

2:00 – 4:00 p.m., Room L.61

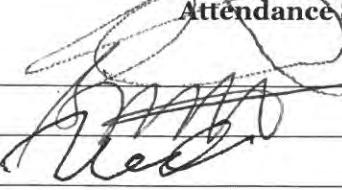
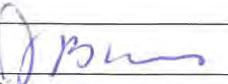
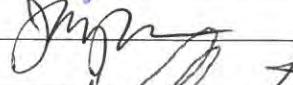
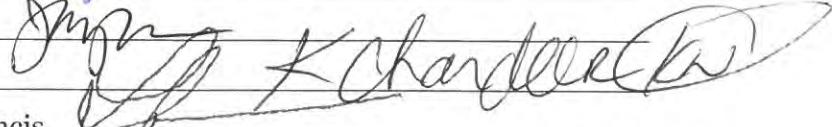
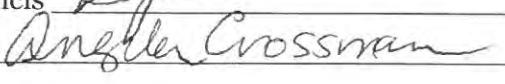
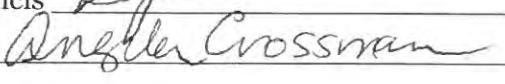
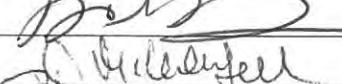
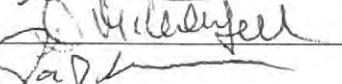
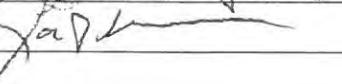
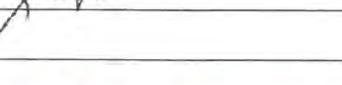
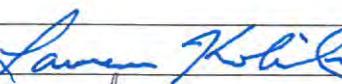
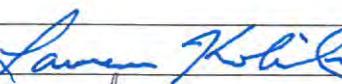
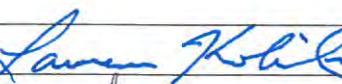
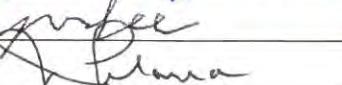
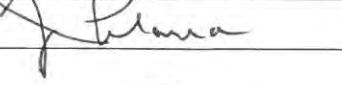
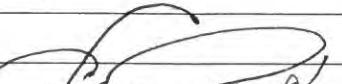
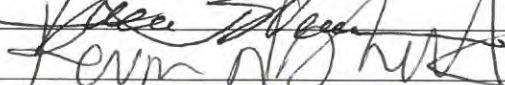
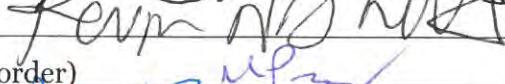
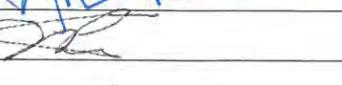
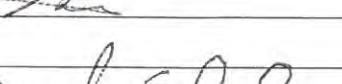
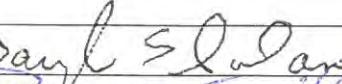
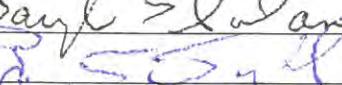
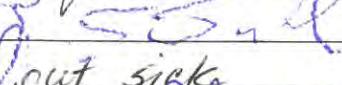
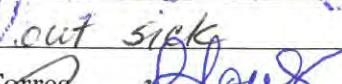
Agenda

1. Approval 03-12-15 minutes
2. Provost's Announcements
3. Chairs and Faculty Matters
4. Update on Online Evaluations – Kevin N.
5. Updates on
 - merit increases
 - workload
6. Space

Provost's Advisory Council

4/20/15

Attendance Sheet

1. C. Jama Adams 
2. Chevy Alford 
3. Ned Benton 
4. Seth Baumrin 
5. Jane Bowers, Chair 
6. James Cauthen 
7. Kim Chandler 
8. Lynette Cook-Francis 
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22. Kevin Nesbitt 
23. Maribel Perez (recorder) 
24. Allison Pease 
25. Lisandro Perez 
26. Henry Pontell 
27. Douglas Salane 
28. Larry Sullivan 
29. Davidson Umeh 
30. Nancy Velazquez-Torres 
31. Roberto Visani 

Provost Advisory Council Meeting
Meeting Minutes
April 20, 2015

Meeting started: 2:00pm

Present: Provost Jane Bowers, C. Jama Adams, Chevy Alford, Ned Benton, James Cauthen, Kim Chandler, Kimberly Charles, Lynette Cook-Francis, Angela Crossman, Mary Gibson, Maki Haberfeld, Jay Hamilton, Larry Kobilinsky, Kyoo Lee, James Llana, Anthony Marcus, Charles Nemeth, Kevin Nesbitt, Allison Pease, Lisandro Perez, Maribel Perez, Douglas Salane, Larry Sullivan, Nancy Velazquez-Torres and Roberto Visani

1. Approval of 3-12-2015: Minutes from 3-12-2015 were approved.
2. Provost Announcements
 - ❖ Provost welcomed Kimberly Charles, new Administrative Coordinator of Special Projects in her office. She will be assisting Maribel Perez in running the office and relieving some of her duties and take PAC minutes.
 - ❖ Provost Council Meeting on May 11, 2015 will be cancelled.
 - ❖ Faculty Recognition Awards will take place April 23rd in the President's Office.
 - ❖ Research and Creativity Week – April 20-24.
3. Chairs and Faculty Matters
 - ❖ **Issue: Students need to respect faculty:**
 - Students have a different level of respect for female and male instructors.
 - Disconnect between what we do as faculty and what we do as advisors.
 - Mostly transfer students experience tremendous frustration on advisement. Therefore, it results the disrespect to faculty members.
 - Others agree that they have experienced the same issue about the lack of respect from some students in their departments.
 - Solution from Professor Haberfeld: When we do an orientation, devote some of the program to helping students understand appropriate behavior in the college environment, in the classroom, and when interacting with faculty. .
 - Suggestion from Provost Bowers: Within the classroom, it's up to the instructor to set the tone. Being too friendly may result in students being too relaxed and make them think they can say or do anything.
 - VP Cook-Francis: There are ways to prepare our students. Student Affairs will look into it.
 - ❖ **Sub-lines for next semester:**
 - Provost says that there is a small number, just for the extreme needs in certain departments. She will send out emails to these chairs giving them

permission or hire subs as soon as possible, certainly before the end of the semester.

❖ **Budget:**

- CUNY will give the college \$500,000 to cover core expenses in the CUNY Justice Academy.
- Our budget situation for the current fiscal year is not as dire as we thought it might be. CUNY will help us end the year with a balanced budget. CUNY Justice Academy will yield some benefits in the future.
- Searches are not yet approved for next year. Twenty faculty vacancies were factored in as savings for next year. There are likely to be seven more vacancies next year. It is to be hoped that we will be allowed to fill at least those seven, if not some of the twenty.

❖ **Auxiliary Board:**

- There is \$28K allocated to Academic Departments this year (\$35K minus 7K in expenses which was rolled over from last year). All supporting documentation and check requests must be submitted to Kim Chandler. She will then forward to SVP Pignatello for final approval.
- Professor Perez stated there needs to be a better system. We are being penalized because the requests were not approved until August. We make the effort to get it approved and we do and it does not get done. There is a lack of transparency when it comes to the Auxiliary Board. There is no information about the Board online. We do not even know the members of the board.
- Suggestions from Kim Chandler: Influence your faculty reps. Ask for the Auxiliary Board minutes so that you are aware of what was discussed.
- Jane indicated Elizabeth Yukins and Carmen Solis are on the Board. They can be contacted. Ned has the Board's financial statements from last year and will circulate.

4. Update on Online Student Evaluations - Kevin N.-

- Online evaluations will take place 4/29-5/14. The College Council voted to pilot a full online evaluation process for the next two years.
- Faculty Senate advocated having faculty decide when it is better for them to administer, so they can choose when students can do the evaluations. They can create conditions where they know students will be more responsive and receptive. However, this will not happen until the summer.
- We ran into a technical glitch in the online evaluation, so we are unable to provide the "spigot" feature this spring. .
- Faculty can talk to Kevin if they have any concerns.
- Students will access the evaluations through J-Stop or CUNY email.
- There will be flyers posted around campus.
- There are QR codes so students can scan and do the evaluation on their phones.

- Faculty will get percentages of student participation by course.
- There will be a quick guide to assist faculty in getting access to the evaluations at the end of the evaluation period.

5. Updates on

- ❖ **Merit Increases:** We hope to have 100,000 every year for merit raises and raises at promotion. What is left after raises at promotion are covered will be used for this merit increases. The Provost wants this process to be as fair and transparent as possible, and asked Chairs for feedback. Nominators must provide 250 words explaining the reason for nomination and CV along with it. Adjuncts are not eligible. It is possible for someone who has reached the top of the salary scale to get merit (salary above base). CUNY Central will have to approve and that will be very unlikely unless there is a rationale having to do with retention. The Provost changed the rule to grant one merit increase for every 15 faculty members, to one for every ten faculty in a department. Professor Haberfeld expressed concern that it sits in the hands of the department's P&B. However, the Provost stated that they P&B can vote by secret ballot. There will be a second level of approvals done by the deans.
- ❖ **Workload:** There has been some progress. The Union and Don Gray have met, but there is no settlement yet. They have been favorable to faculty and are doing the best they can. Going forward starting in 2015-2016, no one can go over 21 hours and the 3-year rule will be enforced. Provost hopes that a settlement will be in place by the end of the summer. Certainly, we will have something to report by the end of the summer. .

6. Space

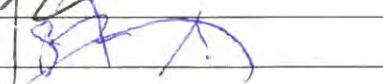
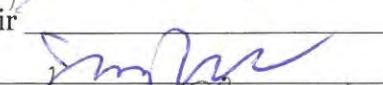
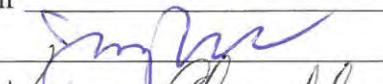
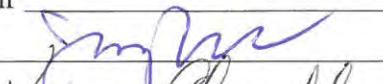
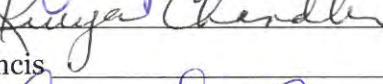
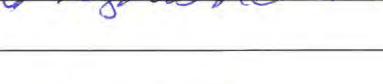
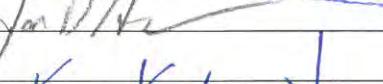
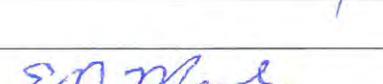
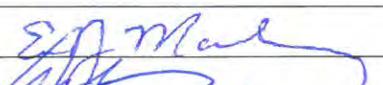
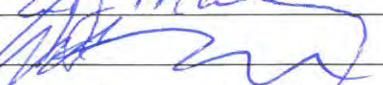
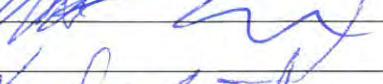
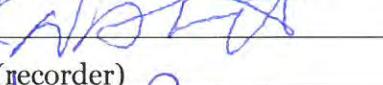
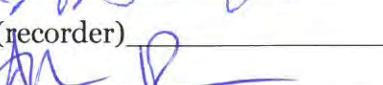
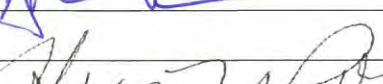
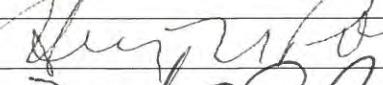
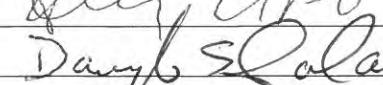
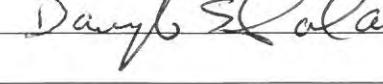
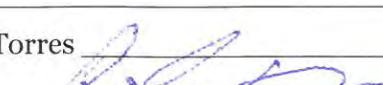
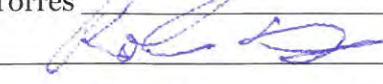
Sara Cuya is working on making changes to the floor plan based on the latest revisions done on Friday (4/17). There are a few unassigned spaces for emerging needs. It is still a work in progress; nothing is yet set in stone.

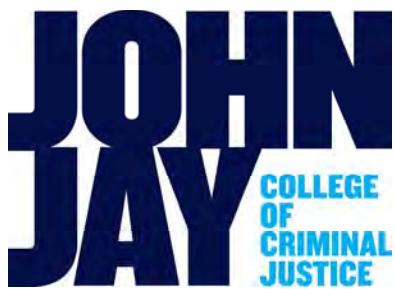
Ki: We are trying to get all academic departments in Haaren and New Building. Student Success Programs will stay in Westport. Health and Physical Education will be moved to third floor. Public Management will be consolidated to one floor. Math and ISP have swapped sides of their floor. The Counseling Department will move to 8th floor new building. Five departments will be smaller due to loss of full time faculty offices.

Space and Capital Planning: made decisions on where to put the depts. Every building, aside from BMW and 54th will have adjunct space on every floor.

Meeting Adjourned: 3:45 pm

Provost's Advisory Council
5/1/15
Attendance Sheet

1. C. Jama Adams 
2. Chevy Alford 
3. Ned Benton 
4. Seth Baumrin 
5. Jane Bowers, Chair 
6. James Cauthen 
7. Kim Chandler 
8. Lynette Cook-Francis 
9. Angela Crossman 
10. Silvia Dapia 
11. Mary Gibson 
12. Maki Haberfeld 
13. Jay Hamilton 
14. Richard Haw 
15. Karen Kaplowitz 
16. Larry Kobilinsky 
17. Kyoo Lee 
18. James Llana 
19. Evan Mandery 
20. Anthony Marcus 
21. Charles Nemeth 
22. Kevin Nesbitt 
23. Kimberly Charles (recorder) 
24. Allison Pease 
25. Lisandro Perez 
26. Henry Pontell 
27. Douglas Salane 
28. Larry Sullivan 
29. Davidson Umeh 
30. Nancy Velazquez-Torres 
31. Roberto Visani 
32. Sana Ayza (invited guest) 
33. Marc Harary 
34. Manuel Perez (support) 



**Provost Advisory Council Meeting
Meeting Minutes
Friday, May 01, 2015**

Meeting started: 12:00 PM

Present: Provost Jane Bowers, C. Jama Adams, Chevy Alford, Ned Benton, James Cauthen, Kim Chandler, Kimberly Charles, Angela Crossman, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Evan Mandery, Anthony Marcus, Kevin Nesbitt, Allison Pease, Maribel Perez, Henry Pontell, Douglas Salane, Nancy Velazquez-Torres and Roberto Visani. Invited guests: Sara Cuya, Marc Harvey

Purpose of this meeting: Informational meeting to give Chairs an opportunity to see the prospective floor plans and make them aware of the changes and various accommodations that are being made.

1. Approval of Minutes: Minutes from 4-20-2015 meeting were approved.
2. Provost Announcements
 - Provost welcomed guests Marc Harvey and Sara Cuya from the Office of Space Planning.
 - Provost clarified that this is a **continuation** of our last PAC meeting to further the discussion on SPACE.
 - Adjunct space will be discussed by Provost Bowers and Sr. VP Pignatello at a meeting on Monday, May 4th, 2015.
3. **SPACE:**
 - Kim Chandler indicated that this is still a work in progress, and some aspects of the floor plans have changed since the original. She informed that we have an opportunity to have members of Space Planning team at this meeting to answer questions and address concerns. She encouraged Chairs to offer suggestions on how space in their departments can be utilized. She went over the floor by floor plans and reported as follows:
 - **BMW**
 - There is still no home for 'The Punishment to Public Health' project and the Center for Race, Crime and Justice.
 - Registrar and Financial Aid will move to BMW.
 - Provost Bowers mentioned the Proposed Area for Emerging Needs, Grant/Research Space. She met with CUNY Capital and Space Planning folks about pending large projects that need space. We are going to get a lot of resources including new staff, which we need to accommodate. We have to hold back on some space (*gray colored area on floor plan*).
 - Gray space is in flux for projects that are funded or not funded. If we don't need the gray area space, we can use it for adjunct space.
 - Math and ISP will swap spaces because we needed to accommodate gray area for new projects.
 - **Haaren Hall 2nd Floor**
 - Nothing has changed except classrooms.
 - Undergraduate Research

Haaren Hall 3rd Floor

- Art and Music will have specialized space for equipment.
- Health and Physical Education will be located on the 4th floor Haaren Hall.
- Possible space for adjuncts.

Haaren Hall 4th Floor

- Law and Police Science remains here.
- Academic Integrity Office comes here.
- Graduate Studies, International Programs and Study Abroad space are now here.
- Regarding the question of whether everyone will be allowed to use shared space, Sara Cuya indicated that shared space is only for departments on the **same** floor.
- Chevy Alford expressed concern for the 30-40 students working as mentors, but Kim indicated they have not lost any space.

Haaren Hall 5th Floor

- Public Management is being consolidated to one floor.

Haaren Hall 6th Floor

- Criminal Justice and CJ PhD program including space for doctoral students. The entire corridor on this [south] side is criminal justice.
 - The space for DP was Marketing. Changes were made to reflect this.

New Building 3rd Floor

- No change

New Building 4th Floor

- All Science - No change
- There is no adjunct space. There is a Title V Office.

New Building 5th Floor

- All Science - No change

New Building 6th Floor

- Math and Interdisciplinary Studies Program (ISP) spaces have been swapped.
- ISP is officially a department and they have grown a little.
- We have a lot of programs that need staff and space, so space is being held back for those programs that are most likely to be granted. We've made a lot of progress with the City and NYPD bringing in a lot of money. We can have the University split the cost of this.
- Space for adjuncts has not been resolved.

New Building 7th Floor

- No change

New Building 8th Floor

- History Department is here.
- Counseling is split in terms academic advising and counseling. It is its own department.
- Pre Law goes here. It is currently in North Hall.

New Building 9th Floor

No Change

New Building 10th Floor

No change

Westport 1st Floor

- Unassigned space into Student Academic Success Programs and also for David Kennedy.
- Bookstore space is now training classrooms. We will accommodate CUNY 20/20 if we get that award.

Westport 2nd Floor

- Not moving - No change

54th Street

Designed for research space.

General comments and expressed concerns:

- *Provost* indicated sharing of the space will be discussed among departments on that floor. Chairs can discuss how they are going to share the space. Most likely Chairs of the departments will book the rooms. We lost a whole building - offices, classrooms - a lot of space, which we need to accommodate.
- *J. Adams* would like reassurance that there is a plan to continue the space discussion vis-à-vis faculty hiring.
- *Provost* stated there will be no hiring of faculty for the next 2-3 years. We will not be hiring 30 to 40 lines like in the past. However, once our enrollment bounces back up, we can revisit that option. President Travis is advocating very hard for more lines and for additional help from the university, but this is for the future, not for the short term. Do not think that you cannot grow as a department. Chances of Chairs getting a line in the next couple of years are low. Jim Llana is researching other schools to see how they utilize their space.
- Veteran's Center will be located in VP Cook-Francis's area (space previously occupied by counselors).
- *D. Salane* hopes there is support from the College to make these moves (packing, cleaning, etc.).
- *Provost* reassured there will be support from the College. As in our previous moves, we have tried our best to make the move smooth such as we did for North Hall.

Comments on adjunct space:

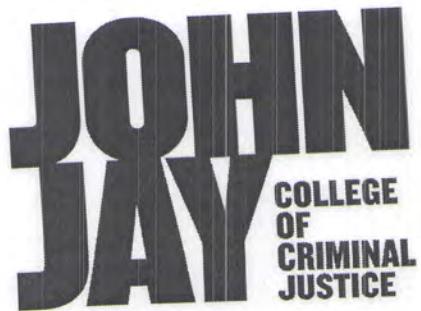
- *K. Chandler* indicated we have not resolved space for Adjuncts yet. However, she believes the intent is to have communal space for adjuncts. Shared adjunct space will be available to all adjuncts. All equipment will be locked down; however, rooms will not be locked.
- *A. Pease* stated there is no one to advocate for adjunct for space and added Adjuncts spend more time at the college when they have decent space.
- *N. Benton* would like to have the square footage. Sara will discuss with Pat.
- *Sara Cuya* indicated there will be 3 to 10 lockers in each room where adjuncts can put their stuff away.
- *N. Benton* asked if Chairs have to manage the schedule of these shared adjuncts spaces. Adjuncts can camp out and a situation can be unsupervised. All will be a zoo.
- *S. Baumrin* stated safety and security for adjuncts should be part of conservation. Adjuncts can have access to common space. He knows adjuncts that are fearful when they reach the night.
- *J. Hamilton* said we have to expand our Wi-Fi capability if adjuncts will be taken off their land-line computers. Adjuncts need Wi-Fi access.
- We were getting a lot of complaints about North Hall students not getting Wi-Fi.
- *Provost* reiterated this is still a work in progress, but it's close to final implementation. Therefore, if Chairs have questions and concerns, they can send them Sara and Marc.
- Adjunct space can be contiguous to all.
- *Provost* stated that According to SVP Pignatello, it is very unlikely, because of delays getting mechanical equipment, that we'll move in the summer. Haaren space will not be ready. Marc and Sara will make arrangements on how to make the move. They will make decisions with the vendor.

Last comments:

- *Provost*: If you have an idea or notion about your particular space, share these ideas with Marc and Sara.
- *Marc Harvey*: When you do a complex plan there is a sense of compromise that is needed.

Meeting adjourned at 3:30 pm.

Council of Undergraduate Program Coordinators



Majors and Minors Coordinators Meeting

September 2, 2014

Agenda

Dear Major and Minor Coordinators,

Next Tuesday, Sept 2 when we meet I hope to discuss (1) our fall advising plans and training briefly, (2) distribute the new major and minor advisor handbooks, (3) remind you of the Academic Journey and the sophomore-specific prompts we use to help guide students, and then (4) spend the rest of our time checking in on the 2013-14 AY assessment. I know most of you were busy in June writing reports, but those reports are only as good as the action we take in response to them. The central role of the Major and Minor Coordinator is to ensure the quality of the academic programs you coordinate, and assessment is our evidence-based way to gauge program quality and to make improvements when we discover curricular shortfalls, as we all do.

For next Tuesday, please come to the meeting prepared to share only the following two points as they relate to the major or minor you coordinate:

1. What was the most significant finding in your 2013-14 Assessment Cycle?
2. How will your program address this finding?

Assessment should be clear and practical and above all not mistake the process for the intended product: effective teaching and a curriculum that helps students achieve the goals we set out for them. I look forward to hearing what you are discovering in your programs this year.

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS
COORDINATORS 2014-2015
September 2nd, 2014

PROGRAM	COORDINATOR	Initials
Anthropology (BA)	Johanna Lessinger	✓
Computer Science and Information Security (BS)	Spiros Bakiras	✓
CIS in CJ and PAD (BS) <i>Coordinator</i>	Spiros Bakiras	
<i>Criminal Justice Specialization Advisor</i>	Peter Shenkin	
<i>Public Administration Specialization Advisors</i>	Peter Mameli	✓
Correctional Studies (BS) (new BS Criminal Justice)	SUSPENDED NO REP	
Criminal Justice (BA) Crime Control and Prevention	Evan Mandery	
Criminal Justice (BS) Institutional Theory and Practice	Eric Piza	✓
Criminal Justice Management (BS) <i>(C and A)</i>	Salomon Guajardo	✓
Criminology (BA) <i>Coordinator</i>	Louis Kontos	✓
<i>Advisors</i>	Barry Spunt	✓
<i>Criminology</i> <i>Advisors</i>	Michael Rowan	✓
Culture and Deviance Studies (BA)	Ed Snadjar	✓
Dispute Resolution	Maria R. Volpe	✓
Economics (BS)	Catherine Mulder	✓
<i>Forensic Financial Analysis Specialization Adv.</i>	Randall LaSalle	✓
English (BA)	John Staines	
Fire and Emergency Services (BA)	Donnell Harvin	✓
Fire Science (BS)	Donnell Harvin	✓
Forensic Psychology (BA)	Daryl Wout	✓
Forensic Science (BS) <i>FOS Coordinator /Advisor</i>	Lawrence Kobilinsky	✓ <i>Shu-yuan Chang</i>
<i>FOS Advisor</i>	Sandra Swenson	✓
<i>Advisor Forensic Science 401 Lab Internships</i>	Peter Diaczuk	
<i>Advisor FOS 402 Research Internship</i>	Edgardo Sanabria-Valentin	
Gender Studies (BA)	Katie Gentile	✓
Global History (BA) <i>Coordinator</i>	Matthew Perry	✓
<i>Major Advisor</i>	James De Lorenzi	
Humanities and Justice (BA)	David Munns	✓
International Criminal Justice (BA)	Klaus Von Lampe	✓
Library	Karen Okamoto	✓
Latin American and Latina/o Studies	Jose Luis Morin	✓
Law and Society (BA) <i>Co-Coordinator</i>	Maxwell Mak	✓
<i>Co-Coordinator/Advisor</i>	Monica Varsanyi	
Legal Studies (BA) not accepting new students	Harold Sullivan	

Philosophy (BA)		Mary Ann McClure	
Police Studies (BS)		John Decarlo	✓
Political Science (BA)	Co-Coordinator	Andrew Sidman	
	Co-Coordinator/Advisor	Samantha Majic	✓
Psychology		Deryn Strange	✓
Public Administration (BS)		Peter Mamelis	✓
Security Management (BS)		Marie Maras	✓
Sociology (BA)	Coordinator	Robert Garot	
	Advisor	Crystal Jackson	✓
Associate Provost		James Llana	✓
Outcome Assessment		Virginia Moreno	✓
Center for Advancement of Teaching		Charles Davidson	✓
Academic Advisement		Louise Freymann	✓
Shu Yuan Cheng (Demi)	Sciences		✓

modern languages major

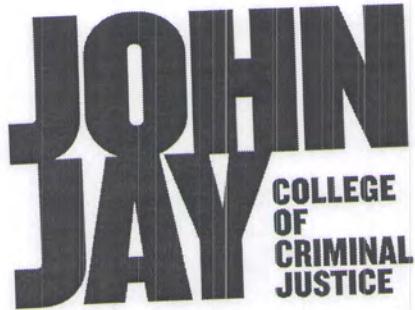
MEMBERS OF THE COUNCIL OF UNDERGRADUATE MINORS
COORDINATORS 2014-2015

PROGRAM	COORDINATOR	Initials
Addiction Studies	Elizabeth Jeglic	
Africana Studies	Jessica Gordon-Nembhard	✓
Africana Studies Honors	Jessica Gordon-Nembhard	✓
Anthropology	Richard Curtis	
Art	Roberto Visani	
Biology	Nathan Lents	✓
Chemistry	Francis Sheehan	
Computer Science	Shaobai Kan	
Corrections	Lior Gideon	✓
Counseling	Mickey Melendez	
Criminology	Louis Kontos	
Dispute Resolution	Maria R. Volpe	✓
Economics	Catherine Mulder	
English	Jay Walitalo	✓
Film Studies	Marc Dolan	✓
Fire Science	Donnell Harvin	
Gender Studies	Katie Gentile	
Health and Physical Education	Vincent Maiorino	✓
History Coordinator	Andrea Balis	✓
Human Rights Studies	George Andreopoulos	
Human Services (Counseling Dept.)	Mickey Melendez	✓
Humanities and Justice	David Munns	✓
Journalism (English Dept.)	Devin Harner	
	Alexa Capeloto	
Latin American and Latina/o Studies	Jose Luis Morin	✓
Latin American and Latina/o Studies Honors	Jose Luis Morin	✓
Latina/o Literature	Richard Perez <i>(Belinda Rincon)</i>	On Leave
Law	Eugene O'Donnell	✓
Mathematics	Hunter Johnson	✓
Mathematics	Michael Puls	
Music	Ben Bierman	✓
Philosophy	Mary Ann McClure	
Police Studies	John Decarlo	✓
Political Science Co-Coordinator	Andrew Sidman	
Co-Coordinator/Advisor	Samantha Majic	

Nikki Hancock-Nicholson 8/28/2014

Latina/o Studies Mayoral Work

Psychology	Daryl Wout	✓
Public Administration	Peter Mameli	✓
Security Management	Maria Maras	✓
Sociology	Robert Garot	✓
Spanish	Silvia Dapia	✓
Spanish Certificate Programs	Aida Martinez-Gomez	✓
Speech and Media/Theatre (CTA Dept.)	Seth Baumrin	
Sustainability and Environmental Justice	Joan Hoffman	
Theatre Arts (CTA Dept.)	Alexander Schlutz	
Writing	Seth Baumrin	
	Jay Walitalo	



Major and Minor Coordinators Meeting

October 6, 2014

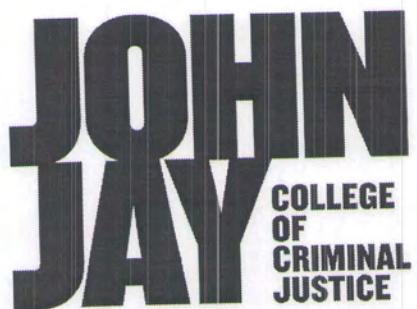
Agenda

1. **Sophomore Advising Check In**
 - a. early reports from the field, questions, concerns, feedback
2. **The Provost's Academic Plan and Your Major**
 - a. what do the numbers and admissions standards in some majors mean for your program?
3. **Beginning to think about the big picture for our students**
 - a. College-Wide Curriculum Mapping (see attached form)

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS
COORDINATORS 2014-2015
October 6th, 2014

PROGRAM	COORDINATOR	Initials
Anthropology (BA)	Johanna Lessinger	JML
Computer Science and Information Security (BS)	Spiros Bakiras	SB
CIS in CJ and PAD (BS)	Spiros Bakiras	
<i>Criminal Justice Specialization Advisor</i>	Peter Shenkin	
<i>Public Administration Specialization Advisors</i>	Peter Mameli	PM
Correctional Studies (BS) (new BS Criminal Justice)	SUSPENDED NO REP	
Criminal Justice (BA) Crime Control and Prevention	Evan Mandery	
Criminal Justice (BS) Institutional Theory and Practice	Eric Piza	
Criminal Justice Management (BS) (C and A)	Salomon Guajardo	SG
Criminology (BA)	Louis Kontos	
<i>Coordinator</i>	Barry Spunt	
<i>Advisors</i>	Michael Rowan	
<i>Criminology</i>	Ed Snadjar	
Culture and Deviance Studies (BA)	Maria R. Volpe	Maria R. Volpe
Dispute Resolution	Catherine Mulder	C. Mulder
Economics (BS)	John Staines	
English (BA)	Donell Harvin	
Fire and Emergency Services (BA)	Donell Harvin	
Fire Science (BS)	Daryl Wout	DW
Forensic Psychology (BA)	Lawrence Kobilinsky	Lawrence Kobilinsky
Forensic Science (BS) <i>FOS Coordinator / Advisor</i>	Sandra Swenson	S. Swenson
<i>FOS Advisor</i>	Peter Diaczuk	P. Diaczuk
<i>Advisor Forensic Science 401 Lab Internships</i>		
<i>Advisor FOS 402 Research Internship</i>	Edgardo Sanabria-Valentin	Edgardo Sanabria-Valentin
Fraud Examination & Financial Forensics		
Gender Studies (BA)	Katie Gentile	KG
Global History (BA)	Matthew Perry	MP
<i>Coordinator</i>	James De Lorenzi	JD
<i>Major Advisor</i>		
Humanities and Justice (BA)	David Munns	DM
International Criminal Justice (BA)	Klaus Von Lampe	KVL
Library	Karen Okamoto	KO
Latin American and Latina/o Studies	Jose Luis Morin	JLM
Law and Society (BA)	Maxwell Mak	MM
<i>Co-Coordinator</i>	Monica Varsanyi	MV
<i>Co-Coordinator/Advisor</i>		
Legal Studies (BA) not accepting new students	Harold Sullivan	

Philosophy (BA)	Mary Ann McClure	
Police Studies (BS)	John Decarlo	D. De ✓
Political Science (BA)	Co-Coordinator	Andrew Sidman
	Co-Coordinator/Advisor	Samantha Majic ✓
Psychology		Deryn Strange
Public Administration (BS)		Peter Mameli ✓
Security Management (BS)		Marie Maras ✓
Sociology (BA)	Coordinator	Robert Garot ✓
	Advisor	Crystal Jackson ✓
Associate Provost		James Llana ✓
Outcome Assessment		Virginia Moreno ✓
Center for Advancement of Teaching		Charles Davidson ✓
Academic Advisement		Louise Freymann ✓
Guests:	Darin Barnett	DAR
Douglas Boettner ↳ Special Academic Sessions Office Director of Ed Curricular	Katherine Kilborn	



Major and Minor Coordinators Meeting

November 04, 2014

Agenda

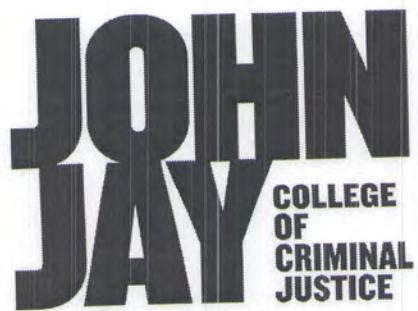
1. Checking in on sophomore advising within the major
2. Scaffolding of courses for each major and academic roadmap for majors with regard to course level and level of proficiency
3. Academic Journey Map

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS
COORDINATORS 2014-2015
November 4th, 2014

PROGRAM	COORDINATOR	Initials
Anthropology (BA)	Johanna Lessinger	JML
Computer Science and Information Security (BS)	Spiros Bakiras	SB
CIS in CJ and PAD (BS) <i>Coordinator</i>	Spiros Bakiras	
<i>Criminal Justice Specialization Advisor</i>	Peter Shenkin	
<i>Public Administration Specialization Advisors</i>	Peter Mameli	PM
Correctional Studies (BS) (new BS Criminal Justice)	SUSPENDED NO REP	
Criminal Justice (BA) Crime Control and Prevention	Evan Mandery	
Criminal Justice (BS) Institutional Theory and Practice	Eric Piza	EP
Criminal Justice Management (BS) <i>(C and A)</i>	Salomon Guajardo	
Criminology (BA) <i>Coordinator</i>	Louis Kontos	DK
<i>Advisors</i>	Barry Spunt	
<i>Criminology</i> <i>Advisors</i>	Michael Rowan	
Culture and Deviance Studies (BA)	Ed Snadjr	ES
Dispute Resolution	Maria R. Volpe	
Economics (BS)	Catherine Mulder	CM
English (BA)	John Staines	JS
Fire and Emergency Services (BA)	Donell Harvin	DH
Fire Science (BS)	Donell Harvin	DH
Forensic Psychology (BA)	Daryl Wout	
Forensic Science (BS) <i>FOS Coordinator / Advisor</i>	Shu-Yuan Cheng (Demi)	SC
<i>FOS Advisor</i>	Sandra Swenson	SS
<i>Advisor Forensic Science 401 Lab Internships</i>	Peter Diaczuk	
<i>Advisor FOS 402 Research Internship</i>	Edgardo Sanabria-Valentin	
Fraud Examination & Financial Forensics	JONATHAN CHILDERKEY	JC
Gender Studies (BA)	Katie Gentile	KG
Global History (BA) <i>Coordinator</i>	Matthew Perry	MP
<i>Major Advisor</i>	James De Lorenzi	
Humanities and Justice (BA)	David Munns	DM
International Criminal Justice (BA)	Klaus Von Lampe	KVL
Library	Karen Okamoto	KO
Latin American and Latina/o Studies	Jose Luis Morin	JLM
Law and Society (BA) <i>Co-Coordinator</i>	Maxwell Mak	MM
<i>Co-Coordinator/Advisor</i>	Monica Varsanyi	
Legal Studies (BA) not accepting new students	Harold Sullivan	H

Philosophy (BA)	Mary Ann McClure	<i>M</i>
Police Studies (BS)	John Decarlo	
Political Science (BA)	<i>Co-Coordinator</i>	Andrew Sidman
	<i>Co-Coordinator/Advisor</i>	Samantha Majic
Psychology	Deryn Strange	<i>Strange</i>
Public Administration (BS)	Peter Mameli	<i>PM</i>
Security Management (BS)	Marie Maras	<i>✓</i>
Sociology (BA)	<i>Coordinator</i>	Robert Garot
	<i>Advisor</i>	Crystal Jackson
Associate Provost	James Llana	<i>✓</i>
Outcome Assessment	Virginia Moreno	<i>VM</i>
Center for Advancement of Teaching	Charles Davidson	<i>CD</i>
Academic Advisement	Louise Freymann	<i>LFG</i>
Guests:		<i>JL</i>
<i>J. Llana</i>		
<i>C. DAVIDSON</i>		

FFFF
 JONATHAN CHIDDELLY *(Signature)*
 (please ask me as co-ordinator for this new Major.)



Major and Minor Coordinators Meeting

December 2, 2014

Dear Major and Minor Coordinators,

We will have our final 2014 meeting tomorrow in L61 from 1:40-2:45. To be discussed are:

1. The attached report on Sophomore Advising and recommendations for spring 2015
2. Further recommendations on Outcomes Assessment, Advising, and all things Coordinator moving forward
 - a. This will be my last meeting as interim Dean and I would like to create a document for our next Dean that outlines what the Major and Minor Coordinators have done in the last year and a half and where *they* would like to go next. This is your chance to weigh in on your roles and the Council of Coordinators.

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS

COORDINATORS 2014-2015

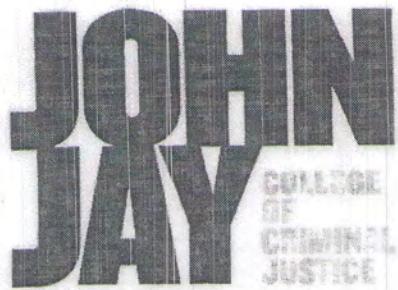
December 2nd, 2014

PROGRAM	COORDINATOR	Initials
Anthropology (BA)	Johanna Lessinger	
Computer Science and Information Security (BS)	Spiros Bakiras	SB
CIS in CJ and PAD (BS) <i>Coordinator</i>	Spiros Bakiras	
<i>Criminal Justice Specialization Advisor</i>	Peter Shenkin	
<i>Public Administration Specialization Advisors</i>	Peter Mameli	PM
Correctional Studies (BS) (new BS Criminal Justice)	SUSPENDED NO REP	
Criminal Justice (BA) Crime Control and Prevention	Evan Mandery	
Criminal Justice (BS) Institutional Theory and Practice	Eric Piza	EP
Criminal Justice Management (BS) <i>(C and A)</i>	Salomon Guajardo	
Criminology (BA) <i>Coordinator</i>	Louis Kontos	LS
<i>Advisors</i>	Barry Spunt	
<i>Criminology</i> <i>Advisors</i>	Michael Rowan	MR
Culture and Deviance Studies (BA)	Ed Snadjr	
Dispute Resolution	Maria R. Volpe	MRV
Economics (BS)	Catherine Mulder	CM
English (BA)	John Staines	JS
Fire and Emergency Services (BA)	Donell Harvin	DH
Fire Science (BS)	Donell Harvin	DH
Forensic Psychology (BA)	Daryl Wout	DW
Forensic Science (BS) <i>FOS Coordinator / Advisor</i>	Shu-Yuan Cheng (Demi)	
<i>FOS Advisor</i>	Sandra Swenson	SS
<i>Advisor Forensic Science 401 Lab Internships</i>	Peter Diaczuk	
<i>Advisor FOS 402 Research Internship</i>	Edgardo Sanabria-Valentin	
Fraud Examination & Financial Forensics	Jonathan Childerley	JCh
Gender Studies (BA)	Katie Gentile	KG
Global History (BA) <i>Coordinator</i>	Matthew Perry	
<i>Major Advisor</i>	James De Lorenzi	
Humanities and Justice (BA)	David Munns	
International Criminal Justice (BA)	Klaus Von Lampe	KVL
Library	Karen Okamoto	
Latin American and Latina/o Studies	Jose Luis Morin	
Law and Society (BA) <i>Co-Coordinator</i>	Maxwell Mak	
<i>Co-Coordinator/Advisor</i>	Monica Varsanyi	
Legal Studies (BA) not accepting new students	Harold Sullivan	

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MINORS
COORDINATORS 2014-2015

PROGRAM	COORDINATOR	Initials
Addiction Studies	Elizabeth Jeglic	
Africana Studies	Jessica Gordon-Nembhard	XJN
Africana Studies Honors	Jessica Gordon-Nembhard	XJN
Anthropology	Richard Curtis	
Art	Roberto Visani	
Biology	Nathan Lents	
Chemistry	Francis Sheehan	
Computer Science	Shaobai Kan	S.K.
Corrections	Lior Gideon	
Counseling	Mickey Melendez	MM
Criminology	Louis Kontos	
Dispute Resolution	Maria R. Volpe	
Economics	Catherine Mulder	
English	Jay Walitalo	
Film Studies	Marc Dolan	
Fire Science	Donell Harvin	
Gender Studies	Katie Gentile	
Health and Physical Education	Vincent Maiorino	VAM
History	Coordinator	
Human Rights Studies	Andrea Balis	
Human Services (Counseling Dept.)	George Andreopoulos	
Humanities and Justice	Mickey Melendez	
Journalism (English Dept.)	David Munns	
Latin American and Latina/o Studies	Devin Harner	
Latin American and Latina/o Studies Honors	Alexa Capeloto	
Latin/o Literature	Jose Luis Morin	
Law	Jose Luis Morin	
Mathematics	Richard Perez	
Mathematics	(Belinda Rincon)	On Leave
Music	Eugene O'Donnell	
Philosophy	Hunter Johnson	HJ
Mathematics	Michael Puls	
Music	Ben Bierman	
Philosophy	Mary Ann McClure	
Police Studies	John Decarlo	
Political Science	Co-Coordinator	Andrew Sidman
	Co-Coordinator/Advisor	Samantha Majic

Psychology	Daryl Wout		
Public Administration	Peter Mameli		pm
Security Management	Maria Maras		
Sociology	Robert Garot		
Spanish	Silvia Dapia		
Spanish Certificate Programs	Aida Martinez-Gomez		✓ -
Speech and Media/Theatre (CTA Dept.)	Seth Baumrin	<i>Marta Walitalo</i>	<i>Am. 44</i>
Sustainability and Environmental Justice	Joan Hoffman		
Theatre Arts (CTA Dept.)	Alexander Schlutz		
Writing	Seth Baumrin		
	Jay Walitalo		



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AGENDA

Majors / Minors Coordinators Meeting

03 February 2015

1. Greetings!
2. Issues for Discussion:
 - a. Goals: Where Do We Need to Be? Where Do We Want to Go?
 - b. Major / Minor Academic Advisement
 - i. Document Attached: Plans for Advising Sophomores in the Majors
 - c. Program Reviews
3. Matters for Further Investigation and Discussion
 - a. Assessment
 - b. Best Practices
 - c. On-going Projects

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS COORDINATORS 2014-2015
February 3, 2015

PROGRAM	COORDINATOR	PHONE NUMBER	E-MAIL	Initials
Anthropology (BA)	Johanna Lessinger	212-237-8293	jlessinger@jjay.cuny.edu	ML
Computer Science and Information Security (BS)	Spiros Bakiras	212-484-1181	sbakiras@jjay.cuny.edu	SB
CIS in CJ and PAD (BS) <i>Coordinator</i>	Spiros Bakiras	212-484-1181	sbakiras@jjay.cuny.edu	
<i>Criminal Justice Specialization Advisor</i>	Peter Shenkin	212-237-8925	pshenkin@jjay.cuny.edu	
<i>Public Administration Specialization Advisors</i>	Peter Mameli	212-237-8027	pmameli@jjay.cuny.edu	PM
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Criminal Justice (BA) Crime Control and Prevention	Evan Mandery	212-237-8389	emandery@jjay.cuny.edu	
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Criminal Justice Management (BS) - (C and A) <i>Coordinator</i>	Salomon Guajardo	646-557-4783	sguajardo@jjay.cuny.edu	
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	Crystal Jackson		cjackson@jjay.cuny.edu	
	Michael Rowan	646-781-5813	mrowan@jjay.cuny.edu	
<i>Criminology</i>	Ed Snadje	212-237-8200	esnajdr@jjay.cuny.edu	
Culture and Deviance Studies (BA)	Maria R. Volpe	212-237-8693	mvolpe@jjay.cuny.edu	
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<i>Forensic Examination & Financial Forensics (BS)</i>	John Staines	646-557-4555	jstaines@jjay.cuny.edu	
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<i>S</i>	<i>E</i>	<i>B</i>	<i>G</i>	<i>H</i>	<i>C</i>	<i>A</i>	<i>M</i>	<i>P</i>	<i>R</i>	<i>J</i>
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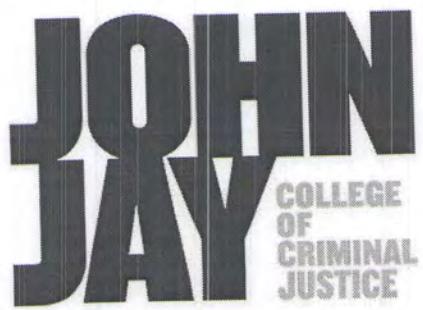
MEMBERS OF THE COUNCIL OF UNDERGRADUATE MINORS COORDINATORS 2014-2015
February 3, 2015

PROGRAM	COORDINATOR	PHONE NUMBER	E-MAIL	Initials
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Counseling	Robert DeLucia	212-237-8142	rdelucia@jjay.cuny.edu	
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Dispute Resolution	Maria R. Volpe	212-237-8693	mvolpe@jjay.cuny.edu	
Economics	Catherine Mulder	212-484-1309	cmulder@jjay.cuny.edu	
English	Jay Walitalo	212-484-1192	jwalitalo@jjay.cuny.edu	JW
Film Studies	Marc Dolan	212-237-8214	mdolan@jjay.cuny.edu	MD
Fire Science	Donell Haryn	-	dharvin@jjay.cuny.edu	
Gender Studies	Katie Gentle	212-237-8110	kgentile@jjay.cuny.edu	KG
Health and Physical Education	Vincent Maiorino	212-237-8323	vmaiorino@jjay.cuny.edu	VM
History Coordinator	Andrea Balis	212-237-8832	abalis@jjay.cuny.edu	AB
Human Rights Studies	George Andreopoulos	212-237-8190	gandreopoulos@jjay.cuny.edu	GAA
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	Alexa Capeloto	646-557-4546	acapeloto@jjay.cuny.edu
Latin American and Latina/o Studies	Jose Luis Morin	212-393-6481	jmorin@jjay.cuny.edu
Latin American and Latina/o Studies Honors Latina/o Literature	Jose Luis Morin	212-393-6481	jmorin@jjay.cuny.edu
	Richard Perez	646-557-4408	rperez@jjay.cuny.edu
	(Belinda Rincon)	212-337-8750	brincon@jjay.cuny.edu
Law	Eugene O'Donnell	212-237-8388	eodonnell@jjay.cuny.edu
Mathematics	Hunter Johnson	212-2378846	hujohnson@jjay.cuny.edu
Mathematics	Michael Puls	212-484-1178	mpuls@jjay.cuny.edu
Music	Ben Bierman	646-557-4822	bbierman@jjay.cuny.edu
Philosophy	Mary Ann McClure	212-237-8340	mmcclure@jjay.cuny.edu
Police Studies	John Decarlo	212-393-6375	jdecarlo@jjay.cuny.edu
Political Science	Co-Coordinator	646-557-4613	asidman@jjay.cuny.edu
	Co-Coordinator/Advisor	212-237-8439	jddecario@jjay.cuny.edu
Psychology	Samantha Majic	646-557-4652	smajic@jjay.cuny.edu
Public Administration	Daryl Wout	212-237-8027	dwout@jjay.cuny.edu
Security Management	Peter Mamel	212-621-4168	pmameli@jjay.cuny.edu
Sociology	Maria Maras	212-237-8680	mmaras@jjay.cuny.edu
Spanish	Robert Garot	646-557-4415	rgarot@jjay.cuny.edu
	Silvia Dapia	646-621-3755	sdapia@jjay.cuny.edu
Spanish Certificate Programs	Aida Martinez-Gomez	646-621-3755	Amartinez-gomez@jjay.cuny.edu
Speech and Media/Theatre (CTA Dept.)	Seth Baumrin	212-237-8130	sbaumrin@jjay.cuny.edu
Sustainability and Environmental Justice	Joan Hoffman	212-237-8067	jhoffman@jjay.cuny.edu
Theatre Arts (CTA Dept.)	Alexander Schlutz	212-237-8597	aschlutz@jjay.cuny.edu
	Seth Baumrin	212-237-8130	sbaumrin@jjay.cuny.edu
Writing	Jay Walitalo	212-484-1192	jwalitalo@jjay.cuny.edu

Academic Advisement Center: Louise Freymann, lfreymann@day.edu
Center for Post Grad Opportunities

Nikki Hancock-Nicholson 1/29/15
Vielka Hol



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A G E N D A

Major Coordinators Meeting

03 March 2015

1. Greetings!

2. Issues for Discussion:

- a. Registration Matters: *Registration begins the week of 10 April*
- b. Sophomore Holds
- c. Announcements
 - i. Prof. Deryn Strange and Prof. Maxwell Mak, OUR

3. Presentations:

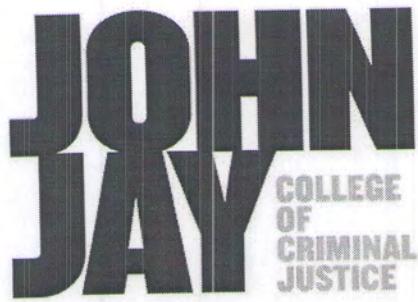
- a. Sumaya Villanueva, Gen Ed Advisement
- b. Kaitlin Szur, Sophomore Year Initiative
- c. Vielka Holness, Post-Graduate Opportunities
- d. Jim Llana and Virginia Moreno, Assessment

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS
COORDINATORS 2014-2015
March 3rd, 2015

PROGRAM	COORDINATOR	Initials
Anthropology (BA)	Johanna Lessinger	JML
Computer Science and Information Security (BS)	Spiros Bakiras	SB
CIS in CJ and PAD (BS) <i>Coordinator</i>	Spiros Bakiras	
<i>Criminal Justice Specialization Advisor</i>	Peter Shenkin	
<i>Public Administration Specialization Advisors</i>	Peter Mameli	PM
Correctional Studies (BS) (new BS Criminal Justice)	SUSPENDED NO REP	
Criminal Justice (BA) Crime Control and Prevention	Evan Mandery	
Criminal Justice (BS) Institutional Theory and Practice	Eric Piza	
Criminal Justice Management (BS) <i>(C and A)</i>	Salomon Guajardo	SG
Criminology (BA) <i>Coordinator</i>	Louis Kontos	LK
<i>Advisors</i>	Barry Spunt	
<i>Criminology</i> <i>Advisors</i>	Michael Rowan	MR
Culture and Deviance Studies (BA)	Ed Snadjar	ES
Dispute Resolution	Maria R. Volpe	
Economics (BS)	Catherine Mulder	
English (BA)	John Staines	JS
Fire and Emergency Services (BA)	Donell Harvin	
Fire Science (BS)	Donell Harvin	
Forensic Psychology (BA)	Dawn Mait Deryn Strange <i>Adviser</i>	DMDS
Forensic Science (BS) <i>FOS Coordinator /Advisor</i>	Shu-Yuan Cheng (Demi)	SYC
<i>FOS Advisor</i>	Sandra Swenson	
<i>Advisor Forensic Science 401 Lab Internships</i>	Peter Diaczuk	
<i>Advisor FOS 402 Research Internship</i>	Edgardo Sanabria-Valentin	ESV
Fraud Examination & Financial Forensics	Jonathan Childerley	JCh
Gender Studies (BA)	Katie Gentile	KG
Global History (BA) <i>Coordinator</i>	Matthew Perry	MP
<i>Major Advisor</i>	James De Lorenzi	
Humanities and Justice (BA)	David Munns	DM
International Criminal Justice (BA)	Klaus Von Lampe	KVL
Library	Karen Okamoto	KO
Latin American and Latina/o Studies	Jose Luis Morin	JLM
Law and Society (BA) <i>Co-Coordinator</i>	Maxwell Mak	MM
<i>Co-Coordinator/Advisor</i>	Monica Varsanyi	
Legal Studies (BA) not accepting new students	Harold Sullivan	

Philosophy (BA)		Mary Ann McClure	
Police Studies (BS)		John Decarlo	
Political Science (BA)	Co-Coordinator	Andrew Sidman	
	Co-Coordinator/Advisor	Samantha Majic	S.M.
Psychology		Dawn Strange	
Public Administration (BS)		Peter Mameli	P.M.
Security Management (BS)		Marie Maras	M.M.
Sociology (BA)	Coordinator Advisor	Robert Garot	R.G.
		Crystal Jackson	C.J.
Associate Provost		James Llana	J.L.
Outcome Assessment		Virginia Moreno	V.M.
Center for Advancement of Teaching		Charles Davidson	C.D.
• Academic Advisement		Louise Freymann	L.F.
Associate Provost/Dean of UnderGrad Studies		Scott Stoddart	S.S.
Guests:			
Sumaya Villanueva		Karen M.	
Kate Szur		K.S.	
Vielka Holness			
Dawn Strange			
Katherine Killoran		K.K.	
Vielka Holness			

→ I'm not a guest
 Daryl Wait is the Minor CoOrd
 I am the Major.



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A G E N D A

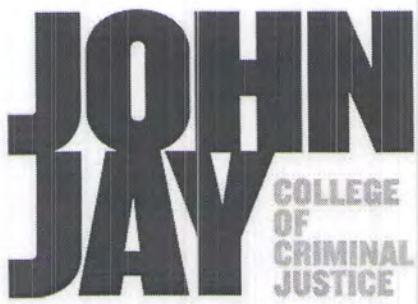
Major Coordinators Meeting

31 March 2015

1. Greetings!
2. Issues for Discussion:
 - a. Sophomore Advising
3. Presentations:
 - a. Eric Piza, Criminal Justice, BS Majors coordinator

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS
COORDINATORS 2014-2015
March 31st, 2015

PROGRAM	COORDINATOR	Initials
Anthropology (BA)	Johanna Lessinger	
Computer Science and Information Security (BS)	Spiros Bakiras	
CIS in CJ and PAD (BS)	Coordinator	Spiros Bakiras
<i>Criminal Justice Specialization Advisor</i>	Peter Shenkin	
<i>Public Administration Specialization Advisors</i>	Peter Mameli	P.M.
Correctional Studies (BS) (new BS Criminal Justice)	SUSPENDED NO REP	MARTIN HORN
Criminal Justice (BA) Crime Control and Prevention	Evan Mandery	
Criminal Justice (BS) Institutional Theory and Practice	Eric Piza	
Criminal Justice Management (BS) (C and A)	Salomon Guajardo	
Criminology (BA)	Coordinator	Louis Kontos
	Advisors	Barry Spunt
<i>Criminology</i>	Advisors	Michael Rowan
Culture and Deviance Studies (BA)	Ed Snadjar	M
Dispute Resolution	Maria R. Volpe	
Economics (BS)	Catherine Mulder	
English (BA)	John Staines	
Fire and Emergency Services (BA)	Donell Harvin	
Fire Science (BS)	✓ Donell Harvin	
Forensic Psychology (BA)	Daryl Wout	
Forensic Science (BS) <i>FOS Coordinator / Advisor</i>	Shu-Yuan Cheng (Demi)	SW
<i>FOS Advisor</i>	Sandra Swenson	
<i>Advisor Forensic Science 401 Lab Internships</i>	Peter Diaczuk	
<i>Advisor FOS 402 Research Internship</i>	Edgardo Sanabria-Valentin	ESV
Fraud Examination & Financial Forensics	Jonathan Childerley	
Gender Studies (BA)	Katie Gentile	
Global History (BA)	Coordinator	Matthew Perry
	Major Advisor	James De Lorenzi
Humanities and Justice (BA)	David Munns	
International Criminal Justice (BA)	Klaus Von Lampe	
Library	Karen Okamoto	K.O.
Latin American and Latina/o Studies	✓ Jose Luis Morin	
Law and Society (BA)	Co-Coordinator	Maxwell Mak
	Co-Coordinator/Advisor	Monica Varsanyi
Legal Studies (BA) not accepting new students	Harold Sullivan	



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A G E N D A

Majors & Minors Coordinators Meeting

April 28th, 2015

1. Greetings!

2. Presentation:

- a. A Discussion of the New Orientation Model which will be optimized this summer. We will be joined by Rosann Santos-Elliott, Kate Szur and Sumaya Villanueva, who were key architects of the new plan.

3. Issues for Discussion:

- a. A Discussion of our own group: I have been doing a lot of observing this term; so I have some ideas about what's working and what is not. However, I would like to hear from you: How might we better optimize our meetings next term? Should we continue with the big room/all present model? Would smaller meetings with me and my team combining majors and minors be a better model? How might we revise and assess the major/minor advisement model? What's working for you? What is not working for you?

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS
COORDINATORS 2014-2015
April 28th, 2015

PROGRAM	COORDINATOR	Initials
Anthropology (BA)	Johanna Lessinger	
Computer Science and Information Security (BS)	Spiros Bakiras	SB
CIS in CJ and PAD (BS) <i>Coordinator</i>	Spiros Bakiras	
<i>Criminal Justice Specialization Advisor</i>	Peter Shenkin	
<i>Public Administration Specialization Advisors</i>	Peter Mameli	PM
Correctional Studies (BS) (new BS Criminal Justice)	Suspended- Martin Horn	
Criminal Justice (BA) Crime Control and Prevention	Evan Mandery	
Criminal Justice (BS) Institutional Theory and Practice	Eric Piza	
Criminal Justice Management (BS) <i>(C and A)</i>	Salomon Guajardo	SG
Criminology (BA) <i>Coordinator</i>	Louis Kontos	LK
<i>Advisors</i>	Crystal Jackson	CK
<i>Criminology</i> <i>Advisors</i>	Michael Rowan	MR
Culture and Deviance Studies (BA)	Ed Snadjr	
Dispute Resolution	Maria R. Volpe	MRV
Economics (BS)	Catherine Mulder	
English (BA)	John Staines	JS
Fire and Emergency Services (BA)	Donell Harvin	DH
Fire Science (BS)	Donell Harvin	DH
Forensic Psychology (BA)	Daryl Wout	
Forensic Science (BS) <i>FOS Coordinator /Advisor</i>	Shu-Yuan Cheng (Demi)	SC
<i>FOS Advisor</i>	Sandra Swenson	
<i>Advisor Forensic Science 401 Lab Internships</i>	Peter Diaczuk	
<i>Advisor FOS 402 Research Internship</i>	Edgardo Sanabria-Valentin	
Fraud Examination & Financial Forensics	Jonathan Childerley	✓
Gender Studies (BA)	Katie Gentile	✓
Global History (BA) <i>Coordinator</i>	Matthew Perry	
<i>Major Advisor</i>	James De Lorenzi	
Humanities and Justice (BA)	David Munns	DM
International Criminal Justice (BA)	Klaus Von Lampe	
Library	Karen Okamoto <i>Kathleen Collins</i>	KC
Latin American and Latina/o Studies	Jose Luis Morin	JLM
Law and Society (BA) <i>Co-Coordinator</i>	Maxwell Mak	
<i>Co-Coordinator/Advisor</i>	Monica Varsanyi	
Legal Studies (BA) not accepting new students	Harold Sullivan	

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MINORS
COORDINATORS 2014-2015

PROGRAM	COORDINATOR	Initials
Addiction Studies	Elizabeth Jeglic	
Africana Studies	Jessica Gordon-Nembhard	
Africana Studies Honors	Jessica Gordon-Nembhard	
Anthropology	Richard Curtis	
Art <i>Chair</i>	Roberto Visani <i>TVRAC4ChOpowles</i>	
Biology	Nathan Lents	
Chemistry	Francis Sheehan	
Computer Science	Shaobai Kan	<i>sks.k</i>
Corrections	Martin Horn	
Counseling	Robert DeLucia	
Criminology	Louis Kontos	
Dispute Resolution	Maria R. Volpe	<i>MW</i>
Economics	Catherine Mulder	
English	Jay Walitalo	<i>JW</i>
Film Studies	Marc Dolan	<i>mjd</i>
Fire Science	Donell Harvin	<i>DH</i>
Gender Studies	Katie Gentile	
Health and Physical Education	Vincent Maiorino	<i>VFM</i>
History <i>Coordinator</i>	Andrea Balis	<i>AB</i>
Human Rights Studies	George Andreopoulos	
Human Services (Counseling Dept.)	Robert Delucia	
Humanities and Justice	David Munns	
Journalism (English Dept.)	Devin Harner	
	Alexa Capeloto	
Latin American and Latina/o Studies	Jose Luis Morin	
Latin American and Latina/o Studies Honors	Jose Luis Morin	<i>JLM</i>
Latina/o Literature	Richard Perez <i>(Belinda Rincon</i>	<i>On Leave</i>
Law	Eugene O'Donnell	
Mathematics	Hunter Johnson	
Mathematics	Michael Puls	<i>MP</i>
Music	Ben Bierman	
Philosophy	Mary Ann McClure	<i>MAM</i>
Police Studies	John Decarlo	
Political Science <i>Co-Coordinator</i>	Andrew Sidman	
<i>Co-Coordinator/Advisor</i>	Samantha Majic	

Psychology	Daryl Wout	
Public Administration	Peter Mameli	PM
Security Management	Maria Maras	✓
Sociology	Robert Garot	
Spanish	Silvia Dapia	
Spanish Certificate Programs	Aida Martinez-Gomez	
Speech and Media/Theatre (CTA Dept.)	Seth Baumrin Martin Walitalo	mlw
Sustainability and Environmental Justice	Joan Hoffman	
	Alexander Schlutz	✓
Theatre Arts (CTA Dept.)	Seth Baumrin	
Writing	Jay Walitalo	JW

**Council of Academic Program Major and Minor Coordinators Meeting
Minutes
September 2, 2014**

Present: Johanna Lessinger, Spiros Bakiras, Peter Mameli, Eric Piza, Salomon Guajardo, Louis Kontos, Barry Spunt, Michael Rowan, Ed Snadjr, Maria R. Voplpe, Catherine Mulder, Randall LaSalle, Donell Harvin, Shu-Yuan Cheng, Daryl Wout, Sandra Swenson, Katie Gentile, Matthew Perry, David Munns, Klaus Von Lampe, Karen Okamoto, Jose Luis Morin, Maxwell Mak, John Decarlo, Samantha Majic, Deryn Strange, Marie Maras, Robert Garot, Crystal Jackson, James Llana, Virginia Moreno, Charles Davidson, Louise Freymann, Jessica Gordon-Nembhard, Nathan Lents, Lior Gideon, Jay Walitalo, Marc Dolan, Vincent Maiorino, Andrea Balis, Eugene O'Donnell, Hunter Johnson, Ben Bierman, Silvia Dapia, Aida Martinez-Gomez, Allison Pease

I. Announcements

Today's meeting drew coordinators' attention to a reminder of Fall advising plans and training sessions that will occur on Sept 5th and Oct 10th, the introduction of *the Major and Minor Advisors Handbook*, how sophomore advising fits into the Academic Journey and the specific journey roadmap for Sophomores, and finally a discussion about 2013-2014 outcomes assessment.

II. Major and Minor Advisors Handbook

- Both major and minor coordinators were introduced to the new handbook that was created by Louise Freymann and Sumaya Villanueva in Academic Advisement along with Dean Pease.
- The handbook is going to be a work in progress and will be updated continuously every year.
- The Dean is holding two information sessions for those faculty members who RSVP'd on Sept 5th and Oct 10th to train faculty on various aspects of academic advising.

III. Academic Journey

- Dean Pease discussed how the Academic Journey Roadmap fits in with the sophomore population and the roadmap is a vocational approach to helping sophomores better navigate John Jay, make an academic plan with faculty members, and expand their knowledge and opportunities.
- Starting Fall 2014 it is mandatory for students with 30-50 credits to see a faculty advisor in their major before registering because they will have an advisement hold on their account. This hold will be put on by the Registrar and after students meet with a faculty advisor, the hold will be removed.
- The intention of this approach is to move sophomores to the planning stage in their academic journey and to learn where to get information if they need it.
- The sophomore population is very vulnerable and in order to prevent retention, it is important for them to have a clear direction and plan.
- Dean Pease also announced that starting next year; students will be able to claim undeclared as their major until they decide on one.

IV. Closing the Loop of Outcomes Assessment

- Majors/Minors each went around the room to discuss what was the most significant finding of their program in the 2013-14 Assessment cycle and their program will address this finding.
- Dean Pease asked departments to share results of outcomes assessment in their respective departments:

Culture and Deviance

- Learning concepts are clear, students are getting better at communicating knowledge on paper; writing skills, but this is lacking in the capstone courses
- Department has created a document called “How to Write an A Paper,” a model that will be used right from the beginning to the end for students in the major. It will be used as a guideline and reference.
-

Humanities and Justice

- Capstone and thesis courses were assessed and learning objectives aren’t getting fulfilled
- Expectations are to work on fixing the problem

Global History

- Revamped historical reasoning skills for courses and there was improvement in students
- However, electives were not enforcing skills, such as reasoning, and degree learning objectives didn’t state what they wanted in core courses
- To combat this problem, will rewrite major outcomes and publicize these objectives to faculty

Forensic Psychology

- Re-doing outcomes assessment based on approach of their professional accreditation body
- Changed approach to learning outcomes has been useful
- Submission of OA report has not occurred yet because they are waiting on new leadership approval

Dispute Resolution

- There is an unevenness in gateway courses and classes are oversized, difficult to teach skills because of class size
- Standardized courses are mostly taught by adjunct professors
- Program is not ready to close loop and acknowledges that a lot of work remains to be done

International Criminal Justice

- Students are getting little out of 100-level course and just a little more in the capstone courses
- The goal should be to restructure program, but there is a disagreement over approach
- Still ongoing process

Forensic Science

- Reasoning skills are low in capstone courses
- Providing guidance for lab reports and a rubric have proven helpful and will be implemented from 400-level courses down to 100-level courses

Minors in Spanish Translation/Spanish

- Finalizing assessment plan for Spanish Minor and Certificate
- Department has implemented pre and post tests for assessment purposes designed for proficiency speaking, writing, etc.
- Language courses: looking into Italian and abnormal margins in Japanese

Political Science

- In the POL 409 capstone involving individual projects students are having trouble with collecting data and writing
- POL 225-basic research class does help students and will coordinate with faculty teaching these classes

Security Management

- Standardize capstone classes using different tools to assess
- Writing areas need improvement: tool of self-assessment on grading rubric for writing to help with this problem

Law and Society

- Lose students along the way in capstone classes
- Re-doing assessment plan to streamline instructors and make program changes

Health and Physical Education

- Scaffold papers where research was good and understanding fairly well but can't express what they learn into words in capstone class

Economics

- Writing problem in 405 capstone course
- Some improvement but long way to go, couple years to address problems
- Scaffold classes, new curriculum

Criminal Justice Management

- Capstone- students had published papers in John Jay's Finest
- Students aren't trained to present, analyze policy
- PAD 348 primer for capstone course, develop skills then reinforced
- Expand model to undergraduate courses

Public Administration

- Continue faculty prep to improve work
- External site group came in to re-examine goals for concentrations

Math (minor)

- Low level skills gap
- Hired Dante Tawfeeq to improve performance in gateway courses
- Faculty meeting more, uniformity for courses, programs

Computer Science/Computer Information System

- Entry-level writing problem
- Want to implement policies for students not to continue in major unless competent in course materials

Criminal Justice (BS)

- CJBS 250 did random selection for each section and on 6 objectives, rated 1-5 on how well each student met it
- Students did least well in statistical analysis and struggled to incorporate ethics in research proposal papers
- Mandatory workshop for CJBS 250 professors as options to close gap

Anthropology

- Johanna Lessinger is advisor for new major
- Recruitment for new classes are a problem and students in the capstone classes are having trouble understanding theoretical material when writing papers about deviance and self-control for example.

Criminology

- Sociological theory was weak, single abstract concepts
- Lack of analytical skills, students approach to research
- Build concept of writing intensive into program, break down assignments

Closing Comments/Observations

- Dean Pease observed that everyone is making strides in assessment
- To combat the writing problem, Dean Pease said there is a plan to increase 300-level writing intensive course universally, especially 300 level gen-ed courses.
- Making writing part of curriculum--low stakes and high stakes assignments--will improve student writing skills. Students need repeated opportunities to practice this skill.
- Some faculty liked the idea of a rubric and self-assessment that was mentioned by Maria Maras to combat writing problems.

**Council of Academic Program Major and Minor Coordinators Meeting
Minutes
October 7, 2014**

Present:

Allison Pease, Johanna Lessinger, Spiros Bakiras, Peter Mameli, Salomon Guajardo, Maria R. Volpe, Catherine Mulder, John Staines, Daryl Wout, Lawrence Kobilinsky, Sandra Swenson, Katie Gentile, Matthew Perry, David Munns, Klaus Von Lampe, Karen Okamoto, Jose Luis Morin, Maxwell Mak, John Decarlo, Samantha Majic, Marie Maras, Robert Garot, James Llana, Virginia Moreno, Louise Freymann, David Barnett, Douglas Boettner, Katherine Killoran

Announcements

The meeting's agenda was about sophomore advising check in, the Provost's academic plan and a college-wide curriculum mapping. Also, Dean Pease introduced Douglas A. Boettner, the Director of the Office of Special Academic Sessions.

Agenda

I. Sophomore Advising Check In

- a.) early reports from the field, questions, concerns, feedback

- Dean Pease shared Eric Piza's (CJBS) feedback about sophomore advising. According to Piza, many non-sophomores are also showing up for the sessions.
- Dean Pease explained that in the coming weeks there will be posters and flyers around campus about advising sophomores.
- Klaus Von Lampe (ICJ) expressed his concern about the demand, and asked about ways to improve the system when it comes to the sign-in sheets.
- Kathy Killoran explained that using the students' Empl ID would be more helpful, and talked about the possibility of releasing this information.

II. The Provost's Academic Plan and Your Major

- a.) What do the numbers and admissions standards in some majors mean for your program?

- Dean Pease asked the coordinators to look at the Academic Program Plan and observe how the numbers are fluctuating between majors. She talked about certain majors that needs to grow and some that needs to shrink such as Forensic Psychology or Forensic Science.
- Dean Pease also announced that it might be a possibility in the future to raise the standards for admission into the Forensic Science, as well as into the Forensic Psychology program, which will be in the student's best interests.
- Catherine Mulder (ECO) mentioned that she feels they are only getting students into their majors who did not succeed in the "popular" majors.
- Dean Pease then asked the coordinators about what they can do to increase versus decrease the enrollment in the certain majors.

- Klaus Von Lampe mentioned that since he was the advisor, he achieved the highest growth rate since 2010.
- Johanna Lessinger (ANT) brought up whether having to write a thesis could be a factor discouraging students to enroll in certain majors.
- David Munns (HJS) mentioned that while their major's thesis requirement is about 50 pages, an undergraduate student in general should be expected to write a thesis at least 30-40 pages.
- Dean Pease then pointed out that besides Culture and Deviance Studies all other majors have a thesis requirement.
- Kathy Killoran added that thesis is embedded into courses in some cases.
- John Staines (ENG) said that in his opinion, sophomores do not think that far ahead.

III. Beginning to think about the big picture for our students

a. College-Wide Curriculum Mapping (see attached form)

- Dean Pease asked everyone to look at the Academic Journey printout, and analyze it looking at the bigger picture.
- She further stated how 36-70 credits out of 120 are major courses.
- She then asked everyone to observe the proficiency areas depicted on the chart, and asked; what does a major do to further these areas?
- Johanna Lessinger said that she can imagine putting these skill areas into a major's rubric.
- David Munns talked about all the choices students have. In his opinion, students need an absolute structure as soon as they enroll especially because of the many choices.
- Dean Pease explained that there is a clear roadmap provided to students from Academic Advisement from their freshman year.
- She added that since the General Education requirements are mostly in the 100 level courses, students need the "heavy lifting" from majors.
- Catherine Mulder expressed her opinion about how poor course choices might be an issue. Students are taking all 100 level courses at the beginning, so later in the semester they have the 300-400 level courses all at once.
- Katherine Killoran explained that because of the new Gen Ed, students now have so many electives; therefore, they still have a freedom to ease their schedules and balance their workload.
- Virginia Moreno added that regardless of what degree students pursuing, they need to be trained in skills such as writing, analyzing, and research. Students have to be able to apply these skills in their field.
- Katie Gentile (GS) expressed her opinion about the confusion and lack of understanding students might have. According to her, between the Gen Ed and Major choice there are many different disciplines involved and it becomes hard to organize a clear plan.
- Virginia Moreno suggested that something might be missing from the curriculum.
- Klaus Von Lampe said that the problem might be with the different expectations between faculty and different ways the courses are being taught.
- John Staines explained that they previously conducted a workshop, which showed that the grading in fact is in a close range between faculties, however, there is a significant discrepancy between adjuncts.
- Dean Pease concluded the meeting telling coordinators to send students to advising when it comes to changing the major.

**Council of Academic Program Major and Minor Coordinators Meeting
Minutes
November 4, 2014**

Present: Johanna Lessinger, Spiros Bakiras, Peter Mameli, Eric Piza, Louis Kontos, Ed Snadjr, Catherine Mulder, John Staines, Donell Harvin, Shu-Yuan Cheng, Sandra Swenson, Jonathan Childerley, Katie Gentile, Matthew Perry, David Munns, Klaus Von Lampe, Karen Okamoto, Jose Luis Morin, Maxwell Mak, James Llana, Virginia Moreno, Charles Davidson, Louise Freymann, Harold Sullivan, Mary Ann McClure, Samantha Majic, Marie Maras, Robert Garot, Allison Pease

I. Announcements

Today's meeting called coordinators' attention towards checking in on sophomore advising within the major, scaffolding of courses for each major and academic roadmap for majors with regard to course level and level of proficiency.

II. Sophomore Advising

- Dean Pease announced that coordinators indicated they had advised about 30% of eligible sophomores.
- Coordinators agreed that students are not reading their John Jay emails. There have been numerous posters placed around the campus. Dean Pease suggested that timing might be an issue, and that it might be beneficial to extend the advising period from the end of October to December in the fall semester and from the end of March to May in the spring semester.
- The only way students are aware that they have to be advised is when they see the advisement hold on their CUNYFirst account.
- Dean Pease then opened up the conversation to the major coordinators for their feedback:
 - John Staines from the English Department stated that the students who were coming early had high GPAs. The students that did not come were the ones that had low GPAs . These students did not realize they needed to be advised until they saw the hold on their account.
 - Eric Piza said that reaching out to his students was good and that the flyers helped. He added it might be a good idea to advertise sophomore advising on the John Jay website. When looking for advisement online he did not see anything posted.
 - Marie Maras stated that the problem she encountered was when she changed the subject line of her emails. When she changed the subject line to Advisement Hold from just a welcoming subject line she got a better response from the students. She also brought up that a lot of email accounts were not from John Jay but from Gmail.
 - Concern about FERPA and responding to students via their personal and not John Jay emails arose. David Munns mentioned that John Jay students are expected to check their email and that all communication should go through the John Jay account.
 - Klaus Von Lampe said that the students preferred email address is listed on CUNYFirst and that is how he communicates with his students.
 - Cathy Mulder from Economics believed that the advising happened too soon and there were some mistakes on Degree Works for the Economic major in terms of ECO 105. She advised other coordinators to look at Degree Works very carefully when advising students to make sure their major is correct. Mulder also said that John Jay should reduce the amount of emails they send to students because that is the reason why they do not check their emails as often.

III. Scaffolding Table

- Dean Pease handed out a sample of the scaffolding table which is being created to outline what skills students attain at every level of their education.
- This is due to an issue that came up in the previous UCASC meeting. Political Science was introducing a new 400-level course with no 300-level requirement as a prerequisite. Dean Pease is looking for any gaps in 300-level courses that might alert to something being wrong with the major.
- Dean Pease also made note that this exercise will be useful for older majors.

IV. Academic Journey Map

- Dean Pease provided the major coordinators with an example of the Political Science academic journey map. It outlines which skills are introduced (100 level), developed (200 level), reinforced (300 level), and mastered (400 level). She was introducing this to everyone so that they could begin to take a look at their own majors and map whether and when skills are introduced and reinforced in their programs.

Council of Academic Program Major and Minor Coordinators Meeting
Minutes
December 2, 2014

Present: Spiros Bakiras, Peter Mameli, Eric Piza, Louis Kontos, Michael Rowan, Ed Snadjr, Maria Volpe, Catherine Mulder, John Staines, Donell Harvin, Daryl Wout, Sandra Swenson, Katie Gentile, David Munns, Klaus Von Lampe, Samantha Majic, Marie Maras, Robert Garot, James Llana, Virginia Moreno, Charles Davidson, Louise Freymann, Allison Pease, Jessica Gordon-Nembhard, Shaobai Kan, Mickey Melendez, Vincent Maiorino, Hunter Johnson, Aida Martinez-Gomez, Martin Wallenstein

I. Announcements

Today's meeting called coordinators' attention towards John Jay doing something different in that students who have 105 credits or more, the college will be sending those students' messages regarding how to graduate and if there are any issues, they will be directed to see their major and minor coordinators. Dean Pease announced that Academic Advisement will be holding sessions for those that are graduating. This meeting also called attention to the sophomore advising report, recommendations for sophomore advising for spring 2015, and input from the major and minor coordinators regarding the meetings.

II. Sophomore Advising Report

- Dean Pease handed out the fall 2014 Sophomore Advisement in the Majors Report and said that they reached 49% of the cohort, which was very close to their goal of 50%. Dean Pease also announced some comments from the major advisors that they believed was effective of sophomore advisement. Dean Pease said that faculty felt they were getting valuable information out to the students, group advising was just as valuable as one-on-one advisement, and they were happy that they reached more students than ever before.
- Dean Pease then opened up the conversation to the major and minor coordinators for their feedback regarding recommendations for sophomore advising for spring 2015 in the areas concerning improved methods of communicating with students and how long to keep the registration hold-on:
 - Some general recommendations from the coordinators were the need to have the college broadcast the message as well as a banner on Blackboard, perhaps. Students should also be advised based on the major they intend to go into. There was also more interest in minors as a result of sophomore advising.
 - Jessica Gordon-Nembhard said that more students came to her with questions about the Africana Studies minor.
 - Katie Gentile said that she had saw 2/3 of the students in the Gender Studies major, however, it was time consuming and a lot of work.
 - Marie Maras said that she saw more seniors, transfer students, students double majoring, and students minoring in Security Management. Marie Maras also said she had issues with student's degree audits and had been in contact with Registrar-about-it.
 - Michael Rowan said he also saw seniors, it was time consuming, and he had to request for course permissions so his students could register for courses.
 - John Staines said that students did not understand the difference between Academic Advising and Major Advising, especially the transfer student population. He suggested that we let students know that major advising is only for the major and not for general education requirements.

- Louise Freymann emphasized that transfer students should be able to see major advisors before coming to John Jay and there should be some sort of communication about this in advance.
- Eric Piza said that he encountered pre-requisite issues and that CJBS has concrete rules about letting students take 300-level and 400-level courses at the same time. He suggested there be a form made online that students could fill out if they needed permission for pre-requisites.
- Dean Pease said that we should educate all students about scaffolding of the majors and that it might be possible to collaborate with registrar about this issue.
- Daryl Wout said that he was asked about pre-requisite waivers many times because the students were told that he was the person who could give them one. Unfortunately, he said he had to play the bad guy and say no.
- Donell Harvin said that students had not planned properly; classes were not working with their schedule.
- Jessica Gordon-Nembhard said that she had encountered students who were seniors and asking about general education substitutions. She said that maybe we can do more with and promote the four years plans better.
- Dean Pease said that four-year plans are on each major page on the John Jay website; however, students do not finish in four years.
- Catherine Mulder said she likes the four year plans as guidance. Students are told to get gen-ed out of the way but she suggested that Academic Advisement not to tell freshman students to take all gen-ed freshman year.
- Mickey Melendez said that students have differing work schedules that the convenience to choose classes does not work the way we want it to.
- Katie Gentile said that students wanted evening classes in her major, but the major does not offer classes at night and as a result sometimes students have had to change the major as a result and she needs numbers.
- Maria Volpe inquired about receiving information she could pass out to her students in the Dispute Resolution Certificate and minor since she has students who inquire about majors as well.
- Dean Pease then asked for feedback about how long the hold should be held on students account for Spring 2015.
- David Munns said that he was happy the way it is and thinks that they are giving students too much choice time. In his HJS cohort, he tries to get them 7-10 days before registration.
- John Staines said that he had students showing up right before registration started and suggested the hold be kept on for 2 weeks after registration begins.
- Klaus Von Lampe brought up the issue of spring break, since registration for Fall 15 will start approximately April 7th.
- Erica Piza suggested we offer the students incentives instead of the hold because he feels that he is scaring students when telling them if they do not come in for advisement, they won't be able to register.
- Michael Rowan said the best students came in early who had high gpa's G.P.A.'s. He suggested that every faculty member in the department be able to send out information on advising and the importance of advising to students.
- Donell Harvin asked his faculty to inform students. He said that the major and minor coordinators should have flexibility to keep the hold on as long as necessary because it makes their lives easier down the line.
- Dean Pease said that all coordinators have the power to put holds on accounts of any student.
- Catherine Mulder said that her colleagues were opposed to holds because they felt it made the students more like children.
- Mickey Melendez said that the interaction is missing and some students do not have the resources. He suggested other ways of advising like phone calls or video chats such as Skype.
- Erica Piza suggested there be better registration technology
- Peter Memeli-Mameli said that to find out which students needed help, his department sent out a survey to students and from the results focused on those that needed the most attention.

Comment [NH1]: He wanted to streamline the process to have time to handle more complex major advising issues.

Comment [NH2]: Tended to front load their academic career with all of their gen-ed courses

- Louise Freymann commented that there has been a newer shift for students to see major and minor coordinators and the Academic Advisement Center can help by emphasizing the importance of seeking out major and minor advisors when they hold freshman registration sessions.
- Dean Pease said that from the comments being made it seems there was a divided sense about how long the holds are kept on a student's record and she wanted the holds to be kept on 4 weeks after registration begins if it was up to her. Dean Pease said the hold is a powerful message in itself.

III. Input about Council Meetings

- Dean Pease wanted input from the council members about the council meetings, if they are constructive or not, and if the meetings are a best use of time.
 - Jessica Gordon-Nembhard said that she finds the meetings helpful, but suggesting having a session each year for minor coordinators so they could discuss minor issues and concerns such as cross-listed courses, substitutions, etc.
 - David Munns suggested having just two meetings a semester.
 - Catherine Mulder suggested that they create clear-cut job descriptions of what faculty do (chair, advisor, etc.) and what do they mean because it would be useful of each person's expectation and role.
- The meeting adjourned at 2:55 p.m.

**Council of Academic Program Major and Minor Coordinators Meeting
Minutes
February 3, 2015**

Present: Spiros Bakiras, Peter Mameli, Eric Piza, Louis Kontos, Michael Rowan, Crystal Jackson, Ed Snadjr, Maria Volpe, Catherine Mulder, John Staines, Donell Harvin, Daryl Wout, Sandra Swenson, Katie Gentile, David Munns, Klaus Von Lampe, Samantha Majic, Marie Maras, Robert Garot, James Llana, Virginia Moreno, Charles Davidson, Louise Freymann, Scott Stoddart, Jessica Gordon-Nembhard, Shaobai Kan, Jon Childerley, Vincent Maiorino, Hunter Johnson, Aida Martinez-Gomez, Deryn Strange, Shu-Yuan Cheng, Edgardo Sanabria-Valentin, Karen Okamoto, Maxwell Mak, Francis Sheehan, Jay Walitalo, Marc Dolan, Devin Harner, Ben Bierman, Silvia Dapia, Seth Baumrin, Vielka Holness, Johanna Lessinger

I. Announcements

Today's meeting began with a greeting and welcome from the new Associate Provost and Dean of Undergraduate studies Scott Stoddart. The meeting would be short due to a double booking and he wanted to open up a discussion about the sophomore advising initiative taking place this Spring. He acknowledged that some departments have more students to contend with than others and wanted everyone to share the issues related to sophomore advising. The goal of this meeting was to have the committee talk about their issues with the sophomore advising initiative and to bring them forward.

II. Sophomore Advising Initiative Issues

- Dean Stoddart opened up the conversation to the major and minor coordinators for their feedback regarding recommendations for sophomore advising for spring 2015 and problems or issues that came up during sophomore advising in fall 2014:
 - Eric Piza mentioned a new issue that showed up when John Jay launched their new website, in which his department contact information was not showing up. He asked if anyone had a solution it would be helpful. Dean Stoddart mentioned that it may take a couple of days for the glitches to be worked out and to give it some time.
 - Michael Rowan said that advising hours were up and that faculty is only allocated a certain amount of hours and they are not getting paid to do extra hours of advising. He mentioned that faculty ends up advising other students that are not sophomores, including transfers and graduating seniors. He also said that the goal of the sophomore advising initiative, making connections, the point of it was not adding up because when students come back for advisement in subsequent semesters, they are not sophomores anymore.
 - Dean Stoddart said that the goal of this initiative is retention and that when students are connected to faculty, they have a greater tendency to stay at the college.
 - Klaus Von Lampe said that it does not make sense to spread advisement across the semester and wanted to know when the registration hold would be put on students' records. Klaus also wanted to know what logistical support Undergraduate Studies would provide to faculty. Klaus addressed that there was a need for a campus level campaign to get students attention the need for sophomore advisement because there was not a uniform campaign in place.
 - Dean Stoddart said that students who have a G.P.A. of 4.0 are the ones that show up for advisement, but what happens to the disconnected students who do not show up.
 - Jessica Gordon-Nembhard said that there is a major and minor disconnection and there should be a focus on strengthening the minors.

- Dean Stoddart agreed with Jessica and said there needs to be a campaign to sell minors and how minors can enhance students' careers.
- Catherine Mulder said students do not necessarily have to come in to get advised because she found great success in advising students over the phone or by Skype. Students could get advised on their own terms and she advised most students over break when she had some down time.
- Dean Stoddart said that that was a great tool available to use when there is limited office hours and it is a convenient fallback from face-to-face interaction. Dean Stoddart wanted to know what kind of information faculty should have in front of them to help advisement.
- Crystal Jackson said that advising is time-consuming to go and take off holds for sophomore students and that the hold is a punitive measurement because students do not know they have a hold on their account. Crystal suggested if there is a way to make the hold more of an incentive to get students to come in for advisement.
- Erica Piza mentioned that the 500 sophomores he had knew about the hold because his department emailed students directly. However, students do not check their email regularly and there is a need to proactively get the message out to students to come in for advisement.
- Robert Garot said that the initiative is shifting the burden from the Academic Advisement Center to major advisers but faculty have many other responsibilities, especially those that want to get tenure but cannot due to the focus on advising students. Robert suggested there needs to be a strategy put in place to have a division of labor, such as a trained professional or share the responsibility of advising students equally among faculty members.
- Dean Stoddart brought to light how the Academic Advisement Center is understaffed for the amount of students that John Jay has. There is 1 advisor for every 1,000 students. Dean Stoddart said that together we can strategize an easier way to advise students.
- Michael Rowan said that sophomore advising is very valuable for faculty.
- Dean Stoddart said that the second year in a student's college career is crucial because students are finding their identities.
- Michael Rowan also mentioned that the advisement hold is just a means to a larger end because there is a 43% retention rate and the question is if the hold is really effective or not.
- Hunter Johnson said that there needs to be a way to deal with overburdened departments.

III. Vielka Holness Announcement

- Dean Stoddart turned the meeting over to Vielka Holness from the Pre-Law Institute with some important announcement and words of encouragement for faculty to give their students.
 - Vielka said that her office is fairly new but they have wonderful student successes in fellowships and scholarships. There have been a number of students accepted to a Fulbright Scholarship. Her office has a wide selection of fellowships and scholarships that they handle and it is important to students to receive encouragement from faculty members on top of the benefit from additional advisement.
 - Vielka said that faculty members should consider a student out there who would not benefit from a student being advised to broaden their horizons.
 - Vielka handed around a selection of fellowships and scholarships that apply to students of all grade levels and also a star card that they could give to the student to bring to Vielka's office to show that a faculty member believes they are worthy of a fellowship or scholarship. Finally, Vielka said faculty members see that students are distinguished, but the student do not see it themselves.
- The meeting adjourned at 2:15 p.m.

Council of Academic Program Major and Minor Coordinators Meeting
Minutes
March 3, 2015

Present: Johanna Lessinger, Spiros Bakiras, Peter Mameli, Salomon Guajardo, Louis Kontos, Michael Rowan, Ed Snadjr, John Staines, Deryn Strange, Shu-Yuan Cheng, Edgardo Sanabria-Valentin, Jonathan Childerley, Katie Gentile, Matthew Perry, David Munns, Klaus Von Lampe, Karen Okamoto, Jose Luis Morin, Maxwell Mak, Samantha Majic, Marie Maras, Robert Garot, Crystal Jackson, James Llana, Virginia Moreno, Louise Freymann, Scott Stoddart, Sumaya Villanueva, Kate Szur, Vielka Holness, Katherine Killoran

I. Announcements

Today's meeting began with a greeting and welcome from Dean Stoddart. Dean Stoddart started out by saying that he will be holding a separate meeting with minor coordinators. The issues for discussion for this month's meeting included registration matters regarding when registration started for students, issues with the sophomore holds for sophomore advising, an announcement from Professors Strange and Mak regarding Office of Undergraduate Research, and brief presentations from Sumaya Villanueva, Katalin Szur, Vielka Holness, James Llana, and Virginia Moreno.

II. Registration Matters and Sophomore Holds

- Dean Stoddart stated that registration for Summer 2015/ Fall 2015 will begin around the week of April 10th. The sophomore hold will then be put on April 13th. However, there was conflicting consensus about how the holds were on too long or not long enough. Dean Stoddart opened up the floor to hear the coordinators opinions about how long to keep the hold on or even have a hold put on.
 - Johanna Lessinger asked how does the registration work for students and Dean Stoddart said that registration dates go by the number of credits students have, meaning that sophomores would have a later registration date than juniors or seniors.
 - Crystal Jackson mentioned that the hold is seen as a punitive measure and that keeping the hold on so late would make students angry.
 - Maxwell Mak said that the sophomore hold is overly punitive and that the hold ended up coming off before registration anyway. He said there should be a rewards program, such as priority registration is the incentive as a result of getting advisement. Dean Stoddart said that it would not be a good idea for students to get priority because it would get out of hand since freshman and special populations already are awarded priority registration.
 - Dean Stoddart said that the hold is to help students understand the importance of advisement. John Staines suggested that there should be two dates for sophomore holds to be removed. Katherine Killoran said that Registrar puts on a mass hold by amount of credits.
 - Klaus Von Lampe said that to advise students who have between 30-60 credits, there will be overlap due to the fact that half of students would have to receive advisement again. He suggested sophomore advisement be only once a year. Dean Stoddart said that Registrar would promise to be more positive with the messaging of the hold.
 - Sumaya Villanueva said that April 10th is when seniors would be able to start registering. Sophomores would not be able to register until April 17th or later, especially if they are not in special populations such as freshman, athletes, or veterans.
 - Maxwell Mak asked if there would be an M&M drive this semester, however, Sumaya Villanueva said that there would be no major and minor drive this spring. Maxwell Mak said that they should

get students into the major first and then advise them. Sumaya Villanueva then mentioned that the M&M drive was a campaign through SASP and it had some benefit, but since there is such a constant influx of students changing their major it would not be a good idea.

- Deryn Strange said it would not be practical to change what is already in order when it is supposed to start in two weeks. Dean Stoddart said that they can take that issue up at the end of the semester.
- Sumaya Villanueva said that the time frame of the holds is a real issue because some departments have a greater number of students while other departments have fewer students. It is not beneficial to the students who want to register in a timely manner. Michael Rowan said that it should be a department by department decision in regards to the advisement hold.
- Sumaya Villanueva mentioned again how the hold is an incentive to seek advisement and that students will not be able to register until they seek that help. Sumaya acknowledges the fact that students do wait until last minute to get advised. Michael Rowan said that the communication of the hold needs to be better because students did not know they had a hold or that they could even get help from faculty members.
- Crystal Jackson wanted to know if faculty was responsible for advising students over the spring break and Dean Stoddart said that faculty was not required to advise students over the break.
- Katherine Killoran said that it might be a good idea to change the model of advisement because it is too much on faculty and a greater expectation of the students to come and get advised.
- Maxwell Mak brought up the point of the pilot program that gave priority registration to students in certain majors and Sumaya Villanueva mentioned that it was only for five majors and that was when they were still using SIMS and not CunyFirst. Sumaya Villanueva said that if there was early registration for sophomores, there would be so many populations receiving early registration that it would become meaningless. Deryn Strange mentioned that priority should be given across the board and not just to special populations. Dean Stoddart requested that they would come back to the discussion later.

III. Deryn Strange and Maxwell Mak OUR and Edgardo Sanabria-Valentin Announcements

- Dean Stoddart turned the meeting over to Deryn Strange and Maxwell Mak for their announcement regarding the Office of Undergraduate Research.
 - Deryn Strange wanted everyone to know that faculty would be receiving postcards promoting the upcoming Research and Creativity Week and to let their students know that the deadline to submit their proposals is coming up. The students just have to submit their proposal form with their professors' permission individually. Deryn encouraged faculty to come because there will be poster presentations, art presentations, talks, and performances.
- Edgardo Sanabria-Valentin is the Pre-Health Advisor of the Sciences Department and he wanted to discuss a little about what he does.
 - He said that about 1/3 of students who want to pursue medical professions are in non-science majors. Pre-med students take other classes other than biology or chemistry. Edgardo mentioned that John Jay's 2020 strategic plan has plans to have a Pre-Health Advisory Center. He hopes to gather a lot of support for this initiative.

IV. Presentations

- Sumaya Villanueva from Academic Advisement gave a little background on what the AAC does and how far they have come as a center since their establishment in 2008.
 - Sumaya said she has 11 full-time and 4 part-time advisors. The office has continued to grow in regards to how many students they have seen in their office. In 2013-2014 they had 14,182 visits and in 2012-2013 they had 11,314 visits. Sumaya said they are extremely busy because they help students primarily with their general education requirements and the transition from the old to the new gen-ed program. Her office gives students a general understanding of their degree requirements

and how to use electives wisely. Her office constantly reminds students to seek help from their major & minor coordinators.

- Sumaya Villanueva mentioned that certain populations are mandated to receive advisement including students who have fewer than 30 credits, students on probation, and re-admit students with a G.P.A. below 2.0.
- Often students keep coming back to AAC because advisors have already made that connection with the students when they first come to the college so the AAC is all they know. Sumaya stressed that they strive to give students referrals to the departments of the major and minor and she mentioned that Louise is in charge of major flyers so any updates to the flyers should be sent to Louise.
- In regards to sophomore advising, Sumaya said she is in the process of creating a template, it would be up to the major and minor advisers how they would want to display the information, but it would update students on the sequencing of classes for their major and any prerequisites they must take for the major. Faculty would use it each semester and it helps students be aware of certain key points of their major and some common pitfalls and mistakes students can make if they do not follow certain steps.
- Kate Szur from SASP explained the Sophomore Year Initiative that she plans to roll out next year but she also discussed some of the sophomore initiatives her department has done thus far.
 - Kate Szur said that the initiative is two-fold in that it has to do with freshman transition with a focused exploration of major and career goals. The second has to do with helping students to plan and engage to be competitive for career goals and internships.
 - The initiative focuses on academic planning so sophomores make connections to skills and post-grad goals more explicit. Students will be able to review their options so as not to rely on only one major if they realize that the major they chose is not for them.
 - Kate Szur said her office is in consistent communication with sophomores to help them with their sophomore identity and students receive a welcome letter from the dean welcoming them to their sophomore year that highlights events and the name of their major advisor.
 - The initiatives have received great feedback and they have done community opportunities and kickoffs including the M&M campaign led by faculty and staff members.
 - Kate is currently in the process of hiring a director in the fall.
- Vielka Holness talked about the Center for Post-Graduate Opportunities, the Pre-Law Institute, and the Office of Fellowships and Scholarships.
 - Vielka Holness said that her office helps give resources to the students that are under resourced. She said that six years ago the success rate for students going into law school was 30%, now it is at 70% because students have access to the tools and resources they need to succeed.
 - Vielka said that faculty and students accepted into Fulbright has tripled in John Jay's history. Vielka asks that faculty help engage and make visible student strength and that it is important to start early to build up opportunities. She asks for faculty help in finding and assisting in identifying opportunities for students.
 - Vielka mentioned that the office does individual advisement, workshops, helps students with the application process to law school and graduate school.
- Virginia Moreno and James Llana discussed the importance of assessment
 - Virginia said that 5 years of assessment data for most of the faculty has come to an end. Assessment data is an analytical report of reflection of what they have found and that everyone should have access to the share drive for assessment.
 - James said that he wants everyone to continue on track and establish a strong track record by using assessment for program review and improvement.
- Scott ended the meeting by taking up a vote to see if there should be a sophomore hold or not and the majority said they did not want a hold.
- The meeting adjourned at 2:55 p.m.

**Council of Academic Program Major and Minor Coordinators Meeting
Minutes
Tuesday March 31, 2015**

Meeting Opens at 1348

Attendees: Peter Mameli, Martin Horn, Evan Mandery, Eric Piza, Salomon Guajardo, Michael Rowan, Maria R. Volpe, Catherine Mulder, Shu-Yuan Cheng (Demi), Edgardo Sanabria-Valentin, Jonathan Childerley, Klaus Von Lampe, Karen Okamoto, Maxwell Mak, Mary Ann McClure, Samantha Majic, Marie Maras, Robert Garot, Crystal Jackson, James Llana, Louise Freymann, Scott Stoddart, Katherine Killoran

I. Announcements

Today's meeting began with a greeting and welcome from the new Associate Provost and Dean of Undergraduate studies Scott Stoddart. The meeting would be due to sophomore advising initiative. He acknowledged that some departments have more students to contend with than others and wanted everyone to share the issues related to sophomore advising. The goal of this meeting was to have the committee talk about their issues with the sophomore advising initiative and to bring them forward.

II. Sophomore Advising Initiative Issues

- Dean Stoddart opened up the conversation to the major and minor coordinators for their feedback regarding recommendations for sophomore advising for spring 2015 and problems or issues that came up during sophomore advising in fall 2014:

Eric Piza starts his presentation efforts he is doing with student advisement.

PIZA: When advisement started at first we were just putting out fires. The students were coming in to advisement to solve issues with their major. Student feedback was that the system was not proactive. Sophomore advisement was to be more proactive but it created issues once it rolled out. During community hour advisement addressed the issues of around 500 students. After sophomores were advised there was still a majority of students who have not had the chance to sit down with someone about their degree.

There was a change in philosophy concerning advisement. We set up one standard system to have students reach out to the advisor. A website was set up for students to schedule their advisement appoint. Advisors were blocking out periods of 3 hours to address student concerns. Students are able to go onto the website and click on a date and set up an appointment time. This helps advise 30 students per week. Once the student selects a date and time an e-mail will be sent to the student and to the advisor. The advantage of this website is that there is a section the student is able to write as to why they need help. This helps the advisor set up priority for immediate issues vs. concerns that can be addressed at a later time. The second realization was that despite the advances in advisement, we realized we cannot see every student. There are only 540 CJBS students a semester that can be seen (2550 CJBS students not being advised because of time constraints). There has been a self-help document created to help students address common questions about what classes to take. The first page is directed towards the prerequisites the student needs in order to move on to higher level classes.

JACKSON: Is there a reason why advisor track is not being used?

PIZA: Not being fluently trained in Advisement track was one of the reasons. Also student feed back on how slow the website is and the ongoing problems with the system for both the student and the advisor. Going forward I feel it should be used but the system is not user friendly.

Piza then demonstrates the website on the projector for the coordinators to view.

FREYMANN: Does the website allow you to write notes about the student and see notes others have made?

PIZA: Yes that can be done. This is a feature that hasn't been played with yet, but the free version does allow you to

SANABRIA: Advisor track is compliant with FERPA but maybe this website does not. If notes are typed up then this website might not be compliant.

ROWAN: FERPA does allow using notes for teaching and advising a student. Writing notes on the website should not violate FERPA.

STODDART: There is not information here that would violate the act.

PIZA: Students do get e-mail that allows them to change their date.

STODDART: What is interesting is that the website does not rely on John Jay e-mail. Students currently do not use John Jay e-mail. With this website they can write the e-mail that they will check most often.

MAJIC: 80% of e-mails that students send are about course advisement. I use a generic e-mail that refers the student to the bulletin. I am assuming that students do not obtain the physical bulletin.

PIZA: The sheet was made because of student push back on being referenced to the bulletin.

STODDART: Students want to hear that the information they are getting is coming from a credible source that will not steer them wrong.

KILLORAN: Just keep in mind that the year the student changed into the major is very important. This helps you identify what courses the student needs and minimizes wrong information that can be given to the student.

PIZA: In the e-mail we tell them to bring in their degree audit and transcript.

MULDER: But the advisor can also pull it up.

KILLORAN: It saves time if the student brings it themselves.

JACKSON: Somaya came in the last meeting and presented a generic form to use with the degree audit.

FREYMANN: The form is there to help with the issue with students not knowing about the bulletin

MULDER: the website gives her uncertainty because of recent hacking of website.

PIZA: Tried setting up internal system that will be on the john jay website but it took to long. He would rather it be associated with the www. jjay.edu website but the wait and the need for students to be taken care of ultimately had him set up the website.

STODDART: Pressure to explain the importance of having a system that is reliable. If payment is given maybe that can increase the security of the website?

MARAS: Payment of the websites services does not increase security. You can run the risk by doing something as simple as opening up e-mail from unknown e-mails.

ROWAN: If 80% to the student need help with courses and we are just referring them to the bulletin and not seeing them in person this is far from the vision of the advisement experience are trying to give. I am unsure of the answer to the problem but we should not stray away from the vision. Only 19% of student completes their degree in 4 years, 68% in 5 years. If we reach out to more students we can minimize the time students spend trying to obtain their degree.

PIZA: Academic advisement needs improvement because they cannot deal with all student requests. This is making the load somewhat manageable for them.

STODDART: The student can say I need help taking a class, or a career choice. More students are going to be empowered to pick their classes so that this frees up time for students who need more one on one advisement time with an advisor about career choices.

ROWAN: Often times when the student comes in to advisement for one issue and you sit down and meet with them you realize that they had more issues than what they thought they did.

ROWAN: Course section is not the only thing that student would need. Some like lecture halls, some like seminars etc.

STODDART: Your right every student learns differently and we need to accommodate to that.

GUAJARDO: What I do is send an e-mail to my high preference student in regards to graduate school. I also send another e-mail to the low performing students to come in and speak with an advisor. What ends up happening is that these students do not come into advisement. How do you overcome that?

PIZA: E-mail is the best form of communication. Efforts are made via e-mail and we can only manage the students who are willing to come in.

MULDER: I feel that e-mails take too much time. I ask for their phone number via e-mail and try to get straight to them. This is faster than an e-mail exchange. I set up a time and date that I can call them back.

KILLORAN: Faculty engages with them in class. You can use your adjunct faculty staff do this for you and engage them. This is to develop a relationship and have them know who you are

MULDER: I was giving out a syllabus to a student and I said that if you have not seen me before you should and I had a line after class of students.

ROWAN: Crystal and I wanted to implement (mentioned in the last meeting) doing class visits. I wanted to get a data base of where our students were at. Requests have been made but they have not been followed up with. Who are the students, what classes they are taking, what is their academic standing. We cannot go into CUNYFirst and make that data base. Even the institutional support is not giving us the help we need.

PIZA: That is exactly that's why there is not an .EDU associated with the website that I use. It is difficult to get the help you need to set something like this up.

STODDART: Thank you Eric. I do sense there is another issue circulating around resources. I do not want you to think these things are getting ignored about the support you need. Did the e-mail my office sent help?

ROWAN: The problem was that it did not list location and professors. At one point Howard gave me a file that took me 4 hours to organize. A lot of time was spent figuring out where the students were at.

STODDART: Maybe I need to have a meeting to push the importance that when professors are asking for this information they are not being annoying

Guajardo: I am used to doing things a certain way. When things are done correctly it runs smoothly. There is a disconnect with us and them. The lack of technology, no real plan on how to advise, no software support. When we said no to advisement, you gave us a system and a plan without much guidance.

STODDART: I think there are ways to leverage that. I am trying to get my mind around how to do that.

MULDER: What are the dates?

KILLORAN: Early registration got pushed back to April 17th 2015. April 10th shopping cart opens up. April 20th registration for everyone. Does everyone know what the dead line is for your changes? Usually I pull the schedule and I look at it for mistakes like time. If you keep an eye out on things like experimental courses not being kept on CUNYFirst that minimizes the mess up in degree works that creates for the students.

STODDART: We will get a list of those dates to e-mail you guys. Any other issues?

none

Thank you Eric and I will keep you guys posted on any updates with DoIt.

Meeting closes at 2:32pm

**Council of Academic Program Major and Minor Coordinators Meeting
Minutes
Tuesday April 28th 2015
Meeting Opens at 1:51pm**

Attendees: Spiros Bakiras, Peter Mameli, Salomon Guajardo, Louis Kontos, Crystal Jackson, Michael Rowan, Maria R. Volpe, John Staines, Donell Harvin, Shu-Yuan Cheng (Demi), Jonathan Childerley, Katie Gentile, David Munns, Kathleen Collins, Jose Luis Morin, Mary Ann McClure, Samantha Majic, Marie Maras, Robert Garot, James Llana, Virginia Moreno, Charles Davidson, Louise Freymann, Alexander Schlutz, Jay Walitato, Martin Wallenstein, Scott Stoddart, Kate Szur, Sumaya Villanueva, Rosann Santos-Elliott, Nikki Hancock-Nicholson, Thalia Vrachopoulos, Shaobai Kan, Marc Dolan, Vincent Maiorino, Andrea Balis, Hunter Johnson, Ben Bierman

I. Announcements

A discussion of the New Orientation Model which will be optimized this summer. We will be joined by Rosann Santos –Elliot, Kate Szur and Sumaya Villanueva, who were key architects of the new plan.

Scott Stoddard begins the meeting by addressing the combined major minor meeting. He introduced Rosann Santos to her visual presentation on the New Orientation Model.

Santos-Elliott begins explaining the pilot program with freshmen orientation that will be implemented going forward.

Santos-Elliott begins showing the differences between the old and new freshmen orientation models.

Old model was only a two day session whereas the new model will have smaller groups over a 13 to 15 day period. This will allow for more than peer mentors joining in and reducing group size with in the freshmen population. The only think that has stayed the same with this new model is the family orientation.

New concept of viewing orientation is just more than one day, it has expanded to the week of welcome where different things can be addressed (student BBQ, freshmen success etc).

A sample of a daily schedule of the student's orientation day that would start at 830 and end at 330 and would involve different activities like bloodhound basics, campus tours, advisement registrations, campus id's available etc.

The practical piece of being a one day event with orientation is that it can accommodates out of state students and international students, this might allow more students to participate

Example of family schedule that starts at 830 and ends at 330 and could involve different activities like family welcome, looking back on 50 years, family luncheons, student privacy rights, campus tours etc.

Translation services will be available for the family tours

Bierman: Has Asian services been considered? We are seeing a growing population with in that community.

Santos-Elliot: Once data has been collected then we will look into it further we have not closed the doors to that possibility.

After orientation surveys will be given to assess the effectiveness of the orientation. Also a follow up survey around October 1st to see how the students are adapting and if they are coming back and if orientation was helpful and if they connected with other departments with in

The benefits of the models are retention, engagement not just for the students but also for the staff, and ownership in a way that the students will see everyone

Maiorino: Can we get a print out of this presentation?

Santos-Elliot: I can send an email on this

Stoddart: I can email this to you guys following this meeting

Guajardo: Could we do more during orientation to help students see the differences in majors

Szur: Part of it when students declare majors the process in choosing a major is a longer process. Part of the reason that there is a registration session is references to the majors that are offered and exploring this with the student. First year seminar and first year support this will help the student be able to identify the best major for them after the initial year.

Villanueva: Typically the first day is very overwhelming. To engage them in that major process the student is wound up, they do not know what major to choose. It is not the most opportune time to have this conversation about majors and minors, general education etc. Unlike in the past advisement was majority of the student's responsibility there were not assigned an advisor but now there will be an advisor to each freshmen. 1 advisor will advise 100 students. This will allow more hands on with the students after orientation to help them take the proper classes they need towards majors and minors.

Guajardo: What does team approach mean with faculty and peer mentor?

Szur: It is a combination of approaches that will represent various offices will meet and try to identify key areas to support the student. It's a collaborative effort.

Guajardo: What does that mean for CJM?

Villanueva: No this is just for first year students.

Guarjardio: What is the role after the new orientation model? I have been never been invited to freshmen orientation and I want to know what I need to do because sometimes when I meet with the student during their sophomore year some of them cannot take advantages of certain opportunities.

Szur: This is just about orientation. Our goal is to provide an extended experience to the new student, but advisement will be conducted during the year with the new student. At this time they can seek out time to set an appointment with the major advisor.

Villanueva: With this first year approach, we are having the student take general education courses for the most part. Very few majors have classes that will allow students take any major courses in their first year.

Santos-Elliot: There are ways to engage more students and I am happy you want to be more involved.

Harvin: I have a question because student change majors there is disconnect with people who are doing major advisor and academic advisement. There are pieces that are missing. If there was more communication with academic advising so that we avoid the student falling into holes. If we can have a specific person where we can reach out to who can deal with any issues

Jackson: having a faculty advising liaison would help. So we can have someone who we can speak to to answer questions.

Volpe: I think we are just trying to avoid students getting the run around from department to department.

Stoddart: This is exactly what I wanted to talk about and how to better utilize the time we spend in these meetings. I want to thank Rosann. She will email me the power point and I will send this out to you guys. This is exactly what I wanted to talk about. How to better utilize our time together and to see if there is a better way to communicate on topics such as: undergraduate studies, advisement, research, and trying to look at better ways to be helpful. One thing I noticed there is an issue with advisement. They is a lot of challenges with advisement. We ultimately wanted to help our students as much as possible. How can we help you become better stronger advisors? I was thinking about this with the larger major but also understand this happens with the smaller majors as well.

Better smaller group meetings who have issues/concerns. Is there a way to better use student advisors?

Harvin: I'd like to see if we can make an issues bucket and categorize and track these issues we being up. I had issues with basic stuff like researching out to my students. Technology bucket issue that can help me just do simple things to reach out to my students

Munns: Degree audit. Getting more traction is getting this fix, the other issue is calendar control. It seems to be out of control. No more minor major meeting during research week. Let's cut our meetings in half.

Magic: Increasing the size to be increased. Also during orientation to stress the importance of using jjay email to communicate with professors.

Stoddart: I spoke to DoIt and they did increase the mailbox size.

Gentile: I do like the idea of smaller meetings. Majors and ISP need their own space. The ones that will not attach to a bigger department. I do think that we need some centralized support because there are allot of things that eat up a lot of our time

Scott: What I experienced here the same issues the interdisciplinary issues and that different areas are having different issues.

Jackson: Getting more support. Registration date, how many advisors, meeting for advisor, a separate meeting for assessment. That is more work for someone.

Scott: How do we go about rethinking about how many advisors and how many are attached to each department. That is on my calendar. I meet with this person tomorrow and I can share a lot of the ideas that you guys have. That's why I saw the importance of this specific meeting.

Villanueva: I am trying to have the advisors emphasize going to j express and declaring a minor. Often times you tell students to J express and you see the student going somewhere else. Sometimes we do tell students you need to xyz and sometimes they postpone these decisions.

Jackson: So right now you have to take a form and take it to J-express. Why is this not an online option>

Villanueva: for the time being this is the process. The great thing about CUNYFirst once the information is placed in it is easier to see in the system.

Stoddart: that's a good question. I wrote it down to speak with Joe about this. I was informed a lot of things were lost and now have to be rebuilt with the new CUNYFirst system.

It would be helpful to have a liaison with the minors who are not associated with a specific department.

Guajardo: Whenever there is something involving faculty there is no thought on when things are implemented on how these things effect other department. Retaining students, speaking to students who are high performing they are not getting all the information that is beneficial to them in their advisement. Speaking to students when they are sophomores sometimes is too late and I would like to be involved earlier on but there needs to be better planning around how to do this.

Stoddart: I understand exactly what you are saying.

I am going to let you go so you can see the poster session for research week.

Thank you all very much and I appreciate your honesty

Meeting concluded at 2:44pm

Committee on Honors, Prizes, and Awards

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

**Agenda
December 4, 2014
L.65.08**

- Deadlines – Calendar
- Updates – Starting new awards
- 2015 Commencement Awards
 - Separating department awards from service awards
 - Logistics

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

**Minutes
December 4, 2014
L.65.08**

- Proposal for Spring 2016 (2015-2016 academic year)
- Awards creation separate from academic awards
 - Plaques to be paid by Academic Affairs
 - Departments giving the awards will pick the student and give the name to planning committee by a deadline provided
- CUNY First changed the previous system used to select students with the highest GPA
- Proposal - \$2,500 from both Student Affairs and the Provost office
 - February and March Honors Prizes and Awards Meeting
 - All donations must go through the office of development and the checks to students will be provided by the college. No personal checks will be accepted or allowed for students
 - All donations and checks must be submitted to the office of development no later than March 2nd
 - Once an account has been depleted of funds the account will close with notice from the Office of Development
 - Any new awards must be in place by December 1st of the semester prior to commencement
- Funding
 - Funding commitment for 3 years/ 5 years/ 10 years
 - At the end of the commitment the account will close if funds are depleted unless replenished
 - Criteria –
 - Contact Person
 - Chair or alternate contact
 - Donor contact info
 - Program director
 - All pre-existing awards will be grandfathered into this policy for 2 years (2014-2015 and 2015-2016 years). After this, all depleted accounts will be removed from the award list.

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

**Agenda
February 9, 2015
L.65 NB**

- Policy Proposal
- Calendar Deadlines
- Next Meeting: Agenda

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

**Minutes
February 9, 2015
L.68.31NB**

Attendees:

Michael Scaduto	Nathalie Velasco
Danielle Officer	Sung-Suk Violet Ju
Sanjida Meem	Sanjana Nair
Thamanna Hussain	Tiffany Onorato
Alexandra Blair	Kenneth Holmes
Christina Mujica	

1. Policy Proposal
 - a. Everyone in agreement on the proposal
 - i. Danielle Officer: 1st motion
 - ii. Sanjana Nair : 7 agreed/favored
 - b. Send to College Council with VP Cook-Francis
2. Deadlines Calendar
 - a. Add service to students deadline – February 19th
 - b. Change date for academic affairs email to February 9th
 - c. Change Academic Affairs deadline from March 2nd to March 9th
 - d. February 27th Danielle Officer will send the applications for the Faculty Service Awards to the HPA committee
 - e. March 5th meeting will be for the Faculty Service Award
 - f. March 26th will be for the student awards
3. Next Meeting: March 5th
 - a. Committee will vote on the Faculty Service Award applications
 - b. Calendar updates will be made
4. Online Proxy for addition to the Policy Proposal
 - a. 5 committee members agreed to the proposal with no disagreement
 - b. We can add the change and submit the document to College Council

Minutes submitted by: Christina Mujica

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

**Agenda
March 5, 2015
L.65.08NB**

1. Faculty to Student Service Award Vote
2. Next Meeting: March 26, 2015
 - a. Student Application Review/Vote

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

**Minutes
March 5, 2015
L.65.08NB**

Attendees:

VP Lynette Cook-Francis	Michael Scaduto
Kenneth Holmes	Nathalie Velasco
Danielle Officer	Sung-Suk Violet Yu
Sanjida Meem	Thamanna Hussain
Christina Mujica	

1. Faculty to Student Service Award Vote
 - a. Highest ranked nominations
 - i. Elton Beckett
 - ii. Nicole Elias
 - iii. Jacques Formerand
 - iv. Evan Mandery
 - b. Final Vote
 - i. Elton Beckett (5)
 - ii. Evan Mandery (2)
2. Other
 - a. Recommendation letter: cannot be written by anyone in the committee or they will not be allowed to vote on applicants
3. Next Meeting: March 26, 2015
 - a. Student Application Review/Vote

Minutes submitted by: Christina Mujica

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

March 26, 2015

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
 - Veteran Award

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

**Minutes
March 26, 2015
L.65.08NB**

Attendees:

VP Lynette Cook-Francis	Michael Scaduto
Nathalie Velasco	Thamanna Hussain
Danielle Officer	Sung-Suk Violet Yu
Sanjida Meem	Christina Mujica

1. Graduate Student Service Award

- Shamara Nicholas

2. Graduate Student Service Award

- Shannon Landy
- Taisha Guy

3. Graduate Peer Mentor Award

- Amanda Reed

4. Graduate Veteran Award

- No one applied

5. Undergraduate Veteran Award

- Kristian Allen
- Need to verify with Welby Alcantara if he is considered a Veteran based on criteria

6. Leonard Reisman Medal

- Benedicta Darteh

7. Scholarship and Service Award

- Ossama Ayesh

8. Howard Mann Award

- Jose Castro

9. Distinguished Service Award

- Ofia Ali
- Hashemul Khan
- Delion Diaz
- Sherlyn Wong
- Ashley Sumasar

10. March 5, 2015 minutes

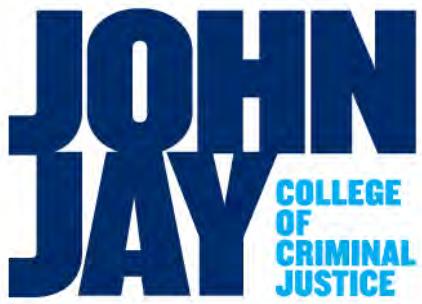
- a. Corrections to be made to: Danielle Officer, Sung-Suk Violet Yu and The Distinguished Faculty Service to Students Award
- b. Motion to approve: Danielle Officer

- c. Second: Michael Scaduto
- d. All in favor

Future Meeting:

- Review the Leonard Reisman application criteria. The meaning of scholarship in regards to academics and research.

Minutes submitted by: Christina Mujica



Lynette Cook-Francis
Vice President for Student Affairs

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Memorandum

Date: March 30, 2015

To: Rulisa Galloway-Perry
Secretary to the College Council

From: Lynette Cook-Francis
Vice President for Student Affairs

Re: Graduation Awards

The Committee on Honors, Prizes and Awards met on Thursday, March 26, 2015 for the third time this academic year. With quorum present, the committee recommends the following award recipients:

- Leonard E. Reisman Medal: Benedicta Darteh
- Scholarship & Service Award: Ossama Ayesh
- Howard Mann Humanitarian Award: Jose Castro
- Graduate Student Service Award: Shamara Nicholas
- Graduate Achievement Award:
 - Shannon Landy
 - Taisha Guy
- Undergraduate Veteran Award: Kristian Allen (pending verification)
- Distinguished Service Awards
 - Ofia Ali
 - Hashemul Khan
 - Delion Diaz
 - Sherlyn Wong
 - Ashley Sumasar

College-Wide Grade Appeals Committee

College-Wide Grade Appeals Committee 2014-2015

The college-wide grade appeals committee met on May 21, 2014, 3:00pm to 5:30pm in 8.65.36NB (History Dept. conference room) to discuss and decide on an appeal originally filed with the Math Department. That was the only item for the meeting.

Committee members present: Glenn Corbett, Anissa Helie, Leona Lee, Toy-Fung Tung
Committee member absent: Lorraine Moller

College-Wide Assessment Committee

AGENDA

CWAC Meeting

October 10, 2014

1. Welcome
2. Committee Leadership
3. Overview of Committee work
4. Other business

College-Wide Assessment Committee Meeting

October 20, 2014

In attendance:

Marie-Helen Maras
Denise Thompson
James Llana
Virginia Moreno
Bonnie Nelson
Maureen Coyle

Agenda:

Co-chairs: Maria Maras and Denise Thompson volunteered for the position and the members present agreed that they will serve as co-chairs of the CWA committee. Jim will discuss this with the Provost.

Maria discussed the possibility of a set date every month for the meeting. However, this might be an inconvenience for some. Jim volunteered to have his administrative assistant, Mariani Mewengkang, help the committee with arranging meeting times. This offer was welcomed by all.

Newsletter:

An assessment newsletter will be created and distributed bi-annually: one in the Fall and the other in the Spring semester. The idea behind the newsletter is to build campus-wide awareness of assessment that would help to support a culture of assessment on campus.

Suggestions for what the newsletter might cover include:

- capstone courses and assessment;
- a showcase of what departments and non-academic departments are doing by way of assessment and lessons learned from assessment;
- “closing the loop” in assessment;
- general education assessment;
- issues with student writing and ways to help students improve their writing skills; and
- announcements of assessment events

First Newsletter

Writing will be the focus of the first newsletter (thematic focus). The following suggestions were made regarding the first newsletter:

- 1st page – a contribution from one academic department or a non-academic department on how the department undertakes assessment, any obstacles the department observed, and/or lessons learned. The first page will also include information on capstone project assessment. In the near future, majors will need to determine the following: How majors contribute to and support Gen. Ed. requirements? Do their contributions align with institutional goals?
- 2nd page – This page will include available resources for writing (e.g., Writing Center). This page will also include the resources available at the library to assist students with research.
- 3rd page – This final page will include information on those who have received faculty-student-engagement grants and their experiences (e.g., what they have done and how their use of these grants link with assessment). One of our committee members, Roseann, might be able to provide

this information. This page will additionally include information about our Committee - who we are and what we do.

General Education

Virginia reminded the committee that Gen Ed. outcomes are college outcomes. The general education rubrics must align with the institution's goals. The committee agreed that it would be a good idea to connect with Judy-Lynne Peters who is chair of the Gen. Ed. Subcommittee. Questions to ask include:

- How does the Gen. Ed. Assessment align with majors' approach to assessment?
- What are the committee's expectations regarding writing in Gen. Ed. courses?
- Can Judy-Lynne come in to talk with the Assessment Committee?

The Committee would also like to be informed of the Gen. Ed. Subcommittee's assessment activities (i.e., their approach to assessment).

Council of Majors and Minor Coordinators and the Council of Graduate Studies

The Committee agreed that the assessment committee should arrange an introductory meeting with these committees. We should remind them of their assessment responsibilities and that their assessment reports are due July 1, 2015. In addition, there should be an assessment plan, and some direct assessment should be done every year.

These committees should be informed of the shared drives and their content.

Shared Drive

Once we have access to the shared drive, we should share the information on that drive to the groups we have scheduled meetings with, department chairs, and major and minor coordinators. Then, we should solicit their opinion on whether we should expand access.

Seminar on General Education

On November 14, 2014, there will be an assessment seminar on general education, co-sponsored by the CUNY Assessment Council and the Assessment Network of New York (ANNY). Jim will be one of the speakers at this seminar.

In closing, Virginia suggested that we reach out to assessment committees at other CUNY colleges to discuss the structure and role of these committees in promoting a culture of assessment.

The Meeting adjourned at 2:50 pm.

AGENDA

CWAC Meeting

November 17, 2014

1. Dr. Judy Lynne Peters, Chair of the General Education Sub-committee visit
2. Newsletter
3. Assessment Reports:
 - A. Discuss report distribution
 - B. Discuss lessons learned from previous assessments conducted
4. Shared drive
5. Other business

Assessment Committee Meeting

November 17, 2014

Present: Marie-Helen (Maria) Maras; Denise Thompson; James Llana; Virginia Moreno; Bonnie Nelson; Maureen Coyle; Kelly Greene; and Judy-Lynne Peters.

Regrets: Rosann Santos-Elliott and Elizabeth Jeglic.

The meeting was called to order at 1:40 p.m.

General Education	<p>Judy-Lynne Peters, Chair of the General Education Subcommittee, attended the meeting. Our discussions centered on the following:</p> <p>Judy-Lynne informed us of the mandate of the General Education Subcommittee. Dr. Peters noted that college-wide, we need to see the value in assessment - e.g. improving courses based on outcomes and developing new programs. One of the tasks of the Gen Ed. Subcommittee is to examine the Values Rubrics developed and made available by the American Association of Colleges and Universities.</p> <p>One of the roles of most college-wide assessment committees is improving education. CWAC members asked about how we are doing institutionally in terms of General Education and how we can make a difference. Jim noted that we really should be focused on ROI (return on investment) by focusing on what we want to be, where we are now, and what the gaps are. The information being collected to support this activity needs to be clarified so that all concerned know what should be collected (and for what reasons it is collected).</p> <p>Judy-Lynne noted that there will be a discussion at the next Gen Ed. meeting on December 4, 2014. She invited Denise and Maria to attend.</p>
Common Rubrics	<p>Maria asked whether we should consider using the same rubrics throughout for our assessment work. The committee agrees that this would be a good way to go since this creates a common language and common expectations. Virginia noted that there are so many rubrics available that we should not be too concerned about developing our own; we can adapt existing rubrics to suit our situation.</p>
Student Writing	<p>Student writing is a critical issue in majors and minors, as well as Gen Ed. We need to clarify the standards that we are using to judge writing. In addition, we need to understand where, in</p>

	each major and Gen. Ed. course, capstone skills (e.g., the development of a thesis, creation of an outline, research, among others) are introduced and practiced.
Newsletter	The content of the potential content for the first CWAC Newsletter was included in the CWAC Minutes of October 20, 2014. A first draft of the newsletter will be distributed at our next meeting on December 15, 2014.
Assessment Reports	<p>We need to improve the manner in which we evaluate departmental assessment reports.</p> <p>Before our next meeting on December 15, 2014, each member will review three selected 2013 assessment reports from the shared drive. We will discuss our individual evaluations of these programs on December 15, 2014.</p> <p>Denise and Maria will distribute a list of the 2014 assessment reports that need to be evaluated by CWAC at the December 15, 2014, meeting. Virginia will send us information on which reports are available for assessment. The committee agreed that units that have been consistently doing well on assessment, will submit a report every three years. Those units that either have not been assessing their programs or have not been effectively assessing their programs, will submit an annual report that will be evaluated by CWAC.</p>
Non-Academic Units	<p>Jim noted that we need to evaluate non-academic units. We have not been doing this. He also noted that there is a written report for non-academic units that we could review to learn about these units.</p> <p>Student Affairs is very enthusiastic about assessment. Rosann Santos-Elliott submits an Assessment Report. This could be a good resource for the committee. Student Orientation could also be assessed.</p> <p>The question came up about whether we should assess non-academic units annually. We agreed that non-academic units should be assessed on an annual basis.</p>
Availability of Committee Meeting Minutes	<p>Bonnie noted that the committee is subject to Open Meetings rule as a member of the College Council. As such, our minutes should be made public to facilitate transparency.</p> <p>We discussed whether to post the minutes on the John Jay College website, Blackboard or elsewhere. The consensus was to place the reports on the John Jay College website. Maria will send the minutes to Jim to post on the website.</p>

Assessment at Other CUNY Colleges	Virginia noted that she reached out to the following CUNY colleges: Hunter, Baruch, City, Lehman, Bronx, and CSI. Of these, only CSI has a College-Wide Assessment Committee; however, CSI is still trying to delineate the purpose, goals, and tasks of the committee.
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The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Denise Thompson and Maria Maras

AGENDA

CWAC Meeting

December 16, 2014

1. Approve minutes of November 17, 2014 meeting
2. Newsletter Draft
3. Review of last round of Assessment reports
4. Distribution of new Assessment assignments
 - A. Do we use the same rubrics for non-academic units?
5. Spring activities
6. Other business

College-Wide Assessment Committee (CWAC) Meeting

December 16, 2014

Present: Marie-Helen (Maria) Maras (Co-Chair); Denise Thompson (Co-Chair); James Llana; Virginia Moreno; Bonnie Nelson; Maureen Coyle; Kelly Greene; and Rosann Santos-Elliott

Regrets: Elizabeth Jeglic

The meeting was called to order at 1:40 p.m.

Minutes	The minutes of November 17, 2014, were approved.
Newsletter	The draft of the committee's first newsletter was reviewed. The committee discussed whether the newsletter should have three or four pages; ultimately, the committee agreed that the newsletter should be four pages in length. The committee also worked on finalizing the titles of the articles for the first newsletter. In addition, the committee agreed to add the contact information for committee members to the back of the newsletter, as well as the URL for the CWAC website. Maria noted that she will finalize the newsletter and send it in <i>pdf</i> format.
Assessment Reports	<p>The committee tried to narrow down what a “good” assessment report should look like. Virginia outlined and discussed the process of assessment. Jim and Virginia pointed out that it is important to close the loop in assessment. An important but often overlooked area in the assessment report is the “Actions Taken” section. The “Actions Taken” section includes the steps the department has taken to address issues that were identified in the previous year’s assessment report. Jim noted that it is OK if an action on a particular item is not taken in departmental reports; however, an explanation should be included in the report that explains why the action was not taken. The same should occur if suggested actions provided by the CWAC’s evaluation of the departmental outcomes assessment were not taken.</p> <p>Jim stated that there should be criteria for the point systems used in assessment, which is something that departments should be including in their annual assessment reports. Other items should also be included in the appendices that accompany assessment reports (i.e., representative essays/papers, and any rubrics and/or surveys used). The report and appendices should be sent to Virginia in a single pdf document. This, however, does not always occur. Because of this, Virginia has to track down rubrics, representative</p>

	<p>essays/papers, and/or surveys to attach to the assessment reports.</p> <p>The committee discussed the idea of creating a list of items that are needed in assessment reports. Maria volunteered to create this list. Denise suggested that this list should be distributed to major and minor advisors in the Spring 2015 semester as a reminder of what is needed in the annual assessment reports. Maria will discuss this list at the Council of Undergraduate Program Coordinators; she is a member of the Council as the Academic and Program Advisor for the Security Management major.</p>
CWAC Practices in Evaluating Assessment Reports	<p>The committee has delegated the reports that need to be evaluated this year. Each committee member is responsible for evaluating two assessment reports. The committee has been split into groups of two. The group assignments are as follows:</p> <p>Bonnie and Elizabeth Maria and Kelly Rosann and Denise</p> <p>Each group member is responsible for reviewing their assigned assessment reports, writing the evaluation of these assessment reports, and then reviewing their team member's assigned assessment reports, and their evaluation of the report.</p> <p>The CWAC evaluation reports must be appropriately labeled. They must include the title of the program and the year the assessment was conducted. Some prior CWAC evaluation reports were not adequately labeled making it difficult to locate the assessment report that the evaluation was referring to.</p> <p>The CWAC reports should be submitted to Maria and Denise by January 15, 2015.</p>
Non-Academic Department Rubrics	<p>Certain non-academic departments have conducted annual assessment reports. Rosann's report on Orientation can be used as a model.</p> <p>An assessment rubric exists for non-academic departments. Jim noted that there will be a greater variety of instruments used for assessment by non-academic departments. He further noted that Middle States emphasized the need for assessment in non-academic units.</p> <p>Rosann asked if the assessment could be conducted by division. Jim and Virginia replied that it could not; assessments</p>

	must be more targeted and should be conducted by units. Jim noted that a division assessment plan should be developed with dates carved out for unit assessments.
Lunch and Learn	Maria suggested that the next Lunch and Learn event should be on assessment of non-academic units. Bonnie recommended that the CWAC hold two Lunch and Learn events: one for academic and one for non-academic. The committee agreed to hold two Lunch and Learn events during Spring 2015. The first event, for academic units, will be held in March 2015. The second event, for non-academic units, will be held in April 2015. Rosann suggested that a good time for this event is during Spring Break. The definitive date for these events will be decided at the next meeting of the CWAC in Spring 2015.
Faculty Development Day	Denise proposed that the CWAC take part in Faculty Development Day. This will be explored at our next meeting in Spring 2015.
Next Meeting	The next committee meeting will be held on February 11, 2015.

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

Respectfully submitted,

Denise Thompson and Maria Maras

AGENDA

CWAC Meeting

February 11, 2015

1. Welcome new member
2. Approve minutes of December 16, 2014 meeting
2. Finalize Newsletter
3. Assessment reports
5. Spring Lunch & Learn Activity
6. Other business

College-Wide Assessment Committee (CWAC) Meeting

February 11, 2015

Present: Marie-Helen (Maria) Maras (Co-Chair); Denise Thompson (Co-Chair); James Llana; Virginia Moreno; Bonnie Nelson; Elizabeth Jeglic, and Richard Saulnier

Regrets: Kelly Greene and Rosann Santos-Elliott

The meeting was called to order at 1:40 p.m.

Item	Discussion
Minutes	The minutes of December 16, 2014, were approved.
New Members	The committee welcomed its newest member, Richard Saulnier. The committee is still in need of new committee members. The composition of the committee should be seven academic and three non-academic committee members. The committee currently only has four faculty members, three non-academic members, and two ex-officio members.
Newsletter	Maria distributed the final draft of the newsletter for discussion and approval. The newsletter was approved and it will be sent to Jim who will facilitate online posting. Richard suggested that prior to sending out the newsletter, we should check to see that the links are in fact working. He tried a couple of links and they were not working. This was due to the update of the John Jay College website. Maria said she would update the links on the newsletter before posting it.
CWAC Assessment Reports	All reports are to be finalized and submitted by the end of February 2015. The reports should be sent to Maria via email.
Assessment of Non-Academic Units	Virginia has a template for non-academic units that she will circulate to the committee via email. Jim stressed that Middle States is looking at non-academic units and they want to see these units fully engaged in assessment. CUNY also wants non-academic units to be involved in assessment.
Assessment Tools	The committee discussed the idea of placing the Assessment Report templates on the Assessment page of the John Jay College website. The committee also discussed potential assessment tools available on CUNYFirst.
Lunch and Learn	The Lunch and Learn for Non-Academic Units will be held in April 2015. The committee will schedule the exact date at our next meeting.

	The committee's goal is to have key non-academic units attend the event, such as: Student Affairs and Enrollment Management.
Pre-Meeting for Lunch and Learn with Non-Academic Units	Maria will schedule a pre-meeting with Jim, Virginia, Denise and representatives of non-academic units from Student Affairs and Enrollment Management to discuss non-academic unit assessment and the upcoming Lunch and Learn. Jim noted that he will contact Student Affairs and Enrollment Management to determine their availability for a pre-meeting on assessment.
Student Surveys	<p>Bonnie was interested in knowing what surveys of students were being conducted by various departments. She believed that these surveys could provide a wealth of data for use in non-academic unit assessment.</p> <p>Virginia cautioned that we should be careful about how we use surveys and the number of surveys that are being distributed to students.</p> <p>Institutional Research conducts a number of surveys. The committee could examine how these can and/or are being used in assessment. The committee will invite Ricardo Anzaldua to a future meeting to discuss how these surveys can be used in assessment.</p> <p>Furthermore, Student Affairs conducts Pulse interviews. The committee will ask Rosann for information on how these are being used in assessment.</p>
Next Meeting	The next committee meeting will be held on April 1, 2015.

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

Respectfully submitted,

Denise Thompson and Maria Maras

AGENDA

CWAC Meeting

April 1, 2015

1. Approval of minutes of February 11, 2015
2. Membership engagement
3. Report on meetings with non-academic units held in March
4. Assessment Reports
5. Spring Lunch & Learn Activity
6. Other business

College-Wide Assessment Committee (CWAC) Meeting

April 1, 2015

Present: Marie-Helen (Maria) Maras (Co-Chair); Denise Thompson (Co-Chair); James Llana; Virginia Moreno; and Bonnie Nelson

Regrets: Kelly Greene; Elizabeth Jeglic; Richard Saulnier; and Rosann Santos-Elliott

The meeting was called to order at 1:40 p.m.

Item	Discussion
Minutes	The minutes of February 11, 2015, were approved.
Membership Engagement	<p>The committee is still in need of new committee members. Since the committee is short-staffed, it is imperative that all members participate in meetings and activities.</p> <p>In the Fall of 2014, the committee had agreed that dates for the meeting should be determined on a monthly basis. At present, this is not working. In order to assist members in planning for their work and committee engagements, the committee has decided to plan ahead. Accordingly, starting in the Fall of 2015, the dates for the committee meetings as well as the schedule of yearly activities will be set on the first meeting of the fall semester.</p>
Report on Meetings with Non-Academic Units held in March 2015	<p>Due to conflicting schedules of key non-academic unit participants, two meetings on Assessment in Administrative Programs were held: one on March 9, 2015, and the other on March 11, 2015.</p> <p>Participants of the first meeting included: Maria, Rosann, Jim, and Virginia. In this meeting, the upcoming Lunch and Learn on assessment for non-academic units, the assessment practices of Student Affairs, and the viability of using the non-academic unit assessment rubric & template for outcomes reports for assessment by Student Affairs, were discussed.</p> <p>Participants of the second meeting included: Denise, Maria, Sulema Ebrahim, Jim, and Virginia. In this meeting, the upcoming Lunch and Learn on assessment for non-academic units, the assessment practices of Enrollment Management, and the viability of using the non-academic unit assessment rubric & template for outcomes reports for assessment by Enrollment Management, were discussed.</p>
CWAC Assessment Reports	The CWAC Assessment reports that were not completed or were missing important information must be submitted to Maria or Denise by April 15, 2015. Denise will send an

	email after the meeting to remind members to submit their finalized reports.
Lunch and Learn	Our Spring event, the Lunch and Learn for Non-Academic Units will be held on April 27, 2015.
Fall 2015 Event	This semester many academic and non-academic units are submitting their fifth assessment report, completing the 5-year assessment cycle. This is a significant milestone, and the committee thought it would be fitting to host a college-wide event to commemorate it. The working theme for the event is, "Closing the Loop at 5", and it will be held in October 2015.
General Education	On November 17, 2014 Judy Lynne Peters, Chair of the General Education Subcommittee, attended a CWAC meeting and discussed the synergies between the two committees. The General Education Subcommittee has now developed a tool to assess general education courses. Judy Lynne will attend the next committee meeting to discuss this tool and the ways that it can be used by our committee.
Workshops for committee members	Virginia introduced, and the committee discussed, the idea of holding a reflection and knowledge-building workshop for committee members at the end of the year. The date for this workshop will be set at the next committee meeting.
Key Findings and Proposed Action Reports	Virginia brought samples of reports that she has completed on academic assessment reports. The one-page report tries to simplify feedback to departments by focusing on key findings and proposed actions. Academic departments will be required to provide a narrative explaining these findings.
Next Meeting	The next committee meeting will be held on April 20, 2015.

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

Respectfully submitted,

Denise Thompson and Maria Maras

