COLLEGE COUNCIL COMMITTEES
AGENDAS
ATTENDANCE SHEETS
MINUTES
2015-2016
College Council Committee Agendas, Attendance & Minutes  
2015-2016

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| Gutierrez, John                                        |
| Haberfeld, Maki                                        |
| Kabir, Faika                                           |
| Kaplowitz, Karen                                       |
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| Kucharski, Tom                                         |
| Lopes, Anne                                            |
| Ma, Yue                                                |
| Maiorino, Vincent                                      |
| Marshall, Nancy                                        |
| McDonald, Roger                                        |

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The College Council held its first meeting of the 2015-2016 academic year on Monday, September 21, 2015. The meeting was called to order at 1:49 p.m. and the following members were present: Schevaletta Alford, Andrea Balis, Rosemary Barberet, Warren Benton, Seonae Byeon, Marsha Clowers, Lynette Cook-Francis, Sven Dietrich, James DiGiovananna, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Kaniz Fatima, Ming Feng, Anthony Forbez, Jay Gates, John Gutierrez, Maki Haberfeld, Jay Hamilton, Faika Kabir, Karen Kaplowitz, Anne Lopes, Vincent Maiorino, Nancy Marshall, Roger McDonald, Micley Melendez, David Munns, Kevin Nesbitt, Naomi Nwosu, Trushal Pandhi, Victoria Perez-Rios, Robert Pignatello, Maria Plata, Muhammad Rehman, Kyle Roberts, Kadeem Robinson, David Shapiro, Francis Sheehan, Carmen Stolis, Scott Stoddart, Charles Stone, Robert Till, Jeremy Travis, Robert Troy, Arturo Urena, valentina Usma, Charlotte Walker Said, Janet Winter, Marline Wright and David Yaverbaum.

Absent were: Ellen Belcher, Jane Bowers, Anthony Carpi, Eric DeTurk, Jennifer Dysart, Lisa Farrington, Terry Furst, Lior Gideon, Jonathan Gray, Maria Kiriakova, Louis Kontos, Tom Kucharski, Yue Ma, Chuck Nemeth, Katherine Outlaw, Frank Pezzella, Dainius Remeza, Belinda Rincon, Raul Romero, Dante Tawfeeq.

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 11, 2015 College Council
A motion was made to adopt the minutes as presented. The motion was seconded and withdrawn as there was no quorum present at the May 11th 2015 meeting with only 34 members present. It will be discussed at the next Executive Committee of the College Council meeting on 10/7/15 after consultation with legal counsel Marjorie Singer. The motion was tabled for the next meeting.

IV. 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
- All faculty members were amended with the exception of two, C. Jama Adams and Lisandro Perez.
- The Philosophy department member is vacant.
• Deputy Registrar (not Interim) is Nadine Young.

Committee on Faculty Personnel
• The 3 at-large full time members (received prior to the meeting but not in time for printing of the agenda) are: Rosemary Barbaret, Kathleen Collins and Gail Garfield.
• The alternates are Peter Shenkin, Carmen Kynard and Michael Pfeifer.

Budget and Planning
• The 2 Faculty Senate representatives on the Budget Planning subcommittees are Thomas Kucharski and Charles Stone.

Committee on Graduate Studies
• Under the Forensic Mental Health Counseling program, Kevin Nadal was stricken.
• Under the International Crime and Justice program, replaced Rosemary Barbaret’s name with Jana Arsovska.
• Added Graduate Program, Security Management, Charles Nemeth.

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C10)
A motion was made to adopt new courses marked C1-C6 (C1. HIS 3XX (368) Law and Society in the Ancient Near East, C2. ISP 1XX (112) Going Places: Travel & Transformation (WC), C3. ISP 2XX (265) Evolution and Its Impact (SciWld), C4. LWS 2XX (225) Introduction to Research in Law and Society, C5. SOC 1XX (106) Sexual Identity and U.S. Society: LGBT Perspectives (JCI), and C6. SPA 3WW (359) African Legacy in Latin American Literature and Film) as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “C7. Proposal to Revise the BA in Law and Society”. The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “C8. Proposal to revise the Minor in African Studies”. The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “C9. Proposal to revise the Minor in Chemistry”. The motion was seconded and approved unanimously.

A motion was made to adopt the course revision “C10. PSC 207 The Investigative Function (new #: PSC 107)”. The motion was seconded and approved unanimously.

VI. Report from the Committee on Graduate Studies (attachments D1-D3)
A motion was made to adopt the program marked “D1. Application for an Advanced Certificate in Victimology Studies in Forensic Psychology”. The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “D2. Application to Add the Distance Education Format to the Criminal Justice MA program”. The motion was seconded and approved unanimously.

A motion was made to adopt the change in degree program: MS in Digital Forensics and Cybersecurity. The motion was seconded and approved unanimously.
VII. **New Business**

Dean Anne Lopes made a motion to adopt the approval of a Dual Degree MPA-JD Program in Law and Public Accountability. The motion was seconded and approved unanimously.

Dean Anne Lopes made a motion to adopt the proposal for a Dual Degree MA-JD program in Forensic Psychology. The motion was seconded and approved unanimously.

The meeting was adjourned at 2:59 p.m.
I. Adoption of the Agenda

II. Minutes of the September 21, 2015 College Council (attachment A), Pg. 3

III. Ratification/acknowledgement of Actions Taken Without Quorum at the May 11, 2015 Meeting

   1. Ratify approvals of Proposals from the Undergraduate Curriculum and Academic Standards Committee – Associate Provost and Dean of Undergraduate Studies, Scott Stoddart

      New Courses
      LIT 1XX (130)  King Arthur: Culture, Society and Tradition (I&S)
      PSC 2XX (250)  Research Methods in Policing
      SCI 2XX (210)  Toxins or Not (SciWld)

      Course Revisions
      CHE 361  Inorganic Chemistry
      SOC 415  Senior Seminar in Sociology

      Program Revision
      Proposal to Revise the Minor in Philosophy
      Proposal to Revise the Sociology Minor

   2. Ratify approval of Proposals from the Committee on Graduate Studies – Associate Provost and Dean of Graduate Studies, Anne Lopes

      Course Revisions
      FCM 710  Architecture and Vulnerabilities of Operating Systems
      FCM 791  Forensic Computing Research Practicum

   3. Ratify approval of the 2014-2015 Graduates – Director of Enrollment Management Services, Naomi Nwosu

      http://doitapps.jjay.cuny.edu/misc/graduation/grad_list.php

   4. Ratify approval of Proposal from the Ad Hoc Committee for Strategic Plan

   5. Acknowledgement of the May 11, 2015 College Council Minutes (attachment B), Pg. 6
IV. Approval of the Members of the College Council Committees (attachment C), Pg. 8

— Nancy Marshall replaces Kevin Nesbitt as HEO representative on the College Council, Pg. 10
— Betty Taylor replaces Nancy Marshall as the HEO alternate on the College Council, Pg. 10
— Crystal Farmer and Betsy Gonzalez are filling vacant positions as non-instructional staff on the Budget and Planning Committee, Pg. 20
— Thomas Kucharski is the Chair of the Faculty Senate Fiscal Affairs Committee, and therefore on the Financial Planning Subcommittee of the Budget and Planning Committee, Pg. 20
— Charles Stone is the Vice Chair of the Faculty Senate Fiscal Affairs Committee, and therefore on the Financial Planning Subcommittee of the Budget and Planning Committee, Pg. 20
— Janice Dunham replaces Charles Stone as the Faculty Senate representative on the Strategic Planning Subcommittee of the Budget and Planning Committee, Pg. 21

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachment D1) – Associate Provost and Dean of Undergraduate Studies, Scott Stoddart

New Course

D1. ART 2XX Art and Myth in the Ancient World (Learning from Past), Pg. 28

VI. Report from the Committee on Graduate Studies (attachments E1-E4) – Associate Provost and Dean of Graduate Studies, Anne Lopes

New Courses

E1. New Graduate Course: CRJ 737 Racism, Punishment, and Prison, Pg. 43
E2. New Graduate Courses: PAD 788 and 789 Policy Advocacy Practicum I and II, Pg. 51

Programs

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VII. New Business

VIII. Administrative Announcements – President Travis

IX. Announcements from the Faculty Senate – President Karen Kaplowitz

X. Announcements from the Student Council – President Faika Kabir
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I. Adoption of the Agenda

A motion was made to amend the agenda as follows: Add Ratification and Approval of April 21, 2015 Minutes as agenda Item III, number 6. The motion was seconded and approved unanimously.

II. Minutes of the September 21, 2015 College Council

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

Corrections made to the attendance at the end of the meeting are listed below:

- Karen Outlaw should be Katherine Outlaw
- Mickey Melendez was present
- In addition to the list of absent members, the following members should be listed as absent: Jane Bowers, Anthony Carpi, Terry Furst, Chuck Nemeth, Katherine Outlaw and Belinda Rincon

III. Ratification/Acknowledgement of Actions Taken Without Quorum at the May 11, 2015 Meeting

President Travis asked Assistant Vice President Marjorie Singer to report to the College Council regarding her research in connection with the absence of quorum at
the May 11th deliberations. President Travis noted that Professor McDonald’s objection at the September College Council meeting to approving the minutes from the May 11th deliberations was valid for the reason that there was no quorum. This issue was discussed at the Executive College Council Committee meeting on October 7 and Item III on the agenda resulted from that discussion. Ms. Singer reported that at most there were 34 people at the May 11th deliberations, one short of the 35 needed to take action by the College Council. Nonetheless, those members present discussed and voted on the agenda items, which included revisions to courses, presented by Dean Stoddard and Dean Lopes; approval of candidates for graduation in June; and review of the Strategic Plan.

All items were voted on and passed by unanimous vote of those who were present. However, actions that are taken at a meeting lacking quorum are null and void, thus, in theory, these actions could be challenged.

Following the May 11th deliberations, President Travis sent a memo addressing the absence of quorum and explaining his position on the agenda items for the May 11th deliberations. In summary, President Travis stated that the candidates would graduate; the changes would be made; and the Strategic Plan would be adopted.

Ms. Singer said that the actions proposed for this meeting of the College Council are intended to attach legality and authenticity to the actions that were proposed and taken in May. Members of the College Council are asked to ratify, as a slate, those actions that were voted on by the Council in May. The Council is not required to review the items in detail. As for the Strategic Plan, CUNY does not require governance approval. Rather, there should be, and there is, a record of consultation with members of the college community. Presenting the Plan to the College Council constituted the final step in community consultation.

Finally, the Council is asked to acknowledge the minutes from the May 11th meeting. While the ratification actions will be included in the minutes from this meeting, thereby legitimizing them, the May 11 minutes constitute a record that the meeting took place and the agenda items were presented to the Council.

A motion was made to ratify and adopt items marked 1 – 6 as a slate. The motion was amended to ratify and adopt items 1, 2 & 6 as a slate and to vote on items 3-5 individually.

1. Ratify approvals of Proposals from the Undergraduate Curriculum and Academic Standards Committee – Associate Provost and Dean of Undergraduate Studies, Scott Stoddart

New Courses
LIT 1XX (130) King Arthur: Culture, Society and Tradition (I&S)
PSC 2XX (250) Research Methods in Policing
SCI 2XX (210) Toxins or Not (SciWld)

Course Revisions
CHE 361 Inorganic Chemistry
SOC 415 Senior Seminar in Sociology
Program Revision
Proposal to Revise the Minor in Philosophy
Proposal to Revise the Sociology Minor

2. Ratify approval of Proposals from the Committee on Graduate Studies – Associate Provost and Dean of Graduate Studies, Anne Lopes

Course Revisions
FCM 710  Architecture and Vulnerabilities of Operating Systems
FCM 791  Forensic Computing Research Practicum

6. Ratify Approval of Minutes of the April 21, 2015 College Council

The motion was seconded and approved unanimously.

3. Ratify approval of the 2014-2015 Graduates – Director of Enrollment Management Services, Naomi Nwosu

A motion was made to ratify and approve 2014-2015 Graduates. The motion was seconded and approved unanimously by Faculty only.

In Favor: 25  Oppose: 0  Abstention: 0

4. Ratify approval of Proposal from the Ad Hoc Committee for Strategic Plan

A motion was made to ratify and approve Proposal from the Ad Hoc Committee for Strategic Plan. The motion was seconded and passed.

In Favor: 41  Oppose: 0  Abstention: 4

5. Acknowledgement of the May 11, 2015 College Council Minutes

A motion was made to adopt the May 11, 2015 College Council Deliberations with the following amendments:

- “In the absence of quorum, the members present agreed to continue with the deliberations given there were time sensitive and important items of the agenda, and if any items needed to be ratified by the College Council before September, a meeting would be scheduled.”

- The record should accurately reflect the deliberations ended at 3:00pm, when the meeting was adjourned.

The motion was seconded and approved unanimously.
IV. Approval of the Members of the College Council Committees

A motion was made to approve the following changes to the College Council and Undergraduate Curriculum and Academic Standards Committee membership lists:

- Rebecca Weiss replaces Danius Remeza to serve as the at-large faculty member of the College Council.
- Emily McDonald replaces Ric Curtis as the Anthropology department representative on UCASC.

The motion was seconded and approved unanimously.

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

A motion was made to adopt new course marked “D1 ART 2XX Art and Myth in the Ancient World (Learning from Past)”. The motion was seconded and approved unanimously.

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

A motion was made to adopt new courses marked E1-E2 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked E1-E2:

- E1. New Graduate Course: CRJ 737 Racism, Punishment, and Prison
- E2. New Graduate Courses: PAD 788 and 789 Policy Advocacy Practicum I and II

The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “E3. New Advanced Certificate Program in Race and Criminal Justice”. The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked “E4. Updated Grading Basis of Graduate Thesis, Internship, and Comprehensive Exam Courses”. The motion was seconded and approved unanimously.

VII. New Business

Professor Munns suggested that we use the last College Council meeting of the Fall 2015 semester to discuss serious and timely issues that are before the CC.

The meeting was adjourned at 2:51 p.m.
I. Adoption of the Agenda

II. Minutes of the October 15, 2015 College Council (attachment A), Pg. 3

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B13) – Associate Provost and Dean of Undergraduate Studies, Scott Stoddart

   New Course
   B1. MAT 2XX (244) Calculus IV, Pg. 7

   Programs
   B2. Proposal to Revise the BA in Criminology, Pg. 16
   B3. Proposal to Revise the BA in Sociology, Pg. 19
   B4. Proposal to Revise the Music Minor, Pg. 24

   Course Revisions
   B5. DRA 243 Black Female Sexuality in Film, Pg. 30
   B6. FOS 401-402 Forensic Science Laboratory Internship, Pg. 32
   B7. HIS 240 Historiography, Pg. 34
   B8. ICJ 401 Capstone Seminar in International Criminal Justice (approved UCASC 2/20/2015), Pg. 36
   B9. MUS 202 Songwriting, Pg. 38
   B10. MUS 236 Music Technology, Pg. 40
   B11. SOC 312 Classical Sociological Theory, Pg. 42
   B12. SOC 315 Contemporary Sociological Theory, Pg. 44
   B13. SUS 200 Introduction to Sustainability (already approved for World Cultures), Pg. 46

IV. Report from the Committee on Graduate Studies (attachment C) – Associate Provost and Dean of Graduate Studies, Anne Lopes

   Course Revision
   C. Change in Admissions Requirements for the Master of Arts in International Crime and Justice, Pg. 48
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Course Revisions
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A motion was made to ratify and approve 2014-2015 Graduates. The motion was seconded and approved unanimously by Faculty only.

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- The record should accurately reflect the deliberations ended at 3:00pm, when the meeting was adjourned.

The motion was seconded and approved unanimously.
IV. **Approval of the Members of the College Council Committees**

A motion was made to approve the following changes to the College Council and Undergraduate Curriculum and Academic Standards Committee membership lists:

- Rebecca Weiss replaces Danius Remeza to serve as the at-large faculty member of the College Council.
- Emily McDonald replaces Ric Curtis as the Anthropology department representative on UCASC.

The motion was seconded and approved unanimously.

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

A motion was made to adopt new course marked “D1 ART 2XX Art and Myth in the Ancient World (Learning from Past)”. The motion was seconded and approved unanimously.

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

A motion was made to adopt new courses marked E1-E2 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked E1-E2:

- E1. New Graduate Course: CRJ 737 Racism, Punishment, and Prison
- E2. New Graduate Courses: PAD 788 and 789 Policy Advocacy Practicum I and II

The motion was seconded and approved unanimously.

A motion was made to adopt the program marked “E3. New Advanced Certificate Program in Race and Criminal Justice”. The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked “E4. Updated Grading Basis of Graduate Thesis, Internship, and Comprehensive Exam Courses”. The motion was seconded and approved unanimously.

VII. **New Business**

Professor Munns suggested that we use the last College Council meeting of the Fall 2015 semester to discuss serious and timely issues that are before the CC.

The meeting was adjourned at 2:51 p.m.
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Peychev, Antoan
Pezzella, Frank
Pignatello, Robert
Plata, Maria
Rehman, Muhammad
Rincon, Belinda
Roberts, Kyle
Robinson, Kadeem
Romero, Raul
Shapiro, David
Sheehan, Francis
Solis, Carmen
Stoddart, Scott
Stone, Charles
Tawfeeq, Dante

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The College Council held its third meeting of the 2015-2016 academic year on Tuesday, November 24, 2015. The meeting was called to order at 1:50 p.m. and the following members were present: Rosemary Barberet, Ellen Belcher, Warren Benton, Jane Bowers, Seonae Byeon, Lynette Cook-Francis, James DiGiovanna, Sandrine Dikambi, Artem Domashchevskiy, Janice Dunham, Jennifer Dysart, Ming Feng, Anthony Forbez, Joel Freiser, Lior Gideon, John Gutierrez, Maki Haberfeld, Jay Hamilton, Faika Kabir, Karen Kaplowitz, Anne Lopes, Yue Ma, Vincent Maiorino, Nancy Marshall, Roger McDonald, Mickey Melendez, Naomi Nwosu, Katherine Outlaw, Trushal Pandhi, Maria Plata, Kyle Roberts, Scott Stoddart, Charles Stone, Dante Tawfeeq, Robert Till, Jeremy Travis, Robert Troy, Arturo Urena, Valentina Usma, Rebecca Weiss, Janet Winter, Marline Wright and Daniel Yaverbaum.


I. Adoption of the Agenda

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

II. Minutes of the October 15, 2015 College Council

A motion was made to amend the minutes as follows:

- Arturo Urena was present at the 10/15/2015 College Council meeting, not absent.
- Item III, Page 3, Paragraph 1, should read “President Travis asked Assistant Vice President Marjorie Singer to report to the College Council regarding her research in connection with the absence of quorum at the May 11th deliberations. President Travis noted that Professor McDonald's objection at the September College Council meeting to approving the minutes from the May 11th deliberations was valid for the reason that there was no quorum. This issue was discussed at the Executive College Council Committee meeting on October 7 and Item III on the agenda resulted from that discussion. Ms. Singer reported that at most there were 34 people at the May 11th deliberations, one short of the 35 needed to take action by the College Council. Nonetheless, those members present discussed and voted on the agenda items, which included revisions to courses, presented by Dean Stoddard and Dean Lopes; approval of candidates for graduation in June; and review of the Strategic Plan. Therefore, actions that are taken at a meeting lacking quorum are null and void.”
The motion was seconded and approved unanimously.

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B13)

A motion was made to adopt new course marked “B1. MAT (244) Calculus IV”. The motion was seconded and approved unanimously.

A motion was made to adopt programs marked B2-B4 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt programs marked B2-B4:

B2. Proposal to Revise the BA in Criminology
B3. Proposal to Revise the BA in Sociology
B4. Proposal to Revise the Music Minor

The motion was seconded and approved unanimously.

A motion was made to adopt course revisions B5-B13 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B5-B13:

B5. DRA 243 Black Female Sexuality in Film
B6. FOS 401-402 Forensic Science Laboratory Internship
B7. HIS 240 Historiography
B8. ICJ 401 Capstone Seminar in International Criminal Justice (approved UCASC 2/20/2015)
B9. MUS 202 Songwriting
B10. MUS 236 Music Technology
B11. SOC 312 Classical Sociological Theory
B12. SOC 315 Contemporary Sociological Theory
B13. SUS 200 Introduction to Sustainability (already approved for World Cultures)

The motion was seconded and approved unanimously.

IV. Report from the Committee on Graduate Studies (attachment C)

A motion was made to adopt the Change in Admissions Requirements for the Master of Arts in International Crime and Justice. The motion was amended to insert “Program” into “The Graduate Admissions Committee” title in the “TO” column on page 48. The amendment was seconded and approved unanimously.

V. New Business

President Travis indicated that the Executive Committee of the College Council is actively discussing some of the issues we are encountering at the College Council meetings. Since the Executive Committee of the College Council is not a policy making body, it will submit recommendations to the College Council for consideration.

The meeting was adjourned at 2:54 p.m.
I. Adoption of the Agenda

II. Minutes of the November 24, 2015 College Council (attachment A), Pg. 3

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

   New Courses
   B1. BIO 4XX (488) Cell & Molecular Biology Capstone, Pg. 5
   B2. ECO 2XX (255) Statistics for Economists, Pg. 17
   B3. PSC 3XX (300) Police Management & Administration in the U.S., Pg. 29
   B4. SEC 3XX (329) Security, Risk & Technology, Pg. 44

   Course Revisions
   B5. ECO 330 Quantitative Methods for Decision Makers, Pg. 60
   B6. ENG 218 The Writing Workshop, Pg. 63
   B7. SSC 325 Research Methods in the Behavioral Sciences, Pg. 66

IV. Report from the Committee on Graduate Studies (attachment C1-C5) – Associate Provost and Dean of Graduate Studies, Anne Lopes

   New Course
   C1. New Course Proposal: ICJ 706 Transnational Crime, Pg. 69

   Programs
   C2. New Degree Program: Master of Arts in Economics, Pg. 92

   Academic Standards
   C4. Proposal to Add an Executive Format to the MA in Criminal Justice, Pg. 264
   C5. Change in Admissions Requirements: Forensic Science MS Program, Pg. 268

V. Approval of the Members of the College Council Committees (attachment D), Pg. 271

   - Alternate College Council at Large student representative, Jacob Kleinberg, Pg. 274
VI. New Business

VII. Determination of Need of the December 15, 2015 College Council Meeting

VIII. Administrative Announcements – President Travis

IX. Announcements from the Faculty Senate – President Kaplowitz

X. Announcements from the Student Council – President Kabir
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The College Council held its fourth meeting of the 2015-2016 academic year on Monday, December 14, 2015. The meeting was called to order at 2:02 p.m. and the following members were present: Schevaletta Alford, Andrea Balis*, Rosemary Barberet, Warren Benton, Jane Bowers, Seonae Byeon, Lynette Cook-Francis, James DiGiovanna, Sandrine Dikambi, Janice Dunham, Jennifer Dysart, Joel Freiser, Terry Furst, Jay Gates, Jonathan Gray, Amy Green, John Gutierrez, Jay Hamilton, Faika Kabir, Karen Kaplowitz, Maria Kiriakova, Anne Lopes, Yue Ma, Roger McDonald, Mickey Melendez, David Munns, Naomi Nwosu, Trushal Pandhi, Robert Pignatello, Kyle Roberts, Kadeem Robinson, Francis Sheehan, Carmen Solis, Scott Stoddart, Charles Stone, Betty Taylor*, Robert Till, Robert Troy, Janet Winter, Marline Wright and Daniel Yaverbaum.


*Alternates.

I. Adoption of the Agenda

A motion was made to amend the agenda as follows: add additional new members to agenda Item V. The motion was seconded and approved unanimously.

II. Minutes of the November 24, 2015 College Council

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

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B7)

New Courses

A motion was made to adopt new courses marked B1-B4 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked B1-B4:

B1. BIO 4XX (488)  Cell & Molecular Biology Capstone
B2. ECO 2xx (255)  Statistics for Economists
B3. PSC 3xx (300)  Police Management & Administration in the U.S.
B4. SEC 3xx (329)  Security, Risk & Technology
The motion was seconded and approved unanimously.

**Course Revisions**

A motion was made to adopt course revisions B5-B7 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B5-B7:

- B5. **ECO 330** Quantitative Methods for Decision Makers
- B6. **ENG 218** The Writing Workshop
- B7. **SSC 325** Research Methods in the Behavioral Sciences

The motion was seconded and approved unanimously.

**IV. Report from the Committee on Graduate Studies (attachments C1-C5)**

**New Course**

A motion was made to adopt new course marked “C1. New Course Proposal: ICJ 706 Transnational Crime.” The motion was seconded and approved unanimously.

**Programs**

A motion was made to adopt program marked “C2. New Degree Program: Master of Arts in Economics.”

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The motion was seconded and passed.

A motion was made to adopt program marked “C3. New Advanced Certificate Program: Advanced Certificate in transnational Organized Crime Studies.” The motion was seconded and passed unanimously.

**Academic Standards**

A motion was made to adopt academic standard marked “C4. Proposal to Add an Executive Format to the MA in Criminal Justice.”

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The motion was seconded and passed.

A motion was made to adopt academic standard marked “C5. Change in Admissions Requirements: Forensic Science MS Program.” The motion was seconded and passed unanimously.

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

It was moved to amend the membership list as follows:

- Jacob Kleinberg was elected as Alternate College Council At-Large student representative.
• Ed Paulino replaces David Munns as the History department representative on the College Council.
• Janice Dunham replaces David Munns as Vice President of the Faculty Senate. This change should be reflected in the Interim Executive Committee of the College Council, the Budget and Planning Committee, and the Provost Advisory Council.
• Max Bean was nominated by the Faculty Senate to fill the vacancy on the Student Evaluation of the Faculty Committee.

VI. Determination of Need of the December 15, 2015 College Council Meeting

The additional College Council Meeting on December 15, 2015 was cancelled.

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

II. Minutes of the December 14, 2015 College Council (attachment A), Pg. 3

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B12) – Interim Associate Provost and Dean of Undergraduate Studies, Dara Byrne

Program Revisions (Slate Vote*)

B1. Proposal to Revise the BS in Fire Science, Pg. 6
B2. Proposal to Revise the Minor in Latin American and Latina/o Studies, Pg. 14
B3. Proposal to Revise the Minor in Sustainability and Environmental Justice, Pg. 21

New Courses (Slate Vote*)

B4. ART 2XX African American Art: A Visual and Cultural History (US Exp), Pg. 24
B5. TOX 4XX Techniques of Analytical Toxicology, Pg. 36
B6. TOX 4YY Analytical & Quantitative Toxicology Laboratory, Pg. 46

Course Revisions (Slate Vote*)

B7. ENG 255 Argument Writing, Pg. 57
B8. LIT 230 Expressions of the Living Past: Reading Ancient Worlds (already CE), Pg. 59
B9. LIT 232 Breaking with Tradition: Reading the Modern World (already I&S), Pg. 61
B10. LIT 236 Literary Perspectives on Culture & Globalization (already WC), Pg. 63
B11. MAT 242 Calculus II, Pg. 64
B12. MAT 243 Calculus III, Pg. 66

*Any College Council member can remove an item from a slate vote for a separate discussion.

IV. Report from the Committee on Graduate Studies (attachments C1-C5) – Associate Provost and Dean of Graduate Studies, Anne Lopes

Programs

C1. New Degree Program: Master of Arts in Human Rights, Pg. 68
C2. New Dual-Degree Program: MS-MPA in Protection Management and Public Administration, Pg. 303
**Program Revision**

C4.  Change in Degree Program: MPA-PPA – revision to the Policy Analysis specialization, [Pg. 326](#)

**Academic Standard**

C5.  Proposal to change credit requirements for full-time status for graduate student veterans at John Jay, [Pg. 327](#)

**V. Report from the Executive Committee of the College Council (attachments D1-D2)**

D1.  College Council Meeting Practices and Expectations, [Pg. 328](#)
D2.  Proposed College Council Calendar for 2016-2017, [Pg. 331](#)

**VI. New Business**

**VII. Administrative Announcements – Provost Bowers**

**VIII. Announcements from the Faculty Senate – President Kaplowitz**

**IX. Announcements from the Student Council – President Kabir**
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The College Council held its fifth meeting of the 2015-2016 academic year on Thursday, February 11, 2016. The meeting was called to order at 1:53 p.m. and the following members were present: Schevaletta Alford, Rosemary Barberet, Warren Benton, Jane Bowers, Dara Byrne, Lynette Cook-Francis, James DiGiovanna, Artem Domashevskiy, Janice Dunham, Jennifer Dysart, Lisa Farrington, Ming Feng*, Anthony Forbez, Joel Freiser, Terry Furst, Jay Gates, Lior Gideon, John Gutierrez, Maki Haberfeld, Jay Hamilton, Faika Kabir, Karen Kaplowitz, Patricia Ketterer, Maria Kiriakova, Louis Kontos, Tom Kucharski, Anne Lopes, Yue Ma, Vincent Maiorino, Gerald Markowitz, Nancy Marshall, Roger McDonald, Mickey Melendez, Chuck Nemeth*, Naomi Nwosu, Edward Paulino, Antoan Peychev, Maria Plata, Muhammad Rehman, Belinda Rincon, Kyle Roberts, Kadeem Robinson, David Shapiro, Francis Sheehan, Carmen Solis, Charles Stone, Dante Tawfeeq, Betty Taylor*, Robert Till, Charlotte Walker Said, Rebecca Weiss, Janet Winter, and Marline Wright.


*Alternates.

I. Adoption of the Agenda

A motion was made to amend the agenda as follows: add new agenda item III, “Approval of the Members of the College Council Committees”. The motion was seconded and approved unanimously.

II. Minutes of the December 14, 2015 College Council

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

III. Approval of the Members of the College Council

A motion was made to approve the following changes to the College Council membership list:

1. Maria Plata is reinstated to the College Council as the Elected At-Large student representative.
2. Professor Gerald Markowitz replaces Professor Amy Green on College Council as the faculty representative for the Interdisciplinary Studies Department.

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B12)
A motion was made to adopt course revisions B1-B3 as a slate. The motion was amended to remove B1 from the slate for separate discussion. The motion was seconded and approved unanimously.

A motion was made to adopt program revision marked “B1. Proposal to Revise the BS in Fire Science”. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B2-B3 as a slate, “B2. Proposal to Revise the Minor in Latin American and Latina/o Studies”, and “B3. Proposal to Revise the Minor in Sustainability and Environmental Justice”. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked B4-B6 as a slate, “B4. ART 2XX African American Art: A Visual and Cultural History”, “B5. TOX 4XX Techniques of Analytical Toxicology”, “B6. TOX 4YY Analytical & Quantitative Toxicology Laboratory”. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions B7-B12 as a slate.

A motion was made to adopt course revisions marked B7-B12:

B7. ENG 255 Argument Writing
B8. LIT 230 Expressions of the Living Past: Reading Ancient Worlds (already CE)
B9. LIT 232 Breaking with Tradition: Reading Ancient Worlds (already I&S)
B10. LIT 236 Literary Perspectives on Culture & Globalization (already WC)
B11. MAT 242 Calculus II
B12. MAT 243 Calculus III

The motion was seconded and approved unanimously.

V. Report from the Committee on Graduate Studies (attachments C1-C5)

A motion was made to adopt program marked “C1. New Degree Program: Master of Arts in Human Rights.” The motion was seconded and approved unanimously.

A motion was made to adopt program marked “C2. New Dual-Degree Program: MS-MPA in Protection Management and Public Administration.” The motion was seconded and approved unanimously.

A motion was made to adopt program marked “C3. New Advanced Certificate Program: Advanced Certificate in Health Care Inspection and Oversight.” The motion was seconded and passed unanimously.

A motion was made to adopt program revision marked “C4. Change in Degree Program: MPA-PPA – revision to the Policy Analysis specialization.” The motion was seconded and passed unanimously.

A motion was made to adopt academic standard marked “C5. Proposal to change credit requirements for full-time status for graduate student veterans at John Jay.” The motion was seconded and passed unanimously.
VI. Report from the Executive Committee of the College Council (attachments D1-D2)

D1. College Council Meeting Practices and Expectations:

The Executive Committee of the College Council is currently discussing how the College Council operates, including how it might operate more effectively. One change that the Executive Committee made effective now is to offer refreshments at College Council meetings.

The report that was included with the agenda is presented as a series of questions to discuss today. It is hoped that members will bring this discussion to their constituents and collect feedback for presentation at the March meeting. The Executive Committee will return to the College Council with any suggestions for changes for discussion at the April meeting. The College Council could consider any such suggestions at its May meeting, with plans for implementation during the next academic year:

1. Communication
   a. It was suggested that an electronic database of College Council members be created, complete with photos and email addresses (similar to Facebook) to enhance communication between members and the college community.
   b. It was suggested posting a public link to the agenda on the John Jay home page in order to get more input regarding matters before the College Council.
   c. Following a suggestion that the agenda be sent in electronic form, it was pointed out that electronic versions of the agenda are now distributed. There was some discussion regarding the relative benefits of paper versus electronic copies of the agenda. It was suggested that the agenda be placed on the drop down screen behind the chair’s table. The Executive Committee will consider ways to present agendas at Council meetings.
   d. It was suggested creating a non-public “wiki” to solicit items for the agenda or share ideas amongst students, faculty and administration. It was pointed out that the agenda might then include items that would otherwise not be considered.

2. The Agenda
   a. There was discussion regarding whether the College Council should continue voting on and approving the proposals and items submitted by the College Council committees. Speakers pointed out the history of changing rules permitting the committees to cast the final vote regarding committee proposals. It was suggested that the Council is a check and balance on the committees, consisting of students, faculty and administrators. The students have a comparatively small voice on the committees and a major voice on the College Council and the voting practice should be continued, it was argued.
   b. It was suggested that UCASC and CGS have already extensively vetted and voted on the proposals that are presented to the College Council. Some members suggested that the committees should include a summary of conflicts or issues that may have been brought up during the vetting process, including how the committee voted on the respective issues.
   c. It was suggested that the committees have specific perspectives that are different from the broader interests of the college and one speaker cautioned against the College Council receiving information about
conflicts that occurred within the committees. This practice could jeopardize the Council’s perspective.

d. A speaker suggested that College advertising campaigns be brought to the Council for discussion.

3. Attendance and Quorum
   a. It was pointed out that this matter was discussed within the Faculty Senate. There was no support within the Senate for assigned seats.
   b. Votes must be recorded so we must know who is in attendance at the meetings. Perhaps the smaller group (‘for’ or ‘against’) can stand so their votes are noted. Members suggested that a seating chart could be created for meetings.
   c. In the past, members were asked to tell their departments not to schedule meetings when the College Council meets. Perhaps this can be reinforced again.
   d. It was recommended ending the meetings at exactly 2:50pm so that all members are part of the discussions.

4. Schedule and Frequency of Meetings
   a. One speaker noted that community hour is a good time to schedule meetings because it forces the body to get the job done within this time frame.

D2. Proposed College Council Calendar for 2016-2017

This is the proposed College Council Calendar which will be finalized when the CUNY Board of Trustees meeting dates are confirmed for Spring 2017.

The meeting was adjourned at 3:00 p.m.
I. Adoption of the Agenda

II. Minutes of the February 11, 2016 College Council (attachment A), Pg. 3

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B4) - Interim Associate Provost and Dean of Undergraduate Studies, Dara Byrne

Programs

B1. Proposal for a New Minor in Interdisciplinary Studies, Pg. 7
B2. Proposal to Revise the Minor in Journalism, Pg. 12

New Course

B3. PHI 3XX (317) Philosophy of Law in Global Perspective (JCII), Pg. 21

Course Revision

B4. PSC 401 Seminar in Police Problems, Pg. 38

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

New Course

C1. Creation of Faculty-Mentored Research Courses, Pg. 40

Course Revision

C2. Change to Existing Graduate Course: CRJ 784, Pg. 41

V. Proposed Revisions to the Procedures for Awarding Honorary Degrees (attachment D), Professor Karen Kaplowitz, President, Faculty Senate Pg. 43

VI. College Council Meeting Practices and Expectations: Report from the Executive Committee

- Based on College Council discussion at the February 11 meeting: refreshments will be served at meetings; nametags will be provided for College Council members; photos of College Council members will be included on the website.
- Proposed orientation for new College Council members prior to the first meeting of the academic year and appreciation reception after the last meeting of the academic year.
- Proposed open forum meeting sponsored by the College Council on a topic to be determined.
- Matters of attendance: excused vs unexcused absences; role of alternates.
VII. New Business

VIII. Administrative Announcements – President Travis

IX. Administrative from Faculty Senate – President Kaplowitz

X. Announcements from the Student Council – President Kabir
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Tawfeeq, Dante

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Till, Robert

Travis, Jeremy

Troy, Robert

Umbach, Fritz

**Urena, Arturo**

Usma, Valentina

Walker Said, Charlotte

Weiss, Rebecca

Winter, Janet

**Wright, Marline**

Yaverbaum, Daniel
The College Council held its sixth meeting of the 2015-2016 academic year on Thursday, March 10, 2016. The meeting was called to order at 1:48 p.m. and the following members were present: Schevaletta Alford, Andrea Balis*, Rosemary Barberet, Ellen Belcher, Warren Benton, Dara Byrne, Lynette Cook-Francis, Sven Dietrich, James DiGiovanna, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Lisa Farrington, Kaniz Fatima, Ming Feng*, Joel Freiser, Terry Furst, Jay Gates, Lior Gideon, John Gutierrez, Maki Haberfeld, Jay Hamilton, Faika Kabir, Karen Kaplowitz, Maria Kiriakova, Jacob Kleinberg*, Louis Kontos, Anne Lopes, Yue Ma, Nancy Marshall, Roger McDonald, Naomi Nwosu, Katherine Outlaw, Trushal Pandhi, Antoan Peychev, Maria Plata, Muhammad Rehman, Belinda Rincon, Kadeem Robinson, Raul Romero, David Shapiro, Francis Sheehan, Carmen Solis, Charles Stone, Robert Till, Jeremy Travis, Robert Troy, Janet Winter, and Marline Wright.


*Alternates.

I. Adoption of the Agenda

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

II. Minutes of the February 11, 2016 College Council

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

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B4)

A motion was made to adopt program marked “B1. Proposal for a New Minor in Interdisciplinary Studies”. The motion was seconded and approved unanimously.

A motion was made to adopt program marked “B2. Proposal to Revise the Minor in Journalism”. The motion was seconded and approved unanimously.

A motion was made to adopt new course marked “B3. PHI 3XX (317) Philosophy of Law in Global Perspective (JCII)”. The motion was seconded and approved unanimously.
A motion was made to adopt course revision marked “B4. PSC 401 Seminar in Police Problems”. The motion was seconded and approved unanimously.

IV. Report from the Committee on Graduate Studies (attachments C1-C2)

A motion was made to adopt new program marked “C1. Creation of Faculty-Mentored Research Courses”. The motion was seconded and approved unanimously.

A motion was made to adopt course revision marked “C2. Change to Existing Graduate Course: CRJ 784”. The motion was seconded and approved unanimously.

V. Proposed Revisions to the Procedures for Awarding Honorary Degrees (attachment D)

A motion was made to adopt the revisions to the procedures for awarding honorary degrees.

In Favor: 44  Oppose: 0  Abstention: 4

The motion was seconded and passed.

VI. College Council Meeting Practices and Expectations: Report from the Executive Committee

The Executive Committee of the College Council and the College Council have been discussing the effectiveness, role, mission, and operating procedures of the College Council. Are we serving the college well? How can we organize activities to more effectively achieve the purposes of the College Council? The goal is to institute some changes by the end of the year and if there are things we want to try next year that are consistent with this effort, we will take them up then.

The role of the College Council is critical to achieving the mission of the College. The Council approves new majors, new programs and course changes. In that sense the College Council is the representative body of the College.

The College Council is also the place that regularly brings together students, staff and faculty. In this sense, the College Council builds community. We want to create that connectivity and sense of community in the College Council.

A third possible purpose of the College Council that we have been discussing is the College Council as a forum for discussing important issues. This is beyond the role of the Council as a governance body. This discussion should continue.

The changes that thus far have been initiated for the College Council include:

1. Name tags will be worn during College Council meetings. These are expected to increase the sense of community at meetings.
2. Refreshments will be served during College Council meetings.
3. We will create an identity of College Council members on the website.
4. There will be an orientation meeting in advance of the first College Council meeting of the year and an appreciation reception after the last meeting of the academic year.
5. The Open Meetings Law requires that we keep attendance. We will publish attendance at the end of each semester. Next year we anticipate there will be a
clearer understanding of what it means to be an alternate. The role and participation of alternates should be further discussed.

6. The issues of excused or unexcused absences needs to be further developed. We do not yet have a standard.

Comments from the College Council are listed below:

a. At member orientation there should be basic Robert’s Rules of Order introduction. The Executive Committee of the College Council will develop the orientation agenda.

b. Alternates should not be required to attend all College Council meetings if College Council meeting attendance is improving.

c. The media wall could be utilized to give visibility to College Council members as well as agenda items.

d. Communication strategy should include communication with the community regarding the College Council.

e. There was discussion regarding whether the College Council could serve as an open forum, including a place for debate. A speaker stated that we should focus on the primary function of the College Council and that already there are multiple venues for open discussion, such as Town Hall. There should be other opportunities for open discussion, which might result in bringing items to the College Counsel for decision making. The College Council serves as a forum for action. It is not clear that people would stay for discussions that do not require formal action. It was suggested that deliberations by the College Council could be focused on dissenting opinions within committee deliberations. The Executive Committee could bring to the College Council the content regarding all sides of an issue that has been considered within a committee.

f. Members who abstain from voting might be asked why they voted in that manner on an item. According to Robert’s Rules of Order, members are not allowed to question the reason for a member’s vote. The Open Meetings Law requires us to record votes.

VII. **New Business**

A motion was made to approve Professor Ekaterina Korobkova to fill the vacancy on the Faculty Elections Committee. The motion was seconded and approved unanimously.

The meeting was adjourned at 2:57 p.m.
I. Adoption of the Agenda

II. Minutes of the March 10, 2016 College Council (attachment A), Pg. 3

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B19) - Interim Associate Provost and Dean of Undergraduate Studies, Dara Byrne

Programs

B1. Proposal to Revise the BA in Criminal Justice, Pg. 6
B2. Proposal to Revise the BA in Economics, Pg. 9
B3. Proposal to Revise the BA in English, Pg. 10
B4. Proposal to Revise the BA in Fire and Emergency Service, Pg. 12
B5. Proposal to Revise the Minor in Spanish, Pg. 25

New Courses

B6. ART 2XX (233) Cultural History of Photography, Pg. 31
B7. HON 1XX-1YY (181-182) Honors Colloquium I & II, Pg. 43
B8. LLS 3XX (315) Research Methods in Latin American and Latina/o Studies, Pg. 59
B9. LIT 2XX (241) Murder on Screen and Stage (CE), Pg. 71
B10. LIT 3XX (348) Native American Literature, Pg. 89
B11. PHI 2XX (216) Ethics and Technology, Pg. 100

Course Revisions

B12. CJBS 250 Research Methods and Statistics in Criminal Justice, Pg. 112
B13. HJS 410 Problems and Theories: Thesis Prospectus, Pg. 114
B14. PSY/ANT/SOC 450 Major Works in Deviance, Pg. 117
B15. SPA 330 Translating II, Pg. 118
B16. SPA 333 Interpreting II, Pg. 120
B17. SPA 337 Text Analysis, Pg. 122
B18. SPA 340 Legal Interpreting I, Pg. 124

Academic Standard

B19. Proposal to Revise the Policy on Graduation Requirements, Pg. 126

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

Program Revision

C1. Addition of Distance-Education-Delivery Format to the Advanced Certificate in Criminal Investigation, Pg. 127
Course Revision

C2. Changes to Existing Graduate Courses: PSY 738, PSY 791, and PSY 781, **Pg. 135**

V. Revision to the General Education Subcommittee of UCASC (attachment D) – Professor Karen Kaplowitz, President, Faculty Senate, **Pg. 141**

VI. Proposal from the Committee on Honors, Prizes and Awards (attachment E) – Vice President of Student Affairs, Lynette Cook-Francis, **Pg. 143**

VII. College Council Meeting Practices and Expectations: Report from the Executive Committee

VIII. New Business

IX. Administrative Announcements – President Travis

X. Announcements from the Faculty Senate – President Kaplowitz

XI. Announcements from the Student Council – President Kabir
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The College Council held its sixth meeting of the 2015-2016 academic year on Wednesday, April 20, 2016. The meeting was called to order at 1:52 p.m. and the following members were present: Andrea Balis*, Ellen Belcher, Warren Benton, Jane Bowers, Dara Byrne, Lynette Cook-Francis, Sven Dietrich, James DiGiovanna, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Jennifer Dysart, Jay Gates, Lior Gideon, Jonathan Gray, John Gutierrez, Jay Hamilton, Karen Kaplowitz, Maria Kiriakova, Louis Kontos, Tom Kucharski, Anne Lopes, Yue Ma, Gerald Markowitz, Nancy Marshall, Roger McDonald, Mickey Melendez, Chuck Nemeth*, Naomi Nwosu, Katherine Outlaw, Antoin Peychev, Belinda Rincon, Kadeem Robinson, Raul Romero, Francis Sheehan, Raj Singh, Carmen Solis, Charles Stone, Robert Till, Jeremy Travis, Robert Troy, Arturo Urena, Charlotte Walker Said, Rebecca Weiss, Janet Winter, and Daniel Yaverbaum.


*Alternates.

I. Adoption of the Agenda

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

II. Minutes of the March 10, 2016 College Council

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

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B16)

A motion was made to adopt program revisions marked B1-B5 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt program revisions marked B1-B5:

B1. Proposal to Revise the BA in Criminal Justice
B2. Proposal to Revise the BA in Economics
B3. Proposal to Revise the BA in English
B4. Proposal to Revise the BA in Fire and Emergency Service
B5. Proposal to Revise the Minor in Spanish
The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked B6-B11 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked B6-B11:

B6. ART 2XX (233) Cultural History of Photography
B7. HON 1XX-YY (181-182) Honors Colloquium I & II
B8. LLS 3XX (315) Research Methods in Latin American and Latina/o Studies
B9. LIT 2xx (241) Murder on Screen and Stage (CE)
B10. LIT 3XX (348) Native American Literature
B11. PHI 2XX (216) Ethics and Technology

The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B12-B18 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B12-B18:

B12. CJBS 250 Research Methods and Statistics in Criminal Justice
B13. HJS 410 Problems and Theories: Thesis Prospectus
B14. PSY/ANT/SOC 450 Major Works in Deviance
B15. SPA 330 Translating II
B16. SPA 333 Interpreting II
B17. SPA 337 Text Analysis
B18. SPA 340 Legal Interpreting

The motion was seconded and approved unanimously.

A motion was made to adopt Academic Standard marked “B19. Proposal to Revise the Policy on Graduation Requirements”. The motion was seconded and approved unanimously.

IV. Report from the Committee on Graduate Studies (attachments C1-C2)

A motion was made to adopt program revision marked “C1. Addition of Distance-Education-Delivery Format to the Advanced Certificate in Criminal Investigation”. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked “C2. Changes to Existing Graduate Courses: PSY 738, PSY 791, and PSY 781”. The motion was seconded and approved unanimously.

V. Revision to the General Education Subcommittee of UCASC (attachment D)

A motion was made to adopt the revision to the General Education Subcommittee of UCASC. The motion was seconded and passed unanimously.

VI. Proposal from the Committee on Honors, Prizes and Awards (attachment E)
A motion was made to adopt the proposal from the Committee on Honors, Prizes and Awards with the following correction: the correct the spelling of the recipient for the Distinguished Service Award is Jeffery White.

In Favor: 44  Oppose: 0  Abstention: 1

The motion was seconded and passed.

VII. Council Meeting Practices and Expectations: Report from the Executive Committee

The Executive Committee of the College Council and the College Council have been discussing the effectiveness, role, mission, and operating procedures of the College Council. Are we serving the college well? How can we organize activities to more effectively achieve the purposes of the College Council? The goal is to institute some changes by the end of the year and to continue to assess these changes and perhaps others next year.

The role of the College Council is critical to achieving the mission of the College and is the representative body of the College.

The College Council regularly brings together students, staff and faculty. In this sense, the College Council builds community. It is important to create connectivity and a sense of community within the College Council.

Comments from College Council members:

1. Alternates should attend meetings so they can actively participate in discussions before the College Council. Alternates have always been needed when the College Council votes on matters before it.
2. If all members attend meetings, alternates would not be required to attend the meetings. Nor would they be needed for votes. Thus attendance by members is critical.
3. When a member cannot attend the meeting he or she should notify the Secretary and tell the alternate to attend. If quorum appears to be at risk, the Secretary should alert the membership.
4. Under the Perez decision, the College Council must have at least 50% of the membership present in order to pass policies. The closer attendance is to quorum, votes must be unanimous.
5. Alternates should be encouraged to be present and fully engaged at meetings. It is not fair to alternates to come to every meeting, especially when they may not be needed for votes. There are other ways to improve attendance and voting records.
6. The College Council should revisit next year the changes implemented this year in connection with the College Council in order to assess if they make a difference in attendance. If they do, the issue of alternates is less pressing.

The Executive Committee will discuss the matters of attendance and alternates at the May meeting and bring this discussion back to the College Council at its May meeting.

The meeting was adjourned at 2:57 p.m.
I. Adoption of the Agenda

II. Minutes of the April 20, 2016 College Council (attachment A), Pg. 3

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B20) - Interim Associate Provost and Dean of Undergraduate Studies, Dara Byrne

CUNY Justice Academy Programs

B1. Proposal from BMCC to Revise the Dual Admission/Joint Degree for A.S./B.S. in Criminal Justice, Pg. 6
B2. Proposal from LaGCC for a Dual Admission/Joint Degree for A.S. in Science for Forensics/B.S. in Forensic Science, Pg. 9
B3. Proposal from QCC for a Dual Admission/Joint Degree Program for the A.S./B.S. in Computer Science and Information Security, Pg. 56

Programs

B4. Proposal to Revise the Certificate in Dispute Resolution, Pg. 84
B5. Proposal to Revise the Minor in Fire Science, Pg. 90
B6. Proposal to Revise the BA and Minor in Gender Studies, Pg. 91
B7. Proposal to Revise the Minor in Human Rights Studies, Pg. 97
B8. Proposal to Revise the Minor in Writing, Pg. 100

New Courses

B9. BIO 3XX (360) Human Pathology, Pg. 108
B10. BIO 3YY (364) Forensic Pathology, Pg. 120
B11. CSL 2XX (227) Families: Stress, Resiliency and Support Systems, Pg. 132
B12. ENG 1XX (133) Language and Justice (JCI), Pg. 144
B13. ISP 1XX (125) You Are What You Eat: Food and Culture in the U.S. (US Exp), Pg. 158
B14. ISP 1XX (101) Ways of Knowing: Interdisciplinary Perspectives on the Past (LP), Pg. 174
B15. LIT 1XX (135) Justice and Heroism (JCI), Pg. 189
B16. LLS 4XX (425) Senior Seminar in Latin American and Latina/o Studies, Pg. 207
B17. TOX 3XX (336) Principles of Forensic Toxicology, Pg. 217

Course Revisions

B18. CHE 100 Preparation for General Chemistry, Pg. 227
B19. ECO 213 Political Economy, Pg. 229
B20. ECO 220 Intermediate Macroeconomics, Pg. 231
B21. ECO 225 Intermediate Microeconomics, Pg. 233
B22. ENG 261 Video Production Basics, Pg. 235
Gen Ed Re-Mapping

B23. LIT 130 King Arthur (Moving from I&S to LP), Pg. 238

Academic Standards

B24. Proposal to Revise the Policy on Second Chance, Pg. 251

IV. Report from the Committee on Graduate Studies (attachments C1-C4) – Associate Provost and Dean of Graduate Studies, Anne Lopes

Program Revisions

C1. Proposal to Revise the MS in Forensic Science, Pg. 255
C2. Proposal to Revise the MPA-Inspection and Oversight, Pg. 258

New Course

C3. FCM 7XX Cyber Risk Assessment and Management, Pg. 266

Course Revision

C4. Changes to Existing Graduate Courses: PAD 700, PAD 704, and PAD 743, Pg. 278

V. College Council Meeting Practices and Expectations: Report from the Executive Committee

VI. New Business

VII. Determination of Need for May 16, 2016 College Council Meeting

VIII. Administrative Announcements – President Travis

IX. Announcements from the Faculty Senate – President Kaplowitz

X. Announcements from the Student Council – President Kabir
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JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York
MINUTES OF THE COLLEGE COUNCIL
Tuesday, May 10, 2016

The College Council held its eighth meeting of the 2015-2016 academic year on Tuesday, May 10, 2016. The meeting was called to order at 1:50 p.m. and the following members were present: Schevaletta Alford, Rosemary Barberet, Ellen Belcher, Warren Benton, Jane Bowers, Dara Byrne, Lynette Cook-Francis, Glenn Corbett*, Sven Dietrich, James DiGiovanna, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Jennifer Dysart, Lisa Farrington, Kaniz Fatima, Ming Feng*, Anthony Forbez, Joel Freiser, Terry Furst, Jay Gates, Lior Gideon, John Gutierrez, Maki Haberfeld, Jay Hamilton, Faika Kabir, Karen Kaplowitz, Maria Kiriakova, Louis Kontos, Tom Kucharski, Anne Lopes, Yue Ma, Vincent Maiorino, Gerald Markowitz, Nancy Marshall, Roger McDonald, Mickey Melendez, Naomi Nwosu, Katherine Outlaw, Belinda Rincon, Kyle Roberts, Raul Romero, David Shapiro, Francis Sheehan, Raj Singh, Carmen Solis, Charles Stone, Dante Tawfeeq, Robert Till, Jeremy Travis, Robert Troy, Arturo Urena, Rebecca Weiss, Janet Winter, Marline Wright and Daniel Yaverbaum.


*Alternates.

I. Adoption of the Agenda

A motion was made to amend the agenda to include new item III, “The Approval of the 2016 Graduates.” The amendment was seconded and approved unanimously.

II. Minutes of the April 20, 2016 College Council (Attachment A)

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

III. Approval of the 2016 Graduates (Attachment D) – Daniel Matos, Registrar

A motion was made to approve the list of 2016 graduates pending completion of all academic requirements. The motion was seconded and approved unanimously by faculty only.

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (Attachments B1-B24)

A motion was made to adopt the revision to CUNY Justice Academy Program marked “B1. Proposal from BMCC to Revise the Dual Admission/Joint Degree for A.S./B.S. in Criminal Justice.” The motion was seconded and approved unanimously.
A motion was made to adopt CUNY Justice Academy Program marked “B2. Proposal from LaGCC for a Dual Admission/Joint Degree for A.S. in Science for Forensics/B.S. in Forensic Science.” The motion was seconded and approved unanimously.

A motion was made to adopt CUNY Justice Academy Program marked “B3, Proposal from QCC for a Dual Admission/Joint Degree Program for the A.S./B.S. in Computer Science and Information Security.” The motion was seconded and approved unanimously.

A motion was made to adopt program revisions marked “B4. Proposal to Revise the Certificate in Dispute Resolution”, B6, “Proposal to Revise the BA and Minor in Gender Studies”, B7, “Proposal to Revise the Minor in Human Rights Studies”, and B8, “Proposal to Revise the Minor in Writing”, as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt program revision marked “B5. Proposal to Revise the Minor in Fire Science.” The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked B9-B17 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked B9-B17:

B9. BIO 3XX (360) Human Pathology
B10. BIO 3YY (364) Forensic Pathology
B11. CSL 2XX (227) Families: Stress, Resiliency and Support Systems
B12. ENG 1xx (133) Language and Justice (JCI)
B13. ISP 1XX (125) You Are What You Eat: Food and Culture in the U.S. (US Exp)
B14. ISP 1XX (101) Ways of Knowing: Interdisciplinary Perspectives on the Past (LP)
B15. LIT 1XX (135) Justice and Heroism (JCI)
B16. LLS 4XX (425) Senior Seminar in Latin American and Latina/o Studies
B17. TOX 3XX (336) Principles of Forensic Toxicology

The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B18-B21 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B18-B21:

B18. CHE 100 Preparation for General Chemistry
B19. ECO 213 Political Economy
B20. ECO 220 Intermediate Macroeconomics
B21. ECO 225 Intermediate Microeconomics

The motion was seconded and approved unanimously.

A motion was made to adopt course revision marked “B22. ENG 261 Video Production Basics.” The motion was seconded and approved unanimously.

A motion was made to adopt Gen Ed Re-Mapping marked “B23. LIT 130 King Arthur (Moving from I&S to LP).” The motion was seconded and approved unanimously.
A motion was made to adopt Academic Standard marked “B24. Proposal to Revise the Policy on Second Chance”. The motion was amended as follows: Pg. 252, “After a minimum absence of at least from 2 years for students who have been dismissed for academic reasons (other than academic dishonesty), or who have voluntarily “stopped-out” on academic probation, may seek readmission to John Jay College through this policy” and to include a requirement that the readmission committee have faculty representation on it. The amendment was seconded and approved.

In Favor: 44        Oppose: 5        Abstention: 4

V. Report from the Committee on Graduate Studies (Attachments C1-C4)

A motion was made to adopt program revisions marked “C1. Proposal to Revise the MS in Forensic Science” and “C2. Proposal to Revise the MPA-Inspection and Oversight” as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new course marked “C3. FCM 7XX Cyber Risk Assessment and Management”. The motion was seconded and approved unanimously.

A motion was made to adopt course revision marked “C4. Changes to Existing Graduate Courses: PAD 700, PAD 704, and PAD 743”. The motion was seconded and approved unanimously.

VI. Council Meeting Practices and Expectations: Report from the Executive Committee

The Executive Committee discussed the matters of (electronic handout) orientation for new members, attendance and vacancies, and alternates and distributed an electronic handout to the body. The Executive Committee of the College Council report is work done on behalf of the College Council and it is for information purposes only. The recommendations below do not require College Council support.

a. Orientation for New Members
   1. There will be an orientation for new members at the beginning of the fall term, to take place prior to the first College Council meeting. The orientation will be open to all to attend. The Executive Committee of the College Council has proposed a three-bulleted agenda be distributed to new members covering the role, purpose and mission of the College Council. The agenda will be compiled by the Executive Committee of the College Council over the summer.

b. Attendance and Vacancies
   1. We will keep attendance as required by law and provide attendance records to the College Council at the end of each semester. The Charter gives the Executive Committee the power and authority to declare vacancies. The Executive Committee has never had to address this issue before. When a vacancy occurs as determined by the EC, the Exec Committee shall notify the constituency (faculty, students or administration). If, 30 days after notification, the constituency fails to fill the vacancy, the Executive Committee shall appoint a representative of that constituency to fill the vacancy and that person serves the remainder of the term. The Executive Committee voted (10-1) to determine vacancies as follows:
2. Failure to attend 2 consecutive meetings, the EC will notify the appropriate constituency (academic department, Student Council, HEO Council or the President). If that member fails to attend a third meeting, the Executive Committee will declare a vacancy and ask the constituency to fill the vacancy within 30 days. If the constituent body fails to act, as per the Charter, the Executive Committee will fill the vacancy.

c. Alternates
   1. This item will be tabled for the next year. If there is need for further discussion regarding the role of alternates, the Executive Committee will re-visit the issue of alternates next year.

VII. Determination of the Need for the May 16, 2016 College Council Meeting

The additional College Council meeting on May 16, 2016 was cancelled.

The College Council meeting closed with celebratory refreshments.

The meeting was adjourned at 3:12 p.m.
Interim Executive Committee of the College Council
I. Adoption of the Agenda for the Interim Executive Committee

II. Minutes of the April 30, 2015 Executive Committee of the College Council, Pg. 2

III. Review of Proposals Approved by the College Council on May 11, 2015, Pg. 3

IV. Adoption of the Agenda for September 21, 2015 College Council Meeting, Pg. 4

V. New Business
The Interim Executive Committee of the College Council held its first meeting of the 2015-2016 academic year on Wednesday, September 9, 2015. 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, Karen Kaplowitz, David Munns, Robert Pignatello and Francis Sheehan.

Absent were: Faika Kabir, Kyle Roberts and Jeremy Travis.

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 April 30, 2015 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 September 21, 2015 College Council
   A motion was made to adopt the agenda as presented. The motion was seconded and approved unanimously.

IV. New Business
   VP Cook-Francis presented changes to the Counseling By-Laws. The IECCC proposed the following amendments to Article 2 of the Counseling By-Laws:
   - “The chair of the Counseling Department shall be elected by an absolute majority of the eligible voting faculty members in the Department.”
   - “The Deputy Chair will be elected by vote of an absolute majority of the voting members of the Departmental Committee on Faculty Personnel and Budget. Counseling faculty shall report to the Chair.”
   - VP Cook-Francis will resubmit the revised Counseling By-laws as amended by 9/25/15. The reformatted document should refer to the original by-Laws with proposed changes.

The meeting was adjourned at 2:39 p.m.
Executive Committee
of the
College Council
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the September 9, 2015 Interim Executive Committee of the College Council, Pg. 3

III. Proposed Ratifications of Actions Taken at the May 11, 2015 meeting

1. 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. 4
   - B2. PSC 2XX (250) Research Methods in Policing, Pg. 19
   - B3. SCI 2XX (210) Toxins or Not (SciWld), Pg. 33

   **Course Revisions**
   - B4. CHE 361 Inorganic Chemistry, Pg. 47
   - B5. SOC 415 Senior Seminar in Sociology, Pg. 49

   **Program Revision**
   - B6. Proposal to Revise the Minor in Philosophy, Pg. 51
   - B7. Proposal to Revise the Sociology Minor, Pg. 54

2. Proposal from the Committee on Graduate Studies (attachments B8- B9) – Associate Provost and Dean of Graduate Studies, Anne Lopes

   **Course Revisions**
   - B8. FCM 710 Architecture and Vulnerabilities of Operating Systems, Pg. 58
   - B9. FCM 791 Forensic Computing Research Practicum, Pg. 60

3. Approval of the 2014-2015 Graduates (attachment B10) – Director of Enrollment Management Services, Naomi Nwosu
IV. Review of Proposals Approved by the College Council on September 21, 2015, Pg. 63

V. Adoption of the Agenda for October 15, 2015 College Council Meeting, Pg. 64

VI. New Business
The Executive Committee of the College Council held its first meeting of the 2015-2016 academic year on Wednesday, October 7, 2015. The meeting was called to order at 1:50 p.m. and the following members were present: Schevaletta (Chevy) Alford, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, Faika Kabir, Karen Kaplowitz, Nikki Hancock-Nicholson, Robert Pignatello, Kyle Roberts, Francis Sheehan, and Jeremy Travis.

Absent were: Andrea Balis, Warren Benton, Janice Dunham, Jennifer Dysart, and Maria Plata.

I. Adoption of the Agenda for the Executive Committee

A motion was made to adopt the agenda as presented. The motion was amended to rename agenda item III as “Ratification/acknowledgement of Actions Taken Without Quorum at the May 11, 2015 meeting”. The motion was seconded and approved unanimously.

II. Minutes of the September 9, 2015 Interim Executive Committee Meeting

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

III. Proposed Ratifications of Actions Taken at the May 11, 2015 Meeting

A motion was made to adopt the ratifications as presented. It was stated that the Strategic Plan from the May 11th agenda was not included in the College Council ratification agenda. The Committee decided that the Strategic Plan should be included, along with the other May 11th College Council agenda items (New Courses, Course Revisions, Program Revisions, and Approval of Graduates). There should also be an acknowledgement of the deliberations of the Council at that meeting notwithstanding the absence of quorum. The amended motion was seconded and approved unanimously.

IV. Adoption of the Agenda for the October 15, 2015 College Council

A motion was made to adopt the agenda as presented. The motion was amended to rename the ratification Item III as “Ratification/acknowledgement of Actions Taken Without Quorum at the May 11, 2015 meeting”, and to include the Strategic Plan under Item III. The May 11th minutes will also be acknowledged on the agenda. The motion was seconded and approved unanimously.

The meeting was adjourned at 2:55 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the October 7, 2015 Executive Committee of the College Council, Pg. 2

III. Review of Proposals Approved by the College Council on October 15, 2015, Pg. 3

IV. Adoption of the Agenda for November 24, 2015 College Council Meeting, Pg. 4

V. Proposal to Revise Counseling Department By-Laws, Pg. 54

VI. College Council Attendance Issues
   a. Members and Alternates
   b. Role of Constituent Bodies to Assure Attendance by members and alternates
   c. Consideration of attendance criteria to qualify/disqualify members

VII. College Council Scheduling: Community Hour or another time?

VIII. New Business
The Executive Committee of the College Council held its second meeting of the 2015-2016 academic year on Tuesday, November 10, 2015. The meeting was called to order at 1:57 p.m. and the following members were present: Schevaletta (Chevy) Alford, Andrea Balis, Jane Bowers, Lynette Cook-Francis, Janice Dunham, Jennifer Dysart, Faika Kabir, Karen Kaplowitz, Nikki Hancock-Nicholson, Maria Plata, Kyle Roberts, Francis Sheehan, and Jeremy Travis. Absent were: Warren Benton, Sandrine Dikambi, and Robert Pignatello.

Also present were Marjorie Singer, Legal Counsel, and Jasmin Thames, from the President’s Office.

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 7, 2015 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 November 24, 2015 College Council

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

IV. Proposal to Revise Counseling Department By-Laws

A motion was made to adopt revisions as presented. The motion was seconded and approved unanimously. The Counseling Department By-Laws are consistent with other Department By-Laws.

V. College Council Attendance Issues

a. Members and Alternates
b. Role of Constituent Bodies to Assure Attendance by Members and Alternates
c. Consideration of Attendance Criteria to Qualify/Disqualify Members

Members shared several suggestions for improving CC attendance and acknowledged that poor attendance involves a set of issues, including the substance of the agenda; the passivity of the CC role; the time slot for CC meetings; the procedures by which members...
are reminded to attend and provided incentives to attend, with their attendance records monitored. The committee decided to conduct an analysis of attendance for presentation to the ECCC. Members also agreed to consider whether standing Charter committees can act decisively so that proposals for course changes and revisions need not be approved by the CC. Members will return to these issues when more information is developed with the expectation that findings and ideas can be shared with the CC early next semester.

VI. College Council Scheduling: Community Hour or Another Time?
Members suggested that a standing time be set for CC meetings (i.e. 1st Tuesday of every month) and consideration given to holding the meetings on Fridays, when fewer classes are held. It was also suggested that CC meetings be extended to two hours so that governance issues can be presented during the first hour, when voting and quorum are necessary, and discussions about open topics can take place during the second hour.

The meeting was adjourned at 3:06 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the November 10, 2015 Executive Committee of the College Council, Pg. 2

III. Review of Policies Approved by the College Council on November 24, 2015, Pg. 4

IV. Adoption of the Agenda for December 14, 2015 College Council Meeting, Pg. 5

V. College Council Meetings
   A. Attendance
      1. Increasing Attendance
      2. Role of Alternates
   B. Agenda
      1. Mandatory Topics
      2. Business vs. General Discussion
   C. Schedule and Frequency of Meetings
      1. Relationship to CUNY BOT Meetings and Standing College Council Committee Work
      2. Community Hour or Another Time?

VI. New Business
The Executive Committee of the College Council held its third meeting of the 2015-2016 academic year on Tuesday, December 10, 2015. The meeting was called to order at 1:46 p.m. and the following members were present: Schevaletta (Chevy) Alford, Andrea Balis, Warren Benton, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, Janice Dunham, Jennifer Dysart, Faika Kabir, Nikki Hancock-Nicholson, Robert Pignatello, Kyle Roberts, Francis Sheehan, and Jeremy Travis.

Absent were: Karen Kaplowitz and Maria Plata.

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 10, 2015 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 14, 2015 College Council

A motion was made to amend the agenda as follows: add Item VII “Determination of Need of the December 15, 2015 College Council Meeting”. The amended motion was seconded and approved unanimously.

IV. College Council Meetings

AVP Marjorie Singer distributed the 2014-2015 College Council Attendance List and Notes for Agenda Item V: College Council Meetings. President Travis summarized the three agenda items—namely Attendance, Agenda, and Schedule and Frequency of Meetings, and added an additional item: D. “Communication Strategy”.

AVP Marjorie Singer addressed the Executive Committee regarding the application of governance documents to the agenda items. The governance documents include the CUNY Bylaws and the College Charter and Bylaws.

The following recommendations were discussed with regard to the agenda items:

- Alternates are expected to attend all College Council meetings.
- The absence of a College Council member will be considered excused if the member notifies the Secretary at least 24-48 hours in advance that s/he will not attend. Members who do not show up will be considered to have an
unexcused absence, unless there are extenuating circumstances. Attendance information pertaining to members could be made public.

- The role of departments in promoting and perhaps publicizing attendance within departments should be considered.
- Light refreshments could be served during College Council meetings.
- Consider arranging seating for College Council meetings in alphabetical order, with name tags on the seats.
- President Travis and Provost Bowers could mention during the Chair evaluations their Department representatives’ record of attendance and could encourage Chairs not to schedule meetings that conflict with College Council meetings. Similar feedback could be provided to other constituent bodies.
- Based on members’ attendance, we should look at which meetings have the lowest attendance throughout the year and consider rescheduling them in the future.
- The use of slates could be protocol for all committee actions when they are presented to the College Council. Individual items could still be debated. However, committees should not be given final authority with respect to matters within their jurisdiction.
- Add General Announcements from the Floor as a permanent agenda item. Consider bringing to the College Council items for debate.
- Schedule a separate Open Meeting for the entire community. This could be the additional College Council meeting.
- Send a reminder email to all members the day before College Council meetings.
- Consider changing the start time of College Council meetings to 1:45pm or 1:50pm to allow time for members to wrap up their last class and get to the meetings.

The Executive Committee of the College Council will present recommendations to the College Council during the Spring semester so that changes can be considered and adopted for the 2016-17 academic year.

The additional Executive Committee of the College Council Meeting on December 9, 2015 was cancelled.

The meeting was adjourned at 3:00 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the December 8, 2015 Executive Committee of the College Council, Pg. 2

III. Review of Policies Approved by the College Council on December 14, 2015, Pg. 4

IV. Adoption of the Agenda for February 11, 2016 College Council Meeting, Pg. 5

V. College Council Meetings: Discussion Points and Strategy for Advancing Them (Attachment E), from AVP Marjorie Singer, Pg. 333

VI. New Business
The Executive Committee of the College Council held its fourth meeting of the 2015-2016 academic year on Tuesday, December 10, 2015. The meeting was called to order at 1:49 p.m. and the following members were present: Warren Benton, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, Janice Dunham, Jennifer Dysart, Karen Kaplowitz, Patricia Ketterer, Kyle Roberts, Francis Sheehan, and Jeremy Travis.

Absent were: Schevaletta (Chevy) Alford, Andrea Balis, Faika Kabir and Nikki Hancock-Nicholson.

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 8, 2015 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 February 11, 2016 College Council

A motion was made to amend the agenda as follows:

- Item III, (B1-B3) titled, “Programs” to be changed to “Program Revisions” and will be taken as a slate vote. New Courses (B4-B6) and Course Revisions (B7-B12) will be taken as slate votes. The Executive Committee recommended that a footnote be added stating that, “Any College Council member can remove an item from a slate vote for a separate discussion”.
- Item IV, C4 “Change in Program: MPA-PPA – revision to the Policy Analysis specialization” to be listed under “Program Revision”.

The amended motion was seconded and approved unanimously.

IV. College Council Meetings: Discussion Points and Strategy for Advancing Them

AVP Singer will use this document as the basis for a discussion document for two College Council meetings on February 11th and March 10th:

- The document will be entitled, “College Council Meeting Practices and Expectations”. It will include a brief preface for each topic.
- A motion was made to amend the February 11, 2016 College Council agenda as follows: Item V, to be changed to “Report from the Executive Committee of the
College Council”, and will include “Proposed College Council Calendar for 2016-2017” and “College Council Meeting Practices and Expectations”.

- Follow the College Council agenda template for formatting documents.
- The order of the topics: 1) Communication Strategy, 2) Agenda, 3) Attendance and Quorum, and 4) Schedule and Frequency of Meetings.
- The Executive Committee made specific suggestions for the points under each of the topics:
  - The 3rd bullet under the Attendance topic should reflect how to encourage participation amongst members.
  - Remove the 5th bullet under the Agenda topic.
  - Remove the first bullet under the Schedule and Frequency of Meetings topic, concerning the flexibility offered by the CUNY BOT meeting schedule. The first bullet will be discussed by the Executive Committee at a future meeting.

The Executive Committee of the College Council will present recommendations to the College Council for discussion at the February 11th and March 10th meetings. The College Council will send feedback to the Executive Committee. The Executive Committee will make final recommendations to the College Council at its April or May meeting.

The meeting was adjourned at 2:45 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the January 28, 2016 Executive Committee of the College Council, Pg. 2

III. Adoption of Actions Approved by the College Council on February 11, 2016, Pg. 4

IV. Adoption of the Agenda for March 10, 2016 College Council Meeting, Pg. 5

V. College Council Meeting Practices and Expectations

VI. New Business
The Executive Committee of the College Council held its fifth meeting of the 2015-2016 academic year on Thursday, February 25, 2016. The meeting was called to order at 1:49 p.m. and the following members were present: Schevaletta (Chevy) Alford, Andrea Balis, Warren Benton, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, Janice Dunham, Jennifer Dysart, Nikki Hancock-Nicholson, Maria Plata, Kyle Roberts, Francis Sheehan, and Jeremy Travis.

Absent were: Faika Kabir, Karen Kaplowitz, and Patricia Ketterer.

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 28, 2016 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 February 11, 2016 College Council

A motion was made to amend the agenda as follows:

- Dara Byrne should be listed as Interim Associate Provost and Dean of Undergraduate Studies.

The amended motion was seconded and approved unanimously.

IV. College Council Meeting Practices and Expectations

The feedback from the College Council meeting of February 11 was discussed and interpreted as follows:

- The refreshments at the College Council meetings are a hit.
- There was no support among members for assigned seating at College Council meetings.
- There should be an orientation for new members at the beginning of the academic year and a reception at the end of the year as a “Thank you” for service on College Council.
- The welcome orientation should include an overview of the College Council and its committees.
- The Executive Committee of the College Council members discussed the views expressed at the College Council about committee decisions, whether issues that were discussed during committee meetings should be disclosed to the College
Council and whether votes taken by committees should be disclosed to the council.

- The College Council should sponsor an open forum discussion. The discussion topic could be generated by Town Hall or could be based on other topics of general College interest.
- The additional College Council meeting should be used effectively.
- The issues of attendance, including the roles of alternates should be discussed at the next College Council meeting.

The Executive Committee of the College Council will propose the following to the College Council:
  - Refreshments will be served at College Council meetings
  - Name tags for members will be provided for College Council meetings
  - There will be a roster on the website which will include photos of College Council members
  - There will be an orientation meeting for new College Council members at the beginning of the academic year and a reception at the end of the year
  - Attendance matters, including excused versus unexcused absences, and the role of alternates should be discussed within the Council and should reflect discussions by the constituent bodies.

The meeting was adjourned at 2:57 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the February 25, 2016 Executive Committee of the College Council, Pg. 2

III. Review of Actions Approved by the College Council on March 10, 2016, Pg. 4

IV. Adoption of the Agenda for April 20, 2016 College Council Meeting, Pg. 5

V. College Council Meeting Practices and Expectations
   a. Attendance:
      a. Role and attendance requirements for alternates
      b. Absences: excused vs. unexcused
   b. Orientation and Presentation of College Council Members:
      a. Timing and content
      b. Photos of members on the website
   c. Role of Committees:
      a. Substance of communication to College Council about agenda
      b. Information regarding dissent within committees
      c. Allocation of authority and implications for Charter/Bylaws

VI. New Business
The Executive Committee of the College Council held its sixth meeting of the 2015-2016 academic year on April 6, 2016. The meeting was called to order at 1:49 p.m. and the following members were present: Schevaletta (Chevy) Alford, Warren Benton, Sandrine Dikambi, Janice Dunham, Jennifer Dysart, Nikki Hancock-Nicholson, Karen Kaplowitz, Francis Sheehan, and Jeremy Travis.

Absent were: Andrea Balis, Jane Bowers, Lynette Cook-Francis, Faika Kabir, Maria Plata, Kyle Roberts and Raj Singh.

I. Adoption of the Agenda for the Executive Committee

During the meeting, the chair stepped out and Professor Kaplowitz chaired the meeting during his absence. In the absence of quorum at the Executive Committee of the College Council meeting, the members agreed to continue with the meeting given the time sensitivity and importance of the agenda items. If there any items to be ratified by the Executive Committee of the College Council, they will be ratified at the May 3rd Executive Committee of the College Council meeting.

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

II. Minutes of the February 25, 2016 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 April 20, 2016 College Council

A motion was made to amend the agenda as follows:


IV. College Council Meeting Practices and Expectations

Changes that will be initiated for the College Council:

- Name tags will be provided during College Council meetings.
- Refreshments will be served at meetings.
• Pictures and information regarding members will be posted on the website so the community will be acquainted with members.
• There will be an orientation for new members at the beginning of the academic year that will be open to all. The orientation itself could take place during the first part of the first College Council meeting of the academic year. The Executive Committee will develop recommendations regarding the content of the orientation session, for presentation to the College Council at the May meeting. Orientation materials will be developed over the summer.
• At the end of the final meeting of the College Council for the academic year, suitable refreshments will be served in appreciation for service over the year.
• We will publish attendance at the end of each semester.

The Executive Committee of the College Council deliberated on the role of alternates, the terms excused and unexcused absences, and provisions in the Charter for declaring vacancies.

The Executive Committee will develop suggestions for clarifying the role of alternate members of the College Council and for declaring vacancies on the College Council, to be presented to the College Council at its final meeting in May.

The Executive Committee deliberated on excused vs. unexcused absences. Members should notify the Secretary of the College Council if they are unable to attend a meeting and such absence will be noted in the attendance record. Attendance by members will indicate whether notice of absence was provided in advance of the meeting. The minutes of the meeting will be noted appropriately.

The meeting was adjourned at 2:57 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the April 6, 2016 Executive Committee of the College Council, Pg. 2

III. Review of Actions Approved by the College Council on April 20, 2016, Pg. 4

IV. Adoption of the Agenda for May 10, 2016 College Council Meeting, Pg. 5

V. College Council Meeting Practices and Expectations
   a. Orientation session for new members: suggestions for content
   b. Vacancies: procedures for declaring vacancies by the ECCC
   c. Alternate members: suggestions for clarifying their role:

VI. New Business

VII. Determination of Need of the May 5, 2016 Executive Committee of the College Council Meeting
The Executive Committee of the College Council held its eighth meeting of the 2015-2016 academic year on April 6, 2016. The meeting was called to order at 1:49 p.m. and the following members were present: Schevaletta (Chevy) Alford, Andrea Balis, Warren Benton, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, Janice Dunham, Nikki Hancock-Nicholson, Faika Kabir, Karen Kaplowitz, Francis Sheehan, Raj Singh, and Jeremy Travis.

Absent were: Jennifer Dysart*, Maria Plata, and Kyle Roberts.

Jennifer Dysart provided notice to the Secretary of the College Council.

I. Adoption of the Agenda for the Executive Committee

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

II. Minutes of the April 6, 2016 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 May 10, 2016 College Council

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

IV. College Council Meeting Practices and Expectations

Orientation for New Members

There will be an orientation for new members at the beginning of the fall term, to take place prior to the first College Council meeting. The orientation will be open to all to attend. The Executive Committee of the College Council has proposed a three-bulleted agenda be distributed to new members covering the role, purpose and mission of the College Council. The agenda will be compiled by the Executive Committee of the College Council over the summer. The Executive Committee made suggestions that the Orientation include:

- Parliamentarian Procedures
- Perez Decision and Open Meetings Law
- Absolute Majority
- Where do College Council items come from?
- The Importance of College Council
Attendance Requirement and Vacancies

We will keep attendance as required by law and provide attendance records to the College Council at the end of each semester. The Charter gives the Executive Committee the power and authority to declare vacancies. The Executive Committee has never had to address this issue before. When a vacancy occurs as determined by the EC, the Exec Committee shall notify the constituency (faculty, students or administration). If, 30 days after notification, the constituency fails to fill the vacancy, the Executive Committee shall appoint a representative of that constituency to fill the vacancy and that person serves the remainder of the term. The Executive Committee voted to determine vacancies as follows:

Failure to attend 2 consecutive meetings, the EC will notify the appropriate constituency (academic department, Student Council, HEO Council or the President). If that member fails to attend a third meeting, the Executive Committee will declare a vacancy and ask the constituency to fill the vacancy within 30 days. If the constituent body fails to act, as per the Charter, the Executive Committee will fill the vacancy.

The motion was seconded and approved.

10-In favor 1-Opposed 0-Abstention

Role of Alternates

This item will be tabled for the next year. If there is need for further discussion regarding the role of alternates, the Executive Committee will re-visit the issue of alternates next year. The Executive Committee decided to postpone any resolutions about alternates until February 2017.

V. Determination of Need for the May 5, 2016 Executive Committee of the College Council Meeting

The Committee cancelled the May 5, 2016 meeting.

The meeting was adjourned at 2:47 p.m.
Undergraduate Curriculum and Academic Standards Committee
1. **Introductions and Announcements** – Dean Stoddart

2. **Approval of the minutes of May 15, 2015**

3. **Elections** - Dean Stoddart
   - Vice Chairperson
   - Two Representatives to the Honors Program Advisory Committee
     Nominees: Professors Nathan Lents, Sciences and Olivera Jokic, English
   - General Education Subcommittee of UCASC (5 members elected by UCASC, 5 members elected by Faculty Senate) Chairperson: Prof. Judy-Lynne Peters, Public Management
     - Nominees from UCASC
       1. Prof. Erin Thompson, Art & Music
       2. Prof. Charlotte Walker-Said, Africana Studies
       3. Prof. Matthew Perry, History
       4. Prof. Sandra Swenson, Sciences
       5. Open Nominations

   Members of GE Subcommittee already elected by Faculty Senate: Professors Andrea Balis, History, Jennifer Rossetti, Sciences, Jean Carmalt, Political Science, Katherine Stavrianopoulos, Counseling

4. **Other UCASC Subcommittees – description and sign up** – Dean Stoddart

5. **Old Business**

   **Courses** (2nd readings)
   - ART 2XX Art and Myth in Ancient World? (LP)

6. **New Business**

   **Program Review Subcommittee**
   - Self-Study for BA in Criminology

   **Procedural issues**
   - Feedback and response with proposers and UCASC members
   - Consultation process and expectations with other Departments and Faculty
Attachments:
Agenda for Sept 18, 2015
Minutes of May 15, 2015
New Course: ART 2XX Art & Myth in Ancient World
Criminology Self Study
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**Guests:**

- NWOSU
- Naomi
- Registrar
- Registrar
- RDS
- Nihal
- UGS
- KORHOS
- Louis
- Sociology
- Pontell
- Henry
- Sociology
The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, September 18 at 9:30 a.m. in L61 NB. Dean Scott Stoddart, UCASC Chair, called the meeting to order.


Absent: Jonathan Jacobs, Susan Larkin, Virginia Moreno, Nadine Young

Guests: Louis Kontos, Naomi Nwosu, Henry Pontell, Michael Rohdin.

Administrative Announcements

Dean Scott Stoddart welcomed the committee back for the first meeting of the year and asked everyone to introduce themselves. Then he distributed a document laying out the new strategic vision for Undergraduate Studies. Dean Stoddart said there will be a few new majors coming before the committee this year in addition to the usual new courses and course revisions that keep the curriculum vibrant.

Approval of the minutes of May 15, 2015

There were no comments or changes requested.

A motion was made and seconded to approve the minutes of May 15, 2015. The minutes of May 15, 2015 were approved unanimously with 23 votes in favor.

Elections

Vice Chairperson

Judy-Lynn Peters nominated Professor Lisandro Perez who accepted the nomination.

A motion was made and seconded to elect Professor Perez to be Vice Chairperson. The motion was approved with 22 votes in favor and 1 abstention.

Honors Program Advisory Committee

Prior to the meeting, Professor Nathan Lents of Sciences and Professor Olivera Jokic of English had been nominated to the Honors Program Advisory Committee. Professor Jama Adams asked what this committee does. Dean Stoddart said that these professors would meet with the leaders of the honors program to consult, and this year they would analyze the curriculum and the overall structure of the
A motion was made and seconded to elect the two professors to the Honors Program Advisory Committee. The motion was approved unanimously with 23 votes in favor.

Professor Glenn Corbett asked if the Honors Program could come to UCASC to speak briefly about what they do and how they differ from Macaulay Honors program. Professor Adams said he’d like to hear about how the honors program staffs its courses and how that impacts department offerings in other departments. He suggested asking them to come in November, after they’ve had a bit of time to settle into the year. Dean Stoddart agreed and noted that all three student representatives are members of the Honors Program.

General Education Subcommittee

Five members are elected by UCASC and five members are elected by the Faculty Senate for the General Education Subcommittee. Dean Stoddart has already asked Professor Judy-Lynne Peters to serve as the chair. The Faculty Senate has already held its election. The current nominees from UCASC are Professor Erin Thompson from Art & Music, Professor Charlotte Walker-Said from Africana Studies, Professor Matthew Perry from History, and Professor Sandra Swenson from Sciences. Professor Adams noted that there are two historians, but nobody from social science on the committee. Dean Stoddart pointed out that there is one vacant position, and Professor Ian Seda put himself forward for that position.

A motion was made and seconded to elect the five professors to the General Education Subcommittee. The motion was approved unanimously with 24 votes in favor.

Old Business

Courses (2nd Reading)

ART 2XX Art and Myth in the Ancient World (LP)

Professor Ellen Thompson spoke about how she had incorporated feedback from the last UCASC meeting by clarifying the scope of the course. Leslie Smith asked if the brainstorming exercise listed in the syllabus would be included in the final exam. Professor Thompson said she is teaching the course experimentally this year, and plans to involve that material in an essay question.

Prof. Carbonell It was suggested that the course be retitled Art and Myth in Ancient Worlds, because the current title implies a certain singularity with a preference for a particular classical idea of the ancient world. Professor Anissa Helie added to this point, asking if the course had the potential to be broadened. Professor Thompson said she had changed the course description to say the course “may include” various other cultures. She said she did not want to over-promise what the course would deliver, considering her own expertise. Professor Helie asked for language that would leave room for another professor with other expertise.

Professor Sandra Swenson proposed accepting this course with the caveat that these issues would be revisited after Professor Thompson has a chance to run the course for a semester. Professor Adams felt that caveat was not appropriate at this step. The committee’s approval is always decisive, and not contingent, and so the course description sets parameters that should be considered thoughtfully. Professor Thompson pointed out she adjusted the course description to reflect the suggestions by adding: “which may include.”
Professor Michelle Galietta asked how a student would know what the material in the course will be that semester if the description encompasses all possible iterations of the course rather than the particular scope of Professor Thompson’s version. Leslie Smith said she finds this sort of information through CUNY First and by inquiring with the professor. Professor Adams felt that students generally are not this thorough, and most students would not understand the true scope of the course until the first day. Professor Swenson asked if there is a genuine possibility that other instructors would teach this course, and Professor Thompson said she hopes there will be adjuncts teaching this down the road but for now it will just be her.

The committee asked if Professor Thompson would consider changing the title to “Art and Myth in Ancient Worlds.”

Professor Swenson was concerned with broadening the scope of the course when the professor will not be teaching that broad scope. She said that future professors could submit a course revision proposal.

Professor Peters said that this issue comes up whenever there is a topics course, and she felt the committee is over-thinking the concern. She did not feel that students would be confused by updated language in the description that opens the course for future professors.

A motion was made and seconded to approve ART 2XX Art and Myth in the Ancient World with no changes. The motion was approved with 21 votes in favor and 3 abstentions.

New Business

Program Review Subcommittee

Self-Study for BA in Criminology

A motion was made and seconded to adopt the Self-Study.

Professor Henry Pontell and Professor Louis Kontos were at the meeting to present the five-year self-study report.

Kathy Killoran noted that the action UCASC takes for this type of document is to “adopt” it, rather than approving. Adopting endorses the document as ready for outside evaluators to see. She said there will be a site-visit for this major in October, so there is time for one more vote on this item at the next meeting, should the committee decide not to take action today. She said that the proposers have done a great deal of work both on this major and on this particular document, which was heavily revised over the summer. This semester, a number of course revisions will come in, reflecting thought the department has put into the curriculum for the major.

Professor Adams asked what somebody with a bachelor’s degree in Criminology with a low GPA does after graduating. The average John Jay graduate’s GPA is 2.9. Anticipating that, what might these graduates do? Professor Pontell said there are lots of possibilities, such as police work, law school, research related to criminal justice.

Professor Peters pointed out a grammatical error on page 15, under item D. The second sentence runs on. In response to Professor Adams’ question, she said there are a number of majors related to Criminal Justice, and every year there is talk of making a scorecard for students about the differences between the majors, but it has not been done yet. Dean Stoddart agreed that such a document is needed and said maybe his office could work on one sheet laying out the different majors.

Professor Adams said this degree seems to arc more towards theory and analysis, which is not a strong
point of John Jay students. He felt that it is the faculty’s obligation to consider how to help students through degrees like this one, rather than just letting them attempt a degree for which they are not equipped. He noted that this challenge is not unique to Sociology.

Professor Ma’at Lewis asked if there is data about post-grad employment for students from various majors. Kathy Killoran said there has always been an issue with this because alumni surveys do not have a high response rate in general. Also, it is difficult to dis-aggregate the information by major because of the small number of responders. She said some departments keep in touch with alumni on their own, so there is anecdotal evidence about individual students. She pointed out the first goal the College’s new strategic plan is focused on post-grad outcomes so she hopes institutional research will improve in this area.

Professor Ellen Sexton was concerned about the wording in the item about the library that implies that everything is available on the Internet. She asked if it could be tweaked to refer to electronic resources that are available through the library. The department agreed.

A motion was made and seconded to waive the second reading. The motion was approved with 21 votes in favor and 3 abstentions.

A motion was made and seconded to adopt the self-study as amended. The motion was approved unanimously with 24 votes in favor.

Procedural Issues

Feedback and Response with Proposers and UCASC Members

Dean Stoddart said that last year there had been some discussion about how much conversation there should be with guests at these meetings. He thought the group could revisit its general procedure. After reviewing Robert’s Rules of Order, Dean Stoddart found that the standard is to have guests present and leave, then let the committee vote, after which, written feedback would be sent to the guests. Currently, this body votes while the guest is still present. According to Robert’s Rules, there can be discussion and questions with the guests, and after they leave, there may be more discussion within the committee.

Professor Lewis was concerned about the way this committee makes recommendations. She said it is often not clear what the ultimate recommendations are or if they have been heard clearly by the proposer. She thought that proposers should receive something in writing. Professor Ric Curtis disagreed. He said he has confidence in the leaders and professors of this institution, and he felt that following Robert’s Rules to the letter would make an unnecessary amount of administrative work.

Professor Swenson noted that this committee can recommend changes, but the proposers are never required to accept the changes.

Professor Puls was concerned about the administrative work involved in writing down the adjustments. Dean Stoddart said that the minutes serve this purpose. Kathy Killoran said the minutes are meant to capture the spirit of the discussion, but they are not verbatim.

Professor Galietta felt the organic process of the room can be confusing, and might seem unprofessional to visitors. She said the comments at the beginning of a conversation are often different than the actual recommendations by the end of a conversation. As someone who is new to the committee, she recommended following Robert’s Rules. Professor Veronica Michel agreed that it would be useful to proposers to receive one note summarizing the recommendations from the committee in writing. Professor Corbett felt that the system so far works, and noted that there is a
representative from each department on the committee. He thought that in lieu of written feedback, that department representative could work through the committee’s feedback with the proposer after the meeting.

Kathy Killoran said that there are 32 people on the committee, and everyone in the group does not agree on the issues facing every course, so deciding on the single recommendation for a professor would be a difficult task. She felt the way the committee’s conversations work leads to a better outcome than a single person’s recommendation. She also noted that the subcommittees do give feedback in writing as a proposal is being prepared for the UCASC agenda.

Professor Adams felt that a process that clarifies the concerns would benefit students, since there are certain pedagogical issues that the college must improve. He felt that this committee tends to err on the side of trusting the professor. A written recommendation would help professors, especially in the case of junior faculty having conversations with chairs. He thought any five minute conversation outside the meeting could only clarify and expedite changes to the curriculum.

Professor Lewis said that when it comes time to vote, she is not always sure what the amendments are. She said amendments should be noted in the motions clearly. On another note, she felt that she has seen people hurt during feedback in these meetings, and so it would be beneficial to have a chance for UCASC members to give feedback without the proposer present.

Professor Curtis said the committee should be frank and candid. Professor Perez agreed, and felt that proposers should hear the conversation. Professor Perez noted that sometimes there are large conversations around issues of concern to outliers within the group that are not the consensus of the group, and the proposer is always free to return to a second reading and say they did not take the feedback. He did not like the idea of creating the feeling of secret meetings by making people leave the room before voting.

Professor Monika Son spoke in favor of a clear rundown for the proposer in writing, because during the meeting the professor is on the hot seat and the conversation can take a lot of twists and turns. She felt that this does not need to be a big document, just four or five sentences. In terms of subcommittees, she spoke about the changing members on the subcommittees, and how feedback can change as subcommittee members change. She thought this could be mitigated if the feedback was in writing.

Professor Swenson suggested giving professors the option to leave the room before voting, but not requiring it.

Professor Corbett reiterated his point that there are representatives from every department around the table, so the departmental representative can be the person who goes back to the proposer to discuss what conversation took place. Kathy Killoran said that committee members miss meetings from time to time, and people in departments may not be experts about the issues of the particular course being presented.

Professor Michel said this is why there is a blind peer-review process for papers, because nobody wants to know who is critiquing them. There are issues of seniority here.

Professor Galietta said it is hard for the person coming in to figure out what is an outlier idea and what is the consensus, and since there is no follow up from the committee, she doesn’t know how a professor would navigate that.

Professor Perez was concerned that the tone of this conversation seemed to have evolved toward protecting the proposers, and he did not understand the need for that. People should be willing to present their courses and advocate for them.
Professor Adams said students have trouble with reading and he is concerned that many of them cannot get jobs. There is a problem with the curriculum and with outcomes, and it is possible that this body has been approving courses too easily.

Dean Stoddart brought the conversation to a close, noting that there is no motion on the table because this was a general discussion that needed to take place. His big question had been about whether the guests should be obligated to answer questions in the room. For the time being, he said it seemed fair to ask the guests to sit through the conversation and then to allow them to sit through the vote. He asked the committee to think about this, and it may come back again later.

Consultation Process and Expectations With Other Departments and Faculty

Dean Stoddart asked Professor Adams to introduce this next topic of conversation which arose at the May UCASC meeting. Professor Adams was concerned with this committee's obligation to the greater curriculum. He said that too often the committee has a focus on granularity that has seemingly no connection to the larger issues in the curriculum. There has been a hiring freeze, so some subjects cannot get covered with the existing faculty. He asked the committee to discuss what the curriculum wants to do and what mechanisms might aid those bigger goals. He said there is a need for outcomes and measurements, however anecdotal. Forty percent of John Jay's students' earnings do not increase after they graduate. Considering that these students are already at a disadvantage compared to other populations, how can this school help them more. Often, courses come before this committee and they must be approved because of timing, and so issues like ethics or writing might not be addressed, and he wanted to address that trend. In addition, he said the college must prepare for the transfer students who are on their way, as mandated by CUNY. These students are smart, but they are unprepared. They may not have strong writing skills. He has already seen this in the classroom. Nobody individually can fix this. He said John Jay is known for having the least money, the biggest heart, and the best outcomes considering what it starts with, and so it has a burden to better prepare these students in a realistic way instead of just taking their money and letting them fail.

Professor Curtis felt for Professor Adams' sentiments, but felt that the problem is not a curricular problem, but something far larger and beyond the reach of the faculty.

Professor Thompson said she was glad to be teaching at John Jay, and noted that it is different than teaching at other institutions. She thought a statement about John Jay's values would be useful, especially for junior faculty.

Professor Bettina Murray said she has noticed a fading away of student ability to express themselves, especially in the area of writing and reading. She has found that they are not able to handle the work in advanced courses. She felt that the college does owe them the consideration, and it is curricular. She works with students who cannot outline, who cannot find main ideas, and they need serious work in putting together the structure of an argument. She said the intelligence is there, but not the academic preparation. She agreed with Professor Adams that this cannot be handled on a course by course level as this body does with course approvals, and it must be a larger curricular issue.

Professor Son spoke of two articles that were in the New York Times this year. One of them had said that the lecture style of teaching may not be fair to women and students of color, and that type of thing could be brought into this committee's work. She felt this committee has a positive influence on the college, and there are opportunities here.

Professor Adams referenced another article on Xavier University about a student who was going into pre-med and had not known what the periodic table was. He said while the big problem here is not a
curricular problem, there are ways that the curriculum committee can work toward solving these issues. He provided an example of a conversation with the science department last year when they engaged questions of ethics successfully.

Dean Stoddart said it may not be the main goal of this committee to wrestle with these issues, but this is the one time that he, as the Dean, gets to sit down with faculty and talk about these kinds of issues. This venue provides a welcome opportunity for him, but he said he wondered who might be the best person or body to analyze this issue. He also spoke of a law that Governor Cuomo recently passed requiring more experiential learning. There are big questions about what experiential learning means, and what is it going to mean to require and assess it. The more prepared the committee is to discuss that, the better.

Professor Carbonell spoke of the Criminology self-study from earlier in the meeting. Looking at it, she noted that it raises some issues. This committee is evaluative and reactive, but it does not solve problems. The changes in Gen Ed have affected what happens when students get to upper level courses, and if this body does not address that problem, then who does? Dean Stoddart agreed and said that maybe he should have Professor Andrew Sidman bring in last year’s assessment of the Gen Ed, so this committee could be aware of what has been happening.

Professor Adams noted that the Science department has done some of this work already, and asked Professor Swenson to speak about how they’ve handled the changes to the science majors. She said that last year the department changed the way it allows students entry into the 1XX level courses, and now they have created placement exams that cover high school concept. They also created an alternate pathway for less-prepared students, thus better preparing interested students for the field and giving them the chance to succeed in a difficult major. Though it is the first cohort, she said it seems to be working. It is pretty intense work for the faculty to make this happen, because they must assess the abilities and advise closely. This has been possible because of a new hire. Dean Stoddart asked about the outcome. Professor Swenson said that is being measured now, but seems successful.

Professor Curtis was concerned that this requires developing lower-level courses and introductory offerings. He felt that this is critical, and will be especially critical with the transfer students. Professor Swenson noted that they also have a newly implemented faculty-student research program at the junior-senior level, so the work has not all been at the entry-point.

Professor Michel said in the Political Science Department, they had the same problem. At the 300 and 400-levels it is too late to help students. So they developed a list of concepts that would get the students thinking more methodologically. The list included 10 or 15 things that the faculty agreed that everyone should cover, regardless of what class they were teaching. This was distributed to adjuncts to reach across the whole curriculum. Professor Adams felt that it is critical to distribute a list like this to adjuncts. Dean Stoddart said English and Math have this.

Professor Heath Grant said that all departments are required to do assessments, but nobody sees those results. He wondered if there might be another place those assessments should go where they can be of more use. Professor Peters said one of the important goals of the Gen Ed Assessment plan is to tie those goals to the assessments of the majors.

Motion to adjourn, universally proclaimed approximately 11:15 am.

Respectfully Submitted,
Sarah Hammond, Scribe
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
October 23, 2015
9:00 A.M. – 11:30 A.M.
ROOM L.61 NB

1. Introductions and Announcements – Prof. Murray
   a. Welcome new member: Prof. Emily McDonald

2. Approval of the minutes of September 18, 2015

3. Old Business

4. New Business

Programs Subcommittee (1st readings)
1. Proposal to Revise the BA in Criminology and BA in Sociology
2. Proposal to Revise the Music Minor

Courses Subcommittee (1st readings)
1. ECO 2XX (255) Statistics for Economists
2. MAT 2XX (244) Calculus IV

Course Revisions
1. MUS 202 Songwriting
2. MUS 236 Music Technology
3. DRA 243 Black Female Sexuality in Film
4. FOS 401-402 Forensic Science Laboratory Internship
5. HIS 240 Historiography
6. SOC 312 Classical Sociological Theory
7. SOC 315 Contemporary Sociological Theory
8. SUS 200 Introduction to Sustainability (already approved for WC)

Attachments:
Agenda for Oct 23, 2015
Minutes of Sept 18, 2015
ECO 2XX Statistics for Economists
MAT 2XX Calculus IV
MUS 202 Songwriting
MUS 236 Music Technology
DRA 243 Black Female Sexuality in Film
FOS 401-402 Forensic Science Laboratory Internship
HIS 240 Historiography
SOC 312 Classical Sociological Theory
SOC 315 Contemporary Sociological Theory
SUS 200 Introduction to Sustainability
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**Guests:**

- **Benedikt**
- **Vanlourens**
- **Marcou**
- **Mutch**
- **Hulder**
- **Cathy**
- **Demi**
- **Marta**
- **Lissie**

- **Art + Music**
- **Philosophy**
- **ECON**
- **Science**
The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, September 18 at 9:30 a.m. in L61 NB. Prof. Lisandro Perez, UCASC Vice Chair, called the meeting to order.

Present: C. Jama Adams, Bettina Carbonell, Glenn Corbett, Susannah Crowder, Heath Grant, Sarah Hammond, Anissa Helie, Katherine Killoran, Susan Larkin, Aida Martinez-Gomez, Emily McDonald, Veronica Michel, Virginia Moreno, Bettina Murray, Chongmin Na, Lisandro Perez, Michael Puls, Ian Seda, Ellen Sexton, Leslie Smith, Monika Son, Barry Spunt, Sandra Swenson, Nadine Young.

Absent: Michele Galietta, Thamanna Hussain, Ma’at Lewis, Judy-Lynne Peters, Kadeem Robinson, Scott Stoddart, Erin Thompson

Guests: Ben Bierman, Nancy Velasquez-Torres, Mary Ann McClure, Michelle Holder, Cathy Mulder, Demi Cheng, Marta Concheiro, Lissette Delgado.

Administrative Announcements

Professor Lisandro Perez welcomed the committee. As vice chair, he was tasked with leading the committee meeting because Dean Stoddart had to attend a meeting off campus. Kathy Killoran introduced Professor Emily MacDonald, a new member of the committee from the Anthropology Department.

Approval of the minutes of September 18, 2015

There were no comments or changes requested.

A motion was made and seconded to approve the minutes of September 18, 2015. The minutes were approved unanimously with 17 votes in favor.

Old Business

There was no old business at this meeting.

New Business

Programs Subcommittee

Proposal to Revise the BA in Criminology and the BA in Sociology

Professor Bettina Carbonell introduced the document and asked Professor Barry Spunt to speak to the thinking behind the proposal. Among other adjustments, the revision includes adding an internship course in the criminology major and updates to the titles of two of the theory courses. Kathy Killoran said that the changes here are fairly modest, so there is one memo instead of two. In the attached
The internship course has been added, the categories of courses for Sociology have been adjusted, and SOC 329 has been removed from the electives because it is listed as an option earlier in the Research Methods area.

Professor Chongmin Na asked about SOC 329 and the way it is listed. Professor Na was concerned with students who wish to take more methods courses, and how those courses would count toward a degree. Kathy Killoran answered that this is how the major is going to appear, but if students want to take additional research methods, they should see the major coordinator, who can speak to them about doing a course substitution in the elective area. Professor Spunt said that the more methods courses a student wants to take, the better.

A motion was made to waive the second reading of the proposal. The motion was approved with 16 votes in favor and 1 abstention.

A motion was made to approve the Proposal to Revise the BA in Criminology and the BA in Sociology. The motion was approved with 16 votes in favor and 1 abstention.

Proposal to Revise the Music Minor

Professor Carbonell introduced the proposal, which intends to eliminate tracks in the minor. There is also an adjustment to add a piano or guitar skills course to prepare students for higher level coursework. Professor Ben Bierman spoke to the thinking behind the changes. The Art and Music Department feels that tracks would make sense for a major, but are not necessary for a minor. Also, the faculty feels that students need instrumental courses early on, where before it was all theoretical early on.

Professor Jama Adams was concerned about the lack of social justice focus within the minor. Professor Bierman said that familiarity with playing an instrument is necessary along with theoretical knowledge. For student’s future endeavors in music, students need both theory and instrumental training. Professor Bierman pointed out that our Music curriculum offers more classes outside the traditional cannon than any other school in the CUNY system and comprehensively includes examination of music from around the world. Professor Adams said the music department is missing an opportunity. He said this is a school of social justice and music is a potent tool of protest and politics. He felt there could be room for coursework that goes beyond instrumentation and theory. Professor Bierman agreed and said the department does plan on adding a course around social justice, and that it would be a valuable offering.

A motion was made to waive the second reading of the proposal. The motion was approved with 16 votes in favor and 1 abstention.

A motion was made to approve the Proposal to Revise the Music Minor. The motion was approved with 17 votes in favor.

Courses (2nd Reading)

ECO 2XX (255) Statistics for Economists

Kathy Killoran reminded the committee about the recent changes in the Economics major, where the specializations within the major have been changed. Specialization C. has been spun off to create the new BS in Fraud Examination. Now the Economics major is all economics, so the course offerings need some adjustments to reflect the new concentrations. This course is part of a larger plan to adjust
the scaffolding and sequencing of research elements within the major.

Professor Cathy Mulder and Professor Michelle Holder were present to represent Economics. Professor Mulder said that the department already has ECO 105: Understanding U.S. Data, which is the first of three quantitative classes that are imperative for economics majors. The next class would be this statistics class. While the math department offers a similar course, this course would focus more on how economic and social justice issues are embedded in the statistics. The third class will be a 300-level econometrics class.

Professor Holder also spoke, having taught ECO 105 and having worked as a practicing economist before she arrived at John Jay. She said that it became very clear that they needed to increase the quantitative content in the program. They had good coverage of the theoretical concepts, but needed to increase the quantitative coverage. When students leave John Jay, they must be able to work with these standard data sets, both for jobs and for graduate school.

Professor Mulder said the Statistics class in the math department does provide skills, but it is not done from a social science perspective, which is why this economics course is so necessary. She also noted that several professors from the Economics Department have won teaching awards for their work in ECO 105. Professor Mulder noted that the course will be open to any student, not just Economics students.

Professor Adams said the course was a wonderful proposal, but he was concerned about the definition of “real economic data,” in light of Goldman Sachs and such recent current events. Professor Mulder said that one of the lessons in the class is to study how data can be manipulated in many ways, and these courses do explicitly address problems of manipulation and misuse of data through examples. Professor Holder noted that she always has an eye on problems and omissions with respect to race, gender, and so forth, and she intends to teach the proposed course. She spoke further to the issues involved in the unemployment statistic, which is one of the most commonly used in the U.S., remarking on how many groups it excludes. She also spoke about the poverty rate, which is based on an antiquated metric, and so understates poverty in this country.

Leslie Smith asked how the course attempts to grapple with these problems beyond simply showing that they exist. Professor Holder said she has her students work with real life data and speaks to them about the flaws in the data as they work.

Professor Carbonell asked if the course description is too neutral, considering this conversation. Professor Holder felt there is room for adjustment in the course description and syllabus. Professor Mulder noted that Professor Holder will not be the only professor teaching the course, and that is partly why the description is quite general. Professor Adams thought it might just need a tweak in the course description, perhaps to include a phrase like “a critique of existing models. Professor Mulder agreed.

Professor Perez said this course would come back for a second reading.

**MAT 2XX (244) Calculus IV**

Kathy Killoran said the Math Department has been making big strides in recent years with their enrollment in higher level math electives. Also, John Jay students come in more prepared in math than ever before so there is a real need for a full slate of offerings. The Courses Subcommittee had asked the department to expand the language in the rationale for the course. At many schools there are only three calculus courses, but those are four-credit courses. At John Jay, they are three-credit courses, so four courses are needed to cover the same standard material.

Professor Michael Puls spoke for the Math Department. He said they are trying to bring themselves up
to par with the rest of the country, to have twelve hours of calculus. This change is forty years overdue.

Professor Adams asked what the outcomes have been for the first three calculus courses in terms of the failure rates. Professor Puls said that people do well in Calculus 3, and this semester the students in the first calculus course are also doing well. Professor Adams wondered if this department might need nuanced tracking of student success, like the work the Science Department has been doing.

Kathy Killoran said the students in the computer science courses take these calculus courses. A lot of students are actually placing out of Calculus 1 and 2 these days, so the department needs to have higher offerings for those students.

Professor Ian Seda asked about some language in the syllabus to see if the same textbook is used in multiple courses, and Professor Puls confirmed that this is true.

A motion was made and seconded to suspend the second reading. The motion was approved with 19 votes in favor and 1 abstention.

A motion was made and seconded to approve MAT 2XX (244) Calculus IV. The motion was approved with 20 votes in favor and 0 abstentions.

Course Revisions

MUS 202 Songwriting

Kathy Killoran said the revision here is a change in the prerequisite, to go along with the changes in the music minor. Beginning piano or guitar will now be required to take this course. Professor Bierman agreed.

Professor Adams asked how Professor Bierman facilitates creativity, to help students find new voices. Professor Bierman said that is something everyone in the arts deals with and it is handled differently by every teacher, but he did feel that more skills-based knowledge, such as an early instrument course, prepares a student to be able to stretch creatively with more confidence.

A motion was made and seconded to approve the revision to MUS 202 Songwriting. The motion was approved with 20 votes in favor.

MUS 236 Music Technology

Kathy Killoran said this revision is a very minor technical change on the documents to create the same prerequisite as the earlier course.

A motion was made and seconded to approve the revision to MUS 236 Music Technology. The motion was approved with 20 votes in favor.

DRA 243 Black Female Sexuality in Film

Kathy Killoran said this course has been on the books for a while, but was overlooked when the Communication and Theatre Arts Department adjusted all their course pre-requisites as a consequence of the new gen ed. The COM 113 (or SPE 113) needs to be removed as a prerequisite for the course so it can be opened up for a wider population. It is purely an elective.

Leslie Smith asked if there was a reason for the COM 113 prerequisite that is being eliminated. Professor Bettina Murray said it was needed to satisfy the old gen ed requirement, but with the
changes in Gen Ed, that course is no longer a general prerequisite for everything in the department.

Professor Ellen Sexton asked if the class standing is also being removed. Professor Bettina Murray said students still need to be sophomores and have taken ENG 101. Kathy Killoran said that if the department wants to keep class standing, that can be added, this proposal eliminates it.

Professor Carbonell said that ENG 201 should be the prerequisite, to make it a sophomore course. There was a general discussion about the exact prerequisites needed to make this a sophomore course.

A motion was made and seconded to approve the revision to DRA 243 Black Female Sexuality in Film as proposed. The motion was approved with 17 votes in favor, 2 opposed and 1 abstention.

FOS 401-402 Forensic Science Laboratory Internship and Undergraduate Research Internship

Kathy Killoran introduced these two courses, which are being revised to reduce the number of internship hours required.

Professor Adams asked if this internship work was possible to get done in a four year degree. Does the forensic science degree need to be a five year degree?

Professor Glenn Corbett asked if these students are going to the NYC Crime Lab. The presenting professor spoke to a few of the places that they go to, including the Medical Examiner’s Office and the Crime Lab. Professor Corbett noted that there is an additional travel component to the hours for students here. It was noted that students are often still taking classes while working at the ME office or the Crime Lab for no pay.

A motion was made and seconded to approve the revision to FOS 401 Forensic Science Laboratory Internship and FOS 402 Undergraduate Research Internship. The motion was approved with 19 votes in favor and 1 abstention.

HIS 240 Historiography

Kathy Killoran reminded the committee about the new 100-level history research course that was approved last year, HIS 150 Doing History. HIS 240 would be the second in a sequence of three research courses.

Professor Lisandro Perez noted that the proposer is not here, but the department representative was speaking to the course. Kathy Killoran said that that often happens with course revisions like this one. Professor Perry submitted the proposal as the chair of the departmental curriculum committee. It is a department proposal. Professor Helie was present for History. She spoke to the thinking behind the new sequencing and the challenges in getting students to grapple with methods.

Professor Carbonell asked if the only prerequisite would be HIS 150. Professor Helie said that ENG 101 would also be required.

A motion was made and seconded to approve the revision to HIS 240 Historiography. The motion was approved with 20 votes in favor.

SOC 312 Classical Sociological Theory
SOC 315 Contemporary Sociological Theory
Kathy Killoran suggested that the two Sociology course revisions could be considered as a slate, as they both reflect the same revision. There are changes in the names of a two courses that they consider a sequence. Both will be called Sociological Theory, adding numbers to make clear that they are a sequence from Classical (1) to Contemporary (2).

A motion was made and seconded to take these courses as a slate. The motion was approved with 19 votes in favor and 1 abstention.

A motion was made and seconded to approve the revisions to SOC 312 Classical Sociological Theory and SOC 315 Contemporary Sociological Theory. The motion was approved with 19 votes in favor and 1 abstention.

**SUS 200 Introduction to Sustainability (already approved for WC)**

Kathy Killoran said the faculty overseeing the Sustainability and Environmental Justice minor has found that students do not always know what sustainability is, so they are proposing a change in the title. Sustainability will still appear in the subtitle so that it appears on students’ transcripts.

Professor Sandra Swenson spoke a bit about the issues surrounding the term sustainability even in the larger field, where the word “sustainability” implies keeping things the same. “Earth Justice” might better reflect the ambition of the program and discipline.

A motion was made and seconded to approve the revision to SUS 200 Introduction to Sustainability. The motion was approved with 19 votes in favor and 1 abstention.

Motion to adjourn was acclaimed unanimously.

Respectfully Submitted,

Sarah Hammond, Scribe
1. **Introductions and Announcements** – Dean Stoddart

2. **Approval of the minutes of October 23, 2015**

3. **Old Business**

   **Courses** (2nd readings)
   
   1. PSC 3XX Police Supervision and Management (1st reading on 5/15/15)
   2. ECO 2XX (255) Statistics for Economists

4. **New Business**

   **Courses Subcommittee (1st readings)**
   
   1. BIO 4XX (488) Cell and Molecular Biology Capstone
   2. SEC 3XX Security, Risk and Technology

   **Course Revisions**
   
   1. ECO 330 Quantitative Methods for Decision Makers
   2. ENG 218 The Writing Workshop
   3. SSC 325 Research Methods in the Behavioral Sciences

**Attachments:**

Agenda for Nov 13, 2015  
Minutes of Oct 23, 2015  
New Courses:  
ECO 2XX (255) Statistics for Economists  
PSC 3XX Police Supervision and Management  
BIO 4XX (488) Cell and Molecular Biology Capstone  
LIT 3XX Native American Literature  
SEC 3XX Security, Risk and Technology  
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The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, November 13 at 9:30 a.m. in L61 NB. Professor Judy-Lynne Peters called the meeting to order.

Present: Bettina Carbonell, Glenn Corbett, Susannah Crowder, Michele Galietta, Heath Grant, Sarah Hammond, Anissa Helie, Thamanna Hussain, Katherine Killoran, Carey Sanchez, Aida Martinez-Gomez, Emily McDonald, Veronica Michel, Bettina Murray, Judy-Lynne Peters, Michael Puls, Kadeem Robinson, Ellen Sexton, Leslie Smith, Monika Son, Barry Spunt, Sandra Swenson, Erin Thompson.

Absent: C. Jama Adams, Chongmin Na, Jonathan Jacobs, Susan Larkin, Virginia Moreno, Lisandro Perez, Ian Seda, Scott Stoddart, Nadine Young.

Guests: Adam Berlin, Doug Boettner, Ric Curtis, Lissette Delgado-Cruzata, Marie-Helen Maras, Cathy Mulder.

Administrative Announcements

In the absence of the chair and vice-chair, Professor Judy-Lynne Peters called the meeting to order.

Kathy Killoran announced that there will be a few more substantial items at the next meeting in December, including a self-study and revisions to majors and minors. She said that if any departments have curricular plans, now is the time to submit materials to get new offerings into the bulletin for next year. She said this is a rolling deadline, but she would appreciate a heads up from departments that anticipate submissions because that would help her plan the subcommittee meetings.

Doug Boettner, the Director of Special Academic Sessions (Summer/Winter) introduced himself to the committee, and invited professors to reach out to him if they have any ideas about special programming for those sessions.

Approval of the minutes of October 23, 2015

There were no comments or changes requested.

A motion was made and seconded to approve the minutes of October 23, 2015. The minutes of October 23, 2015 were approved unanimously with 16 votes in favor.

New Business

Courses (this item was taken earlier in the agenda because Prof. Maras had another meeting)

SEC 3XX Security, Risk, and Technology

Kathy Killoran introduced this course which is a new course, though it has been taught experimentally for several years. The proposer, Professor Marie-Helen Maras was present to speak for the course. She noted that the course is essential for students in Security Management. The department has been able
to obtain tools for their lab that allow students to work with cutting edge technology, preparing them for the workplace. Professor Erin Thompson noted an item on the syllabus called “intimate partner surveillance,” and asked for some sort of statement on that item acknowledging the difficulty of the subject matter, and also perhaps an item on the syllabus that provides students with the phone number to counseling.

*A motion was made to waive the second reading of the proposal. The motion was approved unanimously with 16 votes in favor.*

*A motion was made to approve the course with above amendment. The motion was approved unanimously with 16 votes in favor.*

**Old Business**

**Courses**

**PSC 3XX Police Supervision and Management**

Professor Heath Grant introduced the course and spoke to the critiques from the last meeting about how this course addresses the evolving nature of the police. Professor Veronica Michel felt that accountability should be involved in the course more explicitly. Professor Grant agreed that such content is crucial, and said that it is addressed in several places in the course as well as in other courses in the newly revised Police Studies major curriculum.

Kathy Killoran reminded the committee that this major underwent a significant revision last year, and she spoke to some of the other new courses that have been added to make this major a truly current major on police studies. Upon re-reading, Professor Michel realized that her point may not need explicit wording in the syllabus or the course description. Professor Grant agreed that it is important content. Professor Peters said that she felt that there was a section of the syllabus that would implicitly involve accountability, so it seemed to her that the content was addressed. Professor Michel agreed.

*A motion was made and seconded to approve PSC 3XX Police Supervision & Management. The motion was approved with 17 votes in favor and 1 abstention.*

**ECO 2XX Statistics for Economics**

Professor Cathy Mulder said that in response to committee feedback, she had revised the course description. Kathy Killoran noted that the phrase “among others” was not as strong or specific as it could be.

*A motion was made to approve ECO 2XX. The motion was approved with 18 votes in favor and 1 abstention.*

Kathy Killoran added one more suggestion about tweaking wording regarding an item about “written reports,” which was meant to apply to students, but the wording was unclear. These will be tweaked for College Council.

**New Business**

**New Courses**

*BIO 4XX was postponed until later in the agenda since Prof. Delgado-Cruzata had not arrived yet.*
Course Revisions

ECO 330 Quantitative Methods for Decision Makers

Kathy Killoran introduced this course revision, which is part of a sequence of quantitative courses that Economics has created. Professor Mulder said that anybody in any paradigm of economics would consider econometrics as essential content. Her department had consulted students who have gone on to grad school, and those students voiced a desire for this type of course in their undergraduate degree. To go into the workplace, these skills are crucial.

Professor Thompson felt that the course description could be worded differently to attract students, especially since it is an optional course. She suggested pulling some of the language from the learning outcomes. Professor Mulder said she thought they could make the course description a bit more colorful.

Kathy Killoran said that the Economics department would love to make this a required course eventually, but at the moment that it may not be possible right now while the department is working on phasing out its concentrations and creation of the Fraud Examination stand-alone major.

Professor Mulder said that in the Economics field at large, there is always a debate about whether calculus and econometrics should be required at the undergraduate level. Both of those courses are crucial but can be overly challenging to students. At the moment, this department is choosing to offer this course as an elective course, while strongly encouraging students who are seriously considering an Economics career or grad school to take it. They take the same approach with calculus.

A motion was made to approve the ECO 330 course revision with adjustments to the language in the course description. The motion was approved with 20 votes in favor and 1 abstention.

ENG 218 The Writing Workshop

Kathy Killoran introduced the revision to the course. Professor Adam Berlin said that this creative writing class has been offered for a few years now. This revision comes in response to the professors’ experiences in the classroom, which have led to a better understanding of what students want and need from these writing courses. The title is being changed to Intro to Creative Writing and the number changed to 216 as this course is the beginning of several subsequent offerings in the writing minor.

A motion was made and seconded to approve the ENG 218 course revision. The motion was approved unanimously 21 votes in favor.

SSC 325 Research Methods in the Behavioral Sciences

Kathy Killoran introduced this course, which is requesting changes to the title and course description.

Professor Barry Spunt noted a missing word in the course description where it needed the word “to” after “course introduced students.” Professor Bettina Carbonell asked about the expectations, noting that the course lists one assignment that is a research paper or grant proposal, but she wanted clarification because those are two very different types of assignments. Professor Spunt said that for his personal experience, a full-blown grant proposal would be too much at the 300-level, though he does ask for it in higher level courses. Different faculty ask for different assignments. Professor Peters asked if he would advocate for cutting that language, and Professor Spunt said he would not, because
he believes it is up to the individual professor teaching the course, and a small-scale grant proposal could be appropriate.

Professor Ellen Sexton noted that there was an item about students doing a literature review, and she asked that that idea be added to the outcomes. She suggested adding a line like: “Students will carry out a literature review.”

*A motion was made to approve the SSC 325 course revision. The motion was approved unanimously with 21 votes in favor.*

**Courses Subcommittee (1st Readings)**

**BIO 4XX (488) Cell and Molecular Biology Capstone**

Kathy Killoran introduced this course, which is part of the new Biology major. The new major took a long time to be approved by NY State because it required special approval from the Governor in the form of a Master Plan Amendment. This course is the capstone course for the new major, and there are several students who were waiting to declare this major and need to take this course to graduate in Spring 2016.

Professor Lissette Delgado-Cruzata spoke about how the course will work to apply what students have learned throughout the curriculum to some big problems in the field. This sample syllabus focuses on cancer biology. There will be several themes depending on who is teaching the course in a given semester. The committee agreed that this

*A motion was made to waive the second reading of the proposal. The motion was approved with 20 votes in favor and 1 abstention.*

*A motion was made and seconded to approve BIO 4XX. The motion was approved unanimously with 21 votes in favor.*

Motion to adjourn unanimously acclaimed!!

Respectfully Submitted,

Sarah Hammond, Scribe
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
December 18, 2015
9:30 A.M. – 12:00 P.M.
ROOM L.61 NB

1. Introductions and Announcements – Dean Stoddart

2. Approval of the minutes of November 13, 2015

3. Old Business - None

4. New Business

Programs Subcommittee (1st readings)
1. Proposal to Revise the BS in Fire Science
2. Proposal for a New Minor in Interdisciplinary Studies
3. Proposal to Revise the Minor in Latin American and Latina/o Studies
4. Proposal to Revise the Minor in Sustainability and Environmental Justice
5. Proposal to Revise the Minor in Journalism

Program Review Subcommittee
- Self Study for the BA in English

Courses Subcommittee (1st readings)
1. LIT 2XX Murder on Screen and Stage (CE)
2. ART 2XX African American Art: A Visual and Cultural History (US Exp)
3. PHI 3XX Philosophy of Law in Global Perspective (JCII)
4. TOX 4XX Techniques of Analytical Toxicology
5. TOX 4YY Analytical & Quantitative Toxicology Laboratory
6. LIT 3XX Native American Literature

Course Revisions
1. ENG 255 Argument Writing
2. LIT 230 Expressions of the Living Past: Reading Ancient Worlds (already CE)
3. LIT 232 Breaking with Tradition: Reading the Modern World (already I&S)
4. LIT 236 Literary Perspectives on Culture & Globalization (already WC)
5. PSC 401 Seminar in Police Problems
6. MAT 242 Calculus II
7. MAT 243 Calculus III

Attachments:
Agenda for Dec 18, 2015
Minutes of Nov 13, 2015
Proposal to Revise the BS in Fire Science
Proposal for a New Minor in Interdisciplinary Studies
Proposal to Revise the Minor in Latin American and Latina/o Studies
Proposal to Revise the Minor in Sustainability and Environmental Justice
Proposal to Revise the Minor in Journalism
Self-Study for the BA in English

New Courses:
LIT 2XX Murder on Screen and Stage (CE)
ART 2XX African American Art: A Visual and Cultural History (US Exp)
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The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, December 18 at 9:30 a.m. in L61 NB. Dean Scott Stoddart called the meeting to order.

**Present:** C. Jama Adams, Bettina Carbonell, Glenn Corbett, Susannah Crowder, Ric Curtis, Michele Galietta, Heath Grant, Sarah Hammond, Katherine Killoran, Susan Larkin, Ma’at Lewis, Aida Martinez-Gomez, Mary Ann McClure, Emily McDonald, Veronica Michel, Bettina Murray, Chongmin Na, Lisandro Perez, Judy-Lynne Peters, Michael Puls, Barry Spunt, Scott Stoddart, Sandra Swenson, Erin Thompson, Nadine Young.

**Absent:** Michele Galietta, Anissa Helie, Thamanna Hussain, Virginia Moreno, Kadeem Robinson, Ian Seda, Ellen Sexton, Leslie Smith, Monika Son.

**Guests:** Doug Boettner, Dale Barleben, Alexa Capeloto, Demi Cheng, Jay Gates, Veronica Hendricks, Allison Pease, Caroline Reitz, John Staines, Robert Till.

**Administrative Announcements**

Dean Scott Stoddart thanked Professor Lisandro Perez and Professor Judy-Lynne Peters for chairing the last few meetings. He announced that everything that has been passed at UCASC this semester has passed at College Council. He congratulated the committee and thanked everyone for their service.

Kathy Killoran announced that next semester; the UCASC meetings will start at 9:45 a.m. She also gave an update about the progress of the Undergraduate Bulletin, which is moving to an online vendor. The 2015-16 Bulletin will be published online in January.

**Approval of the minutes of November 13, 2015**

There were no comments or changes requested.

A motion was made and seconded to approve the minutes of November 13, 2015. The minutes of November 13, 2015 were approved with 16 votes in favor and 2 abstentions.

**New Business**

**Programs Subcommittee**

**Proposal to Revise the BS in Fire Science**

Professor Bettina Carbonell said the Programs Subcommittee had offered a number of suggestions about clarity, and the department had revised the proposal accordingly. Professor Robert Till was present to take questions and comments.

Professor Jama Adams asked how the department addresses the psychology of arson and firemen who...
like to set fires. Professor Glenn Corbett said this is a significant issue, particularly in the volunteer sector, where recruitment is difficult. Like any other field, there can be bad recruits. He said the potential for this is addressed in the Fire Investigation class that is offered at the 300-level.

In addition to this proposal, Professor Corbett said a revision to the BA will be coming before the committee at a future meeting. Right now, his department has some problems with retention because of the science requirements, so the primary changes to this BS involve requirements for science.

Chemistry has proved challenging to students. Professor Corbett said that ultimately physics has more bearing on the job than chemistry, so the BS will focus on that. For the few BS students who want to go on to graduate work, the department intends to provide close advisement, encouraging these students individually to take more math and science to prepare them appropriately for graduate school.

Professor Adams expressed appreciation for the intent to individualize the department’s approach to curriculum rather than making a one-size-fits-all degree. He felt a workshop or session about these types of ideas across disciplines could be useful to faculty across the college.

Professor Peters said that a lot of John Jay students come in with no idea what the potential can be for their course of study. They need to know that there are all sorts of career options out there, and education is not a direct path to any one thing.

Professor Ma’at Lewis asked about the average number of students in the major. Kathy Killoran estimated it at about 85. A subsequent search of Cunyfirst revealed about 59 students enrolled for the spring 2016 semester in the BS in Fire Science.

Kathy Killoran pointed out that the new sophomore advisement initiative tackles career advice this way. She said that large numbers of students are getting the message that they should start thinking about careers.

Professor Adams said that students complain that employers who come in to John Jay are still the same employers they have been for years, and that the college could reach out more.

Dean Stoddart complimented the Fire, Security and Emergency Management department for bringing down the amount of credits required for the major. Professor Corbett said that they really encourage students to take advantage of the remaining credits to explore the college’s offerings.

A motion was made and seconded to waive the second reading of the proposal. The motion was approved with 19 votes in favor and 2 abstentions.

A motion was made and seconded to approve the Proposal to Revise the BS in Fire Science. The motion was unanimously approved with 21 votes in favor.

Proposal for a New Minor in Interdisciplinary Studies

Professor Carbonell said that now that Interdisciplinary Studies is a department, they are creating this minor. Professor Susannah Crowder and Professor Richard Haw were present to speak for the minor.

Professor Peters asked how an ISP minor would appeal to an employer. Professor Haw said that the ISP minor prepares students to think across different bodies of knowledge and think broadly when solving problems, and employers appreciate that.

Professor Adams asked if a particular set of courses have any hands-on lab component. Professor Haw said it depends on who is teaching the course. Professor Haw said that Professor Lents’ course on evolution does not currently have a lab as offered but felt that Professor Lents might include a lab
Professor Sandra Swenson said she thought that the course was not intended to have an actual hard science separate lab component. Professor Adams clarified his question, expressing a concern for courses that discuss issues without grappling with the realities of an experiment. He felt that Professor Lents’ course would benefit from a lab component to help the social science students get into the theory with depth.

Professor Crowder said that in theory, this would be wonderful, but the department is dependent on faculty expertise. At the moment, they do not have a faculty member who has the expertise necessary to staff that type of course. Professor Haw also pointed out that the curriculum is just beginning, and he hopes for development of math, statistics, ethics, and so forth as the department grows. Professor Swenson also noted that the course Professor Adams asked about did get approval before UCASC recently.

Professor Haw also said that this minor has been developed with similar scaffolding to other minors at the college, which tend to include introductory courses early and then bring students into deeper theory later on with the research project.

Professor Adams said curriculum should be developed based on curricular desires first, rather than being limited at the outset by the identity of the current faculty. He felt a minor could be a bit more rigorous than this one. He asked for a methodology course on something like the philosophy of data. He felt that ISP has great potential to do work that other departments aren’t doing.

Dean Stoddart noted that this is a minor in a new department, and it does show great structure that will allow the minor to grow as the department grows.

Professor Swenson noted that science students will still be taking their core science requirements, since this is a minor.

Professor Perez asked if these courses would be taught mainly by ISP faculty, or if ISP intends to work with outside professors. Professor Haw said that they do intend to reach out to professors outside of ISP to develop courses. He said there has been some frustration, as faculty have often responded with interest but had reservations. Because of the college’s methods of crediting faculty’s hours to departments, it can be hard to borrow faculty. He wants to explore solutions and is having conversations with departments now.

Professor Adams asked about the minor’s approach to sex, gender, race, and class. There is a course on sex and gender on the list, but nothing about race and ethnicity. Professor Haw said there is a course on difference. Professor Adams said that in the U.S., it is too easy for people to avoid dealing with race. He said that race needs to be embedded in the curriculum explicitly.

Professor Haw said they are looking to increase the minor’s scope.

Professor Veronica Michel asked about the approach to methodology, and the following line: “students are going to come out with a distinct methodology.” She felt that if this is to be true, a methodology course needs to be part of the model, at least as an elective, to push students to get the most out of the program. Professor Haw said that there are very few minors at the college that have such a course. Professor Michel felt that even the uniqueness of Interdisciplinary Studies as a department would be a reason for including such a course.

Dean Stoddart noted that this is a first reading, and Professor Haw can take these ideas and consider what came up during the discussion before the next meeting.

Proposal to Revise the Minor in Latin American and Latina/o Studies
Professor Carbonell introduced the proposal, which is a response to the development of their new major and the changes in our Gen Ed requirements. Professor Perez agreed that these changes are meant to align the minor with the major, updating offerings and areas of study.

Kathy Killoran said that there are some courses on the list that have not been offered in a long time and asked if Professor Perez what his plans are for offering them. Professor Perez said they are hesitant to delete courses until they are sure they will not be offered again.

Prof. Perez identified one error in the bulletin outline attached to the proposal. Kathy Killoran said she would correct it before it goes to the College Council.

A motion was made and seconded to waive the second reading of the proposal. The motion was approved with 18 votes in favor and 3 abstentions.

A motion was made to approve the Proposal to Revise the Minor in Latin American and Latina/o Studies with the amendment. The motion was approved with 20 votes in favor and 1 abstention.

Proposal to Revise the Minor in Sustainability and Environmental Justice

Professor Carbonell said this involves the addition of one course, which was inadvertently left off the final version of the proposal that was approved two years ago.

A motion was made and seconded to waive the second reading of the proposal. The motion was approved with 19 votes in favor and 2 abstentions.

A motion was made and seconded to approve the Proposal to Revise the Minor in Sustainability and Environmental Justice. The motion was approved unanimously with 21 votes in favor.

Proposal to Revise the Minor in Journalism

As the Chair of the Programs Subcommittee, Professor Carbonell introduced this proposal which is a fairly detailed revision to the existing minor in Journalism in response to the realities of changing times and the needs of the students. Professor Alexa Capeloto was present to speak for the revision. She said the Journalism Minor was first created five years ago, and after teaching it for five years, the solutions to some curricular problems have become clear. The first version of the minor linked four scaffolded required courses, which made sense pedagogically, but has proved impractical for students. The topics being taught have also been updated to include more digital media, increases in information literacy and digital literacy. Now there will be two required courses, and they can be taken in any sequence. The current revision will be much more flexible for students and a better fit for Gen Ed.

Kathy Killoran thought this change to focus broader on digital media would be a very exciting minor and it has the potential to attract a much bigger audience of students.

Professor Adams said this is a critically important course. He was concerned about how digital media has the ability to overwhelm human effort and intelligence in the news. He asked where the minor offers critiques of digital media, perhaps in its relationship to capitalism. He said that journalism technique is important, and content is important, but critique built is equally important.
Professor Capeloto agreed, and said that she liked that these courses combine practical skills with theory. She described several examples, including the course on Contemporary Media and Everyday Life, which was developed to engage theoretical concepts with the reality of our lives today. The course covers capitalism and neuroscience, what happens to the brain when you're looking at a New York Times article with advertisements. This also has to be paired with courses that teach the students how to do things like writing and video. Professor Adams asked how these values could be embedded in the program description, which sets the parameters for how people teach the courses.

Professor Lewis had a similar thought about the program description. She wished to see John Jay's justice mission expressed somewhere in the program description. How do the themes of justice dovetail with journalism?

Professor Adams asked if there is a course that examines how journalism impacts justice, noting that the shooting in Chicago that was brought to light by a journalist. Professor Capeloto said that COM/LAW 213 does that type of work. She said they are also planning a version of the Self, Media, and Society course, for the justice core. This course will bring in issues of media and justice a lot more forcefully.

Kathy Killoran noted that the learning outcomes had been pared down, so possibly some of these issues have gotten lost in the edit. She thought there was room for one more learning outcome to address these questions.

Professor Erin Thompson was concerned that the curriculum be too open. Students could fill the minor up with art courses, and it may not root them enough in journalism. Kathy Killoran noted that the guidelines for minors say that students have to take at least one 300-level course in all minors, so an addition to this would be useful.

Professor Carbonell asked how this department intends to advise students if the minor is so flexible. Professor Capeloto said there are three faculty members and only about twenty students right now, so it is possible for the faculty to guide students personally. She offered to build in some language about that. Dean Stoddart said this would come back for a second reading.

Program Review Subcommittee

Self-Study for the BA in English

Professor Sandra Swenson introduced this self-study for the Program Review Subcommittee. She said the mission statement, the assessment, the alumni survey, were all very well-articulated. Her subcommittee was especially pleased with how well the department is following up with students. The areas of concern included Appendix C, the curriculum, and some revisions were done to clarify learning goals and guiding principles. The subcommittee asked the English department to include their five-year summary of assessment activities, and they have done so. Professor Swenson also said that often departments undersell themselves, so the subcommittee asked the English department to revise their summary, which they did.

Kathy Killoran praised the Alumni Survey, which surveyed 150 students and got 78 responses. That response-rate is above and beyond the college's surveys, which tend to generate a 10% response rate. The English department's initiative to develop the careers website is a great effort as well, and she hopes to get other majors to develop websites like this. She said she likes the idea of the rubric for argumentation, and thought that lots of faculty might be interested in that. She was surprised, however, that the conclusion of the self-study does not say anything about the curriculum.
Professor Jay Gates noted that there is a clerical error in the bulletin about the sequencing of the
courses, and he will be submitting a proposal to make that clear in the coming weeks. Internally, the
department knows the appropriate sequencing, but that has not been made clear in Degreeworks.

Professor Adams thought that the self-study could better emphasize how much face-to-face contact the
department has with its students. He also pointed out the item about the alumni salary range on page
13, and asked for more interrogation of the lower salary ranges, to find out why certain students are at
such low salary ranges, and how other students push beyond that. Professor Gates said it could have
something to do with the fact that the students are only a year or two out of school. Kathy Killoran said
that people who are just entering the workforce often take a few years to find their first full-time job
and make a real salary.

Professor Adams felt that the college could do more work to prepare students' expectations of the
realities of job searches. He also noted that this point is not a critique of the English department in
particular, but an area that the college at large should address.

Professor Allison Pease agreed with Professor Adams' point, noting that John Jay's students seem to
be earning at a lower rate than national surveys indicate. This is compounded by the fact that these
graduates are working in NYC, so they should be earning more than the national average. She said that
her department sends out announcements about what people are doing and how they got those jobs, to
try to get students thinking about jobs early. She said that maybe a degree from John Jay College may
not mean that much in the city. Some graduates are instantly promotable, some of them are earning
$100,000 within five years, but those are the lucky ones.

Professor Perez asked about the department's experience with online offerings. The English
department has been a pioneer in this area, and he was curious about how that has worked. Professor
Pease said they had asked full-timers if they wanted to teach online, starting last spring, in order to
prepare faculty in time to offer courses, especially in the summer, when recruitment is hard. Students
tend to prefer online courses in winter and spring sessions. She encouraged her faculty to try online
teaching to see what works and what doesn't. Her department has set up regular meetings and a
listserv for those teachers to compare experiences. The department is shrinking, especially after
changes in the Gen Ed. Right now, online courses always fill, so it is a strategic move to go online. So
far, professors have been learning a great deal about what works and what doesn't, and overall, it feels
like a good move. Kathy Killoran noted that Professor Alexander Schlutz has been teaching a hybrid
course. Professor Schlutz said he has had a very good experience, because it allows for ways of
assessing students' learning and understanding that you don't get in a fully face-to-face classroom.
Students who are quiet in class are often very happy to contribute on discussion boards, so you can
actually hear more from students in the online course.

Kathy Killoran noted that John Jay does not prepare students well for online courses. Success often
depends on the faculty member's initiative to reach out to students with guidance about blackboard. A
hybrid course allows students to have contact with faculty. It's a good developmental approach. She is
hoping that in the next few years, the college will be able to help more with student preparedness. She
noted that the college has issued a call for faculty who want to get trained in online teaching in a year-
long workshop, and there is a stipend. Professor Schlutz agreed that this is a big issue. A number of
students who try to enroll in online courses are quite unaware of the expectations.

Professor Peters was part of the committee that developed the Distance Education Policy. She said
there are provisions there for informing students of the expectations. She did not know how fully it has
been implemented, but it was made part of the policy on purpose. She said there is some sort of
orientation to online courses available.

Professor Adams asked about adding a link to CUNY First. Professor Peters said it is possible for the
professor to add such a link in the spot for textbook information.
A motion was made and seconded to waive the second reading of the proposal. The motion was approved with 19 votes in favor and 2 abstentions.

A motion was made to adopt the English Department Self-Study. The motion was adopted with 21 votes in favor.

Courses Subcommittee

LIT 2XX Murder on Screen and Stage (CE)

Kathy Killoran said the courses subcommittee had been excited by this class. They asked Professor Jay Gates to tweak the description and limit the number of learning outcomes. Professor Peters said the Gen Ed Committee had asked for a little bit more detail in the form, but found the course to be well-made.

Professor Adams was concerned with the course description, especially the phrase, “Everybody loves a good murder.” He felt that line sets up a course that examines murder only on the level of entertainment. He said he saw the good intentions, but he was concerned about the lack of attention to the reality of violence. Secondly, he saw gendered murder in the syllabus, but no attention to murder involving race. He felt that the course content could be darker and more linked to contemporary life. If Shakespeare is to be taught, it could be linked to contemporary writers. He wished for the course description to reflect a wider range of murder. He also felt that video should be part of the course, especially considering the recent developments of murders captured on video.

Professor Gates felt that Professor Adams was asking for content common in history courses and media courses, but this is a literature course. He said the course is expressly meant to teach drama and adaptations of drama into film for the Creative Expressions field.

Professor Adams felt that the choice of texts definitely represents a specific historical perspective, whereas the course description is more vague and general. He wanted more alignment between the description and the real intent. Professor Gates said it is a thematic course that is specifically interested in text to stage to film. Professor Adams said that the course proposal is too broad for the course that Professor Gates intends to teach and also too broad for other professors who may take up the course.

Professor Lewis also asked about the course description, agreeing that what is on the page is less clear than what had been said in the room. She felt a line could be added about the interest in material from stage to screen. She also was deeply concerned with the use of the line, “everyone loves a good murder.” Professor Gates said he could delete that line. Professor Michel also agreed that the tone of the course description could be revisited to be clearer about the scope of its content.

The course will come back for a second reading in January.

ART 2XX African American Art: A Visual and Cultural History (US Exp)

Kathy Killoran introduced the course, explaining that it is being proposed in addition to a course Professor Lisa Farrington teaches on African American women in art. Professor Peters said that her Gen Ed Subcommittee had found the course to be flawless.

Professor Perez asked if there is an existing course on Latin American Art. Kathy Killoran said they added such a course during the Gen Ed period, when new Gen Ed courses were being created. It is ART 106 Latin American Art.
Professor Carbonell asked about the rationale for proposing the course at the 2XX-level, which seemed unusual for a course that includes secondary sources. Professor Thompson said that an art course by nature tends to involve secondary courses, because the primary source is the art itself. Professor Carbonell asked if there is anybody else to teach this course. Professor Thompson said there is nobody right now, but they hope to add adjuncts down the road. She noted that at the moment, Professor Farrington is the only female African-American professor of Art History in the country.

There was some discussion of the prerequisites, which need to be edited to align with Gen Ed requirements and general college practices. There was discussion about whether the course can be approved as is, or whether the prerequisites should be finalized before approval. It was decided that they would leave the proposal as is.

A motion was made and seconded to waive the second reading of the proposal. The motion was approved with 19 votes in favor and 2 abstentions.

A motion was made to approve ART 2XX African American Art: A Visual and Cultural History (US Exp). The motion was approved unanimously with 21 votes in favor.

PHI 3XX Philosophy of Law in Global Perspective (JCII)

Kathy Killoran said this course has been proposed for the Justice II area of the college option. She said often it is quite difficult to balance the needs of a Gen Ed course with a course that is also in a major, and this course will be part of four different majors and minors. Professor Peters said that this course is for the Justice and Global Perspective bucket. Her Gen Ed subcommittee had been concerned that the course might be too ambitious, especially since it does not have prerequisites. The proposer, Professor Catherine Kemp, has taught the course in the past, and so was able to speak to how students are able to handle the material.

Professor Perez asked about the phrase “in Global Perspective,” because he was not sure why that had to be part of the title. Professor Kemp said this is a philosophy of law course that has been adapted for the global perspective bucket. Professor Perez asked if it is comparative somehow. Kathy Killoran said that the discussions with Law and Police Science revealed that the global perspective component is what distinguishes this course from their course on jurisprudence. Professor Kemp said this is a staple in the Philosophy curriculum. She said the simple title “Philosophy of Law” would be Western European legal theory, and would not be comparative. However, this course is not a traditional Philosophy of Law course, so that title would not accurately reflect the content in student transcripts.

Professor Perez also asked about the length and vividness of the course description. He felt there could be a clearer, more succinct course description. Professor Kemp said that the course description had been filled out in response to the subcommittee’s feedback, which claimed her previous course description was insufficiently exciting.

Professor Adams asked if this course is about law or about comparing western legal tradition to other legal traditions. Professor Kemp said that it would be the second item. Right now, legal theory is broken and adapting as quickly as it can to global legal theory and jurisprudence. The course will explore the failures of western legal theory and address the question outside of the European nation-state context to modify, adjust, and innovate, and discover new ways of coming at the question of “what is law.” The course endeavors to bring students into that question.

Professor Adams said that the readings still seem very slanted toward the North American tradition, especially considering the names of the authors. He asked where the Non-European voices are. What about the Chinese? What about the Nigerians? Or India? He wished for more substantive counterpoint
against the Western tradition. Professor Kemp said there are non-Western writers, theorists and legal scholars, in the syllabus, not as a balance, but to present challenges to Western legal theory. She said that the class does specifically study Western law through global perspectives. She wanted to be clear that the course is not a critique, as that would be a different course. It is a “what is law” course that tackles the question through ways that wouldn't be found in a traditional Philosophy of Law course. She said she presents a problem of law to the students, and she has found that students get excited about the problem of law. Her job is to start an inquiry.

Professor Adams was still concerned about a global course that is not necessarily fairly global. Professor Kemp said that the course accommodates a variety of teaching approaches, and another professor may do it with different texts, cultures, jurisdictions. She said that if the course goes, she thought she would not be the only one teaching it.

It was agreed that Professor Kemp could clarify the course description. In the interest of more economical content, she said she would delete the material before the line that asks “What is law?”

Professor Carbonell suggested adding the names of other prospective professors to the proposal. Professor Chongmin Na suggested adding a particular book to the syllabus that incorporate the question of how law is created. He referred to how law can be formulated to suppress minorities and asked if there is a way to incorporate that critical perspective of the creation of law in one or two sections.

Dean Stoddart said this could come back for a second reading.

**TOX 4XX Techniques of Analytical Toxicology**

**TOX 4YY Analytical & Quantitative Toxicology Laboratory**

Kathy Killoran said that these two courses are companion courses, a lecture and a lab. Both are required for the new major in toxicology. The subcommittee asked Professor Shu-Yuan Cheng to clean up the language and to look at the prerequisite options carefully. The department wants to keep the courses as two distinct courses in order to give students more flexibility in taking the lab and lecture portions.

Professor Michael Puls asked how this course relates to the Forensic Toxicology course. Professor Cheng said that course is more about drug abuse, where this one has a more general focus. Professor Puls asked if Calculus II might be needed as a prerequisite. Professor Cheng explained why it is not crucial.

*A motion was made and seconded to waive the second reading of the proposal for both courses. The motion was approved with 17 votes in favor and 3 abstentions.*

*A motion was made to approve the TOX 4XX Techniques of Analytical Toxicology and TOX 4YY Analytical & Quantitative Toxicology Laboratory. The motion was approved with 20 votes in favor.*

**LIT 3XX Native American Literature**

Kathy Killoran introduced the course, which is an elective for English majors and minors. Professor Veronica Hendrick was present to speak for the course. She said she incorporated the subcommittee's
feedback.

Professor Adams asked how many students failed this course when it was taught. Professor Hendrick said she has only taught it once, and it was quite successful. Professor Adams felt the reading assignments were pretty heavy. Professor Hendrick said she generally requires 100 pages per week. Dean Stoddart added that it is a 300-level course, so the students need to be reading at this level. In jest, Professor Adams said he'd like to see how the grades turned out for those students.

Professor Perez wished for clarification about the scope of the word “Native.” To him, it seemed that the course covered Native North American Literature. Even there, it seemed primarily focused on the plains. His larger question had to do with what the course defines as literature. He asked if these authors are Native Americans. Professor Hendrick said that only one piece is not a Native American author, and that piece, by Black Elk, is a translation. Professor Perez asked where the Southwest or the Northeast peoples are examined. Professor Hendrick said that her particular syllabus is represented chronologically, and the only group that is unrepresented is Florida. The structuring she did for her incarnation of the course makes an effort to be representative of a variety of time periods, and that guideline determines how it moves around geographically. She felt that somebody else could tackle the material differently.

Professor Swenson was concerned about Professor Adams' earlier question to see the grades for these students. As a matter of procedure, she felt that the question was not appropriate for this body. To her, there is an issue of professional integrity. The UCASC committee must leave a certain amount of freedom to the individual professors. Professor Adams noted that his earlier comment had been a joke, but the larger point is really about how this committee considers the potential success rate of students in these courses. Dean Stoddart agreed that it is not a fair question, since the Professor will get a chance to offer the course and learn how it works as it is offered.

Professor Perez asked again about the areas discussed, and Professor Adams agreed that there is a significant population at the college who would be interested in studying indigenous peoples outside of North America. Professor Hendrick said she hoped that material could be taught down the road.

A motion was made to waive the second reading of the proposal, but the motion did not receive enough votes. The course will come back for the next reading.

Dean Stoddart asked what the committee would like Professor Hendrick to consider after the meeting. Professor Adams asked for more thought on the course description and title and the scope of “Native American.” Professor Perez understood the thinking behind the broad title and description. He thought it made perfect sense if other professors are truly going to teach it, but he was skeptical of the real potential for such an outcome. He thought it should just say “North American” to reflect the course Professor Hendrick will teach.

Course Revisions

There were a few minutes left in the meeting. Kathy Killoran introduced the course revisions, which include English courses that need a small adjustment regarding grade requirements. The LIT courses need tweaks to the titles.

A motion was made and seconded to approve the revisions to the English courses as a slate. The motion was approved.

ENG 255 Argument Writing
LIT 230 Expressions of the Living Past: Reading Ancient Worlds (already CE)
LIT 232 Breaking with Tradition: Reading the Modern World (already I&S)
LIT 236 Literacy Perspectives on Culture & Globalization

A motion was made and seconded to approve the revisions to the English and Literature courses. The motion was approved unanimously with 17 votes in favor.

MAT 242 Calculus I
MAT 242 Calculus 2

Kathy Killoran explained that the Calculus courses have been adjusted in response to the newly approved course, Calculus IV. The Math Department is organizing the content in the four-course calculus sequence slightly differently because what used to be three courses will now be four. Killoran suggested voting on them as a slate.

A motion was made and seconded to approve MAT 242 Calculus I and MAT 242 Calculus 2 as a slate. The motion was approved unanimously with 16 votes in favor.

Motion to adjourn was made and acclaimed.

Respectfully Submitted,

Sarah Hammond, Scribe
1. **Introductions and Announcements** – Dean Byrne

2. **Approval of the minutes of December 18, 2015**

3. **Old Business**

   **Programs (2nd readings)**
   
   1. Proposal for a New Minor in Interdisciplinary Studies
   2. Proposal to Revise the Minor in Journalism

4. **New Courses**

   1. LIT 2XX Murder on Screen and Stage (CE)
   2. PHI 3XX Philosophy of Law in Global Perspective (JCII)

4. **New Business**

   **Courses Subcommittee**

   Course Revision: PSC 401 Seminar in Police Problems – Tabled from Dec 18\textsuperscript{th}

**Changes to Middles States Standards** – Associate Provost James Llana

**Attachments:**
Agenda for Jan 29, 2016
Minutes of Dec 18, 2015
Proposal for New Minor in ISP
Proposal to Revise Minor in Journalism
New Middle States Standards
New Courses:
LIT 2XX Murder on Stage and Screen
PHI 3XX Philosophy of Law in Global Perspective
Course revision: PSC 401 Seminar in Police Problems
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**Guests:**

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<td>James Associate Provost ✓</td>
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<td>Kemp</td>
<td>Catherine Philosophy ✓</td>
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Interim Dean Dara Byrne introduced herself and spoke about the importance of curriculum, as the heart of an academic institution. After 13 years on the John Jay faculty, this is her first time working full-time on the administrative side. She said she comes to this body with an awareness of the stakes, noting how she had always approached UCASC meetings with great heart as a faculty member. As an administrator, she looked forward to the explorations in this process that could move the curriculum forward. All the discussion at UCASC can sometimes mean a course takes a year or sometimes two to move forward, which is cause for trepidation. She will be working in her full-time administrator role with her 13 years of experience in the faculty behind her. Going forward, this will help her to balance those two poles of her identity and use this process to keep the faculty inspired by curriculum.

Approval of the minutes of December 18, 2015

Professor Jama Adams brought up a question from a prior conversation with Professor Lents about a comment in the minutes that pertained to one of Professor Lents’ courses. Professor Adams thought a statement was mis-attributed to him. Kathy Killoran suggested that if he finds the incorrect attribution to let her and the UCASC scribe know and it will be corrected.

A motion was made and seconded to approve the minutes of December 18, 2015. The minutes of December 18, 2015 were approved with 16 votes in favor and 5 abstentions.

Old Business

Programs Subcommittee

Proposal for a New Minor In Interdisciplinary Studies

Professor Richard Haw was present to speak for the new minor proposal, which has a few tweaks since the last meeting. He noted that the program welcomes partners and wants to increase the course
offerings, so this proposal should be taken as a baseline of elective offerings.

Professor Bettina Carbonell said that in her subcommittee, the question had come up about consultation with other departments and how that should work. She asked Professor Haw to speak a bit to the nature of his conversations with other programs, especially in light of how Interdisciplinary Studies relates to something like the major in Humanities and Justice, which is by nature interdisciplinary. Professor Haw said that John Jay is unique among colleges in that there are a number of interdisciplinary programs throughout the college. He listed the majors he had consulted, and said that changeover in the leadership of Humanities and Justice had made it difficult to obtain approval from a coordinator, though he consulted with as many of the faculty as possible. Professor Haw said the degrees would differ in that Humanities and Justice is about amassing a body of knowledge, while Interdisciplinary Studies is focused on the nature of the inquiry.

Professor Carbonell said that her big question was about process and procedure. Initially, the proposal involved a cover memo with a narrative about how the minor could intersect with other programs. When that content was moved into the proposal, Humanities and Justice was lost from the list, and so lost the privilege of consultation. She made clear that she feels this proposal should be taken on its merits, but she also wanted to speak on behalf of Humanities and Justice, and asked that this procedural issue about consultation be noted for UCASC's procedures going forward.

Kathy Killoran said that part of the issue is that programs that are not departments do not have representatives at UCASC meetings, although they do receive the materials every month on her distribution list. She agreed that there could be more concrete processes for consultation. In the subcommittee, the five members might not always be aware of exactly who needs to be consulted. Interim Dean Byrne said that any piece of the process they can add to create transparency for departments or programs would be a good thing.

Regarding the curriculum, Professor Adams asked that ISP consider requiring the methodologies courses, because many students will avoid taking that class.

Professor Andrea Balis asked how many double-dipping courses are allowed in order to earn a minor. Kathy Killoran said that only two courses can be shared between majors, minors, and so forth. Professor Balis asked how Gen Ed factors into that. Kathy Killoran said the policy only addresses majors, minors, and programs. She also noted that students tend to come to minors late, so the point of excess overlap with general education would be minimal. She said that often she sees students complete five courses toward a minor but just fall short. She has thought that 15-credit minors would be more attainable for students. Generally, there is no restriction about how Gen Ed courses overlap with majors, minors, and programs, but some departments have made requirements within their majors that restrict the amount of overlap between Gen Ed and electives. For example, the English and Global History majors address this.

Professor Ellen Sexton asked if this could be a minor in Gen Ed. Professor Haw said that the courses here are at the 200 and 300-level.

Professor Ma’at Lewis asked about the library and consultation. She wished to know how confident the library is that it will have the materials listed in the minor. Professor Sexton said that she thought library resources would not be a problem for this minor, but it is a good point. Going forward, the library needs to be made aware of curricular changes to make resources available before programs are put in place.

Professor Lewis also wanted to know who would be teaching the methodologies course. Professor Haw said that there are meetings underway to set that up, since his group agreed that the suggestion about methodologies courses had been a good one.
Professor Judy-Lynne Peters suggested to Interim Dean Byrne that the PPP Subcommittee take on the question about consultation and prepare a policy.

A motion was made and seconded to approve the Proposal For a New Minor in Interdisciplinary Studies. The motion was approved with 20 votes in favor and 2 abstentions.

New Business

Course Revision: PSC 401 Seminar in Police Problems

Kathy Killoran described the changes to the course, which involve new prerequisites and adjustment to the content to make it a capstone for the newly revised Police Studies major. Professor Heath Grant said the idea is to take an existing course and make it a capstone, so now it requires senior-standing and majoring in Police Studies.

A motion was made and seconded to approve the revision to PSC 401 Seminar in Police Problems. The motion was approved with 22 votes in favor and no abstentions.

Proposal to Revise the Minor in Journalism

Professor Alexa Capeloto thanked the committee for the feedback at the first reading. She said she had taken the suggestion to make clearer how the minor critiques the media, and she also added content to the program description about how the minor intends to advance themes of justice. She said there had been a question about whether the minor has enough courses in the English department. Her group had examined that and found that since the two required courses are in the English department, at the moment, that is a large portion of the minor. If other departments create 300-level courses that might be appropriate for the minor down the road, she would consider creating a mechanism to share more of the courses within the English department with other departments.

Professor Sexton asked about the mention of media in the learning objectives, pointing out a course that did not deal with media. Professor Capeloto said she could change “media” to “a range of choices.”

Interim Dean Byrne asked if there would be theory and analysis courses at the 3XX-level. Professor Capeloto said the minor allows that emphasis, but all of those courses are at 200-level now. She also noted that COM/LAW 213 does not include digital media at all, and the professor who runs that course could consider including such a component. Professor Capeloto said that her group had noted the same lack in the 300-level offerings, so they are working to develop such a course now. She welcomed suggestions of courses that might fit into this spot in the curriculum.

Professor Sexton noted that there was a curricular map in this proposal that was quite helpful, but the previous proposal considered today did not have such an item. Kathy Killoran said that curriculum maps are not usually required, but sometimes UCASC has requested them in the past and they are very helpful. Interim Dean Byrne said that the map had made the proposal very readable. Kathy Killoran said that the program forms could be redrafted to include a map.

A motion was made and seconded to approve the Proposal to Revise the Minor in Journalism. The motion was approved with 22 votes in favor and no abstentions.

Courses

PHI 3XX Philosophy of Law in Global Perspective (JCII)
Professor Catherine Kemp said she had edited her course description to make it shorter and directly describe course content and also addressed the committee’s feedback about what other professors might add to the course when they teach it.

A motion was made and seconded to approve the PHI 3XX Philosophy of Law in Global Perspective (JCII). The motion was approved with 20 votes in favor and 1 abstention.

New Business

Changes to Middle States Standards

Associate Provost James Llana introduced himself to the committee to speak about the recent changes at Middle States, which mean changes for John Jay. To give some context, he said that in 1952, the federal government made itself the arbiter of financial aid, and so all colleges needed to be accredited in order to be considered fit for students who received financial aid. In 2005, the Spellings Commission changed the conversation, finding the accreditation process opaque, and they called for greater transparency about what and how students are learning. He had prepared a detailed presentation, which he shared.

Middle States is one of seven regional accreditors. They recently came out with revised standards for evaluating institutions and new processes for the accreditation review. There is a new emphasis on requirements of affiliation and federal compliance. Regarding the standards used by Middle States, there used to be fourteen, but those have been reduced to seven now. The emphasis has shifted to the assessment of the student experience and preparation for post-graduate outcomes.

As he went through the various changes to the Middle States guidelines, he noted that John Jay is doing well with assessment, but the college needs to develop institutional learning goals and map program and unit goals to them. In particular, assessment of graduate programs needs improvement. Also, the college has to work on providing public access to assessment data. Student learning assessment data needs to be incorporated into budget conversations around the college when resource allocation decisions are made. The college needs to continue to develop assessment in administrative units, assess strategic plan goals as a basis for demonstrating institutional effectiveness, continue to make student learning achievement transparent, and show broad knowledge of assessment.

The Middle States time line has been shortened from a ten-year cycle for evaluation to an eight-year cycle. The self-study is going to focus on innovation and self-assessment. The periodic review report in the middle of the process has been eliminated, though there will be annual reports to be filed.

Kathy Killoran asked about the nature of the responses that Middle States intends to provide. In the past, there have been recommendations and progress reports in response to the accreditation event. Associate Provost Llana said that now there will be an annual relationship, and they can provide a response any time.

The new directive for the self-study is to address improvement and innovation more than compliance. For this body, that means there needs to be more mapping of learning goals to institutional learning goals and the mission. Assessment is meant to be a means toward managing student learning. In the new relationship with the accreditor, there is new potential for frequent feedback. Rather than getting ready for a big visit every ten years, this will be an annual back-and-forth, more like a conversation.

Professor Balis asked who would be managing that relationship. Would it be the burden of the whole faculty? Associate Provost Llana said that he would certainly be the liaison, but Middle States would be seeing the work that faculty generates.
Professor Barry Spunt asked if these changes are happening at all the accreditation groups across the country. Associate Provost Llana said these changes are happening everywhere. The language of the standards are not going to be identical in different regions, but every region is responding to the same mission handed down from the Department of Education.

Professor Grant asked how documentation needs to change. Associate Provost Llana said that the manner of documentation does not need to change, but departments that aren’t doing assessment will need to start doing it. He said that John Jay is very good at assessment overall, federal compliance, and so forth, especially among CUNY schools. The college is in good shape, but some departments are not doing as well as other departments.

Professor Adams said that most of the students in his classes are transfer students. In the fourth year, they have to do a 20-page capstone paper, and they are unable to do it. The students have poor writing ability. The classes are getting larger and there are more and more adjuncts. He said he hesitates to ask adjuncts to do assessment with complex matrices at the risk of less time spent teaching basic, crucial things like how to write a thesis-statement. Part of the solution to this is money. He said smaller classes and more back-up services like tutoring would help. He said his department is not able to provide the amount of feedback that the administration would like. He asked for a cheat sheet of sorts that could clarify best practices, allowing faculty to spend more time teaching while also providing assessment data. Associate Provost Llana agreed that money would help, and encouraged Professor Adams to have his department do what it could, regarding assessment.

Professor Judy-Lynne Peters was concerned that bad student outcomes may lead to bad outcomes for faculty members. Associate Provost Llana said that nobody would be penalized for getting bad assessment results but for how we close the loop and try to improve those outcomes. He said that John Jay is no different from most institutions across the country. Most colleges are cash-strapped and have under-prepared students. He said this is going to hit student affairs much harder than academic affairs. He said it is challenging and he understood the picture. He encouraged everyone to do the best they could and to continue to voice their concerns along the way.

Professor Virginia Moreno said that she thought what Middle States wants to see most is that there is motion in the process. They want to see that the college understands the challenges, and that the faculty can provide an analysis of what is going on, all in the hope that the college could then translate curricular gaps into change. She said the main point of assessment is to keep thinking and document it, and hopefully that would lead to creative thinking on how to improve.

Professor Glenn Corbett asked about the Middle States attitude toward non-traditional learning, and how that translates to the work done at John Jay. They seem to be pushing for more and broader acceptance. Kathy Killoran said that there is a nascent prior learning assessment program at John Jay. Policies are being drafted to include in the bulletin to give this more transparency for students to reference. She looked forward to making those efforts more concrete. She said that John Jay is one of the leaders at CUNY on prior learning.

Professor Adams brought up the problematic nature of the marketing phrase, “our students graduate without debt.” He wondered about the relationship between the accrual of debt and the possible earnings after graduation, noting that enlightened use of money can actually be beneficial. Associate Provost Llana said this is an institutional issue, and would be worth attending to. The college needs to encourage longer term planning. He felt that this type of mission falls under Middle States’ mandate that colleges help students toward a “meaningful life.” Professor Adams then said that he wished there could be a real conversation about encouraging students to take five-year degrees. Associate Provost Llana said that the national conversation is all about having 15 credits per semester, and that is hard to change.

Professor Sexton asked how the updated Middle States information will be made public and offered
the library’s involvement in spreading the word. Associate Provost Llana said he has given this talk to executive staff and he would be happy to talk to any individual, department, or unit about the new standards and processes.

**Other Business**

Professor Jama Adams put forward a motion to thank Dean Scott Stoddart for his sterling work under challenging circumstances.

*The motion was made and seconded to thank Dean Stoddart for his service. The motion to thank Dean Stoddart was approved.*

Associate Provost Llana also announced that CUNY is going to host a celebration of five years of assessment at John Jay on March 18.

A motion was made to adjourn. The meeting concluded at 11:35 a.m.

Respectfully Submitted,

Sarah Hammond, Scribe
1. **Announcements** – Vice Chair Lisandro Perez

2. **Approval of the minutes of January 29, 2016**

3. **Old Business**

   **New Courses (2nd readings)**
   - LIT 2XX Murder on Screen and Stage (CE) (1st read – Dec 18th)

4. **New Business**

   **Programs Subcommittee (1st readings)**
   - Proposal to Revise the BA in Criminal Justice
   - Proposal to Revise the Minor in Spanish

   **Program Review Subcommittee**
   - Self-Study for the BS in Security Management

   **Courses Subcommittee (1st readings)**

   **New Course:**
   - LLS 3XX Research Methods in Latin American and Latina/o Studies

   **Course Revisions**
   1. HJS 410 Thesis Prospectus in Justice and Humanities
   2. PSY/ANT/SOC 450 Major Works in Deviance
   3. SPA 330 Translating II
   4. SPA 333 Interpreting II
   5. SPA 337 Text Analysis
   6. SPA 340 Legal Interpreting I

**Attachments:**
Agenda for Feb 19, 2016
Minutes of Jan 29, 2016
Proposal to Revise the BA in Criminal Justice
Proposal to Revise the Minor in Spanish

[OVER]
Self-Study for the BS in Security Management
New Courses:
LIT 2XX Murder on Stage and Screen
LLS 3XX Research Methods in Latin American and Latina/o studies
Course revisions:
HJS 410 Thesis Prospectus in Justice and Humanities
PSY/ANT/SOC 450 Major Works in Deviance
SPA 330 Translating II
SPA 333 Interpreting II
SPA 337 Text Analysis
SPA 340 Legal Interpreting I
# CURRICULUM COMMITTEE
February 19, 2016

## ATTENDANCE
Quorum = 16 Voting Members

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**Guests:**
- Jay Gates
- Chi Chi Nenec A
- Marie Maras
- Doug Boettner (Special Acad. Sessions)
- Evan Mandery

Quorum = 16 Voting Members
JOHN JAY COLLEGE OF CRIMINAL JUSTICE  
City University of New York  

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE  

Minutes of February 19, 2016  

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, February 19 at 9:45 a.m. in 610T. Vice Chair Lisandro Perez called the meeting to order.  


Absent: C. Jama Adams, Dara Byrne, Susannah Crowder, Michele Galietta, Susan Larkin, Ma'at Lewis, Virginia Moreno, Kadeem Robinson, Monika Son, Sandra Swenson.  

Guests: Douglas Boettner, Jay Gates, Evan Mandery, Marie-Helen Maras, Charles Nemeth.  

Administrative Announcements  

Vice Chair Lisandro Perez began the meeting. Kathy Killoran announced a link she has to share with everyone, as requested by Virginia Moreno. Professor Jay Hamilton introduced himself as stepping in for Professor Ian Seda who is away this semester. Professor Shonna Trinch introduced herself as stepping in for Emily McDonald from Anthropology. Professor Andrea Balis introduced herself as stepping in for Anissa Helie from History.  

Approval of the minutes of January 29, 2016  

Professor Judy-Lynne Peters did not recall making a statement attributed to her about Middle States Standards. Page 5, line 26 should be revised to read: "Professor Judy-Lynne Peters was concerned that bad student outcomes may lead to bad outcomes for faculty members."  

A motion was made and seconded to approve the minutes of January 29, 2016. The minutes of January 29, 2016 were approved with 19 votes in favor and no abstentions.  

Old Business  

Courses  

LIT 2XX Murder on Screen and Stage (CE)  

Professor Jay Gates described the changes he had made to the course description, as well as noting a few corrected typos. Leslie Smith had a concern about the attendance policy, which allowed no excused absences. Professor Gates noted that his policy does allow for a certain number of absences, and the line she had noticed was about any additional absences past that amount.  

A motion was made and seconded to approve LIT 2XX Murder on Screen and Stage. The motion was approved with 19 votes in favor.
New Business

Programs Subcommittee

Proposal to Revise the BA in Criminal Justice

Professor Bettina Carbonell, chair of the Programs Subcommittee, said this had been a very straightforward revision. Professor Chongmin Na said this revision comes in response to the first three-year assessment of the major, when they chose to change the core of the major.

Kathy Killoran said she felt this was a good change for the major, in that it further differentiates the major from the CJBS major. The change is also precipitated by the students electing in greater numbers to do the thesis option rather than the internship option in the capstone. She said this seemed appropriate as this major focuses more on research and policy and CJBS is more practically oriented.

Professor Erin Thompson asked if students can get credit for internships in other parts of the major. Professor Evan Mandery said that he did not think they could. He said these changes are aimed at getting students to do research. Professor Thompson asked if it might be drastic to eliminate any chance for credit for internships

A motion was made and seconded to dispense the second reading. The motion to dispense the second reading was approved with 17 votes in favor, 1 opposed, and 1 abstention.

A motion was made and seconded to approve the Proposal to Revise the BA in Criminal Justice. The motion was approved with 18 votes in favor and 1 abstention.

Proposal to Revise the Minor in Spanish

Professor Carbonell introduced the proposal, which aims to better prepare students for the writing demands of the Spanish Minor. Professor Aida Martinez-Gomez said that this change would make the minor broader as a response to the creation of the major. Now there is the translation certificate program, so students can pursue that work further with the certificate if they like.

Kathy Killoran said that to date the Spanish minor has been under-subscribed because there have not been enough students to offer each course regularly. With the arrival of the major, it will revitalize the offerings of the language courses. The minor will become more popular, and it naturally pairs with some of our other majors. She liked that the change addresses the fact that students will come into the minor with varying levels of language proficiency.

Professor Andrea Balis commended the logic of the explanation that came with the proposal.

Professor Judy-Lynne Peters asked for clarification about the requirements for the certificate and the minor, and how those overlap. Professor Martinez-Gomez said that those types of questions tend to be dealt with in individual advisement. She said the certificate requirements are less flexible, while the minor allows students some flexibility between categories.

Professor Peters asked if a student could get both. Professor Martinez-Gomez said they could not unless they took all of the courses. Kathy Killoran reminded the group of the two course overlap limit. She thought it would be good to clarify this in the bulletin. The certificate is also 18-credits, so it is on par with the minor. Students who do not complete the certificate can still get the minor.

Professor Ellen Sexton asked about the requirement that the courses be taught in Spanish. She asked if
those courses are normally taught in Spanish, and Professor Martinez-Gomez said they are.

A motion was made and seconded to dispense the second reading. The motion to dispense the second reading was approved with 18 votes in favor and 1 abstention.

A motion was made and seconded to adopt the revision to Proposal to Revise the Minor in Spanish. The motion was approved with 19 votes in favor.

Program Review Subcommittee

Self-Study for the BS in Security Management

Professor Ellen Sexton introduced the self-study. She said her committee had liked it, and their main feedback was that the department undersold themselves and did not best represent how they had improved their program. Her committee also felt that they could express more how under-resourced the Security Management department is in terms of faculty.

Professor Charles Nemeth said that since he came to John Jay in January of 2012, his department has grown in enrollment at every level, and he is quite proud of the work. Nothing is more vigorous than Security Management, and he felt they have quite a comprehensive program. He agreed that they do not have enough staff or resources, and at the same time, he was enormously proud of the work that has been done. He explained, however, that some of the degrees he'd like to offer have stalled because of the lack of faculty. He said when he arrived in 2012; there were more faculty for the program than there are now. When professors leave, the college has not re-staffed those positions. Enrollment, though, has almost doubled. He felt that this was all covered in the self-study in as diplomatic a way as possible. He complimented Professor Marie Maras on her work pulling it altogether.

Professor Maras then spoke of the great contributions Professor Nemeth has brought to the college, including a new cyber-virtual internship with the financial sector, and equipment for the lab. She said that her program has vastly improved its culture of assessment. They are working on modifying the learning objectives to incorporate Homeland Security and Cyber Security.

Kathy Killoran spoke to the larger institutional vision. There have been concerns about the College’s budget, and enrollment equals budget. This area is now ripe for increased enrollment.

Professor Maras spoke more about the cybersecurity internship program that partners students with the banking industry to work actively on problem-solving. She thought it bodes well for students' job prospects.

Professor Erin Thompson noted that the proposal said the language in the mission is going to be revised, and she encouraged adding language to the mission about critically analyzing the ethics of the field as a whole. She also said she was unclear about the data in the two charts about students entering the major and leaving the major. Kathy Killoran said that the college provided the department with that data. She noted that you can tell from the materials that there are a lot of transfer students in this major, which is not surprising, given that this is characteristic for John Jay. She said they could ask Institutional Research about looking into more detail if they desired.

Professor Thompson said her actual question had to do with how long it is taking students to graduate. Professor Nemeth said he felt that his students are probably working in the same timeline as other students in other programs.

Professor Nemeth said they are developing an ethics course. He said there is sections in the proposal that address how much ethics is part of the securities industry, and all of the states are regulating
security these days. Professor Thompson said she thought it would be worth mentioning the new course in the self-study.

Professor Veronica Michel asked about the outcomes. She said the syllabus seemed to relate mostly to the private sector. She asked if the degree could bring in the issue of corporate responsibility internationally. She felt the degree could use more of the legal domestic and international dimensions. Professor Nemeth spoke a bit to where these issues are addressed in his program's courses.

Professor Michel said her comment is about the public area. Professor Nemeth said that actually his program purposely deals in the issue of private securities. Public security is covered extensively by other programs that discuss the police and so forth. His program examines private sector security, and that is what makes it unique. He said there is certainly crossover between the public and private sector.

Professor Maras said that a lot of their courses highlight the interplay between public and private and how the two areas affect each other. They have to discuss the public good and the public security forces to discuss why there even is a private security force.

Professor Sexton said the library would like to have a conversation with them about improving resources for the program.

A motion was made and seconded to adopt the Self-Study for the BS in Security Management. The motion was approved with 19 votes in favor and no abstentions.

New Courses

**LLS 3XX Research Methods in Latin American and Latina/o Studies**

Kathy Killoran presented this course, which is Professor Perez's course. It is a survey of research methods. She said her committee had asked Professor Perez to address how the course can cover so much ground and to consider realistically how much time it could take for students to hone in on a research topic. She also noted that this type of issue may need to be worked out in practice.

Professor Perez said the course had involved a lot of discussion in his department, because it is, essentially, a multi-disciplinary approach to research methods. He said the thinking is that students will carry into the course an interest that they've already been developing with faculty. He said knowing his student population, students tend to start working with faculty individually quite early, and it's likely they would bring something in. He also noted that this course helps them develop a proposal, and the actual research would happen after this course in the capstone.

Professor Balis complimented the way this course deals with introduction to research that could be complicated and its relationship to the capstone.

Professor Carbonell said she felt this course was very ambitious and beautifully laid out, and she was curious to see how it would play out in practice. She wondered if students might come to the course with ideas that aren’t as firm as Professor Perez expects. She asked if this would be a pre-requisite for the capstone. Professor Perez said that is the thinking.

Professor Carbonell asked about the degree to which the social sciences seem to prevail over the humanities in the syllabus. The primary required text is Research Methods in the Social Sciences. The other shorter texts are not listed under the required texts. She asked if the course is meant to be much more heavily inflected with social sciences, and is that in keeping with the nature of the field of study. Professor Perez said he felt that it is in keeping with the nature of the faculty in his department.
there were one text that did all this, he would have adopted that, but there is not. He said the
department is thinking that this course will likely be taught by professors from the social sciences, but
the course is built to try to be flexible to work with the expertise of whichever professor ends up
teaching it. When talking about the study of Latin America and Latina/o populations, a great deal of
that work is done in the social sciences. They department also has faculty members that come from
the humanities and legal disciplines. They envision those faculty may develop modules for this course.

Kathy Killoran said she has already seen the 400-level capstone that would follow this course. In light
of this, she had questions about the term “research proposal.” That language seems to imply a
quantitative analysis, rather than a humanities-based topics or a legal-based analysis. She asked how
the language in both proposals could align themselves to allow greater flexibility for an array of
approaches from students. Professor Perez asked if she wanted language to make the coupling of the
two courses more clear. She said yes, and said it had to do with that word “proposal.” If the course
called for a “project” or an “essay” it would allow for more types of research.

Professor Michel agreed. She said she teaches the equivalent of ICJ's research methods at the 300-
level. She said the first year she taught it, the goal was to design a final research paper, and that effort
did not go well for the students or for her. Now, she would rather have students do small research
assignments and then present findings or a small paper at the end. The design was difficult to pull off
as the final assignment.

Professor Michel also asked about the timing of when to teach methods, in general. In ICJ, they do it at
the 300-level, and she said students have said that they wished they had the course earlier. They felt
there was not enough time to practice. She said she had proposed a 200-level course in her program,
but it has not had traction. However, in Political Science, they have made such a course, and it has
proved beneficial, because it gives students two years to work on these concepts. She said she is not
opposed to this syllabus or course proposal, which has wonderful interdisciplinary approach, but she
encouraged all departments to consider adding this type of work earlier at the 200-level.

Professor Balis said that in her department they have added a 100-level course, and it has been hard to
put together, but students have found it quite useful.

Kathy Killoran said that there might be some unique problems in ICJ, because so much of the
curriculum is taken outside of the department. She thought a new 200-level course in ICJ would be a
great idea to help scaffold the major to keep students in contact with the program.

Kathy Killoran noted that this course does need to be a requirement for the 400-level capstone, and
noted that it should be added as a pre-requisite to the incoming proposal.

Professor Ellen Sexton was not clear on the requirements for students in week ten in the syllabus, and
asked that this deadline and unit be clarified. She also asked about discovery tools. Professor Perez
said that Professor Suzanne Oboler in his department has been working with the library on updating
the library's page to include appropriate discovery tools. Professor Sexton asked if that could be added
to the proposal once it is fully updated.

This course would come back for a second reading.

Course Revisions

HJS 410 Thesis Prospectus in Justice and Humanities

Kathy Killoran said in the Humanities and Justice Program, students have a two-course capstone in
their senior year. This revision makes more explicit what is actually going on in the course already
though the title and description sound very different.

Professor Carbonell, who was representing the course for the HJS major faculty, said that students have been unprepared to write long papers, so the program thought about creating an honors track within the major and only having honors students write a thesis, but both the faculty and the students rejected that idea. Though students had trepidation about approaching the long thesis paper, they felt strongly they needed to do it. The idea is to make this course a research and analysis step to prepare students for the actual writing of a 20-page thesis paper. Then the actual writing would take place in a single semester. This revision comes in response to experience in the classroom with students' actual abilities versus earlier overly ambitious iterations of these courses.

A motion was made and seconded to approve the revision to HJS 410 Thesis Prospectus in Justice and Humanities. The motion was approved with 19 votes in favor.

ANT/PSY/SOC 450 Major Works of Deviance and Social Control

Kathy Killoran said she had been the main instigator of this revision. She said this course is designed to be the capstone for the Culture and Deviance Studies major. That said, there are not supposed to be students from other majors in the course. The bulletin needs to signal to students that this is for students from the Culture and Deviance Studies major only. Psychology students have been managing to get into this course and using it towards their 400-level requirement in the psychology major. So Psychology is interested in dropping the cross-listing now, and both departments have agreed.

Professor Peters asked if new cross-listing was still allowed. Kathy Killoran noted that in limited circumstances it is, but previously cross-listed courses were grandfathered in.

A motion was made and seconded to approve dropping the PSY cross-list for Major Works of Deviance and Social Control. The motion was approved with 19 votes in favor.

SPA 330 Translating II
SPA 333 Interpreting II
SPA 337 Text Analysis
SPA 340 Legal Interpreting I

Revisions to four Spanish courses were proposed to be considered as a slate.

A motion was made and seconded to consider the four Spanish courses as a slate. The motion was approved with 19 votes in favor.

Kathy Killoran said that these courses are the ones pertaining to translation and interpretation. They are revising the prerequisites, which will allow students more flexibility in course sequencing. SPA 250 Spanish for Criminal Investigation can now be taken at any time.

Procedurally, Professor Sexton asked that the course titles be written out for the pre-requisites on these forms, since not everyone at UCASC is familiar with the numbers.

A motion was made and seconded to approve the changes to the four Spanish courses. The motion was approved with 19 votes in favor.

A motion was made to adjourn. The meeting concluded at 11 a.m.
Respectfully Submitted,

Sarah Hammond, Scribe
1. **Introductions and Announcements** – Dean Byrne

2. **Approval of the minutes of February 19, 2016**

3. **Old Business**

   **New Courses (2nd readings)**
   - LLS 3XX Research Methods in Latin American and Latina/o Studies
   - LIT 3XX Native American Literature (1st read - Dec 18th)

4. **New Business**

   **Programs Subcommittee (1st readings)**
   1. Proposal to Revise the BA in Fire and Emergency Service
   2. Proposal to Revise the BA in English
   3. Proposal to Revise the BA in Economics

   **Academic Standards Subcommittee (1st readings)**
   - Proposal to Revise the Policy on Graduation Requirements
   - Proposal to Revise the Policy on Senior Citizens (For discussion Only)

   **Courses Subcommittee (1st readings)**

   New Courses:
   1. ENG 1XX Language and Justice (JCI)
   2. LIT 1XX Heroism and Justice (JCI)
   3. ISP 1XX Interdisciplinary Perspectives on the Past (LP)
   4. ISP 1XX You Are What You Eat: Food and Culture (US Exp)
   5. CSL 2XX Families: Stress, Resiliency and Support Systems
   6. PHI 2XX Ethics and Technology
   7. HON 1XX-1YY (181-182) Honors Colloquium I & II
   8. ART 2XX Cultural History of Photography

   **General Education Mapping**
   1. LIT 130 King Arthur (change in GE category: Ind & Soc to Learn Past)

   **Course Revisions**
   1. CJBS 250 Research Methods and Statistics for Criminal Justice

**Attachments:**
Agenda for March 18, 2016
Minutes of Feb 19, 2016
Proposal to Revise the BA in Fire and Emergency Service
Proposal to Revise the BA in English
Proposal to Revise the BA in Economics
Revise Policy on Graduation Requirements
Revise Policy on Senior Citizens
Outline of JJ Honors Programs
New Courses:
LIT 3XX Native American Literature
LLS 3XX Research Methods in Latin American and Latina/o Studies
ENG 1XX Language and Justice
LIT 1XX Heroism and Justice
ISP 1XX Interdisciplinary Perspectives on the Past
ISP 1XX You Are What You Eat: Food and Culture
ART 2XX Cultural History of Photography
CSL 2XX Families: Stress, Resiliency and Support Systems
PHI 2XX Ethics and Technology
HON 1XX-1YY (181-182) Honors Colloquium I & II
Gen Ed Mapping: LIT 130 King Arthur
Course revision: CJBS 250 Research Methods and Statistics in Criminal Justice
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CURRICULUM COMMITTEE  
March 18, 2015  
ATTENDANCE  
Quorum = 16 Voting Members

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Guests:
- Hendrick
- Veronica
- English
- Brandon
- Douglas
- Special Academic Sessions
- Gates
- Jay
- English

...
The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, March 18 at 9:30 a.m. in L61 NB. Interim Dean Dara Byrne called the meeting to order.

**Present:** C. Jama Adams, Dara Byrne, Bettina Carbonell, Glenn Corbett, Susannah Crowder, Jay Hamilton, Sarah Hammond, Katherine Killoran, Ma'at Lewis, Bettina Murray, Chongmin Na, Lisandro Perez, Michael Puls, Kadeem Robinson, Ellen Sexton, Monika Son, Barry Spunt, Sandra Swenson, Erin Thompson.

**Absent:** Andrea Balis, Michele Galietta, Heath Grant, Thamanna Hussain, Susan Larkin, Aida Martinez-Gomez, Veronica Michel, Virginia Moreno, Judy-Lynne Peters, Leslie Smith, Shonna Trinch, Nadine Young.


**Gen Ed Subcommittee**

At the start of the meeting, there were not enough voting members for quorum, so Dean Dara Byrne turned floor over to Kathy Killoran to explain the update to the Gen Ed Subcommittee being proposed by the Faculty Senate.

Kathy Killoran explained the history of this subcommittee, which had been called for by the Faculty Senate during the creation of the new Gen Ed Program a few years ago. During the initial transition, the subcommittee had a great deal of work because of the huge volume of proposals. This year, however, the committee has only needed two meetings, because the volume of proposals has decreased to a trickle. There has been difficulty staffing the committee with the full complement of ten professors. The Faculty Senate elects five faculty and UCASC elects five. In the last two years, there have only been seven faculty who ran for election. So the Faculty Senate is recommending that the subcommittee go back to being administrated fully by UCASC. Kathy noted that all the members of the subcommittee do not currently have to be UCASC members, so it is still possible to populate the subcommittee with a balance of faculty from different disciplines. She noted that the subcommittee's purpose has evolved from approving courses to include assessment as well. She said that when the new Director of Education Partnerships arrives, he will be working with the subcommittee to oversee the General Education Program.

Professor Adams said that he thought it was a good idea to reduce the amount of people on the subcommittee. He asked if the scope of the Gen Ed subcommittee's tasks could be expanded to examine the qualifications of transfer students and the problem of underprepared students arriving at John Jay at the 300-level. There was agreement that an assessment of the 300-level Justice Core courses may be a good idea.

A motion was made to endorse the Faculty Senate's request that the Gen Ed subcommittee be organized and run entirely by UCASC. An e-mail from the Faculty Senate President was distributed in lieu of a proposal.

Professor Ellen Sexton raised a governance question about whether the process needs to be more
specific or stricter regarding the revision of an existing bylaw somewhere. Kathy Killoran said that she had not been able to find a record of the original document that had been used for the College Council. Professor Adams noted that the e-mail that the Faculty Senate had sent was actually quite broad and open-ended. It was decided that the committee would vote to endorse, contingent upon further research from Kathy Killoran to see if any more detailed governance work needed to be done.

A motion was made and seconded to endorse the Faculty Senate’s letter regarding the General Education Subcommittee. It was approved unanimously with 16 votes in favor.

Administrative Announcements

Interim Dean Byrne apologized for missing last month’s meeting and explained that she had been at a conference that she scheduled before taking this job. She said the conference was beneficial, as there was a lot of discussion of ways of enriching Undergraduate Studies via grant writing. She said she would like to pull together faculty groups to discuss minimum standards for a number of issues.

Professor Adams asked that these discussion groups be sure to include data in their discussions. He said often hypotheses are floated without any supporting data. For example, he saw this happen in a discussion in the Psychology department about race and the prominence of white students in the department.

Interim Dean Byrne said there is data, actually. She said she had looked into the distribution of race by major herself, as part of her preparation for speaking to the Provost Advisory Council meeting about undergraduate research. She had felt it was important to investigate, because the college claims to be a minority-serving institution, and attention needs to be paid to all students being included in academic opportunities. She had difficulty tracking down the data. As part of their self-study, the English department requested it from Institutional Research, and when Dean Pease inquired, she was told that nobody comes to ask for data except when writing a grant. So data is there, but the College has not been regularly looking at it. She reframed the conversation about psychology in particular, noting that the data shows that it is not a majority Caucasian student major in population, but if the faculty believe this to be true on an anecdotal level, then that is a different problem. She said she is in hot pursuit of answers to these questions. The students in the major are surprisingly more diverse than we think, but for some reason, students of color are either encouraged or self-select service opportunities over research opportunities.

Professor Adams felt that data should be made available to professors more easily. He said that terms like Latino and black become almost meaningless, because we need a more granular understanding of the demographics in question. He said there is a question of access. Why are white students getting most of the academic awards while students of color are getting service awards? What is keeping the students of color out of the pipeline into graduate work? Professor Byrne asked what kind of action Professor Adams was asking for. Was he suggesting another committee? Professor Adams said he felt this work could be done in this body.

Approval of the minutes of February 19, 2016

Professor Bettina Carbonell asked that one line attributed to her be rephrased.

A motion was made and seconded to endorse the minutes of February 19 2016. The minutes of February 19, 2016 were endorsed with 13 votes in favor and 3 abstentions.

Old Business
New Courses

LLS 3XX Research Methods in Latin American and Latina/o Studies

Professor Lisandro Perez summarized the changes to the course. He had decided to make a few changes to the proposal based on last month’s feedback. He changed the term “proposal” to “prospectus” in the course description to better include projects in the humanities and law fields. There were a few other changes. He said there was substantive discussion in his department about how to keep an interdisciplinary approach in the course, and they are eager to see how it plays out in practice when the course is taught.

A motion was made to approve the LLS 3XX Research Methods in Latin American and Latina/o Studies. The motion was approved unanimously with 16 votes in favor.

LIT 3XX Native American Literature

Professor Veronica Hendrick presented her changes to the course. She said she had narrowed the course’s geographic focus in response to last month’s feedback. Now the course will focus on North American tribes.

A motion was made to approve the new course, to LIT 3XX Native American Literature. The motion was approved with 16 votes in favor.

New Business

Programs Subcommittee

Proposal to Revise the BA in Fire and Emergency Service

Professor Bettina Carbonell introduced the proposal for the Programs Subcommittee. The proposal responds to changing real-world problems and changes it to a BS degree. Professor Glenn Corbett said these changes come in response to the self-studies of the BA and BS programs last year. He gave a bit of history of the majors. Two specializations were added in the 1990’s that have been difficult to fully realize, and this revision aims to address that. He said John Jay would be one of the only colleges that have a degree in Emergency Service Administration, so it is an exciting development. The proposal involves a plan for new courses that will come through the approval process next year.

Kathy Killoran said the BA is a limiting factor for this degree right now as far as articulation agreements and partnerships. It has been mis-registered as a bachelor of arts degree for a long time. It appropriately should be a BS.

Professor Adams said that a lot of these emergency services have a heavy component of social work in practice, if not in name. He wondered how this major factors in sociology and human concerns. Professor Corbett said that this major addresses administration of these programs. So, for example, the program teaches about deployment of resources and how to manage call volume, how to address cultural issues and priorities through administration of a program. Professor Adams asked about the gender balance. Professor Corbett said EMS service has a higher proportion of women and of minorities, and that it has been a successful diversity program for the FDNY, moving students into jobs, bypassing the civil service route. This program will contribute to the drive to diversify the city’s emergency services.
Professor Sexton asked if there are changes to the learning outcomes. Kathy Killoran said they had broadened the learning outcomes to minimize the use of the term “fire,” since the major is expanding to address emergency services broadly.

Professor Ellen Sexton asked about the amount of new courses and the realities of rolling them out with few faculty. Professor Corbett said they are a small department so it will be a challenge, but Professor Jennings has agreed to help, even though he will be on sabbatical. There will also be a new hire.

A motion was made and seconded to suspend the second reading. The motion to suspend the second reading was approved with 16 votes in favor and 1 abstention.

A motion was made to approve the Proposal to Revise the BA in Fire and Emergency Service. The motion was approved with 16 votes in favor.

Proposal to Revise the BA in English

Professor Carbonell pointed out that she represents both the English department and the Programs Subcommittee. She explained the changes being requested to update the prerequisites for the English major. The courses listed are being expanded to include the new gen ed literature courses. She said the 300-level courses tend to be the ones that transfer students take, so changes are being made to help transfer students qualify to actually begin the major.

A motion was made and seconded to suspend the second reading. The motion to suspend the second reading was approved with 16 votes in favor.

Professor Adams asked what analysis, if any, the English department could share about the 300-level students who come in. He was curious about their writing abilities across programs, so he was particularly interested in hearing about the English department’s experience. Kathy Killoran reminded everyone that UCASC approved the major’s self-study in the fall and data was given about student’s writing in their assessment reports.

Professor Carbonell said that it had been found that students’ skills in close-reading and writing argumentative essays were lacking, so the department is focusing on these skills throughout the literature curriculum. Professor Adams asked if Undergraduate Studies could create a cheat sheet for other departments that lays out some actionable best practices that are used in the English department, where writing is taught very well. He would love to be able to learn this type of thing in a purposeful, intentional way, rather than through anecdotes in hallways. He said he understood how difficult it would be to organize. But this would be extremely useful for adjuncts who may not attend seminars, and for other departments that have not spent time training in teaching writing. He complimented the English department, nothing they have “ways that work,” and said he wished UGS could share those ways.

Dean Byrne said that there is a pilot program underway with Sociology that examines how scaffolding writing in a major other than English could work. She said it does depend on faculty buy-in. In Sociology there were enough professors invested in the question and writing intensive trained to make it happen. She felt that this work can be done meaningfully by going to a few departments at a time and building out this type of deep structural work over whole semesters.

Professor Bettina Murray echoed Professor Adams’ request for a simple rubric or bullet-point sheet. A short document could be incredibly valuable. In her own courses, she said she has made students rewrite their papers using her corrections. She said they do not like doing it, but at the end of the course, the feedback has been good, and the students say they really learned about writing.
Professor Carbonell added two other very specific ideas. She said the Writing Center has developed a series of three Lit Smart workshops, which could be consulted as a model. The Writing Across the Curriculum Coordinator, Professor Pauliny, should be involved in this conversation. Dean Byrne said that currently the Writing Center is challenged when it comes to supporting majors. That is something that could be attended to as the college looks at resources. Professor Carbonell said that when the college was preparing for Middle States, the Writing Center was doing a number of major-specific studies. Interim Dean Byrne noted that since then, the Writing Center's budget has been cut significantly.

Professor Jay Hamilton said he supports the proposal in general. He was concerned, however, about the issue of certain majors taking most of the General Education slots with their prerequisites.

**A motion was made to approve the Proposal to Revise the BA in English. The motion was approved unanimously with 16 votes in favor.**

**Proposal to Revise the BA in Economics**

Kathy Killoran explained that this revision is a fairly simple response to recent changes in course offerings. The department created their own statistics course and now is requesting it be formally added to their major, replacing STA 250.

**A motion was made and seconded to suspend the second reading. The motion was approved with 16 votes in favor.**

**A motion was made to approve the revision to the BA in Economics. The motion was approved unanimously with 16 votes in favor.**

At this point, the agenda was amended to go straight to courses. The Proposal on Senior Citizens has been withdrawn for now.

**New Courses**

**ENG 1XX Language and Justice (JCI)**

Kathy Killoran introduced the course, which was proposed by Professor Jay Gates.

Dean Byrne had concerns about the weeks on code-switching and Foucault. She asked why the syllabus does not include the dialogue in academia about code-switching in African-American communities, and the relative absence of diverse voices and perspectives that students could engage with. For a 100-level course and especially for the students that John Jay serves, Dean Byrne was concerned about how to frame questions of language and discussion of justice. Also, in terms of the Dean's office, she felt like a Language and Justice course would provide a great opportunity to do unique work for John Jay's students, but she did not see that developed in the syllabus.

Professor Adams agreed that the course was not student-friendly. Foucault takes longer to teach, so choosing Foucault as a text could mean that less content gets taught.

Professor Gates said the syllabus is written as he would teach it. When he was thinking about how to write the course, his biggest concern was to figure out how to get his own voice out of it to give students a framework to explore their own interests and concerns. He said he has given them really schematic readings to give them a sense of discourse, a vocabulary, and the abstract idea, so that then they can think about how they can apply those ideas and where they can go to dig on their own.
Dean Byrne said she did not feel like the context of language as culture as identity was fully dealt with. The course did not seem to address how language can be used to push back post-colonialism, or empire. Professor Gates said he felt that even what Dean Byrne had just suggested seemed like too much to crowd into a 100-level course, especially a course that is essentially meant to be about the use of language. This course is meant to work hand-in-hand with an ENG 101 course where students are working on how to find arguments, how to structure arguments, and how to use language to do both things. He felt that her suggestions would make a more theoretically-oriented course. Dean Byrne said that Foucault is already on the syllabus, and that is a flag that theory is present already. Why throw Foucault at 100-level students without giving them the tools or the empowerment to use it, she wondered?

Professor Gates spoke to how Foucault and code-switching are scaffolded in the course to precede units on gender and so forth. Professor Adams and Dean Byrne both asked again if that particular reading for code-switching is the appropriate one for a 100-level course. Professor Adams noted that 50% of the class is likely to come from families where English is not the first language, where post-colonial concepts happen in practice, in life. He said theory is not going to reach these students, and he asked if there is any other readings that could bring the ideas home to them.

Professor Perez thought the size of the course description was too long and could be modified. He suggested that it could start at “The language that we use....” He thought it could eliminate some extra-clauses and possibly the last line.

The course would come back for a second reading.

LIT 1XX Heroism and Justice

Professor Gates had proposed this course as well. Professor Adams raised the point again about wanting the course to connect with students in a basic way. He asked if there are heroes who can be located in communities in New York, and if the notion of the hero can be reconceived for the 21st century. Can the course include material that helps students feel that there are heroes somewhere in their lives?

ISP 1XX Interdisciplinary Perspectives on the Past (LP)

Kathy Killoran said the Courses Subcommittee worked with the proposers of this course a few times to make it more focused and contextualized for the Learning from the Past category. The Gen Ed subcommittee thought it was a good fit for the bucket. This course is intended for the ISP minor. The History Department was originally concerned that this was very similar to their, Microhistories course. The two departments consulted and the proposers differentiated the course to their satisfaction.

Professor Richard Haw was present to speak for the course.

Professor Carbonell wondered if the title would attract students. She said she was inclined to support the course, because she supports interdisciplinary approaches, but she felt there was a lack of clarity in the title and the rationale. She felt it could be more specific. Professor Haw said they had used the English and History Department’s Learning from the Past courses as a model. Those courses are both built to accommodate a number of professors’ perspectives, as this one would. He said the title must be broad since it is a topics class. The title describes what the course does, but the content will narrow as different faculty approach it.

Professor Carbonell thought the emphasis should be on the use of the word interdisciplinary to distinguish the ISP courses. Professor Hamilton suggested looking at a thesaurus and picking a word
that the students would recognize. He also noted that the acronym ISP will always be there in the
course number.

Professor Adams asked how much the course addresses issues of Duppyism – the Jamaican term for
things that go bump in the night. He said the students will get the eternal principles if they are
grounded in local and specific experience. He felt that spiritualism needs to be alive and in the
syllabus.

On the question of the attractiveness of the title, Professor Perez felt that the course description also
could be edited to be more concise, especially to remove the material in between the dashes. Professor
Haw said that a lot of that material was added by suggestion from the subcommittee. Professor Perez
felt that as this all becomes more digital it is probable that down the road each course will have a
hyperlink with an infomercial. Professor Haw said that Kathy Killoran had wanted more description,
and the History Department had wanted more language articulating the differences from their
offering.

Professor Hamilton asked if the course is truly as interdisciplinary as it claims, especially in terms of
who is available to teach it. Professor Haw said that there are rubrics within the department where
they examine the amount of interdisciplinarity in and across courses.

**ISP 1XX You Are What You Eat: Food and Culture (US Exp)**

Kathy Killoran introduced the course, and said her subcommittee had a lot of feedback for Professor
Haw, in particular about coverage, and why a variety of sustainability issues were not part of the
course. The Gen Ed subcommittee thought the course was a good fit for the US Experience bucket, and
had only asked that “in the US” be added to the title.

Regarding food and justice, Professor Adams said that 10% of students at John Jay go hungry all day
due to they can’t afford to eat. A banana on the corner is 32 cents, but at the college, it is 82 cents.
The notion of “you are what you eat” becomes different when you consider what you can afford to eat.
He felt the course could interrogate the justice component with a sharper focus. Professor Haw
said that when they were developing the course, they realized how rich the material was, and how
many possible topics there could be, and they had to make decisions about what to include. He noted
that there is another course in the Sociology Department all about Food Justice. This course is about
identity. He did say said hunger and want are elements of the course.

Professor Adams felt that the notion of what “justice” is has been deployed in different ways by
different professors, and he asked the Dean for some sort of guidance in the future on what John Jay's
definition of justice is. Professor Adams also asked about adding sciences. Professor Hamilton said
class could be addressed more in the description.

Professor Perez thought there was a missed opportunity in examination of new world cuisine and the
homogenization of the Caribbean immigrant at the grocery store, where labels just say “Hispanic”, for
example.

**CSL 2XX Families: Stress Resiliency and Support Systems**

Kathy Killoran introduced the course, which has been taught experimentally and now the Counseling
Department wants to incorporate the course permanently into its offerings. It will be part of the
Human Service minor.

Professor Kathy Stavrianopoulos was present to take feedback. There was no feedback.
A motion was made and seconded to waive the second reading. The motion to waive the second reading was not approved, with 15 votes in favor and 1 vote against.

The motion did not carry. The course will come back for a second reading.

**PHI 2XX Ethics and Technology**

Kathy Killoran said this course is a course that UCASC requested when Computer Science major was revised, so it is exciting to be receiving this proposal, as it will benefit students across disciplines. The courses subcommittee’s feedback revolved around integrating the theoretical framework described in the new course proposal form and integrating it explicitly in the syllabus. The subcommittee reviewed it again and felt the two departments did a good job accomplishing that.

A motion was made and seconded to waive the second reading. The motion to waive the second reading was approved with 16 votes in favor.

A motion was made and seconded to approve the course.

Professor Sexton thought the course was very good, and she had a comment about one particular item on the syllabus. She asked for some mention of copyright in the course description. Professor Maggie Smith said that in the interest of facilitating the development of students’ reasoning about philosophy, she has found that she cannot bring everything in at the beginning. She has to postpone the discussion of digital objects, which is a major discussion, until later. The issues are embedded, and she has to try to enable students to think about their own understandings of privacy and the status of intellectual objects, digital objects, and the restrictions and control that should or should not exist. The text does cover those elements, but she has scaffolded it to bring students into the topic such that intellectual property comes in after the midterm. She asked Professor Sexton to clarify her suggestion.

Professor Sexton spoke a bit about the huge area of the assumption among students that information should be free. Professor Smith said that the bifurcation in the syllabus reflects her experience in the classroom and how best to help students truly absorb in the information.

A motion was made and seconded to approve PHI 2XX Ethics and Technology. PHI 2XX Ethics and Technology was approved unanimously with 16 votes in favor.

**HON 1XX and 1YY (181-182) Honors Colloquium I & II**

Kathy Killoran suggested taking the two courses as a slate. This is the last bit of curriculum in development to complete the John Jay Honors and Macaulay Honors Program. These are 1-credit courses, to be held during the community hour on Fridays. The activities revolve around workshops and service projects that are required for these students. The courses provide the structure for the activities to occur.

Professor Nathan Lentz was present to speak for the proposal. Professor Ma’at Lewis said she wanted to applaud the courses and how they were put together.

Professor Sexton asked about the service projects. Professor Lentz said that students spend the year working on a service project, with research in the Fall to investigate a question, then they execute the project in the Spring, and the work culminates in a report at the end of the course. So it is as much about educating other students as much as it is about actually helping. The goals are awareness, education, and involvement in communities.

Professor Perez asked how this course would dovetail with other first-year experiences students may be having with other curricula, like their major, or perhaps transfer students’ orientation program, or
capstone courses, or other departments' service components. He wondered how a student might
navigate across parallel expectations? Do they use the same project? Professor Lentz said the program
has been planned with awareness of First Year Seminars, so it does not duplicate what goes on there.
This program has a certain amount of focus on academic planning, and ideally it would wind up
supporting their work in other departments. The hope is that this course can integrate. If they are
going to do capstone work, they can work on early steps of similar content in this course.

A motion was made and seconded to waive the second reading. The motion was
approved with 18 votes in favor.

A motion was made and seconded to approve the two Honors courses. The two honors
courses were unanimously approved with 18 votes in favor.

**ART 2XX Cultural History of Photography**

Kathy Killoran introduced this course that was proposed by Professor Erin Thompson. She said it was
very well done when it was received. Professor Thompson introduced the course, and said she had
added subheadings in response to the courses committee’s feedback to clarify how the subjects are
grouped together throughout the course calendar.

Professor Sexton said she found the course really interesting, and she expressed her concern that the
library does not currently have materials to support an art major.

Professor Hamilton asked another question about the rationale, which includes the notion that the
course is geared toward a potential art and music major, which does not yet exist. He thought that
meant the rationale should have some other language that makes the case for the course regardless of
the possible major. Professor Thompson said she could revise the rationale. She said she hopes to
teach the course in the Fall.

Kathy Killoran said there can be a friendly amendment about why we should have the course in
general, and not just to support a possible future major.

Professor Corbett thought that photojournalism could be emphasized more in the rationale.

A motion was made to suspend the second reading. The motion was approved with 17
votes in favor and 1 abstention.

A motion was made and seconded to approve the ART 2XX Cultural History of
Photography with the friendly amendment. ART 2XX was approved unanimously with
18 votes in favor.

**Gen Education Mapping**

**LIT 130 King Arthur (change in GE category I&S to LP)**

Kathy Killoran explained that the English department wished to move this course from one bucket
(Individual and Society) to another (Learning from the Past). Professor Perez was very concerned
about this revision. If the Learning from the Past bucket is not monitored very closely, it is possible for
a student to get through a degree without a history course. When he was on the Gen Ed steering
committee at the formation of Gen Ed, they discussed this issue intensely and felt that it needed to be
watched. They felt strongly that if students are only going to take one history course, the course should
have a scope that is deep enough to be history and not just topically-based.
Kathy Killoran said that in the History department they have the Microhistories course that is not a broad survey course, as Professor Perez seemed to be suggesting but a topically arranged course depending on the faculty member. Professor Perez said it does not need to be a large survey course, but it does need to have a scope that is not narrow in both disciplinary and geographic components. Is King Arthur really the one course that we would say “if you’re going to take a history course, would it be this one”?

The proposer said that the course frames everything in cultural and social context, not just literary subjects. There is a whole essay assignment that asks students to engage with values of the historical moment, contextualizing the literature in a meaningful, rich way.

Professor Bettina Carbonell said that she felt Learning “from” the Past is different than Learning “about” the Past, so she saw how this course absolutely does that. Professor Perez felt that the large problem of history in the Gen Ed curriculum overall was still in play, despite that distinction in the name of the category. Kathy Killoran pointed out that across Gen Ed, history is a big seller. They have courses in every bucket, so there are thousands of students taking history courses every semester.

A motion was made and seconded to approve the new mapping. The motion was not approved, with 15 votes in favor and 2 opposed.

The re-mapping did not pass.

Professor Corbett said that though he had voted in favor, he did support Professor Perez’s point and felt it worth attending to this question on which courses students are taking and how Gen Ed has shifted the priorities of the curriculum. A baccalaureate program would normally give a student a much larger appreciation for history.

Course Revisions

CJBS 250 Research Methods and Statistics for Criminal Justice

Kathy Killoran said that this revision to course prerequisites is a pretty big change to the CJBS curriculum. Currently, the CJBS has a three-courses sequence that is required, but that sequence is really four courses because there is a ‘hidden’ prerequisite of MAT 108. That practical issue is inhibiting many students' ability to be certified seamlessly for financial aid. Another issue is there is no mandatory advisement for transfer students, so students can be unaware of the math prerequisite. They wind up churning through the curriculum in undesirable ways. So the department has decided to remove the math prerequisite.

Professor Ric Curtis was present to represent Law and Police Science, and Professor Doug Salane was present to speak for Math. Professor Salane spoke to the change, which is fairly consequential for the Math Department. Eliminating the MAT 108 prerequisite affects the math department a great deal. He said he is going to support the proposal in eliminating 108, though feels it is a good course to prepare students for statistics. The department proposes instead of removing all the math prerequisites, he suggests adding MAT 105 to the alternative prerequisite string. Then students would at least have basic college algebra. This will make the course more accessible to students but still allow for a basic math course. In the gen ed program, students are required to take one math course and this will keep MAT 105 as the preferred course for CJBS majors.

Kathy Killoran thought this was a good alternative to removing the math courses and would accomplish the same goal of making access to CJBS 250 easier for students to register seamlessly.

A motion was made and seconded to approve the revision with the friendly amendment to keep the current prerequisites in the proposal, but add MAT 105 as an option.
course revision was approved with 16 votes in favor.

Graduation Requirements

Dean Byrne explained the change to the policy in graduation requirements, which was made for the sake of clarity. Kathy Killoran explained that college policy is explicit regarding the overall GPA for graduation but is currently silent about the GPA in a student’s major. She also pointed out that when UCASC created the Guidelines for Minors, a minimum GPA of 2.0 in minor courses is required to earn one. This proposal makes a 2.0 GPA in a student’s major explicit for graduation.

A motion was made and seconded to approve the change to the policy for graduation requirements. The change was approved with 16 votes in favor.

A motion was made to adjourn. The meeting concluded at 12:40 p.m.

Respectfully Submitted,

Sarah Hammond, Scribe
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
April 15, 2016
9:45 A.M. – 12:00 P.M.
ROOM L.61 NB

1. Announcements – Dean Byrne

2. Approval of the minutes of March 18, 2016

3. Old Business

New Courses (2nd readings)
- ISP 1XX You Are What You Eat (US Exp)
- ISP 1XX (101) Ways of Knowing: Interdisciplinary Perspectives on the Past (LP)
- CSL 2XX Families: Stress, Resiliency and Support Systems
- LIT 1XX Heroism and Justice (JCI)
- ENG 1XX Language and Justice (JCI)

4. New Business

Program Review Subcommittee
- Self-Study in Culture and Deviance Studies

Academic Standards Subcommittee (1st reading)
- Proposal to Revise the Policy on Second Chance

Programs Subcommittee

CUNY Justice Academy Programs for Endorsement – Suggest Slate
1. Proposal from BMCC to Revise the Dual Admission/Joint Degree for A.S./B.S. in Criminal Justice
2. Proposal from LaGCC for a Dual Admission/Joint Degree for A.S. in Science for Forensics/B.S. in Forensic Science
3. Proposal from QCC for a Dual Admission/Joint Degree Program for the A.S./B.S. in Computer Science and Information Security

John Jay Programs (1st readings)
1. Proposal to Revise the Minor in Human Rights Studies
2. Proposal to Revise the Minor in Fire Science
3. Proposal to Revise the Minor in Writing
4. Proposal to Revise the Certificate in Dispute Resolution
5. Proposal for a New BS in Mathematics

Courses Subcommittee

Course Revisions (Suggest Slate)
1. ECO 213 Political Economy
2. ECO 220 Intermediate Macroeconomics
3. ECO 225 Intermediate Microeconomics
4. CHE 100 Preparation for General Chemistry
5. ENG 261 Video Production Basics

New Courses:
1. LLS 4XX Senior Seminar in Latin American and Latina/o Studies
2. ENG 3XX Writing Workshop in Autobiography
3. BIO 3XX Human Pathology
4. BIO 3YY Forensic Pathology
5. TOX 3XX Principles of Forensic Toxicology

Re-Mapping Gen Ed
- LIT 130 King Arthur (Remapping for GE, I&S to LP)

Attachments:
Agenda for April 15, 2016
Minutes of March 18, 2016
Self-Study in Culture and Deviance Studies
Proposal to Revise the Minor in Human Rights Studies
Proposal to Revise the Minor in Writing
Proposal to Revise the Minor in Fire Science
Proposal to Revise the Certificate in Dispute Resolution
Proposal for a New BS in Mathematics
Proposal from BMCC to Revise the Joint Degree for A.S./B.S. in Criminal Justice with JJC
Proposal from LGCC for Joint Degree for the A.S. in Science for Forensics/B.S. in Forensic Science with JJC
Proposal from QCC for a Joint Degree for the A.S./B.S. in Computer Science and Information Security with JJC
Proposal to Revise the Policy on Second Chance

New Courses:
ISP 1XX You Are What You Eat
ISP 1XX (101) Ways of Knowing: Interdisciplinary Perspectives on the Past
CSL 2XX Families: Stress, Resiliency and Support Systems
LIT 1XX Heroism and Justice
ENG 1XX Language and Justice
LLS 4XX Senior Seminar in Latin American and Latina/o Studies
TOX 3XX Principles of Forensic Toxicology
BIO 3XX Human Pathology
BIO 3YY Forensic Pathology
ENG 3XX Writing Workshop in Autobiography
Course Revisions
ECO 213 Political Economy
ECO 220 Intermediate Macroeconomics
ECO 225 Intermediate Microeconomics
CHE 100 Preparation for General Chemistry
ENG 261 Video Production Basics
Re-Mapping: LIT 130 King Arthur
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**Guests:**

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The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, April 15 at 9:50 a.m. in L61 NB. Dean Dara Byrne called the meeting to order.

**Present:** Alexis Pistone, C. Jama Adams, Andrea Balis, Dara Byrne, Bettina Carbonell, Glenn Corbett, Susannah Crowder, Michele Galietta, Heath Grant, Jay Hamilton, Katherine Killoran, Aida Martinez-Gomez, Veronica Michel, Bettina Murray, Chongmin Na, Lisandro Perez, Judy-Lynne Peters, Michael Puls, Kadeem Robinson, Ellen Sexton, Leslie Smith, Monika Son, Barry Spunt, Sandra Swenson, Shonna Trinch, Nadine Young.

**Absent:** Sarah Hammond, Thamanna Hussain, Susan Larkin, Ma’at Lewis, Virginia Moreno, Erin Thompson.

**Guests:** Adam Berlin, Douglas Boettner, Alexa Capeloto, Shu-Yuan Cheng, Marta Concheiro Guisan, Angelique Corthals, Ric Curtis, Jay Gates, Jeffrey Heiman, Lawrence Kobilinsky, Anthony Marcus, Emily McDonald, Douglas Salane, Edward Snajdr, Robert Troy.

**Announcements**

Dean Byrne called the meeting to order and wanted to get started because of the robust agenda. There were no announcements made.

**Approval of the minutes of March 18, 2016**

No objections or corrections were needed to the minutes.

A motion was made and seconded to approve the minutes of March 18, 2016. The minutes of March 18, 2016 were approved with 17 votes in favor and 2 abstentions.

**Old Business**

**New Courses (2nd readings)**

**ISP 1XX You Are What You Eat (US Exp)**

Professor Susannah Crowder summarized the changes to the course. She said they added readings on food justice and Hispanic food and cooking based on feedback from the last meeting. Professor Adams said we should try to broaden the cultural literature we use in courses to be more diverse. He wants to see author’s names he doesn’t know. Dean Byrne said that is a good point and we will continue to work on that.

A motion was made and seconded to approve ISP 1XX You Are What You Eat. The motion was approved with 19 votes in favor and 1 abstention.
ISP 1XX (101) Ways of Knowing: Interdisciplinary Perspectives on the Past (LP)

Professor Susannah Crowder said based on feedback from last time, she tightened the description of the course, the title has been changed because the committee commented on how boring it was the last time. She wasn’t sure if they made it less boring!! Professor Adams said both ISP courses bother him because they don’t have a political component. He said there should be a focus on the individual and not on the system across all courses. Professor Lisandro Perez said he liked the course because it really is learning from the past.

A motion was made and seconded to approve ISP 1XX (101) Ways of Knowing: Interdisciplinary Perspectives on the Past. The course was approved unanimously with 22 votes in favor.

CSL 2XX Families: Stress, Resiliency and Support Systems

Kathy Killoran said that last time there was no discussion or feedback so no changes have been made to the course. Killoran said Professor Stavrianopoulos teaches on Friday but was coming to represent that course. Though she wasn’t present, there was no discussion so a motion was made to approve.

A motion was made and seconded to approve CSL 2XX Families: Stress, Resiliency and Support Systems. The course was approved unanimously with 22 votes in favor.

LIT 1XX Heroism and Justice (JCI)

Professor Gates said this course had few changes that were requested be made. He said that it was suggested more attention be spent on heroes in the community but that his course was not intended to be about community. He said other faculty who teach it could do it that way. Professor Adams said a lot of issues need to be worked out outside this large group at UCASC. He is concerned that we need to broaden materials used so they speak to universal themes that speak to the students and their experiences.

A motion was made and seconded to approve LIT 1XX Heroism and Justice. The motion was approved with 23 votes in favor and 1 abstention.

ENG 1XX Language and Justice (JCI)

Professor Gates said there was a greater revision to this course. He said the core idea remains and there is an emphasis on issues of nation and identity in relation to empire and colonialism. He said the course turned into an 18 week course to cover it all so there is not as much of that material in it as he would have liked.

Professor Perez asked about the course description and Professor Gates said it was cut down in size but not much. Professor Sandra Swenson said she liked that he added a tutorial into the course. Dean Byrne said there were larger points about the accessibility of the texts and difficult language, how the course was theoretically heavy, and more appropriate for advanced level courses. She said 100-level courses are made to pique students’ interest to take something beyond that level and give them pathways to get into the topic. This course will do that.

A motion was made and seconded to approve ENG 1XX Language and Justice. The
course was approved with 23 votes in favor and 2 abstentions.

New Business

Program Review Subcommittee

Self-Study in Culture and Deviance Studies (CDS)

Kathy Killoran reported for the Program Review Subcommittee. She said the subcommittee found the self-study was analytical and addressed outcomes assessment in the major well. She noted the document was written primarily by a new faculty member, Professor Emily McDonald. Professor Lisandro Perez mentioned that the professor’s name was not on the cover of the self-study. Professor Anthony Marcus agreed she will get credit on the final version. Kathy Killoran said the department had an inclusive process, a good model, and they have a good history about what is happening in the major over time.

Professor Adams wanted to know how the major creates a common foundation when students are asked only to take two or three courses out of a list of fifteen referring to the electives area. Professor Ed Snajdr said having a component where students can take varying courses from a number of fields allows students to take what they want and follow their passions. The variety is only nine credits and it is a signature feature of the program that is intentional.

Kathy Killoran asked the department to talk about their commitment to continuing on with the CDS major in addition to the new Anthropology major and address the declining enrollment numbers.

Professor Ric Curtis said there was a decline in enrollment because of changing the major name, he thinks the name of the major should change again. He said another reason is that new majors have come along and may be more attractive initially to students but they tend to get converts who select CDS at a later point in their academic career. He mentioned that in the summer the department has two field school opportunities planned, in Mexico and New York City. Many students at John Jay want to be police officers but he is hoping to get more students who don’t come in with the idea of being anthropologists initially but like it when they hear about it. Professor Emily McDonald said a lot of outreach currently is done by Professor Curtis so the responsibility has not been shared. She said more of their faculty need to be involved in recruiting.

Professor Anthony Marcus said he has never seen such an incredible synthesis of two sides of anthropology brought together than his two programs. The building of the Anthropology major is a complimentary to the CDS major because both use the same kind of methodology and approach.

Professor Adams pointed out students are not buying the wonderful description of the majors. He asked how they sell the major because faculty didn’t go to school for marketing. He wondered how to get the students to select other majors than criminal justice. He said we need to have mechanisms to encourage students to take courses broadly. Kathy Killoran said we can have practical approaches. The advisement center is where students get their first touches from the college and faculty can talk with the advisors about how to present their programs to students seeking to choose a major. Advisors welcome having these conversations with faculty. She said it would be great for major coordinators to meet with advisors so they know how to explain programs to students. There should be a cooperative relationship between advisors and major coordinators/advisors.

Professor Ric Curtis said he had to fill in for a colleague in the Law and Police Science Department and he received a standing ovation from the students because they were surprised by the things he does in his department. He said others could go to classes and visit students to get them to understand what they do in other departments/disciplines.
Professor Andrea Balis said there has never been a formal mechanism for faculty advisors to reach out to academic advisors to tell them what they do. She said there are a lot of misconceptions. Dean Byrne said it is important to note that this needs a community-wide effort. She said recently she attended a meeting about software tools that allow colleges to do a deeper dive into student behavior and how they move within and across majors. She said analytical tools should be invested in, in addition to more advisement personnel. She said there are tools to use to understand student culture and ways to look at our population to figure out how to add support to departments, to see if there are specific courses students are switching out of; and to help us to understand why.

Professor Michele Galietta said a lot of this is the responsibility of the departments. She said they don’t have that many advisors in the Psychology Department but they do have survey course to orient students to the field, and in the ways they understand the myths and facts of the field. She said materials are available in the department, and there are a lot of resources on the web. It took her department two years to create and utilize these resources but it is possible.

Professor Andrea Balis said it is great that we are getting actual research and wanted to know if the advising center can have the same materials. Kathy Killoran said she created links to advising resources from the UG bulletin major pages and on the major websites to expand the places where students can find them. She also said on the English department’s website there are alumni videos about how they found jobs and what students can do with an English major. She said some of the department webpages can also be used but many need updating. A group of academic advisors are working to greater integrate advising resources into place where students are. Dean Byrne brought the focus back to the self-study vote.

A motion was made and seconded to adopt the Self-Study in Culture and Deviance Studies. The motion was approved with 23 votes in favor and 1 abstention.

Academic Standards Subcommittee (1st reading)

Proposal to Revise the Policy on Second Chance

VP Troy was present to talk about the policy and he said that it will give all students, not just Justice Academy students, the opportunity to come back to John Jay. VP Troy said currently students have to go to another school because they left on academic probation or were dismissed with such low GPAs. This new policy forgiveness policy will be open to all former John Jay students with 45 credits or less. This will allow students to come back to the college they love. All grades will still be listed on their transcript with the original grades but the overall GPA will be reset to 0.0. Academic forgiveness is noted on their transcript and it will only be available to use one time.

Leslie Smith asked if there was a reason for the 5-year time period they had to be away from John Jay? VP Troy said they picked a time that was reasonable for students to get some life experience and mature. He said they looked at other institutions widely and the time period varied, at some it was two years but he felt that was too short. Some institutions have it as five or ten years (see list at end of proposal). Dean Byrne said the policy is for students who don’t necessarily go to a community college and having this type of policy in place is a standard practice in higher education today.

Professor Sandra Swenson agreed it is very conservative and that a three-year time period would be better. She said it is a hindrance. Professor Jay Hamilton asked if a student gets passing grades in courses how would those count. VP Troy said they would remain on the record and the credits would count. Professor Andrea Balis supported Professor Sandra Swenson’s claim that five years was too long. Kathy Killoran pointed out that this practice aligns us with the CUNY F-grade policy where failing grades for courses remain on the transcript but no longer count in the cumulative GPA.
calculation. She asked if VP Troy would entertain the idea of a friendly amendment to his proposal changing the waiting period from five to three years. VP Troy agreed and the effective date will be September 2016 so that it can make into the new bulletin.

A motion was made and seconded to approve the Proposal to Revise the Policy on Second Chance. The motion was approved unanimously with 24 votes in favor.

Program Subcommittee

CUNY Justice Academy Programs for Endorsement

A motion was made and seconded to take the CUNY Justice Academy Program Proposals for Endorsement as a slate. The motion was approved unanimously with 23 votes in favor.

Kathy Killoran gave an overview of each proposal.

Proposal from BMCC to Revise the Dual Admission/Joint Degree for A.S./B.S. in Criminal Justice

Kathy Killoran said that she has been filling in for David Barnet’s role on educational partnerships since August. In this proposal, BMCC is making two courses, criminology and their diversity in criminal justice course, required for the associate degree portion and moving the criminal law course to an elective choice. This actually aligns better with John Jay’s half of the program. The faculty in Law and Police Science reviewed the courses and they approved this change.

Proposal from LaGCC for a Dual Admission/Joint Degree for A.S. in Science for Forensics/B.S. in Forensic Science

Kathy Killoran explained that LaGCC’s proposal will follow the same model as the other community colleges that have joint degrees with us in forensic science. LaGuardia was part of the original group when we created the justice academy programs. The Sciences Department faculty reviewed the course syllabi and are satisfied they will have the same rigor as John Jay’s.

Proposal from QCC for a Dual Admission/Joint Degree Program for the A.S./B.S. in Computer Science and Information Security

Kathy Killoran said that computer science and cybersecurity are new areas of development for the Justice Academy and this is the first in a series of proposals UCASC will review. This is part of Dean Lopes cybersecurity pipeline initiative. She received grant funding to create a pipeline for high schools and junior college students to come to John Jay for cybersecurity. Mayor DeBlasio has put millions of dollars into his own initiative around developing workforce for the city in the areas of computer science including cybersecurity. His initiative starts with developing teachers to expand curricular offerings in middle and high school. Killoran said this will bring an exciting new enrollment channel to John Jay. The curriculum at QCC aligns very well with our major and the courses are a natural fit though more math is required at the community college than at John Jay.

Professor Sandra Swenson invited Professor Proni to talk about the forensic science outreach she is involved in for the science Justice Academy students. Professor Proni said the majority of her colleagues at the community colleges are in the chemistry field and their role was to align the curriculum and address enrollment problems. Some students in the Forensic Science major at the community college expressed the feeling of not belonging to the justice academy program and there
was some difficulty with retention. After students do two years at the community college, some
students are not reaching the required gpa of 2.5 in order to transfer to JJ. There are measures being
taken to better prepare students in the FOS major and create closer ties with JJ, such as offering
courses taught by JJ faculty the beginning of their academic career at the community colleges, holding
lectures and other activities on community college campuses, and including CC students in our PRISM
program that allows students to do research with our faculty. She said it is a great project at John Jay.

Professor Adams said it sounds wonderful but the 300-level students he is teaching have difficulty
writing and wanted to know if this exists for those that are not doing Justice Academy programs
because they are not well-prepared. Dean Byrne said that there is a strategic planning group looking at
how to address issues of transfer students that need the 300-level justice course and what kind of
learning goals need to take place. She said a lot of students get missed in programs and courses
because of resource issues. Professor Judy-Lynne Peters asked if we are graduating students who are
in the Justice Academy and Kathy Killoran said that these students have a higher graduation rate than
regular John Jay students.

A motion was made and seconded to approve the three CUNY Justice Academy
Programs. The motion was approved unanimously with 23 votes in favor.

John Jay Programs (1st readings)

Proposal to Revise the Minor in Human Rights Studies

Professor Bettina Carbonell, chair of the Programs Subcommittee, explained the proposal involves the
inclusion of new courses to replace courses that are no longer being offered making it more possible
for students to complete the minor. She shared that she is a member of the advisory committee of the
minor.

Professor Adams said he was not comfortable with a member of the review committee representing the
proposal for the professor. He said it should be tabled because the professor is not here.
Dean Byrne said it has implications if tabled for getting through governance this year and the
committee needs to have a conversation about this. Monika Son said it will impact the students and
the revision going into the bulletin. Dean Byrne said the change is about replacing courses that are not
being offered and students would be hindered from taking these courses for another year. Professor
Sandra Swenson said it is just a replacement to help students to continue the minor and she invites the
motion as well.

A motion was made and seconded to waive the second reading. The motion was
approved with 20 votes in favor and 3 abstentions.

Kathy Killoran noted there is a college inquiry underway to look at cutting down the number of
meetings and committees we have and to get work done where appropriate in a more expedited
process. Professor Michele Galietta said we have to think about that point in the review of courses.
Professor Adams said there has to be checks and balances.

Professor Ellen Sexton asked if the identified courses in the Human Rights Studies minor will ever be
taught again. Leslie Smith also asked why these courses are being replaced and if the courses replacing
them are adequate. Professor Lisandro Perez said this is the substantive issue behind the revision
because some of the courses that are being added seem peripheral to the issue of rights. Professor
Bettina Carbonell said the Human Rights Studies Minor Committee feel the courses are appropriate
for the minor.

A motion was made and seconded to approve the Proposal to Revise the Minor in
Human Rights Studies. The motion was approved with 22 votes in favor and 2
abstentions.

Proposal to Revise the Minor in Fire Science

Professor Bettina Carbonell said the subcommittee approved the revision with no comments. Professor Glenn Corbett is representing the revision and said the proposal cleaned up the minor and aligned it with the changes the department recently made to the Fire Science BS major. The proposal also follows the guidelines for minors regarding the scaffolding of courses. The revision creates flexibility depending on the specific area students want to concentrate on.

A motion was made and seconded to waive the second reading. The motion to waive the second reading was approved with 20 votes in favor and 2 abstentions.

A motion was made and seconded to approve the Proposal to Revise the Minor in Fire Science. The motion was approved unanimously with 24 votes in favor.

Proposal to Revise the Minor in Writing

Professor Bettina Carbonell said the English Department was engaged in the process of the revision and the Programs Subcommittee requested they reorganize the proposal a bit and look at the description and rationale for clarity. Professor Jeffrey Heiman commented that no writing courses have been lost between these changes and the English Minor. The proposal focuses the minor more exclusively on creative writing. The revision evolved naturally out of student interest and enrollment. Professor Adams asked how the spoken word fit into the minor and Professor Berlin said that in the poetry courses spoken word is incorporated.

There was some discussion and a few errors pointed out in the attached bulletin material. Kathy Killoran said she will fix those.

A motion was made and seconded to waive the second reading. The motion to waive the second reading was approved with 20 votes in favor and 1 abstention.

A motion was made and seconded to approve the Proposal to Revise the Minor in Writing. The motion was approved unanimously with 24 votes in favor.

Proposal to Revise the Certificate in Dispute Resolution

Professor Bettina Carbonell said there were quite a few comments about revision but it was approved for the UCASC agenda due to the fact that it’s going to streamline the program. The certificate program requirements will be reduced from 30 to 21 credits and will make it more in line with other John Jay programs. The reduction was recommended by the last two site visits by outside evaluators. The subcommittee had some concern that the 300-level course content requirement in Part One was not clear in the proposal and she wondered if the long list of electives is being regularly reviewed.

Professor Volpe said she reduced the number of credits because of the recommendations. She said the 18-credit dispute resolution minor will stay and the only difference between the minor and certificate now will be the 3 credit internship course. Her concern is the lack of faculty to design curriculum for Part One and the selected topics course is a way to fix this issue. The long list in Part Two is necessary because many of the courses have prerequisites and are not offered in large numbers of sections. Students often have trouble fitting these into their schedules. Professor Volpe said the focus groups of students were excited about the list. Professor Carbonell said it would be up to the coordinator to regularly review and monitor the course offerings.
Professor Lisandro Perez said some of these courses seem peripherally related to dispute resolution. Kathy Killoran also said that about 50 students graduate with the certificate each year and there is hands-on advisement from Professor Volpe.

Professor Veronica Michel said the list is limiting in some ways because some POL courses in theory aren’t that appropriate but she doesn’t see other courses that would fit better. She also said that she is worried that students have too much choice. Professor Judy-Lynne Peters said she likes the lengthy list because it enables students to complement their major and any student can find a sufficient number of courses and graduate in a timely fashion. Kadeem Robinson said he does see that some courses do not fit in with dispute resolution because he is taking a course on the list but he should have had a discussion with Professor Volpe about it. Professor Volpe said she is taking a broad approach with these electives. Professor Adams said there is some need for data. Kathy Killoran said she prepared some data for the self-study last fall about which electives students did take and it was a wide spread. No conclusions could be drawn.

A motion was made and seconded to waive the second reading. The motion to waive the second reading was approved with 17 votes in favor and 4 abstentions.

A motion was made and seconded to approve the Proposal to Revise the Certificate in Dispute Resolution. The motion was approved with 23 votes in favor and 1 abstention.

Proposal to Revise the BA and Minor in Gender Studies

Kathy Killoran said the elective area in the major is conflating their course lists into just two categories instead of three. Category A and B will be combined. Professor Adams said we need more data about analytics. Kathy Killoran said students are struggling to get through the electives of the major and minor because of the frequency and small number of offerings. They need many course substitutions to complete. Killoran suggested the faculty consider doing away with the categories altogether though the courses still could be group thematically. The governance committee did not want to do that.

Professor Gentile was ill so Professor Crowder agreed to represent this proposal from her department.

A motion was made and seconded to waive the second reading. The motion was approved with 21 votes in favor and 2 abstentions.

A motion was made and seconded to approve the Proposal to Revise the BA and Minor in Gender Studies. The motion was approved unanimously with 23 votes in favor.

Proposal for a New BS in Mathematics

Professor Bettina Carbonell said the Programs subcommittee saw two drafts of the proposal and had some feedback about the future careers, admissions criteria and pipelines, the relationship between this new major and the computer science major, tightening the relationship to the JJ mission, internships and undergraduate research opportunities available. The subcommittee thought the curriculum was solid. Subcommittee members were excited about this new applied major for the college that prepares students for jobs in growing fields. They thought it a good fit for our mission and these skills learned are valuable across a variety of fields.

Professor Douglas Salane gave an overview of the proposal and he said the subcommittee’s revisions were do-able and that the major will have two tracks, Data Science and Cryptography. He looked forward to UCASC’s feedback. His department looked at many other programs and feel their emphasis on data science and cryptography makes it quite unique and valuable.
Professor Salane explained the major requires a very strong mathematics foundation and then mixes in some computer science basics before specializing in the tracks. In today’s technological systems often the human component is taken out. Algorithms are written and data is crunched and machines are making decisions for us based on guessing of past behavior. He said there are limitations to the use of technology that is being so widely used and there is increasingly minimal human intervention. He hopes to prepare students to understand how these systems work and how they can be used in productive as well as unlawful ways.

Professor Jay Hamilton requested that pre-requisites be added to the new courses in the bulletin. Professor Adams and Spunt advised them to add more language about the human element to the proposal, it could be very persuasive. Professor Salane said that could be done. Kathy Killoran said there were some issues about admissions, math placement regarding high school preparation and community college and graduate pipelines that still need to be added to make the document even more persuasive. She said this is an important major for John Jay as it will open a new enrollment stream. Dean Byrne said there are STEM grants available for math programs and this is an exciting development for John Jay.

There was no vote on this Proposal and it will come back next meeting for a second reading.

Courses Subcommittee

Course Revisions

ECO 213 Political Economy
ECO 220 Intermediate Macroeconomics
ECO 225 Intermediate Microeconomics
CHE 100 Preparation for General Chemistry
ENG 261 Video Production Basics

A motion was made and seconded to take the course revisions as a slate in consideration of the late hour. The motion to take them as a slate was approved with 22 votes in favor and 1 abstention.

Kathy Killoran explained that ECO 213, ECO 220, and ECO 225 all have the same revision - ECO 105 will be added as a prerequisite. She said for CHE 100 the grading scheme was Pass/Fail right but it will changed to Credit/No Credit. She said that ENG 261 is making changes to the title, course description, prerequisites and learning outcomes to align with the revised Journalism minor (now Digital Media and Journalism).

A motion was made and seconded to approve the course revision slate. The motion was approved with 22 votes in favor and 1 abstention.

New Courses

LLS 4XX Senior Seminar in Latin American and Latina/o Studies

Kathy Killoran said the Courses Subcommittee asked the department to make the research project components more prevalent in the course outline for scaffolding purposes. She also said the course description should emphasize that students will use everything they have learned thus far in the major as is appropriate for capstone experiences. Professor Lisandro Perez said this follows the research method course that was approved and they have integrated these comments into the new version.
A motion was made and seconded to waive the second reading. The motion to waive the second reading was approved with 21 votes in favor and 2 abstentions.

A motion was made and seconded to approve LLS 4XX Senior Seminar in Latin American and Latina/o Studies. The motion was approved unanimously with 23 votes in favor.

**ENG 3XX Writing Workshop in Autobiography**

This course was tabled because Professor Heiman was not present to speak on its behalf though he was in attendance earlier for the Writing Minor.

**BIO 3XX Human Pathology and BIO 3YY Forensic Pathology**

It was suggested that both courses be taken as a slate.

The motion to take these courses as a slate was made and seconded.

Kathy Killoran said both courses are designed as electives for the Cell and Molecular Biology major and Biology Minor. The Courses Subcommittee had some suggestions overall and for wording the rationale and course description. They asked the language be broadened for the target student group to those interested in the health professions and not just medical school. She is excited about the courses and they will be offered using the standard model for science courses - 4 credits with lecture and lab.

Professor Angelique Corthals gave an overview of the courses and said she has had lots of requests from students who want to take these courses, there is a lot of interest. She said they will be visiting human tissues in terms of cell structure, and the ethics of working with human tissues. She said people await life changing decisions based on pathology results, i.e. normal vs. abnormal tissue, standard vs. non-standard approaches, these issues will be discussed in the courses. She also said they will discuss how statistics have been used in regards to diagnosis and case studies will be used to examine error and how and why they happened.

A motion was made and seconded to waive the second reading for the slate. The motion to waive the second reading was approved with 21 votes in favor and 2 abstentions.

A motion was made and seconded to approve the slate of BIO 3XX Human Pathology and BIO 3YY Forensic Pathology. The motion was approved unanimously with 23 votes in favor.

**TOX 3XX Principles of Forensic Toxicology**

Kathy Killoran explained this is an elective course for the Toxicology major and is a simplified approach to forensic toxicology at the 300-level than what FOS majors take. The proposal needed some fine tuning to make it clearer, learning outcomes needed to be more measurable and less numerous. She also said readings were be added to the syllabus. Professor Corthals said this course is great for students in general toxicology to be exposed to the forensic subfield and it is a simplified version of the 400-level courses in the toxicology track of the Forensic Science major.

A motion was made and seconded to waive the second reading. The motion was approved with 20 votes in favor and 2 abstentions.
A motion was made and seconded to approve TOX 3XX Principles of Forensic Toxicology. The motion was approved unanimously with 22 votes in favor.

Re-mapping Gen-Ed

LIT 130 King Arthur (Re-mapping for GE, I&S to LP)

Kathy Killoran said this is course is being re-bucketed to Learning from the Past in College Option from the Flexible Common Core: Individual and Society. Professor Jay Gates said he tweaked the course to show where the historical elements will come in response to the subcommittee’s feedback. Professor Adams said there was an awkward phrasing in the course description, “How about that”. Professor Ellen Sexton said course description doesn’t sound like anything that is in the syllabus at all and Professor Gates should consider re-doing it. Professor Adams said that modernity is a loaded concept and he highly contests it. He said this is an ambitious syllabus at the 100-level and it should have less work and greater depth.

Professor Sandra Swenson said she likes to see an ambitious syllabus and she wants to see the proposal pass. Professor Adams said this course throws students in the deep end. Professor Bettina Carbonell said the course has already been approved and the discussion is whether it fits in to the Learning from the Past category.

Professor Susannah Crowder said that it is much clearer that it fits in the bucket and she feels uncomfortable questioning the professor if he feels it is appropriate. Professor Shonna Trinch said it was a carefully crafted syllabus and it has low stakes writing assignments. Professor Andrea Balis said learning outcomes are dictated. Dean Byrne said we should respect the experts at the table and she said Professor Jay Gates is bringing his expertise to his course that we may not be able to interpret. She said professors write courses and use their expertise to help us think through what this means in the field.

A motion was made and seconded to approve the re-mapping of LIT 130 from the Individual & Society to Learning from the Past. The motion was approved with 19 votes in favor, 1 against, and 2 abstentions.

A motion was made to adjourn. The meeting concluded at 12:24 p.m.

Respectfully Submitted,

Alexis Pistone
1. **Announcements** – Dean Byrne

2. **Approval of the minutes of April 15, 2016**

3. **Old Business**

   **Programs (2nd reading)**
   
   1. Proposal for a New BS in Mathematics
   2. Rubric for Learning Outcomes for Sophomore Overlay Flexible Core Courses in General Education

4. **New Business**

   **Courses Subcommittee**

   New Course (1st reading)
   
   1. ENG 3XX Writing Workshop in Autobiography (Tabled from April 15 UCASC)

   **Course Revisions**
   
   1. PSY/CSL 342 Introduction to Counseling Psychology
   2. BIO 102 Paced Modern Biology I-B

   **Academic Standards Subcommittee (1st reading)**
   
   1. Proposal to Revise the Policy on Senior Citizens

**Attachments:**

- Agenda for May 20, 2016
- Minutes of April 15, 2016
- Proposal for BS in Mathematics
- Rubric for Sophomore Overlay
- Revision of Senior Citizen Policy

**Courses:**

- ENG 3XX Writing Workshop in Autobiography
- BIO 102 Paced Modern Bio I-B
- PSY/CSL 342 Intro to Counseling Psychology
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CURRICULUM COMMITTEE
May 20, 2016
ATTENDANCE
Quorum = 16 Voting Members

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Guests:
- Boehmer
- Davis
- Special Acad. Sessions
- Moore
- Saline
- Door
- Matthews
Minutes of May 20, 2016

The Undergraduate Curriculum and Academic Standards Committee held its meeting on Friday, April 15 at 9:50 a.m. in L61 NB. Dean Dara Byrne called the meeting to order.

Present: C. Jama Adams, Andrea Balis, Dara Byrne, Bettina Carbonell, Glenn Corbett, Susannah Crowder, Heath Grant, Jay Hamilton, Sarah Hammond, Katherine Killoran, Ma’at Lewis, Aida Martinez-Gomez, Veronica Michel, Virginia Moreno, Chongmin Na, Lisandro Perez, Judy-Lynne Peters, Michael Puls, Barry Spunt, Sandra Swenson.

Absent: Michele Galietta, Thamanna Hussain, Jonathan Jacobs, Susan Larkin, Bettina Murray, Kadeem Robinson, Ellen Sexton, Leslie Smith, Monika Son, Erin Thompson, Shonna Trinch, Nadine Young.

Guests: Douglas Boettner, Jeffrey Heiman, Douglas Salane.

Announcements

Interim Dean Byrne called the meeting to order with some end of year remarks. She commented on how encouraging it has been to work with this body and carry forward her conversations with the faculty about how best the curriculum can serve the students. She looks forward to bringing this conversation into her work in the Dean’s office in the fall, particularly as the Gen Ed is assessed. She was heartened by the dialogue about experiential learning, scaffolding, advising. She said she is quite thrilled to be in this role at this particular moment, and hopes to play a part in making these efforts more sustainable and transparent.

Approval of the minutes of April 15, 2016

No objections or corrections were made.

A motion was made and seconded to approve the minutes of April 15 2016. The minutes were approved with 16 votes in favor and 1 abstention.

Old Business

Programs (2nd readings)

Proposal for a New BS in Mathematics

Professor Douglas Salane was present to speak for the proposal. He thanked the subcommittee for the very careful reading of the proposal and he also thanked Kathy Killoran for her guidance along the way. He said she provided useful statistics and an overview of who the audience for the proposal would be at multiple steps. He said that he hopes this data science track will prepare students for jobs or grad school and help make them aware of their actual abilities in the context of the larger field.
Professor Jama Adams expressed hope for a marriage of art and mathematics in the future. Professor Michael Puls said the field is already moving in that direction at other institutions. Boundaries are becoming more porous as professors move from one to the other.

A motion was made and seconded to approve the Proposal for a New BS in Mathematics. The motion was approved with 16 votes in favor.

**Rubric for Learning Outcomes for Sophomore Overlay Flexible Core Courses in General Education**

Dean Byrne introduced this proposal and spoke about the history of this effort, which has been underway for a year. There is a desire to help students better map their activities in the sophomore year to post-graduate goals. At the 200-level, a student is increasingly gaining more independence from the professor in their ability to assess their own work and identify their strengths and common mistakes.

Kathy Killoran drew attention to the learning outcomes to point out that they are actually the same outcomes that exist in the core curriculum. She said that the highest rate of drop-outs occurs between the sophomore and junior year, so attention to student progress at this step is important. Dean Byrne said that this rubric is aimed at giving professors something more tangible to work with that scaffolds the learning outcomes than simply their own perspectives. This rubric will also help the college make claims about resources that would help support sophomore development.

Professor Andrea Balis said that first-year programs are effective because class size is limited and there is a lot of support, and she asked if that type of thing can be implemented at the sophomore level. Dean Byrne said that is not an immediate piece, but making this overlay is a step toward being able to ask for that type of help. Kathy Killoran commented that transfer seminars do have a smaller class-size.

Professor Adams said the most helpful thing going forward would be some statistics that speak to John Jay in particular and not to colleges across the nation. He asked for numbers that can be disaggregated in order to address the needs of various populations. Kathy Killoran said we have those numbers, but Professor Adams said those numbers are not available in a user-friendly way. Kathy Killoran said the main struggle is that institutional data tends to be about a year behind. Professor Adams asked if it would be possible to get real-time data about incoming students as professors prepare to receive these students. Kathy Killoran said Vice President Saulnier used to do that type of reporting but we do not presently get the same level of information due to changes in administrative positions.

Professor Lisandro Perez asked which courses this overlay applies to, especially in regards to SASP. Kathy Killoran said the plan will have sections that are designated as “sophomore signature” courses, and they can come from different buckets within the Gen Ed. It will be the same model as the first year seminar and the transfer seminars. Professor Perez asked if it would be up to individual faculty to do the work associated with the assessment worksheet, or if someone more central would do it. Kathy Killoran said there will be some type of coordinator, and it will work the same way as the first year seminar as far as assessing results.

Professor Virginia Moreno asked if this is the rubric for the Gen Ed courses. Kathy Killoran said this is the rubric for the sophomore signature courses, which may be Gen Ed. She said the person coming into David Barnet’s position will be overseeing this.
New Business

Courses Subcommittee

New Course

ENG 3XX Writing Workshop in Autobiography

Kathy Killoran reminded the committee that the Writing Minor was revised at the last UCASC meeting to focus more exclusively on creative writing. This course is being rolled out to complement the creative writing offerings at the 200-level and expand the number of 300-level courses. She noted that any student can take this course and it can be used toward an English major or minor as well.

Professor Jeffrey Heiman said the department and the minor have two 200-level courses already at which there can be a personal narrative component, but in those earlier courses, it would be a third or less of the semester. This course, which has been under development for a some time, is a response to a very robust interest among students in writing creatively from their own lives. It is not a course in counseling or therapy, but autobiographical writing is an act of self-examination, and that is important to students. At this level, students will be expected to refine the skills they developed at the 200-level, such as clear story-telling, clear character-development, hooking a reader’s curiosity, and also consistency and clarity of narrative voice.

Professor Perez pointed out that the course description in the syllabus is not the same as the course description in the proposal. One is written in the second-person point of view and the other is third-person. He preferred the second-person because it referred to “your lives” rather than “students’ lives,” which seemed to imply that they must write about what it is to be a student, rather than about life. Kathy Killoran noted that the second-person point of view in the syllabus is not used for the bulletin. Professor Perez thought some tweaks should be made to the wording then, to ensure that it’s clear that the course is about writing one’s life experience.

Professor Judy Lynn Peters praised the way the expectations for students were written on page 8. She thought it was communicated in a way that would make a student want to live up to those expectations.

Professor Adams asked if there needs to be something in the syllabus clarifying that this is not a counseling course and students should not expect the teacher to be a counselor. He suggested a line indicating how students can reach the counseling department, should they feel the need. Dean Byrne said this is a big question and she is going to bring it to the standards committee next year. Professor Peters said such language should probably be in the model syllabus.

Professor Susannah Crowder said she liked how the assignments and readings are developed in the syllabus, and she asked if there might be titles that give an easy sense of how the topics are being developed.

A motion was made and seconded to dispense the second reading. The motion to dispense the second reading was approved with 16 votes in favor and 1 abstention.

Kathy Killoran requested a friendly amendment to the learning outcomes. She asked that learning outcome number four be reworded, replacing the word “develop” with “display,” to read “students will display the skills necessary.” Professor Heiman accepted this suggestion.

A motion was made and seconded to approve ENG 3XX Writing Workshop in
Autobiography. The course was approved unanimously with 17 votes in favor.

Course Revision

**PSY/CSL 342 Introduction to Counseling Psychology**

There was a procedural question about representation of this proposal. Professor Adams was concerned that the lead proposer for this course was not present. Dean Byrne said Professor Ma'at Lewis from the Counseling department was present to take any feedback or speak for the department as it is a cross-listed course. Kathy Killoran said it has been the committee’s practice all year that with small changes, the department’s representative could represent a proposal at a UCASC meeting.

Professor Balis felt that we should be encouraging the kind of constant assessment of a curriculum that is going on with small course revisions like this one. The change being requested is to remove one pre-requisite course. Kathy Killoran agreed that making things less onerous encourages departments to keep their curriculum in shape.

A motion was made and seconded to approve the changes to the pre-requisites of **PSY/CSL 342 Introduction to Counseling Psychology**. The motion was approved with 16 votes in favor and 1 abstention.

**BIO 102 Paced Modern Biology I-B**

Kathy Killoran explained the thinking behind this change, which is intended to broaden the course’s availability. Changes are being made to the prerequisites to allow larger populations of students into this course. Professor Jay Hamilton asked if this type of prerequisite bundling is possible, administratively. Kathy Killoran said it is possible, and there is a pre-science sub-plan in CUNYFirst that makes it possible.

A motion was made and seconded to approve the revision of **BIO 102 Paced Modern Biology I-B**. The revision was approved with 16 votes in favor and 1 abstention.

Returning to the procedural question about representation, Professor Adams asked if it is UCASC's policy that faculty members need not be present for course revisions. Kathy Killoran said that that has been the practice, though it has not been made into a policy. She felt UCASC has to be somewhat flexible because there are people who cannot come to UCASC meetings because of teaching duties and other commitments on Friday mornings. She said it is optimal to have the person who wrote the course present, but if that is not possible, it has been deemed acceptable to have a representative from the department who can speak for the course and take feedback. Dean Byrne said she did not feel it would be possible to hinge everything on the one person who filled out the form. She also hoped that courses would represent a department’s interest, not just one person's interest. If that were the case, there would be another issue to address.

Professor Peters said she agreed with Professor Adams in principle, but she felt that there is a difference between a substantive revision and a housekeeping revision. She said that on the subcommittee, they often review courses without the lead writer. Dean Byrne asked why the departmental representative would not be able to serve this function. Is not that part of the reason for having department representatives? Professor Balis said that the practice has always been to allow the department representative to stand for the course if the lead writer can’t be present. It has never been mandatory. Frequently, courses have been tabled when someone isn't here. This is done on a case-by-case basis, if key parties were
absent.

Professor Hamilton suggested taking this up in the standards committee. He thought very clear guidelines could be written about the difference between a housekeeping change and a substantive change, and there could be a very concrete proposal. Professor Carbonell said that out of respect for the work of this committee, as long as the department representative agrees that they can accept responsibility for representing a proposal, it should be alright. She would not like to see the committee forcing items through without that assent, but otherwise, she felt that is the duty and right of the departmental representatives.

Kathy Killoran said that if a new policy is being drawn up, it would probably be for the PPP subcommittee rather than Standards. She said that UCASC does have a number of practices it follows, but they are not written down anywhere. She said maybe they should be written down, as faculty and chairs would probably like to know things like this as well.

Professor Perez felt it is in the best interest of the department to have the person who wrote the course in the room to answer questions at UCASC. He said it is up to this committee to table an item if the committee is asking questions that cannot be answered in the event of an absent proposer. Professor Glenn Corbett said there have been instances in the past where the department rep has not been able to answer all questions and so they have taken the item back. He suggested adding a line to the form allowing the department rep to speak for the course. Kathy Killoran said sometimes the forms are filled out well in advance of the meeting and the identity of department reps can change, so it may not be very helpful to add a department rep signature to the proposal.

Kathy Killoran said she makes a good faith effort to get the original proposer to come to a meeting, but it can’t always be done. In this case of today’s course revision, the change needs to be made to the course to allow students to register for it. Right now, many students are unable to sign up for this course, so there is a ticking clock on rolling out this change, and it seemed to be a minor administrative change.

Professor Adams spoke about the huge amount of scrutiny that happens in subcommittees, and said that is a good thing, but he was concerned that the work of the main body has become perfunctory. He did not want to be party to a “rubber stamp” meeting that authorizes everything, and he felt that it erodes the authority of the main body of UCASC.

Kathy Killoran said that it is important for the subcommittee to have the ability to send work forward to the big committee, because the subcommittee is only a small group, and it is crucial to know how the body at large feels about every proposal.

To speak to UCASC’s importance to the college as a whole, Dean Byrne noted that the College Council often wants to know what the discussion was about at UCASC. Across the college, UCASC is thought of as an important body that represents a cross-section of the college.

Professor Balis said the fact that there is a committee that looks at the curriculum as a whole is terrifically important. This body looks at the breadth of the curriculum and the relationship of the parts to be very aware of the architecture of the curriculum as a whole. Professor Adams agreed that this issue of architecture is hugely important, and he felt that this is the work that this committee does not address well enough. In the meeting, we discuss details, but his core concern and interest is in how this committee can tackle the larger architectural questions.
Academic Standards Subcommittee

Proposal to Revise the Policy on Senior Citizens

Dean Byrne introduced this proposal to revise the policy about how senior citizens audit courses. There have been challenges in particular departments about the role of disruptive senior citizens in the classroom. Professors are unable to enforce anything because the grading structure does not allow for penalties or the policy made clear about meeting course prerequisites. With current policies, a senior citizen can audit any class but may not have the skill set for that class. For example, a student may take an upper level Spanish translation class while they still need basic Spanish. These students don’t necessary complete course work, and it is not possible to penalize a student based on grade. This grading challenge does not apply to any other population of students at John Jay. When this came up, the Registrar revealed that Hunter and Baruch have limitations for their audit offerings, and John Jay is the most lax when it comes to this issue. Changes need to be made to give our paying population the best chance to enroll in courses and to allow professors to better define what participation in a class might mean. At Hunter, senior citizens are allowed to take lecture courses but not seminars, whereas at John Jay, they can take any course. Professors could designate participation in the course as full-participation or observation-only.

Professor Aida Martinez-Gomez asked what the consequences are to students who do not meet the professor’s requirements for participation. Since they don’t get a grade, what is the point of failing them? How does it solve the current problem? Currently there is no provision for a professor to “fail” a student who audits a course, so there is no way to keep an unprepared student from moving through the system, which is the problem that initiated the proposal. Around the table, it was agreed that the college needs some type of internal control for auditors.

Professor Barry Spunt asked how long we have had a policy that allows seniors to come in and audit. Kathy Killoran said it’s a CUNY-wide policy that has been around for a long time. She said right now there are about 50 such students who take courses regularly. They usually take history, art, music. They are only allowed to register at the very end, so they tend to be in classes that have excess capacity.

Professor Lewis said for the Foreign Language issue, if the course requires a placement exam, then the department has that mechanism to screen students. Professor Martinez-Gomez said this is not an effective control the way the placement exam is configured because people can only take the placement exam once. Kathy Killoran said the placement exam isn’t sufficient for applying it to upper-level courses. The placement exams are built to assess the basic, intermediate and above. It is not fine enough to use for upper level courses.

Professor Perez said he has taught some introductory sociology courses at other institutions where his senior citizen auditors brought positive contributions to the class.

Professor Peters asked if departments could create their own mechanisms, rather than rolling out a college-wide policy. Kathy Killoran said maybe a provision could be built into this policy requiring permission from particular departments. Professor Swenson felt that for any upper level class departments should be able to evaluate the student first.

Professor Lewis felt the policy provides the option to tell a student they can only observe. Professor Martinez-Gomez said it just seems so pointless for a student to be sitting in a class that they cannot understand at all.

Kathy Killoran had a concern about the timeline for departmental approval. On a practical level, these students register in the very last week, and often departments are not likely to have the manpower to
evaluate a student’s abilities to enter classes at that point. She also noted that there are only fifty of
these students altogether. The problems have been extremely limited, so the policy is written to try to
satisfy the needs of the many while minimizing the problem issues.

There were more questions about how an AUD grade satisfies a pre-req. The simple solution would
seem to be to apply the existing pre-requisite requirements, but the way the grading works for auditors
makes this difficult, since auditing requires no evaluative P/F grade. Since auditors do not pay or earn
credit, they do not get grades, and so they cannot be prevented from moving through a scaffolded set
of courses.

Professor Carbonell felt that the second to last sentence of the policy is crucial. It speaks to the
variability of participation and the discretion of the instructor, and perhaps the most important
response to the problem is to communicate to professors that they do have that discretion.

Professor Grant said he thought it seems very simple. He suggested adopting the suggestion that
upper-level courses require demonstration of proficiency and approval by department chair and/or
professor.

Professor Adams said that it's important that the policy not single out a particular kind of senior
citizen or imply that all senior citizens are problematic; we just need some type of internal check.
Dean Byrne said that it sounds like this policy is not ready for a vote, so it will return to Standards for
next year.

Closing Remarks

Dean Byrne congratulated Kathy Killoran for receiving a Bravo Award this year. Dean Byrne said the
proposal for her award was remarkable, having been written and signed by 46 people, including
department chairs and major/minor coordinators. Dean Byrne read aloud an excerpt from the letter
that captured Kathy Killoran's significance at the college, a lovely passage complimenting her generous
and insightful service to all parts of the college, from faculty and administration to students. "Her
knowledge of John Jay and CUNY is vast, and she employs it whenever we ask.” Dean Byrne invited
the committee to come to the BRAVO awards on Monday from 9 to 11 in the dining hall. Please RSVP
to Diana Lopez in HR.

Kathy Killoran said this means a lot to her coming from the faculty and program coordinators. She
said she takes pride in bringing good service to the college and she enjoys working with the faculty to
solve problems.

The meeting adjourned at 11:25 a.m.

Respectfully submitted,

Sarah Hammond
Scribe
Committee on Student Interests
Committee on Student Interests Meeting  
Thursday, October 1, 2015  
L2.69.08NB  
1:40 pm

Agenda

1) Review of April 20, 2015 minutes

Updates

1) Regarding the April 20 discussion about COSI being eliminated as part of an effort to reduce the number of committees on campus, we have an update from Rulisa Galloway-Perry: “The Committee on Student Interest is a College Council committee that requires College Council approval to remove. The Committee on Committees would not be part of those discussions as this committee was created out of a Presidential initiative which does not fall under our current Governance structure.”

2) UMI Lab now has a printer

New Business

1) Budget updates

2) Gender neutral bathrooms

3) Open basketball courts
MINUTES FOR:

Committee on Student Interests (COSI)
Thursday, October 1, 2015
L2.69.08NB
1:40PM

Attendees
Alexa Capeloto
Dean Kenneth Holmes
Carol Kashow
Agha Khan
Lydia Moulahoum
Paul Mun
Monica Murillo
Danielle Officer
Shereef Hassan (guest)
Rachel Brown (recorder)

Dean Holmes convened the meeting at 1:45PM.

Welcome / Introductions

Motion to approve minutes from April 20 COSI meeting: Agha Khan
Second: Monica Murillo
Vote: Favor [8] Oppose [0] Abstain [0] Action: Motion passes

Discussion: Agha Khan asked why there was a large gap between COSI’s April 20, 2015 meeting and now. Rachel Brown said that the May 2015 meeting was cancelled because students and staff were busy with end-of-the-semester prep.

Dean Holmes discussed the College’s Committee on Committees, which is looking into the large number of committees and the possibility of eliminating or merging some of them. There is a possibility that COSI may be done away with. However, COSI is a College Council committee, so while CUNY can make a recommendation to discontinue COSI, College Council has the final word in what happens to the committee.

The charge of COSI is to look at issues that concerns students. Dean Holmes and Danielle Officer have worked hard to create other conduits through which students can have their concerns met, and try to solve issues before they come before COSI or Student Council.

Carol Kashow said that the 2014-2015, there were only a few important student issues handled by the Committee, such as microwaves on campus and food offerings in the dining hall. Danielle Officer said that these same issues, such as food and microwaves, come to COSI every year, and since there are almost 400 committees at the college with many of the same people serving on them, there needs to be a way to move forward on these reoccurring issues.
Dean Holmes updated the Committee on the Technology Fee discussion with Joe Laub (referenced in the April 20 meeting minutes). In reference to CUNYFirst software, Paul Mun reported that it was adequate for student needs. Monica Murillo hadn’t heard as many complaints from students about CUNYFirst as she did when the software was rolled out.

In reference to the dispersal of Technology Fee funds, this will be the second year that no new proposals will be considered. The funds are needed to support ongoing projects, pay staff salaries, and fund the expansion of online learning programs and certificates.

Following up on an issue raised in the April 20th meeting, UMI was successful in getting a printer for their computer lab.

Following up on an issue raised in the April 20th meeting, there are now gender neutral bathrooms in Haaren Hall, and in the Faculty-Staff lounge. Danielle Officer said the Women’s Center for Gender Justice and the Wellness Center are working on getting gender neutral bathrooms across campus. Alexa Capeloto asked if there has been an effort to find out how many Trans and gender-non-conforming students John Jay has. Dean Holmes said the Diversity Committee will work on getting the numbers, and noted that CUNYFirst now has a preferred name option for students. Carol Kashow said that Athletics is looking to provide gender neutral locker rooms in their ongoing remodeling.

Alexa Capeloto brought up the budget time frame. The allocations from the Student Activity fee aren’t known until after the semester begins, which makes it difficult for the Essential Services to put together accurate budgets for the year. VP Cook-Francis and Vivian Febus-Cabrera are working on getting the Student Activities Association budget numbers known and distributed before the end of spring 2016, but Dean Holmes noted the difficulty in this, as John Jay has no control over when CUNY releases our funds. The SAA BOD charter allows clubs and services to budget at 90% the previous year’s allocation, but SAA recommends budgeting at 70%, since the numbers can only go up from there.

Monica Murillo said that some students had asked her to look into why the basketball courts weren’t open all the time, citing the Brooklyn College example of leaving the courts open except for scheduled practices and games. Carol Kashow explained that the policy for all of the Athletics and Recreation facilities is to have at least one supervising staff member, trained in CPR and first aid, present in a room or facility at all times, for the health and protection of the students. This is why the facilities are not open at all times. Athletics has experimented with night hours, but only got two attendees in a two month period, so the usage didn’t justify the cost of paying staff for the hours.

Athletics offers intramural sports every day during Community Hour, and the schedule of facility usage is publically available on their website. Carol Kashow said she would be happy to explain the schedule and assist any students who would like to use the facilities.

Shereef Hassan asked the Committee for their input on the redesign of the Dean of Students website. Monica Murillo said that resources for Counseling should be listed, as well as the finals week schedule. Agha Khan asked for a breakdown of different periods in the day, and Alexa Capeloto asked for tech help resources, such as when a faculty member can’t get the projector to work in a class. Carol Kashow asked for a link to the Athletics Recreation & Intramurals website. Danielle Officer said that John Jay Central should be there, as well as information about Bloodhound Central.

Lydia Moulahoum suggested that the daily campus events that go out on the General Announcements listserv should be on the website. Danielle Officer said that the College isn’t happy with the General Announcements software and that we’re going to switch to the Constant Comments platform.
Alexa Capeloto asked if Jay Stop was still in use, and Shereef Hassan said that it stalled when students complained about its ineffectiveness.

Alexa Capeloto asked how students would know to go to the Dean of Student’s website for information. Shereef Hassan said it was one of the main issues we’re addressing. He also noted that the design of the main Student Life page is inconsistent with the rest of the John Jay websites.

Meeting adjourned at 2:40 pm

Next meeting: Thursday November 5 at 1:40PM in L.65.08NB Student Affairs Conf. Room
Committee on Student Interests Meeting
Thursday, November 5, 2015
L.65.08NB, SA Conference Room
1:40 pm

Agenda

1) Review of October 1, 2015 minutes

Updates

New Business
Committee on Student Interests Meeting  
Thursday, November 5, 2015  
L.65.08NB, SA Conference Room  
1:40 pm  

Minutes  

Attendance:  
Alexa Capeloto  
Agha Khan  
Danielle Officer  
Rachel Brown (recorder)  

Meeting was cancelled because it was 3 members short of quorum.  

The next meeting is on Tuesday, December 1 at 1:40PM in L.65.08NB.
Committee on Student Interests meeting (COSI)
Tuesday, December 1, 2015
1:40PM, L.65.08NB SA Conference Room

Agenda

1) Possibility of printer for Club Row
2) Change to tutoring hours or appointment policy
3) Couches in the Atrium, lounges and hallways not cleaned regularly
4) Intra-campus shuttles
5) Update on club budget time frame: Dean Holmes will meet with Student Council Treasurer and others about this on 12/8.
MINUTES FOR:

Committee on Student Interests (COSI)
Tuesday, December 1, 2015
L.65.08NB, 1:40PM

Attendees
Kenneth Holmes
Carol Kashow
Agha Khan
Monica Murillo
Lydia Moulahoum
Danielle Officer
Rachel Brown (recorder)

Dean Holmes convened the meeting at 1:49PM.

Dean Holmes will be meeting with Danielle Officer, Vivian Febus-Cabrera, and Student Council Treasurer Muhammad Rehman on 12/8 to discuss the budget protocol for student organizations.

Agha Khan asked if Club Row could have its own printer. The President of the Theatrical Players organization approached him about getting a dedicated printer for the area, so club members can complete projects more efficiently. Agha also feels having a printer might increase awareness of the existence of Club Row, and by extension get more students involved in clubs and organizations.

Danielle Officer said she would approach DoIT about getting a printer, which shouldn’t be difficult, especially since North Hall is closing and the computer labs there will be shutting down. Lydia Moulahoum asked if the printer would be paid for with Technology Fee funds, but Dean Holmes said that Tech Fee funds aren’t available for projects.

The Committee discussed a few other locations that might be good for printers, including the Atrium and Hound Square. There are currently plans for computer stations and printers in Hound Square, but first the area needs to be upgraded to comply with the Americans with Disabilities Act. Dean Holmes asked the Committee if they would like wireless printers, but the Committee felt the logistics were unfeasible and it would be better to have the printers set up for printing from thumb drives.

Agha Khan asked if the tutoring lab policies could be changed. Currently, students have to make an appointment with a tutor, since the labs do not accept walk-ins. Dean Holmes agreed that walk-ins should be allowed in the tutoring labs and said he would get in touch with the lab supervisors. Danielle Officer said that the various tutoring labs are controlled by their respective academic departments, so there are several people to contact.

Lydia Moulahoum asked if the lounge furniture on campus could be cleaned. The couches and ottomans are visibly stained, and a classmate reported to Lydia that they saw a bedbug in a couch around the September 11 memorial. Dean Holmes said he would contact Elmer Phelon in Facilities Management.
Lydia Moulahoum asked about getting intra-campus shuttle service for John Jay, similar to the service offered at City College. Carol Kashow said that Athletics has three shuttle vans, but asked if the shuttles would be intended to get students from the subway stations to the campus more quickly, or if they would be a warm space for students to sit instead of being exposed to bad weather. Traffic in the area is so bad that it takes Athletics 20 minutes just to circle the block, so shuttles wouldn’t be practical as a time-saving device. Carol also feels the shuttle vans would be too small to service enough students to make it worthwhile.

Dean Holmes said he would speak with Public Safety about their existing policy of escorting students to the subway station if they feel unsafe. Public Safety has found in the past that some students say they feel “unsafe” but really just want a ride to the subway station in bad weather.

Carol Kashow reminded the Committee that Spirit Week and Homecoming is next week. On Thursday, 12/10, John Jay will play the College of Staten Island.

Meeting adjourned at 2:27 pm.

**Next meeting: Tuesday, 2/9/16 at Time in L.65.08NB**
Committee on Student Interests meeting (COSI)
Tuesday, February 9, 2016
1:40PM, L.65.08NB SA Conference Room

Agenda

1) Updated on cleaning schedule for couches in the Atrium, lounges and hallways, from Elmer Phelon of Facilities:
   - Facilities has monitors on 2 shifts daily who’s partial chores are to spot clean all sofas and poofs in the NB.
   - Sofas in Jay Express get thorough cleaning every Friday
   - Facilities shampoos fabric sofas every winter break and summer break
MINUTES FOR:

Committee on Student Interests (COSI)
Tuesday, February 9, 2016
L.65.08NB, 1:40PM

Attendees
Kenneth Holmes
Carol Kashow
Agha Khan
Lydia Moulahoum
Danielle Officer
Rachel Brown (recorder)

Danielle Officer convened the meeting at 2:00 PM.

Update on item from the last COSI meeting, regarding the cleaning schedule for couches in the Atrium, lounges and hallway. Elmer Phelon of Facilities emailed Dean Kenneth Holmes and reported that Facilities has monitors on 2 shifts daily who’s partial chores are to spot clean all sofas and poofs in the NB. Sofas in Jay Express get thorough cleaning every Friday. Facilities shampooos fabric sofas every winter break and summer break.

There are concerns about the length of time it takes for financial aid to be dispersed to students. Students have complained that it takes too long for funds to arrive and that it’s difficult to get clear information on when funds will arrive. Financial aid is processed through CUNY, so John Jay may have limited control over the timeline for funds. However, CUNYFirst has a screen where students can see the timeline for their financial aid dispersement, so part of this problem may be solvable if students were made aware of this tool in their CUNY portals.

Concerns were brought up about blind spots in security camera coverage and areas on campus where students might be engaging in illicit or sexual activities.

Concerns were brought up about the quiet areas in the library, specifically a quiet area by a staircase which sees a lot of distracting foot traffic.

Danielle Officer will follow up with the necessary departments and provide an update at the next meeting.

Meeting adjourned at 2:48 pm.

Next meeting: Wednesday, 3/9/16 at 1:40 in L.65.08NB
Committee on Student Interests meeting (COSI)
Wednesday, March 9, 2016
1:40PM, L.65.08NB SA Conference Room

Agenda

1. Update on items from previous meeting
   a. Tools for students to know when their financial aid will be dispersed
   b. Quiet areas in library
   c. Blind spots in security camera coverage

2. New business: concerns about how often hand sanitizer and bathroom soap dispensers are refilled, especially in North Hall
MINUTES FOR:

Committee on Student Interests
Wednesday, March 9, 2016
1:40PM L.65.08NB

Attendees
Rachel Brown (recorder)
Nicole Elias (phone)
Carol Kashow
Agha Khan
Monica Murillo
Danielle Officer

Danielle Officer convened the meeting at 1:42PM.

Updates about issues raised at previous meeting on February 9:

- Financial aid: DoIT approached Danielle Officer about a pilot program they want to run, to help students become more proficient in CUNYFirst. DoIT would like to place students in Hound Square on Tuesdays and Thursdays during Community Hour, starting in April, to assist students in navigating their CUNYFirst accounts. They hope to use this pilot program to determine students’ most frequently asked questions about CUNYFirst. This program would mostly be for the benefit of upper classmen, since Orientation includes CUNYFirst training. Danielle suggested that the pilot program include the financial aid portals in these tutorials, to show students where they can see their aid status and disbursement dates. It should be noted that live tutorials are currently the best option for teaching students how to use CUNYFirst, because CUNYFirst doesn’t allow the creation of dummy accounts and it isn’t possible to make screenshots of CUNYFirst for a presentation without using the protected information of a real student.

- Quiet areas in the library: Danielle Officer contacted the library about the placement of a quiet area by a noisy staircase. She hasn’t yet heard back from them, but she will update the Committee as soon as she does.

- Blind spots in security camera coverage: Kevin Cassidy is willing to meet with Danielle Officer and Agha Khan to discuss this. Danielle will arrange the meeting and report back to the Committee in at the next meeting in April.

New Business:

- Soap and hand sanitizer dispensers are frequently empty, especially in North Hall. Danielle Officer will speak with Elmer Phelon in Facilities.

- General Announcements have been discontinued and replaced with JMail. Marketing has placed all current students on the list to receive JMail, but some students still may not be getting them and not know they’re supposed to receive them. Danielle Officer will speak with Danielle Poupore to see if there is a way to somehow identify students not receiving JMail. Danielle Officer will also ask DoIT if they would like to include JMail info in their CUNYFirst training sessions.

Meeting adjourned at 2:05PM.

Next meeting: Tuesday, April 12 at 1:40PM in L.65.08NB
MINUTES FOR:

Committee on Student Interests
Tuesday, May 10, 2016
1:40PM L.65.08NB

Attendees
Rachel Brown (recorder)
Carol Kashow
Agha Khan
Monica Murillo
Danielle Officer

Danielle Officer convened the meeting at 1:40PM.

Updates about issues raised at previous meeting on March 9:

- Blind spots in security camera coverage: Danielle Officer and Kevin Cassidy did a walk-through of the areas on campus not covered by security cameras, including stairwells. The issue of blind spots was posted on the John Jay Secrets Facebook page, so Public Safety was already aware of the issue and has been doing spot checks of those areas while they are on patrol.

- Quiet areas in the library: Danielle Officer and Janice Dunham did a walk-through of the library to seek alternatives to the placement of a quiet area by a noisy staircase. Janice Dunham has explored many configurations of the library to find the best place for quiet areas, and because the library is small, the current configuration is the best option available. The library may be able to create additional quiet areas on the second floor by the circulation desk.

New Business:

- The new Vice President of Student Council, Roman Gressier, will be contacting student members of John Jay committees to ask if they would like to serve on the same committees in the 2016-2017 academic year. Student members of the Committee on Student Interests are encouraged to contact him if they would like to continue to serve on COSI.

Meeting adjourned at 2:05PM.

Next meeting: TBD Fall 2016
Faculty-Student Disciplinary Committee
Faculty-Student Disciplinary Committee 2015-2016

During the 2015-2016 school year, the Faculty-Student Disciplinary committee did not have any hearings. Therefore, there are no formal minutes, agendas or attendance sheets.
Committee on Faculty Personnel
FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, September 11, 2015
Room L.61 New Building
9:30am-1:00pm

Closed Business 9:30am

I. Welcome
   a. Introduction of New Members
   b. Overview of the Process: Changes, achieved and anticipated

II. Initial Appointments
    a. Vote

III. Distinguished Professor Nomination
    a. Vote

IV. Scholar Incentive Leave
    a. Vote

Meeting Open to the Public 10:00am

I. Adoption of the Minutes

II. Revised Role and Structure of the FPC
    a. Discussion and Vote
    b. Schedule of Meetings

III. New Business

Fall 15 FPC Meetings

Dates: Held and Others TBD

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<td>35 Visani, Roberto – AMU</td>
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FACULTY PERSONNEL COMMITTEE
September 11, 2015
Room L.61 New Building

Open Meeting Minutes

Meeting Open to the Public 10:50 am.

Non-FPC members in attendance: Bonnie Nelson (LIB), Marjorie Singer (Legal Counsel)

I. Adoption of May 2015 Open Meeting Minutes
   • 5/01/2015 minutes -- adopted, full vote
   • 5/15/2015 minutes -- adopted, full vote

II. Discussion of Revised FPC Guidelines: Procedures, Roles, and Structure
   President recapped where we left off in 5.15.15 meeting: Committee had reached close to consensus on the revisions to procedures, but lacked quorum to take a full vote.
   President reminded Committee that chairs had been instructed to return to their departments and consult about the changes, for discussion in the fall of 2015 (see minutes).
   President then requested Mandery as drafter of revised guidelines to describe the revisions made.
   President opened the floor to the "public" (i.e. non Committee members) for questions and proposed amendments. Concerns expressed included:
      • Bylaws 8.7
      • 9.3 a. 10 (Tenure cases must be presented at FPC)

   Discussion reopened to address these concerns. After lengthy discussion, Mandery moves to accept the standing document, with minor revisions as discussed to be included in final draft. Carpi seconds the motion; vote is taken.

   Vote Results: 25 yes, 5 no, 2 abstentions

III. Rollout of the Revised FPC Guidelines:
   It was agreed that a proper communication plan that described the changes should be implemented. Areas of implementation included:
      • A letter from the FPC summarizing the changes put together by a small work group.
      • Information Sessions/Discussion forums where members of the FPC would describe the process for making the changes to the guidelines, the actual changes to the guidelines, and the effects of the changes on the process.

Open Meeting closed: 12:15 pm
FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, October 16, 2015

Multiple Locations, see below

All Committees Meet 9:30am-1:00pm
President Charges Committee as indicated below

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<tr>
<th>DATE</th>
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<th>President’s Charge</th>
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<td>10/16/2015</td>
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<td>Committee C: Room 630T, Haaren Hall</td>
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<td>Committee D: Room 622T, Haaren Hall</td>
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Closed Business 9:30am

I. Overview of the Process presented by Review Committee Secretary
   a. Current FPC Guidelines (pending full FPC ratification)
   b. Chart of Changes to Procedures
   c. FPC Schedule & Review Committee Guidance & Process for Case Review Fall 15

II. Selection of Review Committee Chair

III. Charging of the Committee by President Travis

IV. Case Review and Vote
   a. 2nd Reappointment
   b. 3rd Reappointment
   c. 4th Reappointment
   d. 5th Reappointment

V. New Business
FACULTY PERSONNEL COMMITTEE AGENDA:
REVIEW COMMITTEE CONFIGURATION

Friday, October 30, 2015

Multiple Locations, see below
All Committees Meet 9:30am-1:00pm

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Closed Business 9:30 am

I. Review of the Process presented by Review Committee Secretary
   a. Current FPC Procedural Excerpts (pending full FPC ratification))
   b. Chart of Changes to Procedures
   c. FPC Schedule & Review Committee Guidance & Process for Case Review Fall 15

II. Case Review and Vote
    a. 6th Reappointment Candidates
    b. Stand Alone Tenure Candidates
    c. Fellowship Leave Candidates

III. Optional: Additional Case Review and Vote (if ready)

Future Meeting Dates:

11/06/15: Review Committees
11/20/15 (tentative) Full FPC, Appeals Committee configuration
FACULTY PERSONNEL COMMITTEE AGENDA: REVIEW COMMITTEE CONFIGURATION

Friday, November 6, 2015

Multiple Locations, see below
All Committees Meet 9:30am - 1:00pm

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Closed Business 9:30am

I. Case Review and Vote
   a. Combined Tenure & Promotion
   b. Stand Alone Promotion Candidates
   c. Fellowship Leave Candidates

Future Meeting Dates:

Fall 2015: 11/20/15 CANCELLED
           12/18/2015 CANCELLED

Spring 2016: 02/05/16* Full FPC, Appeals Committee Structure
             03/04/16* Full FPC, Appeals Committee Structure
             03/11/16 Review Committee Structure
             04/08/16 Full FPC
             05/08/16 (tentative) Full FPC

*Appeals cases will be considered on these dates; attendance is imperative.
FACULTY PERSONNEL APPEALS COMMITTEE (FPAC)
AGENDA

Friday, February 05, 2016
Room L.61 New Building
9:30am – 2:30pm

Closed Meeting

I. President’s Introduction
   a. Welcome
   b. Appeals Committee Charge

II. Appeal: Case 1 (Reappointment)
    a. Deliberation
    b. Vote

III. Appeal Case: Case 2 (Reappointment)
    a. Deliberation
    b. Vote

(Break for Lunch)

IV. Appeal: Case 3: (Tenure)
    a. Deliberation
    b. Vote

Spring 2016 FPC Meetings

Friday, 03/04/16 FPC and FPAC Configuration (DP vote, Appeals continued)
Friday, 03/11/16 Review Committee Configuration (1st Reappointment vote)
Friday, 04/08/16 Full FPC
Friday, 05/13/16 Full FPC** Replaces 05/06/16 meeting;
              note special time 11:30 am – 2:00 pm

Notes:
## Attendance

Fall 2016 Faculty Personnel Appeals Committee  
Friday, 02/02/2016

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

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FACULTY PERSONNEL APPEALS COMMITTEES (FPC, FPAC)
AGENDA

Friday, March 04, 2016
Room L.61 New Building
9:30am – 2:30pm

Closed Meeting

FACULTY PERSONNEL COMMITTEE (FPC)

I. Nomination to Distinguished Professor
   a. Deliberation
   b. Vote

FACULTY PERSONNEL APPEALS COMMITTEE

II. Appeal: Case 4 (Tenure; Promotion to Associate)
    a. Deliberation
    b. Vote

III. Appeal Case: Case 5 (Tenure; Promotion to Associate)
     a. Deliberation
     b. Vote

   (Break for Lunch)

IV. Appeal: Case 6: (Promotion to Full)
    a. Deliberation
    b. Vote

Spring 2016  FPC Meetings

Friday, 03/11/16*  Review Committee Configuration (1st Reappointment vote)
*Review Committees may independently schedule their vote meetings prior to this date.

Friday, 04/08/16  Full FPC
Friday, 05/13/16  Full FPC  note special time 11:30 am – 2:00 pm

Notes:
## Fall 2016 Faculty Personnel Committee; Faculty Personnel Appeals Committee
Friday, 03/04/2016

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

### Attendance

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FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, April 8, 2016
Room L.61 New Building
9:30am-12:00pm

Closed Meeting: 9:30 am

FPC REVIEW COMMITTEES 9:30 am – 10:00 am

I. Fellowship Leaves
   a. Vote (slate vote by disciplinary review committees)

FULL FPC COMMITTEE 10:15 am – 12:00 noon

I. Fellowship Leaves, Scholarship Incentive Award Leave
   a. Vote (votes on slates put forward by review committees)

II. Professor Emerita Nomination
    a. Vote

Open Meeting 11:15 am

III. First Impressions – Recap and Discussion of FPAC process

Spring 2016 FPC Meetings

Friday, 05/13/16 Full FPC** CANCELLED

Notes:


Sp16 FPC_Agenda 04.08F
Budget and Planning Committee
Budget and Planning Committee
Agenda for Monday, October 5, 2015
3:00 – 5:00 pm
9.64 New Building

1. Approval of Minutes for May 19, 2015. Proposed minutes are attached with related Powerpoint.
2. Budget Presentation and Discussion. President Travis and SVP Pignatello will provide a budget update and analysis, and the BPC will consider the recommendation (attached) from the planning subcommittees for addressing the deficit in the financial plan for FY2016. See attached recommendation for cuts and new revenue from the Planning Subcommittees.
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1. **Approval of Minutes for May 19, 2015.** Minutes were approved as proposed.

2. **Budget Presentation and Discussion.** President Travis explained that the Chairperson of Law, Police Science and Criminal Justice Administration has been replaced. An interim chair has been appointed and there will be a search for an external candidate. The President started by briefly introducing the budget situation. Rob Pignatello explained how circumstances out of our control have contributed to the deficit. CUNY’s budget was reduced by $51 million, and in turn 3% was cut from each CUNY college’s budget; this resulted in a $2.9 million loss to the John Jay budget. Further, additional funds are being held from the budget for a possible collective bargaining agreement. The College has been engaged in discussions with the University about the deficit. CUNY understands that our trajectory to a senior college has impacted our revenues and that we cannot cut our way out of the financial situation. The University has provided the college assistance by reducing our revenue target for FY 2015. This resulted in a surplus of $1.9 million that we were able to roll into FY 2016. Before CUNY assistance we were facing a $4.8 million deficit and now it has been reduced to $2.6 million. Rob then went over the planning subcommittee recommendations to balance the budget for FY 2016 and briefly spoke about some possibilities for FY 2017. Financial aids funds from the compact have been allocated to reduce the deficit. He also explained that there will be an increase in revenue because of expanded summer and winter offerings. The President encouraged everyone to think more about summer and winter as a way to obtain more revenue; there is still room for improvement. For FY 2017, Rob explained that by expanding John Jay Online and increasing international student admissions these areas will bring increased revenue. Other ways to balance the budget include stricter vacancy control, lagging hires, and reducing adjunct costs. Other areas to save money include not over-spending in temp services, reducing OTPS, and using non-tax levy offsets. If we employed all of these measures the college would be left with over a $700,000 surplus. Ned brought up the Strategic Investment Initiative. Rob added that if the College is successful in receiving funds from the initiative that fewer cuts would be necessary. Rob also explained how some of the numbers in FY 2017 are placeholders and they need to be revisited. The President went on to explain other options to create revenue and offset the deficit for the future. There was a motion to approve the proposed Financial Plan for FY 2016. This motion was seconded and passed.

3. **Enrollment Report.**

Bob Troy explained that numbers for the total headcount of the college are on target even without College Now. He also explained how total FTEs are up 68 but noted the number of freshman is below target. However, new transfer students and new justice academy students
were above the target. The College also hit the targets for continuing graduate and undergraduate students. Karen Kaplowitz asked about the transfer admission policy. Bob explained that all admissions standards need to be looked at. The President observed that the theme is to move forward. For example, he is now looking into a systematic marketing campaign for John Jay that is high impact but low cost. This is the time to break out and be distinctive.

4. **Strategic Investment Initiative.** Jane Bowers explained that the College will be submitting three proposals that work on hitting all the themes of the initiative. The hope is that these proposals will offset expenses at John Jay. The three proposals include John Jay Online, Virtual Passports, and the Weekend College. Allison Pease asked if there is a way to prioritize our proposals. Jane said no, and the President also explained that they wouldn’t want to disadvantage a proposal by favoring one over another.
1. **Approval of Minutes for October 5, 2015.** Proposed minutes are attached.
2. **Report from President Travis.**
3. **Strategic Plan Update.** Jim Llana will provide brief update on recommendations for implementation of Strategic Plan.
BPC 12/16/15  Attendance

Tim Cauthen
Joe T. Hamilton
Karen Thompson
Amy Agabian
Pat Klecker
Mel-

Jim Baran
By JG
Bob Troy
Charles Stone
Jan Jacobs

Allison Kohn
Michael Robbin

Michael Scardino
D. Haverty-Nichols
Andy Veldhuizen

Angela Cieslak

Allison Peale
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Budget and Planning Committee  
Meeting Minutes – December 16, 2015


Report from President Travis. The meeting began with the report from President Travis, by phone. His comments are summarized as follows: We are in a good place though not where we would like to be, due to the effects of recent budget cuts. With help from CUNY we have balanced the budget for FY2016 but only barely. Going forward, we have asked CUNY to treat us on an exceptional basis. Our persuasive argument is that our current trajectory has been undertaken with active encouragement from CUNY and that we are struggling financially while the community colleges have benefitted from our trajectory. The message has been well-received by CUNY, and we have not just asked for money. Instead, we have made specific proposals, including a request that CUNY fund our direct expenses related to the CUNY Justice Academy, a large program with CUNY-wide benefits. We advanced two revenue enhancing strategies: 1) an Excellence Fee for the Justice Academy and 2) Senior College tuition for Justice Academy students. At our most recent meeting with CUNY we put forward new ideas, including a request that the University continue to adjust our revenue target downward to follow enrollment. This year such a move saved us $1.9 million. There seemed to be support for this idea, but we’ll have to see how it turns out. The other new idea is to share revenue that the Justice Academy has brought to the community colleges. This idea is still very much alive, while the Excellence Fee and the Senior College Tuition proposals seem to be dead or nearly so. The bottom line from the last meeting with CUNY was a commitment from Allan Dobrin to plug our deficit for the next two years.  
The University itself will be in a much better position if the Governor’s budget includes a maintenance of effort provision at the full level of required costs. A tuition increase would also help enormously.  
The Mayor’s budget may have some spending plans that could help us somewhat. We’re talking with the Department of Corrections to lease them classroom space for hundreds of thousands of dollars. As you know we’re invested in several special programs that can enable us to help ourselves: winter/summer enrollment, online programming, and international student recruitment. We had a very successful Open House with many out-of-state students present and lots of interest in the dorm. Maybe we can beat our conservative enrollment projections. All in all, we have some hope for improvement in the fall.

Rob reported on his follow-up meeting with Matt Sapienza, who reaffirmed the commitment we got from CUNY for budget support over the next two years. There is a lot of uncertainty about the University’s financial position at the moment, but the commitment is there to help us. We will not have to resort to extraordinary cuts, as we have done in the recent past. The CUNY response at this point to the Excellence Fee for the Justice Academy is “luke warm,” but perhaps a modest fee is not out of the question. We would like to enlist CUNY to help the City see the Justice Academy as a four-year program worthy of support. The next meeting with Sapienza’s office is about scrubbing our deficit numbers. The situation overall is fluid and complicated, but there is reason for optimism.

Getting back to the last meeting with CUNY, the President described the observation we made that as Justice Academy students move to John Jay that they for the most part enter a Department with an extremely high student/faculty ratio; as a result they cannot get the
attention they deserve in the CJ B.S. program from full-time faculty. We want CUNY to focus on the support we need for full-time faculty in Law and Police Science, as a way of enhancing the student experience. The time is not right yet, but we will raise again the argument for equity in the allocation of funds to campuses across CUNY.

Jane focused on the student/faculty ratio in LPS and reported that we asked CUNY for 22 new faculty lines over the next five years. With the current numbers, faculty cannot provide the level of advising to students that is possible in other departments, so we asked CUNY for dedicated advisors.

Karen noted that it would be instructive to compare the student/faculty ratio in criminal justice in the community colleges with the same metric at John Jay.

The President continued by saying that we will be asking for funds beyond those required to close the budget gap, which will have implications for the way the University allocates dollars to all campuses. We have to help CUNY make the case for a shift in allocation. We currently have a “tightened hiring pause” but no hiring freeze. We will continue to review each vacancy, but our basic stance is to continue making investments where and when we can. We cannot survive with the budget model we have now.

Rob noted that our preliminary analysis tells us we’re at the bottom in per capita allocations along with Queens College. If we had even the average allocation, it would mean another $13 or $14 million for us annually.

The President turned to space as an issue. We have faculty and Research Centers that bring in funding but quite often generate new requirements for offices. Rob and Jane will do an updated analysis of personnel who require a desk so we understand our needs. Some time ago we met with VC Judith Bergtraum who held out a glimmer of hope that the city might help with leasing space, given all the work we do for the city. This is a long shot, but we have to pursue every opportunity.

**Approval of Minutes.** Minutes for October 5, 2015 were approved as presented.

**Strategic Planning Update.** Jim Llana reported that committees invited to propose recommendations for implementing the Strategic Plan had completed their work. The recommendations have gone to the BPC planning subcommittees, and they will come to the full BPC for review before going to the President.
Budget and Planning Committee
Meeting Agenda – January 19, 2016
9:00 – 10:00 am
Room 610 Haaren

1. Report from President Travis.
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**Budget and Planning Committee**

**January 19, 2016**

**Attendees Sheet**
Attendees: Jeremy Travis, Mindy Bockstein, Jane Bowers, Ingrid Cabanilla, Angela Crossman, Janice Dunham, Mark Flower, Crystal Farmer, Rulisa Galloway-Perry (by phone), Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Thomas Kucharski (by phone), James Llana, Anne Lopes, Allison Pease, Robert Pignatello, Jayne Rosengarten (by phone), Douglas Salane, Michael Scaduto, Marjorie Singer, Dan Stageman, Scott Stoddart, Robert Troy, Nancy Velazquez-Torres, Alison Orlando (Recorder)

1. **Report from President Travis.** President Travis started by explaining that this meeting will focus on the budget proposal by the Governor and the ramifications of the proposal for John Jay. Three documents were handed out for review, including a memo from the Chancellor regarding the 2016 - 2017 State Executive Budget, a preliminary analysis of the 2016 - 2017 State Executive Budget by the University Budget Office, and a preliminary summary of the 2016 - 2017 budget address by Mindy Bockstein. The President then gave a general overview of the budget proposal by the Governor. First, the President described the positive news related to the budget proposal. One item to note is that there is at least partial support for a maintenance of effort provision which has resulted in additional funding for fringe benefits. Other positive items in the budget proposal include funding which will allow for undocumented students to be eligible for TAP, support for beginning predictable tuition increases, and performance improvement funding. There was also recognition that the state and city should be responsible for collective bargaining increases. The negative news is that the Governor is proposing to shift $485 million in CUNY funding from the state to the city. This is unexpected, and shows a change in the relationship between the city and the state. The President then discussed the Governor’s rationale for the reduction of state support to CUNY. He also mentioned important dates to watch regarding the Budget process: April 1, when the state budget must be enacted and January 21, when the mayor will announce the city budget. Mindy B. added that the January 21 date is when the preliminary budget will be announced but a more formal budget will be announced in February or March. The President then opened the floor to questions. Karen K. asked if the President would comment on the report of the possible merging of CUNY and SUNY. The President said that he did not want to fuel any speculation until he had more information. Rob P. commented that one unfortunate consequence of this announcement is that it seems like the collective bargaining agreement will be delayed as matters have been further complicated. The President agreed. Jane B. asked about the timing of real implications. Mindy B. explained that it is important to watch the 21-day amendments in which the Governor has 21 days to rectify the budget.

The conversation then shifted to the effects that the Governor’s proposal will have on John Jay. The President explained that recently John Jay has been able to have a balanced budget. Cost saving measures and cuts have been put into effect and revenue raising strategies have begun to bear fruit. Also, there are a number of proposals that are being looked at by the city that would bring in additional revenues to the college. However, the Governor’s budget may affect the current financial situation at the college, but this won’t be known until April 1. In the short term, the goal is to protect John Jay. The President observed that if the tuition increases go into effect, there will be enough money to cover any gaps. There will be a budget retreat at Hunter
on January 27; after this the committee will reconvene as more will be known by then. The President then opened the floor to questions. Jay H. expressed that he is not as optimistic about the tuition increases, as John Jay has not gotten as much funds as other colleges and it will affect the students. The President said an analysis is being done on how tuition increases are different among the senior colleges, but he feels that the tuition increases will be put in place. Pat K. explained that she is concerned if we can continue to rely on the university with the changes reported in the Governor’s proposal. The President also explained that the Governor did not propose a full maintenance of effort, which is in effect a cut.
1. Approval of Minutes for December 16, 2015, and January 19, 2016. Proposed minutes are attached for both meetings, with related documents.

2. Budget Update. President Travis

3. Implementation of the Strategic Plan. The planning and financial subcommittees propose the adoption of recommendations (attached) for implementation of the Strategic Plan. The recommendations originated with ad hoc committees appointed to consider implementation of six of the seven goals. The subcommittees made some changes in format and content.

4. Update on Professional Studies and John Jay Online. Associate Provost Anne Lopes

5. Tentative: Update on Recruitment Initiatives. Vice President Bob Troy (due to a meeting conflict, VP Troy may not be able to return to campus from CUNY in time for this report)
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Budget and Planning Committee Meeting
Minutes
February 9, 2016


1. Approval of Minutes for December 16, 2015, and January 19, 2016. Minutes were approved as proposed.

2. Budget update. The President gave an update on the state budget situation. In the state budget, the Governor proposed reducing funding by $485 million to CUNY with the expectation that the funding will be picked up by the city. The Governor has stated that this shift in funding won’t cost the city any additional money. The Governor also proposed that $240 million of state money will be used to cover collective bargaining. The President explained that the critical date to watch is April 1, which is when the state budget must be enacted. The President then went over two documents he provided: the Chancellor’s Testimony on 2016 - 2017 State Executive Budget, and Legislative Findings and Intent. The President opened the floor to questions and comments. B. Nelson said she was struck by the statements about CUNY having high administrative overhead, and wondered about the data behind this statement. The President explained that this information came from IPEDS, and one issue with the data is that it compares things that are not alike. The President went on to explain that there is some good news in the Governor’s budget proposal such as five years of modest tuition increases, which will help John Jay. He also talked about CUNY’s commitment to support John Jay. He said that financial modeling is being done by P. Ketterer and M. Flower to see what the tuition increases will mean for John Jay in the out years. He also explained that J. Bowers is working on an academic plan. T. Kucharski asked whether the College would be poorer relative to other senior colleges when the tuition increases go into effect since a high percentage of John Jay students have TAP waivers. The President said P. Ketterer is going to update an analysis related to this. N. Benton made the point that graduate students are often negatively affected when tuition is increased, and this is often forgotten. The President agreed that this is a point that often gets lost.

2. Campus Climate Update (not on original agenda). The President then shifted the conversation to the campus climate. He explained that discussions and teach-in’s have come to campus on national, CUNY, and John Jay specific issues. Some of the issues raised among others include renaming the college, the union contract, and black lives matter. The President said that he views this as a positive, as the students are talking about the mission and becoming engaged with the institution. He explained that at the Town Hall Meeting tomorrow, the Social Justice Project has been invited to speak.

3. Implementation of the Strategic Plan. L. Perez talked about John Jay being an HSI and the wording of Goal Five, which speaks to enhancing John Jay’s identity as an HSI. Then J. Llana explained the process behind the recommendations for the implementation of the Strategic Plan. After the Strategic Plan was adopted, J. Bowers, K. Kaplowitz and he appointed workgroups for each goal except goal 3. The workgroups then came up with recommendations
for the implementation of their appointed goal. These recommendations were then brought to the subcommittees of the BPC where changes were made. The revised recommendations will be discussed today at this meeting, and then the final recommendations will be sent to the President. A. Lopes suggested that the recommendations for Goal One: Foundations for Lifelong Success have something explicit that focuses on internships. There was then a discussion about the wording “Central and South America.” A. Lopes said she used the wording Central and South America because she was referring to specific efforts and initiatives in that area that needed to be expanded upon. A. Lopes said she was open to changing the wording to Latin America. J. Hamilton felt it should be made more general. N. Benton felt it should be changed to promote college initiatives across the world. J. Bowers felt that there should be some focus and not a large general statement. There was then a discussion that Goal Two: Faculty Support, was not detailed and should be broken out and be made more specific. N. Velazquez-Torres spoke about how she felt that faculty development opportunities should be labeled and identified throughout the recommendations because there is faculty development throughout the other goals. J. Cauthen felt that a draft of this document should go on the website for comments similar to the Strategic Plan. T. Kucharski spoke about how there should be more in the recommendations on having infrastructure to support faculty research. A. Lopes said that we might want to add something about developing research infrastructure. There was a discussion on why are we developing new programs, when we have problems supporting existing programs. J. Cauthen made the point that if existing programs were supported more they could be large revenue generators. J. Llana noted that the recommendations raised at the meeting today would go to the President through the Strategic Plan Co-Chairs.
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.
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Budget and Planning Committee Meeting
Minutes
May 19, 2015


1. Approval of Minutes for February 17, 2015. Minutes were approved as proposed.

2. Chair’s Report. President Travis opened with an overview of the budget situation. He spoke about the presentation made to CUNY, where the College sought financial assistance. He felt the presentation was well received by CUNY and that they understood that John Jay is in a unique position. Their immediate response was to help the College in the short term for FY2015 by providing an advance on the energy savings. The College is prepared to close any gap that remains after CUNY assistance with soft money resources. For the longer term, there are several factors that may affect the financial state of the College in FY 2016 and the near future. This includes the gap between the CUNY Budget and State funding which may result in a 3% budget reduction for John Jay and, in addition, the funding of the possible collective bargaining agreement. The creation of the Justice Academy has resulted in a net transfer of students from John Jay to the community colleges. Due to these realities, John Jay has asked CUNY to think about assisting John Jay financially in the long term. The planning process is dependent on the resolution of these issues outside our control, and this will play out within the next month. President Travis then spoke about space. He explained that he had a very productive meeting with Judy Bergtraum about our need for space. He discussed with her our space shortage, and the consultant has reiterated our need for additional space even after maximizing the use of space that we have. This led to discussion of how John Jay can be accommodated for space. President Travis made the argument that there is available space that the College could lease with CUNY approval. We are awaiting an answer from CUNY Central about this issue. Another matter with space is the pressure to vacate North Hall by the summer, which is unrealistic. Judy Bergtraum seemed receptive to a delay, and we are again awaiting an answer. The President opened up the floor to questions. Karen Kaplowitz spoke about how she and Ned Benton heard back from the Chancellor in regards to a letter they wrote him about space and budget concerns; they explained how Colleges are better funded if they were opened before a certain date. This resulted in a meeting with Matt Sapienza, and a scheduled second meeting this month with Matt Sapienza and Judy Bergtraum.

3. Budget and Space Update. Rob Pignatello followed up with a report on the budget. He first spoke about FY 2015, and how the decrease in enrollment resulted in the tax levy deficit. He explained the actions we have taken to try to get out of this deficit, and how we can’t do any more. As the President explained, an argument was presented to CUNY and the end result is that we will not be ending FY 2015 in a deficit. This is due to CUNY advancing the energy savings and by covering any remaining balance with soft resources such as IFR, Research Foundation
Overhead, and Student Activity Association funds. Lisandro Perez raised the point that the use of Aux Corp funds should be more transparent. Rob said that he will try to put more information on the web, but he had circulated a memo to the College Community with information about the use of the funds. The President proposed having a presentation on this in the next BPC meeting. Rob then spoke about the FY 2016 financial situation and the recent progress in discussions with CUNY; he is confident the university will assist us. Rob then made a brief presentation on space and followed up on an earlier question by Karen Kaplowitz about the progress on Haaren Hall. Rob explained that the work on Haaren Hall has taken longer than expected and it is not ready; Westport still needs to be renovated as well. We are not ready to move and we are waiting for CUNY about a revised timeline.

4. **Professional and Continuing Education.** Anne Lopes made a presentation on Professional and Continuing Education. She explained the state of Professional Studies in June 2014, the accomplishments since that time and future plans. Powerpoint is attached.
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Financial and Strategic Planning Subcommittee
1. **Approval of Minutes for May 11, 2015.** Proposed minutes are attached (related documents were emailed to the membership earlier)

2. **John Jay Online Presentation.** Assoc. Provost Anne Lopes will present an overview of planning and activities for John Jay Online. With regard to Ned’s requests #1 and #3, respectively, concerning that presentation, emailed to the subcommittees on May 20: 1) Anne ended the “for-profit” revenue reinvestment approach when she was appointed to her current position, and therefore she does not have an online reinvestment model for John Jay Online. 2) She will provide budget information for her period of oversight.

3. **Budget and Space Update.**

4. **Budget Priorities for FY2015-16.** Continue discussion from last meeting to identify priorities for the next financial plan.
### Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

**June 2, 2015**

**SPS-FPS Membership**

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(*) = Non-voting staff/guest of the subcommittee.
16. Student Representative
Norris James

17. Director of Operations - Provost’s Office (SPS only)*
Kinya Chandler

18. Director of Institutional Research (SPS only)*
Ricardo Anzaldua

19. Director of Outcomes Assessment (SPS only)*
Virginia Moreno

20. Office of the Associate Provost (SPS only)*
Alison Orlando

Guest(s)

21. ____________________________

22. ____________________________

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(*) = Non-voting staff/guest of the subcommittee.
Joint Meeting: SPS – FPS
Minutes
June 2, 2015

Present: Jane Bowers, James Llana (SPS Chair), Robert Pignatello (FPS Chair), Schevaletta Alford, Ricardo Anzaldua, Ned Benton, Henry Chan, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Pat Ketterer, Tom Kucharski, Anne Lopes, Virginia Moreno, Douglas Salane, Charles Stone, Robert Troy, Alison Orlando (Recorder)

1. **Approval of Minutes from May 11, 2015.** Minutes were approved as proposed.

2. **John Jay Online Presentation.** Anne Lopes gave a presentation on John Jay Online [attached separately]. She then passed out the John Jay Online Budget for 2013-14 and 2014-15, and fielded questions from the committee [documents attached separately]. Mark asked about the high amount spent on advertising costs. Anne explained that this was due to marketing efforts including Google and Facebook ads, which are expensive. Anne went on to explain that a marketing expert was hired, and has been tracking the effectiveness of these efforts in bringing in student enrollment. Ned asked Anne if she expected to draw students from outside of New York. Anne replied that they do have some students from outside of New York, and she expects the program will acquire more over time. She further explained that it is normal for online programs to have a regional draw. Anne then handed out the revenue/expense projections from 2014-15 to 2018-19. She explained how the future revenue projections come from the development of new certificate and degree programs. Anne then handed out the John Jay Budget request for 2015-16. She spoke about the different full-time and part-time staff that are needed to support John Jay Online. The question was raised about payment for course development. Anne explained that the faculty are paid once for developing a course, and there is a course revision budget used to update the courses. Tom asked about the infrastructure deficits for international markets. It was explained that this is something Anne and Bob need to work on together but there are a lot of hurdles to overcome. Ned expressed skepticism concerning the amount spent on John Jay Online; from his perspective these expenses seem too large. Anne explained that the expectations are different than before. Jay asked how the assessment process works. Anne explained that the online courses are assessed the same way as the regular courses are. Rob mentioned the importance of hybrid courses; he feels that we have room to grow in this area. Hybrid courses help free up space and are a way to introduce instructors to online courses. The idea of incentivizing faculty to develop hybrid courses was discussed.

3. **Budget and Space Update.** Rob first presented an update on the budget. The budget will be balanced for this year. This is due in part to the fact the University will be advancing our energy fund savings. The remaining gap will be closed with research foundation funds and other sources. He explained that next year the College is facing a $3.5 million dollar deficit, and is facing an additional 3% cut because of the gap between the CUNY budget and State funding. The College has been talking with the University about this situation, and Rob feels that the University will provide the College assistance. One possible solution is the University lowering the revenue target. Rob then gave a space update. The College presented a strong argument to the University that John Jay would not be able to vacate North Hall this summer because Haaren Hall will not ready. In turn, the University has made the decision that the move out of North Hall will begin in October. This move will take place in stages. However, Rob closed with
explaining that the move may or may not start in October depending on the readiness of the College.

4. **Budget Priorities for FY 2015-16.** Rob explained how this agenda item is a useful item to think about. Ned said that perhaps this discussion needs to be reframed about where to make cuts if necessary. Rob explained that the President made it clear to CUNY that any further cuts will have a large negative impact on John Jay. Rob further explained that the hope is that the university will balance our budget without any additional cuts. Rob proposed this be the first item on our agenda for the next meeting.
Budget and Planning Subcommittees Meeting
Agenda
Tuesday, June 30, 2015
3:30 to 5:00 pm
Room 1.63 New Building (this is a classroom on level 1, not to be confused with L63)

1. Approval of Minutes for June 2, 2015. Proposed minutes are attached with relevant documents (presentation from AP Lopes).
2. Budget Update.
3. Preliminary discussion of CUNY Performance Incentive Program. We will open a discussion of potential proposals for a share of the College Performance Improvement Fund, described as follows: “Campuses are eligible for a share of the $12.0M noted above upon completion and Board of Trustees’ approval of a performance improvement plan. The plan will be implemented in future years and will include measures for improving access, completion, academic and post-graduation success, research, and community engagement.”
4. Discussion of requests for further information and actions related to presentations on Continuing Education and John Jay Online.
Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
June 30, 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. Faculty Senate Representative
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

(*) = Non-voting staff/guest of the subcommittee.

Name
Jane Bowers
James Llana (SPS Chair)
Robert Pignatello (FPS Chair)
Patricia Ketterer
Mark Flower
Robert Troy
Karen Kaplowitz
Janice Dunham
Tom Kucharski
Charles Stone
Jay Hamilton
Warren (Ned) Benton
Douglas Salane
Sandrine Dikambi
Norris James

Signature

Lauren
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. 
21. 
22. 
23. 
24. 
25. 

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Alison Orlando

(*) = Non-voting staff/guest of the subcommittee.
Joint Meeting: SPS – FPS
Minutes
June 30, 2015

Present: Jane Bowers, James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ricardo Anzaldua, Ned Benton, Kinya Chandler, Mark Flower, Jay Hamilton, Karen Kaplowitz, Tom Kucharski, Virginia Moreno, Robert Troy, Alison Orlando (Recorder)

1. Approval of Minutes from June 2, 2015. Minutes were approved as proposed.

2. Budget Update. Rob started by explaining that the campus allocation for John Jay has been cut by 3% for 2016. He then spoke about how the 2016 CUNY compact is being held in reserve across all CUNY campuses to be used for the possible collective bargaining agreement. However, in the end this will be applied to John Jay’s bottom line because of our financial situation. The College has remained engaged with the University Budget Office about a possible solution to the College’s financial situation. As of now, no solution has been proposed, but Rob feels that the University will assist us and that they are in the process of exploring possible options. There is no due date for the financial plan but it is anticipated it will be before the start of the fall semester. Mark went on to clarify some points about the FY 2015 3rd Quarter Financial Plan Projection (See attached). He explained that there is an anticipated deficit of more than 3.5 million for FY 2016. Rob mentioned that these numbers are still subject to change. Tom inquired if our current position is to remain in a holding pattern about the deficit until the College hears back from CUNY. Rob answered that this is correct; he believes CUNY will assist us. Tom commented that the committee should still think about priorities in the event we do have to make cuts to address a deficit. Even if CUNY provides financial assistance to the College it might not be for the entire deficit, and a plan will be needed to deal with the remaining amount. Ned wanted to know if the plans for online and professional studies are reflected in the projection. Bob explained that any credit-bearing program is included in the enrollment numbers; professional studies is not included. Ned requested to see the following information from online and professional studies: the revenue and expenditures from IFR, research foundation contracts, tax levy funds going to PS, and enrollment. Jim reported that Associate Provost Lopes had communicated that her office would provide no additional responses to the questions posed by the faculty members of the subcommittee on June 8th. Kim Chandler advised that the IFR budget format requires that the expenditures and revenues for each project be identified, which would, when submitted, answer questions concerning the IFR professional studies budget. Ned asked if similar information could be provided for the RF contractual projects. Ned asked if the online program Revenue Expense Projection presented at the June 2nd meeting would be updated based on actual enrollments once they are known. Ned commented that the plan cannot be evaluated or implemented if no one knows which programs’ enrollments are involved. Karen said the committee should plan to meet after Rob hears back from CUNY. Jane asked if the best scenario happens and CUNY gives financial assistance to the College for FY 2016, will the College continue to have a deficit for the following years. Rob explained that if the University provides assistance, it will address the deficit for the following years. Karen mentioned she felt that the committee should encourage the College to identify things that will be cost neutral when implementing the strategic plan.

3. Preliminary discussion of CUNY Performance Incentive Program. Rob explained that John Jay is eligible for a share of 12 million from the state for program development. He said that the program is performance based and the College must submit a proposal to
CUNY for approval. The money must have an impact on “improving access, completion, academic and post-graduation success, research, and community engagement.”

4. Discussion of requests for further information and actions related to presentations on Continuing Education and John Jay Online. Jim opened with explaining that there were requests to the committee for further information about Professional Studies and John Jay Online. In addition to the information Ned requested above, he also requested to see the online reinvestment model. Jim commented that the online reinvestment model is the same as the one that circulated previously. Ned said that the model didn’t make sense to him but if that is the current model that’s what he was looking for.* Jim said he would work on getting the items together that Ned requested. Karen asked if there has been an update on the space situation. Rob had nothing to report except to say that he told the University we would move in October if we are ready. However, he is not seeing things happening that would allow for this to occur.

[*Please reference minutes of July 30, 2015 to see clarification of Ned Benton’s remarks]
BPC Subcommittees Meeting Agenda
July 30, 2015 - 3:30 to 5:00 PM
Room L61 NB

1. Approval of Minutes for June 30, 2015. Proposed minutes are attached.
2. Budget Update and Discussion. Attached is a budget document in support of the discussion.
3. Budget Requests from John Jay Online and Professional Studies. This item is in response to the recent question from Ned. Attached is the budget request from John Jay Online, and Pat will say a word about it. Professional Studies is self-sufficient.
3. PMP Goals and Targets for 2015-16 and Strategic Plan Beginning Implementation. Jim, Karen, and Jane will provide background and current planning needs. For now, let me say that there are two related issues: the first is to provide CUNY with our PMP “Campus Focus Goals” for 2015-16, and the second is to identify steps toward the implementation of the new Strategic Plan. The connection is the requirement to base our Focus Goals on our Strategic Plan. The three to five Focus Goals should be clearly defined and the results measurable in time to report on progress next June; each goal must state an outcome, not simply activities. The CUNY deadline is mid-September. We’ll talk more tomorrow about broad implementation of the Strategic Plan.
Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
July 30, 2015

**SPS-FPS Membership**

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Joint Meeting: SPS – FPS
Minutes
July 30, 2015

Present: Jane Bowers, James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ned Benton (by phone), Sandrine Dikambi, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Pat Ketterer, Virginia Moreno, Charles Stone, Alison Orlando (Recorder)

1. **Approval of Minutes from June 30, 2015.** Ned suggested two changes to the minutes as proposed; he referenced an e-mail he sent out on July 29 where he initially requested the changes. The first proposed change was to add the following to paragraph two: “Jim reported that Associate Provost Lopes had communicated that her office would provide no additional responses to the questions posed by the faculty members of the subcommittee on June 8th. Kim Chandler advised that the IFR budget format requires that the expenditures and revenues for each project be identified, which would, when submitted, answer questions concerning the IFR professional studies budget. Ned asked if similar information could be provided for the RF contractual projects. Ned commented that the plan cannot be evaluated or implemented if no one knows which programs’ enrollments are involved.” A discussion ensued and it was decided that the minutes will reflect the additional information. The second proposed change was to change the wording in paragraph four from “Ned said that the model didn’t make sense to him but if that is the current model that’s what he was looking for” to “Ned said that the model did make sense to him for the MPA online program, but that the model would be very controversial and disturbing for the faculty involved in the other programs because they do not see any program level operating budget allocations, do not see any share of John Jay Online attributed to their programs, do not see any net revenues or deficits, and therefore can never expect to see any incentive allocation. The model needs to be completed for the other programs.” Ned explained that the original statement did not reflect what he said or meant. There was not a consensus on the second proposal. Ned said that he would withdraw the second proposal to amend the minutes if this discussion is noted in today’s minutes for clarification. Karen suggested that an asterisk be placed in the June 30 minutes that would direct the reader to this discussion. Jim noted that the minutes will be updated with the additional text. There was some general discussion of the nature of minutes, whether they should be limited to actions taken or closer to a narrative of what transpired.

2. **Budget Update and Discussion.** Rob explained that the College will end FY 2015 with a $600,000 deficit. He further explained that there is an anticipated $4.8 million deficit anticipated for FY 2016. Currently, the College is engaged with the University Budget Office, but we do not know how much assistance they will provide. Rob is scheduled to speak with Matt Sapienza after today’s meeting and will report back to the committee via e-mail. Rob explained there are several items the College is looking at in order to control spending. We are looking into the compact formula to see if the financial aid funds can be partially redirected. Pat explained that in 2015 the allocations to OTPS were higher than what was actually spent so going forward we will align the OTPS budget with past spending. She explained that some departments have been over budget on College Assistants. We can help control spending by making sure everyone stays within their allocations for both OTPS and College Assistants.
Rob explained that we could revisit the positions approved through the vacancy control process and possibly postpone hires until January. Lastly, the College is looking at ways to offset hard money with soft money. Ideas on the table that CUNY could help with include a target revenue reduction and a reimbursement of Justice Academy costs. CUNY has approved a revenue and enrollment plan but not adjusted the revenue target to match lower projected enrollment.

Jane described the new proposal that ASAP benefits be extended to all eligible CUNY Justice Academy students. The results should be higher graduation rates from the community colleges and higher transfer rates to John Jay. This development suggests CUNY's appreciation of the Justice Academy, which will probably make it easier to recover our costs.

Other ideas surfaced by way of attracting enrollment. And Jay suggested that he would like to solicit ideas on addressing the budget deficit from the Chairs. In order to help with that Rob said we would prepare an update for BPC. Rob explained that they are open to any other ideas on controlling spending.

3. **Budget Requests from John Jay Online and Professional Studies.** Pat discussed the John Jay Online budget that Assoc. Provost Lopes had previously distributed. Pat pointed to a request for $1.3 million, of which $1.225 million was already funded. AP Lopes agreed to fund the difference from a closed-out grant surplus in the RF. By next year the plan is for revenue to cover the costs, but Pat will confirm this. Ned presumed that no tech fee funds would be required for FY2016. Pat replied that we will have to revisit this at mid-year. Jay noted discrepancies in the Online budget documents. Rob observed that the Tech Fee Committee is advisory to the President, who feels strongly about online education. CUNY monitors the tech fee budget for compliance. If there is a way to reduce the Tech Fee commitment to online we want to do that.

Ned will send out something outlining his concerns with the Online budget. Concerning Professional Studies, Pat will demonstrate that the unit is self-sustaining.

4. **PMP Goals and Targets for 2015-16 and Strategic Plan Beginning Implementation.** Discussion postponed until next meeting, August 19.
1. Approval of Minutes for July 30, 2015. Proposed minutes are attached.
2. Discussion of PMP College Focus Goals for 2015-16 and Strategic Planning Activities. Jim, Karen, and Jane will provide background and current planning needs. A formal subcommittee recommendation is needed for the PMP “Campus Focus Goals” for 2015-16, although not necessarily at this meeting. A draft of some but not all possibilities is attached for discussion along with a longer list of Strategic Plan activities already underway or contemplated, since we must base our Focus Goals on the Strategic Plan. The three to five Focus Goals should be clearly defined and the results measurable in time to report on progress next June; each goal must state an outcome, not simply activities. The CUNY deadline is September 16, but they still don’t have final guidelines out.
4. Space Planning Update.
5. Questions on John Jay Online Budget Documents. Ned emailed concerns about the John Jay Online budget and plans. We will discuss those concerns and have responses to some of them.
**Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)**

**August 19, 2015**

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*MUHAMMAD REHMAN*
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. Bonnie Nelson
21. Marjorie Singer
22. Lynette Cook-Francis
23. Kyle Roberts
24. 
25. 

Kinya Chandler
Ricardo Anzaldua
Virginia Moreno
Alison Orlando

(*) = Non-voting staff/guest of the subcommittee.
Joint Meeting: SPS – FPS
Minutes
August 19, 2015

Present: Jane Bowers, James Llana (SPS Chair), Ricardo Anzaldua, Ned Benton, Kinya Chandler, Lynette Cook-Francis, Mark Flower, Jay Hamilton, Karen Kaplowitz, Pat Ketterer, Virginia Moreno, Bonnie Nelson, Muhammad Rehman, Kyle Roberts, Douglas Salane, Marjorie Singer, Charles Stone, Robert Troy, Alison Orlando (Recorder)

1. **Approval of Minutes from July 30, 2015.** Minutes were approved as proposed.

1. **Budget Update.** Pat gave the budget update; she explained that FY 2015 ended with a $300,000 deficit. The President met with VC Sapienza concerning the College’s financial situation. There was a conversation about how the phasing out of Associates Degrees and the enrollment decrease have impacted the College’s financial situation. VC Sapienza acknowledged the College’s challenges around the revenue target, the 3% system-wide cut, and the potential expense of a collective bargaining agreement. At the meeting several items were raised that could help the College’s financial situation such as leveraging the success of the Justice Academy, and utilizing the performance incentive fund. There was also a discussion about additional space for the College. Sapienza committed to discuss John Jay’s financial situation and the issues raised at the meeting at the Chancellor’s Senior Staff Meeting; Pat reported that there has been no update. Ned is concerned that we keep waiting for CUNY to help with our financial situation, when they might not help us or they might only offer a partial solution. Pat explained that this issue was raised with VC Sapienza and that the College needs to look at ways to help ourselves. Jim said that a discussion of priorities will be on the agenda for next meeting. Pat said she will get items together in advance for discussion.

2. **Discussion of PMP College Focus Goals for 2015-16 and Strategic Planning Activities.** Jim started by explaining that the committee’s role is to help frame the PMP College Focus Goals for 2015-16. CUNY requires that these goals have to be related to the Strategic Plan. This led to a brief discussion about the strategic planning activities. Jane, Karen and Jim make up the Ad Hoc Committee for the Strategic Plan. Karen explained that the Ad Hoc Committee met and proposed committees of faculty and administration for every goal except creating a fund for student scholarship. Jim commented that to get the discussion started, each committee will be given a list of easy to achieve goals that are already in play. The committees will start to meet in September and conclude by the end of October. Jane commented that the burden on the committees will be slight and those who were invited were eager to say yes.

The discussion turned back to the PMP College Focus Goals; Jim gave more details about the goals the committee needs to propose. Jim explained that three to five Goals need to be proposed and they need to be substantial, measurable and show progress towards a target by the time we report to the university in June, 2016. The sub-committees looked over a list of possible Focus Goals (attached), and Jim explained that we were free to add ideas. Jane suggested proposed Goals one (money for scholarships), two (money for a faculty development fund), and seven (proposal for experiential education plan). Ned liked Goal nine (international student recruitment); it was decided that Bob would look at it to see if we could develop specific success metrics. Ned endorsed proposed goal three (online program development) and mentioned metrics for measuring it such as expanding the number of online students and emphasizing the number of campus students taking online
courses. Ned suggested a goal concerning the use of academic space and measuring the efficiency in scheduling. Kim said she would be more comfortable if we included that as a goal next year. Karen suggested having a goal that looked at increasing the number of activities offered during community hour. There was an endorsement of proposed goal six as well (expanding Adelante!) with particular emphasis from Kyle Roberts. Jim said he would bring back a short list to reflect the discussion; we should come up with a recommendation at the next meeting.

3. **Space Planning Update.** Pat started by explaining that CUNY has committed to have the College out of North Hall by the end of December. Haaren should be ready by sometime in the fall. However, the construction on Westport—where the bookstore and café are being converted to training rooms and room for the centers—is not on schedule. The centers need to be moved out of the 6th floor of the BMW building so Registrar and Financial Aid can occupy the space. CUNY has helped with this challenge by offering surge space on the 10th and 11th floor of the BMW building. An announcement will be sent out explaining the next steps in this complicated move.

4. **Questions on John Jay Online Budget Documents.** Ned posed a series of questions in an email dated July 31 concerning the John Jay Online (JJO) budget materials presented earlier to the subcommittees. A discussion followed addressing the questions. Regarding question one, Pat said that she thought she could update the Enrollment and Revenue Projection (Document A) by the next meeting. Regarding question two, Jim explained that the enrollment numbers in the chart including the projected enrollments are comprised only of students in current JJO programs. The top line projections are therefore limited to Security Management. In part, Ned’s email proposed ideas to consider as budget recommendations, and Jim would welcome any such proposals when the subcommittees discuss budget recommendations. There was a discussion about the Tech Fee, whether it is needed to support JJO and the wisdom of using it to cover personnel expenses in JJO. Bonnie commented that the full-time lines should be coming off the Tech Fee because the Tech Fee has to absorb the cost of fringe benefits. Jim commented that we have every incentive to remove tech fee funds from JJO, and the plan is to do just that as online revenue is generated. Mark and Pat emphasized that the Tech Fee is needed this year for the JJO budget, and without it cuts would have to be made elsewhere in tax-levy accounts. With regard to question six on the revenue reinvestment plan, Pat needs to allocate expenses across programs to determine what, if any, net revenue there is.
1. Approval of Minutes for August 19, 2015. Proposed minutes are attached with related document discussed at the meeting.

2. Recommendation for PMP College Focus Goals. Continuation of discussion from last time. We will need to make recommendations on Focus Goals for 2015-16. A short list of options will follow.

3. Possible Cuts to the Budget for 2015-16. At the last meeting we decided to consider options for reducing the deficit for this year. Attached is a framework for that discussion from the Budget Office.

4. Review of PMP Year-End Results for John Jay. See attached for trends and results for University Goals and Targets. We can review briefly and discuss.
Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
September 3, 2015

SPS-FPS Membership

1. Provost and Senior Vice President for Academic Affairs
   - Jane Bowers

2. Associate Provost for Institutional Effectiveness
   - James Llana (SPS Chair)
   - Robert Pignatello (FPS Chair)

3. Senior Vice President of Finance & Administration
   - Patricia Ketterer

4. Executive Director, Finance and Business Service*
   - Mark Flower

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    - Warren (Ned) Benton

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    - Douglas Salane

13. Council of Chairs Representative
    - Sandrine Dikambi

14. President of the Higher Education Officers Council
    - Muhammad Rehman

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Joint Meeting: SPS – FPS
Minutes
September 3, 2015

Present: Jane Bowers, James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ned Benton, Kinya Chandler, Sandrine Dikambi, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Pat Ketterer, Tom Kucharski, Virginia Moreno, Muhammad Rehman, Douglas Salane, Charles Stone, Robert Troy, Alison Orlando (Recorder)

1. **Approval of Minutes from August 19, 2015.** Minutes were approved as proposed.

2. **Recommendation for PMP College Focus Goals.** Jim sent out a list (attached) of proposed PMP College Focus Goals prior to today’s meeting that were of interest from the discussions in the committee’s last meeting. Jim explained that the committee needed to choose three to five goals to be recommended to the President.

Karen asked if a report was circulated on the College’s performance on last year’s goals. Jim said the College did well and that a report was created by the College; he committed to sending out the report to the committee. Karen recommended for Goal one (student scholarship endowment) to be a goal as it was student centered. Goal five (experiential education) was also proposed.

Janice felt that Goal three (online programs) was a good goal. This led to a conversation on changing the content of goal three, from development of particular programs to overall measures of growth in numbers. Ideas proposed for Goal three included the total number of enrollments in online courses and increasing enrollment online by a percentage. Rob felt that there is a difference between goals and objectives, that the larger goal should be advancing online education and under that should be objectives such as increasing enrollment. There was a conversation on using the proportion of FTEs totally online as Goal three. Tom made the point that we could increase FTEs and not revenue which is what the goal is really about. Kim felt that if the goal is based on increasing revenue then the measure should be revenue based. Ned said that he felt FTEs are a better measure than revenue and enrollment. The decision was made to have Goal three be the increase of FTEs from spring of last year to spring of this year in fully online courses. Jim suggested that he would get trend data on a number of online growth metrics and based on that data we would propose a target for spring 16.

There was a discussion on what is measurable for goal six (international students). Bob explained that as of next June when the report is due that he will know the number of graduate international admits for fall. The goal will be an increase from 48 to 55; the two prior years were 29 and 44. It was decided to recommend goals one, three, five and six to the President.

3. **Possible Cuts to the Budget for 2015-16.** Rob started by explaining that the College is in a sizable deficit because of things out of the College’s control such as the 3% budget reduction from CUNY and the 2% being held because of the anticipated collective bargaining agreement. He explained that two weeks ago the President met with Matt Sapienza and that the University understands our position. The President has made clear that the College cannot make any more cuts; however, there is no specific commitment from the University for assistance. In the meantime, we have to see what we can do to help ourselves. Rob then proceeded to go over a document (see attached) that contained possibilities for reducing the deficit. However, Rob made clear that the proposed options do not solve the entire deficit the College is facing. Rob committed to providing a list of the approved hires for discussion. One item on the list that drew attention was a reduction in
the adjunct budget, and there was disagreement on how this could be done. The original proposal was that each department would have to reduce their budget by 5% for the spring. Rob explained that he is happy to defer to Academic Affairs for the targets. Jane explained that it is complicated, that there should not be a target that is set arbitrarily and that one target would not fit all departments. She also felt reassigned time should be looked at. Rob said other areas slated for savings include OTPS and Temp Svcs. Janice wanted to make clear that cutting OTPS has ramifications. For example, OTPS covers database and library materials. Finally, Rob talked about the possibility of non-tax levy offsets from the Research Foundation, Auxiliary Services, SAA and JJC Foundation. Kim felt that the impact of these decisions should be made clear to the College Community.
1. Approval of Minutes for September 3, 2015. Proposed minutes are attached along with documents referred to in the minutes (“FY16 Proposals to close the gap...” and “9-3-15 Possible College...”)

2. College Focus Goal for Online Programs. At the last meeting we resolved to recommend a PMP College Focus Goal to measure an increase in student participation in fully online courses. Attached (Fully online courses) are trend data for a number of online metrics and growth rates for them (Fully Online Course Growth Data). Jim Llana will discuss setting a target.

3. Enrollment Report for Fall 2015. Bob Troy will review the numbers. See attachment, Enrollment Summary.


5. Budget Report and Recommendations for Financial Plan. Rob Pignatello and Pat Ketterer will offer update and proposals for discussion. See attachment FPS_FY16 Financial Plan...
## Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

**October 1, 2015**

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Kinya Chandler
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Virginia Moreno
Alison Orlando

(*) = Non-voting staff/guest of the subcommittee.
Joint Meeting: SPS – FPS
Minutes
October 1, 2015

Present: Jane Bowers, James Llana (SPS Chair), Robert Pignatello (FPS Chair), Ric Anzaldua, Ned Benton, Kinya Chandler, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Pat Ketterer, Tom Kucharski, Virginia Moreno, Bonnie Nelson, Douglas Salane, Charles Stone, Robert Troy, Alison Orlando (Recorder)

1. Approval of Minutes from September 3, 2015. Minutes were approved as proposed.

2. College Focus Goal for Online Programs. Jim explained that a target needs to be set for the College Focus Goal for Online Programs. The target will be set taking into account prior trends in the data. Jim said that he looked at FTEs and came up with a target. Ned said that he felt we should use registrations instead of FTEs because it avoids the distinction between graduate and undergraduate FTE’s. The decision was to set the target using the number of registrations.

3. Enrollment Report for Fall 2015. Bob went over the enrollment numbers. The headcount for the Total College without College Now is on target and the total FTEs for the College are above target. Bob explained new freshmen were below target; this has to do with an estimation of how many new freshmen the college would have with the elimination of conditional admits. However, new transfer students and new Justice Academy students were both well above target. Ned asked if there was data on which Justice Academy programs the students were transferring from. Bob said he would get the data. Bob also explained that continuing undergraduate and graduate students were above the target. Overall, the report was good. Rob asked about graduate application fees and if they could be affecting admissions. Bob explained that it could be a factor; our fees are higher compared to other institutions, but there is the question of how much control we have over the fees. Bob spoke about how the enrollment plan is to shrink the freshmen class on order to tighten admission standards and move towards admitting more transfer students. Charles asked if this would affect the college with more students attending for two years instead of four. Bob said that they are looking for a balance between a loss of tuition money and higher standards.

4. Report on CUNY Strategic Investment Initiative (aka College Performance Improvement Fund). Jane explained that the College will be submitting three proposals for the Strategic Investment Initiative. The proposals attempt to address as many of the themes of the initiative as possible. Ned asked if the money is a one-time award. Jane explained that it was and that most of the money has to be spent by July. Jane also gave an overview of the guidelines provided. The three proposals that are being submitted are John Jay Online: Building the Virtual College, the Weekend College, and the Virtual Passport. Jane also mentioned a technology grant sponsored by JP Morgan Chase that seems to be ready made for the college. The theme of this grant is increasing the number of computer science students for the workforce. John Jay’s proposal will be to expand the Justice Academy to include cyber security. Ned had the idea of charging existing employees for their time against the Strategic Investment Initiative grant for working on the initiative. This idea will be explored as Personnel Services are not covered by the initiative.

5. Budget Report and Recommendations for Financial Plan. Rob explained that the University has gotten back to us and in order to help our financial situation they have reduced the revenue target for FY 2015 by 1.9 million. This resulted in a surplus for FY
2015, which was rolled into FY 2016; this reduced the deficit to 2.6 million. This was a one-time action from the university. Rob presented a document with a list of proposals on how to close the remaining gap. If the college accomplished all of the suggested actions FY 2016 would end with a surplus that could be carried over to FY 2017. The actions proposed include using financial aid funds that the college is not required to use for student aid, expanding the summer-winter offerings, reducing approved positions and lagging others, reducing the adjunct budget, keeping temp services at FY 2015 spending level and eliminating overspending in CA’s, reducing OTPS and using non-tax levy funds as offsets. There was a discussion about reducing the adjuncts by 5% in spring 2016 and 10% for FY 2017. Ned felt that this goal was not a workable number and that the required use of bank time would affect the number of adjuncts needed. Rob said he was open to suggestions. Ned suggested a 2.5% cut this spring and a 5% cut next year. This was agreed upon. There was a discussion of the FY 2017 proposed cuts but it was understood that some of these numbers are place holders. Ned also stated that if we get some of the grants we are applying for or if the labor agreement costs us less, the additional funds should be used to offset the cuts. Rob agreed that he would recommend less severe cuts if we get additional funds. Tom agreed with Ned but felt the College would still be in a substantial hole. Tom felt that we need to look at positions more strategically than managing vacancies. A motion was made to endorse the recommendations for the financial plan as amended and transmit them to the BPC for further consideration. The motion was seconded. The motion passed unanimously with 6 votes cast.
Budget and Planning Committee
Meeting of Planning Subcommittees
Agenda – October 13, 2015
2:00 – 2:45 pm  Rm. NB 1.124

1. Approval of Minutes for October 1, 2015. Proposed minutes are attached.
2. Presentation by CannonDesign on Space Planning.
Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)  
October 13, 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. Faculty Senate Representative  
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

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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. Sara Cuya (Space Planning)
21. Mariam Harris (CUNY)
22. Steve Beneschi (Cannon)
23. Nicholas Malkov
24. David Munro
25. Zabby Hovey

Kinya Chandler
Ricardo Anzaldúa
Virginia Moreno
Alison Orlando

(*) = Non-voting staff/guest of the subcommittee.
Joint Meeting: SPS – FPS
Minutes
October 13, 2015

Present: Jane Bowers, James Llana (SPS Chair), Ric Anzaldua, Kinya Chandler, Sara Cuya, Mark Flower, Jay Hamilton, Mariah Harris, Zabby Hovey, Karen Kaplowitz, Pat Ketterer, Tom Kucharski, Nicholas Malkov, David Munns, Scott Page, Steve Benesh, Douglas Salane, Charles Stone, Alison Orlando (Recorder)

1. **Approval of Minutes from October 1, 2015.** Minutes were approved as proposed.

2. **Presentation by CannonDesign on Space Planning.** Scott Page began with a presentation on space planning that focused on enrollment. He started by explaining that over the next decade John Jay will experience a decline in student FTEs but there is expected growth in the graduate programs and transfer student intakes. This will result in an expansion of the upper division at John Jay which will impact the departments. Scott then described four categories of departments according to majors and service role. (See PowerPoint). Scott explained that there will be an internal shift with a need for more space and faculty with the expansion of the upper division. Scott then took questions from the committee. David asked if this has any implications for classroom space. Scott explained that it will not, as about 12% of the institution is classroom space. Tom brought up concerns about research space and the misalignment of classroom size. Scott acknowledged his concerns. Scott said in about a month he will be presenting the committee with a detailed analysis.
1. **Approval of Minutes for Oct. 13, 2015.** Proposed minutes are attached along with related Powerpoint.

2. **Presentation from Division of Marketing and Development.** Advocating for Justice – a new recruitment initiative. We wanted to review this with the subcommittees prior to campus launch later this month.

3. **Report from Budget Office.** Adjunct spending, vacancy control, and revised revenue-sharing model.
Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
November 4, 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
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(* = Non-voting staff/guest of the subcommittee.)

Name                Signature

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James Llana (SPS Chair)
Robert Pignatello (FPS Chair)
Patricia Ketterer
Mark Flower
Robert Troy
Karen Kaplowitz
Janice Dunham
Tom Kucharski
Charles Stone
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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. Jayne Rosenzarten
21. Rama Sudhakor
22. 
23. 
24. 
25. 

Kinya Chandler
Ricardo Anzaldúa
Virginia Moreno
Alison Orlando

(*) = Non-voting staff/guest of the subcommittee.
Joint Meeting: SPS – FPS
Minutes
November 4, 2015

Present: Jane Bowers, James Llana (SPS Chair), Rob Pignatello (FPS Chair), Ric Anzaldua, Ned Benton, Sandrine Dikambi, Janice Dunham, Jay Hamilton, Karen Kaplowitz, Pat Ketterer, Virginia Moreno, Jayne Rosengarten, Rama Sudhakar, Bob Troy, Alison Orlando (Recorder)

1. Approval of Minutes from October 13, 2015. Minutes were approved as proposed.

2. Provost’s Special Announcements (not on original agenda). Jane announced that John Jay has been awarded three grants. Two of these grants fall under the Strategic Investment Initiative and total $1.4 million. The first grant is for a program called "Digital Portfolios: A Virtual Passport to Post-Graduate Success" and is for $656,500, while the second grant is called "Advancing Virtual CUNY: Accelerating the Growth of John Jay Online" and is for $750,000. John Jay also received a grant under the CUNY/JP Morgan Chase Foundation Tech Industry Initiative and will bring $96,600 annually over the next three years for curriculum and recruitment work, partnering with communities of practice.

3. Presentation from Division of Marketing and Development. VP Jayne Rosengarten initiated the presentation on the new advertising campaign. She explained that Board member Alan Siegel wanted to help John Jay by having his company create an ad campaign. The campaign begins as an internal campaign and will move onto social media. There will be a soft launch at the State of the College Address and a hard launch on November 15 at the open house. Chief Communications Officer Rama Sudhakar then went through a PowerPoint explaining the ad campaign (See Attached). The committee then presented some of their views on the ad campaign. Rama then went on to present the new virtual view book.

4. Report from Budget Office. Pat gave an update. There was a meeting with the President to reduce hires by putting more hires on hold in accordance with the financial plan. An additional 10 hires were put on hold. In total, there are now 50 vacancies with 33 on hold and 17 in the hiring process. This has resulted in a savings; however it is less than what was projected in the financial plan. This might need to be revisited midyear. Pat spoke about how Mark Flower is looking at adjunct expenditures and hopefully they can report on this in a couple of weeks. Pat also presented an updated online revenue-sharing model (attached), but said it needed further discussion. There was very limited discussion before the meeting adjourned at 5 pm.
1. Approval of Minutes for November 4, 2015. Proposed minutes are attached, along with relevant documents from the meeting.

2. Discussion of Recommendations for Implementation of the Strategic Plan. The recommendations from the various workgroups for each goal (except Goal 3) were sent out earlier (Dec. 15, 2015), and they are attached. We are asking that the planning subcommittees comment on them and prepare a recommendation for the Budget and Planning Committee, which will consider it at its meeting on February 9. I offered the following comments at the time of transmission to the sub-committees:

“Following President Travis’ approval of the Strategic Plan ‘John Jay 2020,’ we proposed working groups to develop recommendations for implementation of the plan. Those groups, mostly faculty, met for much of the semester and recently submitted the attached recommendations for each goal. The next step in the process of adoption is review by the planning subcommittees of BPC. We do not recommend re-writing the recommendations so much as pointing to areas for improvement, whether that means additions or subtractions. While all strategic plans are aspirational, we should keep our planning not too far off the ground. We recommend that after review by SPS/FPS, the recommendations be forwarded to the Budget and Planning Committee (BPC) for its reviews.

Ultimately, the President will have to approve any strategies, and it should go without saying that many of the strategies will be subject to constraints on time and funding.”

**Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)**

January 28, 2016

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18. Office of the Associate Provost (*SPS only)*

Guest(s)

19. 

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21. 

22. 

23. 

24. 

Ricardo Anzaidua

Virginia Moreno

Alison Orlando

(* = Non-voting staff/guest of the subcommittee.)
**Joint Meeting: SPS – FPS**

**Minutes**

**January 28, 2016**

**Present:** Jane Bowers, James Llana (*SPS Chair*), Pat Ketterer (*FPS Chair*), Ric Anzaldua, Ned Benton, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Virginia Moreno, Charles Stone, Bob Troy, Alison Orlando (*Recorder*)

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1. **Approval of Minutes from November 4, 2015.** Minutes were approved as proposed.

2. **Discussion of Recommendations for the Implementation of the Strategic Plan.** Jim started by explaining the process behind the recommendations for the implementation of the Strategic Plan. He stated that after the Strategic Plan was adopted, Jane, Karen and he created committees for each goal except goal 3. The committee members—selected for their knowledge and interest in the assigned goals—came up with recommendations for implementing the goal. These recommendations are for review today by this committee which will forward them to the Budget and Planning Committee (BPC). The BPC will then review them as well and send the finalized recommendations to the President. Jim also noted that the implementation of the strategic plan is constrained by both time and finances.

   The following is a summary of the discussion and decisions that were made by the subcommittee regarding the recommendations. To make the formatting cleaner and to keep further discussions on a more general level it was agreed to suppress the bullet points, which are for the most part very specific recommended actions. The Subcommittee reviewed the goals one at a time and made recommendations for edits. In some cases, the subcommittee removed or consolidated recommendations, but it was agreed that all of the original language would be preserved for those who are charged with implementing the plan, since the original detailed recommendations should be useful.

   Mark thought data behind the goals would make them more compelling. Jim responded that we were counting on the experience and knowledge of the committee members. This exercise was not one driven by data, at least very precise data, in part because some of the initiatives are decisions taken to move the college in new directions, as opposed to fixing a problem revealed by data.

   Ned expressed some concern that no one teaching in the online programs was part of that committee. In the discussion of the online recommendations, there was some contention around the recommendation that a specific orientation should be required as a prerequisite for online courses. In the end, the recommendation allowed for flexibility. There was contention as well around whether all new master’s programs should in principle be offered online; this was resolved in favor of flexibility.

   Jim expressed concern about resolving issues of policy that should be resolved appropriately somewhere else.

   IR and EM should agree on the definition of an international student for purposes of tracking the numbers projected in the International goal. There were some comments about why we specify Latin America and South America. Jane responded that we have ongoing projects there and what we really mean is the extension of an existing effort.

   A motion was made to recommend the recommendations to the BPC pending final approval of the changes that had been made in the meeting. Jim will send out a revised version soon with the opportunity to correct the document before forwarding to BPC. The motion was seconded. The motion passed unanimously with five votes cast. Jane asked if Jim would alert the strategic plan implementation committees of the changes that were
made to the recommendations before the BPC meeting. Jim said that he would do so in advance.

3. **Budget Update.** Pat explained that as of now there is no update to give, as there has been no news. Jim asked Pat what the BPC and SPS-FPS committees should be doing this spring in regards to the budget. Pat explained that as of now we are in a holding pattern.
AGENDA

1. Approval of Minutes for January 28, 2016. Proposed minutes are attached.

2. Budget Update. Based on the information provided, we should probably discuss in broad terms how we might approach recommendations for further cuts. Hopefully, we’ll know much more about the budget situation in the days after April 1, when presumably the State budget will be adopted.

3. Space Plan. At one point we heard about the receipt of a final report from the space consultants. We will have an update.

4. Space Policy. Linked with the various moves associated with leaving North Hall, we quickly developed some very useful ad hoc guidelines concerning the allocation of space. At that time we determined to undertake the larger project of a comprehensive space policy for the college. Let’s see if we would like to reaffirm that project and, if so, develop some first steps toward getting it done (assuming that budget matters don’t consume our attention for the balance of the year).
Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
March 28, 2016

SPS-FPS Membership

1. Provost and Senior Vice President for Academic Affairs
2. Associate Provost for Institutional Effectiveness
3. Interim, Vice President of Finance & Administration
4. Business Manager*
5. Vice President of Enrollment Management*
6. President of the Faculty Senate
7. Faculty Senate Representative
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13. President of the Higher Education Officers Council
14. Student Representative
15. Director of Operations - Provost's Office (FPS only)*

Name

Jane Bowers
James Llana (SPS Chair)
Patricia Ketterer (FPS Chair)
Mark Flower
Robert Troy
Karen Kaplowitz
Janice Dunham
Tom Kucharski
Charles Stone
Jay Hamilton
Warren (Ned) Benton
Douglas Salane
Sandrine Dikambi
Muhammad Rehman
Kinya Chandler

Signature

(*) = Non-voting staff/guest of the subcommittee.
16. Director of Institutional Research *(SPS only)*
17. Director of Outcomes Assessment *(SPS only)*
18. Office of the Associate Provost *(SPS only)*

**Guest(s)**

19. 
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21. 
22. 
23. 
24. 

Ricardo Anzaldua
Virginia Moreno
Alison Orlando

(*) = Non-voting staff/guest of the subcommittee.
Present: Jane Bowers, James Llana (SPS Chair), Pat Ketterer (FPS Chair), Ric Anzaldua, Ned Benton, Sandrine Dikambi, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Virginia Moreno, Doug Salane, Raj Singh, Charles Stone, Bob Troy, Alison Orlando (Recorder)

1. **New Business.** Ned proposed the committee talk about the suite of offices now being used by the Interim Vice President for Finance and Administration. Karen made a motion to recommend to the President that the space be reassigned to academics for the use of faculty research and offices, and that a suitable alternative be found for the future Vice President. The motion was seconded. Jim commented that in the charter the committee is charged with comprehensive strategic planning, and that this motion does not fall under that category. He felt that the motion may undermine the credibility of the committee. Jane said that while she does not disagree with Jim, she doesn't know how this request can be made known otherwise. Pat mentioned that one challenge would be to find another location for the Vice President, but this is something that space planning could be charged with. Janice said that the motion would be an expression of desirability and a good move. Raj suggested that the request be taken to space planning so they could take a look at it. Doug felt that the force of the committee was needed and that was not a viable option. The motion was put up for a vote and passed with a vote of: Y- 7 N - 0 A - 2.

2. **Budget Update.** Pat then gave a budget update. She explained that right now the governor’s position on the CUNY budget looks like it is softening, but things are still in the air. She also explained that the university is committed to helping us but we need to be prepared to absorb any possible cuts to our budget. She then spoke about the tuition increases. It seems that if the tuition increases go into effect they will be used towards collective bargaining for the first year. After the first year, they could be used to help balance the budget, but this wouldn’t give John Jay any room to grow. Pat further explained that this year’s budget looks fine, but next year’s budget will be problematic even without the collective bargaining agreement. Jim asked Pat that if we have to make cuts, where should we look for them. Pat said that we have never done the difficult exercise of costing out academic programs. Jay asked if there was any model for this. Jim explained that there is a book by Robert Dickeson (*Prioritizing Academic Programs and Services*) that presents a model for this approach. Jane explained that the process was done at Lehman College; however, it stalled at the point of acting on the recommendations that came from the process. Pat said we could grow our way out of our budget issue; as an example, summer is now bringing in additional revenues. After Karen inquired about our budget for this year, Pat responded that she will send a document to show where we are now. Jane stated that new investments for the upcoming year don’t make sense, since the College needs to stabilize. Ned stated that there are programs that were designed to grow and are growing; these programs might need investment. Jane explained that could be done through reallocation.

3. **Space Plan.** Jim asked about the latest on the space plan. Pat explained that we hired a consultant with a commitment to do two reports, one for the short-term and the other with an extended horizon. There was some work done on the short-term report but our own staff played a large role in compiling it. We have not received the long-term report. We have to look into either getting our money back or receiving the long term report. Pat then gave an update on the renovations. She explained that renovations in Westport should be done in the fall and everyone should be moved out of North Hall by July.
4. **Space Policy.** Jim explained that the committee previously discussed developing strategic guidelines for space allocations through a comprehensive space policy but never completed the job. He inquired if this was something the committee would be interested in developing. Ned said that he would like to see options and while a comprehensive space policy is complex it is a worthwhile exercise. Jim said that he would circulate some examples of space policies to the committee. It was decided that Jim and Ned would collaborate and come to the committee with a proposal.
# Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

## May 19, 2016

### SPS-FPS Membership

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### Name

- Jane Bowers
- James Llana (SPS Chair)
- Mark Flower
- Raj Singh
- Robert Troy
- Karen Kaplowitz
- Janice Dunham
- Tom Kucharski
- Charles Stone
- Jay Hamilton
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Guest(s)

20. Nikki Hancock-Nicholson
21. 
22. 
23. 
24. 

Ricardo Anzaldua
Virginia Moreno
Alison Orlando

(*) = Non-voting staff/guest of the subcommittee.
Committee on Graduate Studies
Committee on Graduate Studies

September 10, 2015

1:40 pm – 3:00 pm

6.65.33 NB

1. Announcements

2. Minutes of May 13, 2015

3. Discussion of financial aid issues for conditional and non-degree admits
   Guest: Sylvia Lopez, Director of Financial Aid

4. Curriculum Proposals

   Updating grading basis of graduate thesis, internship, and comprehensive exam courses

   CRIMINAL JUSTICE
   - New program proposal: Advanced Certificate in Race and Criminal Justice
   - New graduate course proposal: CRJ 737 Race, Racism, Punishment, Prison

   PUBLIC ADMINISTRATION
   - New course proposals: PAD 7xx and 7xx Policy Advocacy Practicum I and II

5. Program Proposals for First Read

   - Dual Degree Program: MA-JD in Forensic Psychology ad Law: JJC Forensic Psychology and CUNY Law
   - Dual Degree Program: MPA-JD in Law and Public Accountability: JJC MPA-IO and CUNY Law
   - Dual Degree Program: PMT-MPA: JJC PMT and MPA programs

6. New Business
Committee on Graduate Studies
Meeting Minutes
Thursday, September 10, 2015
1: 40 PM – 3:00 PM
6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Kathleen Collins, Diana Falkenbach, Richard Lovely, Charles Nemeth, Chitra Raghavan, Marilyn Rubin, James Wulach, VP of Enrollment Management Robert Troy, Associate Dean and Professor Larry Sullivan, Dean Kenneth Holmes, Dean Anne Lopes, Associate Dean Roblin Meeks, Junia Leoutsakos

Absentees: Professor Mechthild Prinz

Guests: Sylvia Lopez, Director of Financial Aid

Announcements

a. Dean Lopes welcomed everyone in the meeting. Dean Lopes introduced Jana Arsovska as the new graduate program director for International Crime and Justice, replacing professor Rosemary Barberet.

b. Dean Lopes reviewed enrollment numbers with VP Troy for the Fall 2015 semester. Some programs have declined and other programs have increased. Dean Lopes and VP Troy will meet with each program director to discuss and to set enrollment targets for each program to realistically achieve.

c. Dean Lopes announced that the MPA program was accredited by the NASPAA and the Forensic Science program was accredited by the Forensic Science Education Programs Accreditation Commission (FEPAC). Dean Lopes thanked everyone for their hard work in achieving these important accreditations.

I. Review of Minutes for May 13, 2015
   a. There were no corrections to the minutes. The minutes were approved 12-0-0.

III. Discussion of Financial aid issues for conditional and non-degree admits
   a. Guest speaker Sylvia Lopez, Director of Financial Aid, discussed issues
   b. for graduate students taking undergrad courses not being able to use financial aid to pay for the course. Unless an undergrad course in explicitly mentioned in the
bulletin, undergrad courses taken by graduate students cannot count toward their financial aid eligibility for graduate loans. Matriculated graduate students who need several undergrad courses would therefore need to pay for those courses out-of-pocket.

c. Director Lopez and VP Troy suggested that we create a guideline for students who need a full undergrad curriculum of 12 or more credits before they are allowed into a master’s program. They also suggested that programs clarify financial aid requirements for graduate students taking undergrad classes.

IV. Curriculum Proposals:

a. Updating grading basis of graduate thesis, internship, and comprehensive exam courses. Several courses historically graded P/F were coded as A-F in the transition to CUNYfirst. This proposal officially resets the grading method for these courses to P/F. Program directors suggested friendly amendments to add the following courses to the list: CRJ 781, FCM 791 and FMC 781. The proposal was approved as amended 12-0-0.

V. CRIMINAL JUSTICE

New Program Proposal: Advanced Certificate in Race and Criminal Justice

a. Professor Bornstein presented the 4-course advanced certificate proposal for race and criminal justice focusing on contemporary law and history of racial oppression in criminal justice systems. The committee suggested a minor edit to the educational and career objectives section. The proposal was approved as amended 12-0-0

New graduate course proposal: CRJ 737 Race, Racism, Punishment and Prison

b. The new course will be part of the new Advanced Certificate in Race and Criminal Justice and will count as an elective for the Corrections specialization of the Criminal Justice MA. The committee suggested changing the title from “Race, Racism, Punishment and Prison” to “Racism, Punishment and Prison.” The committee also asked that the librarian consulted should be added as well. The proposal was approved as amended 12-0-0

VI. PUBLIC ADMINISTRATION

a. Professor Benton put forward the new course proposals: PAD 7XX and 7XX Policy Advocacy Practicum I and II. These courses are for Tow scholars and have been given experimentally. The committee asked that the name of the librarian consulted in developing the course should be added to the proposal. The proposal was approved as amended 12-0-0

VII. Program Proposals for First Read

a. Dual Degree Programs: MA-JD in Forensic Psychology ad Law; Dual Degree Program: MPA-JD in Law and Public Accountability; Dual Degree Program: PMT-MPA. Professors Wulach and Benton discussed the dual-degree proposals between their
respective programs and the CUNY Law School. Because CLS has already approved these proposals, Prof. Benton suggested that CGS vote in time to bring up both proposals at the September College Council meeting so that the program could launch in fall 2016. The committee agreed to vote on these proposals via email. Dean Lopes asked that changes and suggestions be sent to her via email by Wednesday, September 16 so that an email vote can occur shortly thereafter.

b. The PMT-MPA dual-degree program would not be part of the electronic vote, but Dean Lopes asked for any changes and suggestions to it from committee members as well.

**New Business:** None

Submitted by J. Leoutsakos
Committee on Graduate Studies

October 13, 2015
1:40 pm – 3:00 pm
6.65.33 NB

1. Announcements

2. Minutes of September 10, 2015

3. Recruitment for Graduate Programs

4. Review of Proposed Graduate Faculty

<table>
<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
<th>Part-time</th>
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<tr>
<td>DIGITAL FORENSICS AND CYBERSECURITY</td>
<td></td>
<td>Bert van Keulen</td>
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<td></td>
<td></td>
<td>Evan Misshula</td>
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</table>

5. Curriculum Proposals

- New Degree Program: Master of Arts in Human Rights

6. Change in Admissions Requirement for the ICJ MA program

7. New Business
Committee on Graduate Studies

Meeting Minutes

Tuesday, October 13, 2015

1:40 PM – 3:00 PM

6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Diana Falkenbach, Richard Lovely, Charles Nemeth, Chitra Raghavan, James Wulach, Mechthild Prinz, VP of Enrollment Management Robert Troy, Associate Dean and Professor Larry Sullivan, graduate students Sara Hartigan and Gabrielle Trupp, Dean Anne Lopes, Associate Dean Roblin Meeks, Junia Leoutsakos

Absentees: Dean Kenneth Holmes, Professor Marilyn Rubin

Guests: Associate Professor Susan Kang, Political Science, and Assistant Professor, Charlotte Walker-Said, Africana Studies

Announcements

a. Dean Lopes welcomed everyone in the meeting. Dean Lopes request that everyone in the room introduce themselves to Associate Professor Susan Kang, Political Science and Assistant Professor, Charlotte Walker-Said, Africana Studies.

b. Professor Ned Benton request to move to amend the agenda to include the proposal for the join program for the Master in Public Administration program and the Protection management program.

c. Dean Lopes requested that both parties come together and discuss just a bit further the dual-degree program for the Master in Public Administration program and the Protection management program. Professor Ned Benton withdrew his motion and it was agreed that MPA and PMT dual-degree program be placed on the agenda for the next meeting.

I. Review of Minutes for September 10, 2015

a. There were no corrections to the minutes, but the committee requested an addendum to the September 10, 2015 minutes stating the results of the electronic vote on the MPA-JD and MA-JD dual-degree programs, which were approved via email 13-0-0. The minutes were approved 13-0-0.
III. **Recruitment for Graduate programs**
   a. VP of Enrollment Management Robert Troy addressed the committee and reported that Enrollment Management has some funds that can be awarded to incoming graduate students.
   b. This award money will be used to encourage good students to commit to the programs at John Jay.

IV. **Review of Proposed Graduate Faculty**
   **DIGITAL FORENSICS AND CYBERSECURITY**
   a. Bert van Keulen
   b. Evan Misshula
   c. These faculty members were approved to teach in the graduate program 13-0-0.

V. **Curriculum Proposals:**
   **New Degree Program: Master of Arts in Human Rights**
   a. The proposal was represented by Professors Susan Kang and Charlotte Walker-Said and was put forward for a first reading, with further consultation forthcoming from departments involved with this new program.
   b. The MA will consist of 36 credits and will be academically rigorous and professionally useful for graduate students. John Jay has a significant number of current faculty knowledgeable on human rights. There is no pre-existing Human Rights degree at John Jay, and no graduate program in the CUNY system.
   c. The program will coordinate with CRJ, ICJ, MPA, and PSY programs.
   d. Professor Chitra Raghavan suggested that some of the courses be put online and that advanced certificate programs could be created as well. Professor Walker-Said state that they might create specializations within the master’s program as it develops. Several committee members suggested reducing the amount of electives listed in the proposal; the program likely will not be able to support that many classes, especially in the first five years. Dean Lopes suggested creating a special topics course so that multiple subjects can be offered during different semesters. Dean Sullivan suggested that Professors Kang and Walker-Said talk to the Special Collections librarian about primary sources on human rights unique to John Jay.
   e. Professors Kang and Walker-Said welcomed further comments from committee members.

VI. **Change in Admissions Requirement for the ICJ MA program**
a. Professor Jana Arsovska spoke about revising the admissions requirements for the ICJ program. The program had approved waiving the GRE as an admission requirement in certain circumstances, such as for prospective international students and for prospective students with more than 7 years of relevant professional experience. The proposal also removes the admissions requirement that have 18 undergraduate credits in the social sciences. ICJ program faculty believed that this requirement was causing confusion and that this requirement was not producing a great benefit. These changes will likely increase the number of students applying to the program. The proposal was approved 13-0-0.

**New Business:** None

Submitted by J. Leoutsakos
Committee on Graduate Studies

November 17, 2015
1:40 pm – 3:00 pm
6.65.33 NB

1. Announcements


3. Curriculum Proposals
   - New Degree Program: Master of Arts in Economics
     INTERNATIONAL CRIME AND JUSTICE
     - New course proposal: ICJ 7xx Transnational Crime

4. Addition of Executive format to the MA in Criminal Justice

5. New Business
Committee on Graduate Studies

Meeting Minutes

Tuesday, November 17, 2015

1: 40 PM – 3:00 PM

6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Richard Lovely, Charles Nemeth, Mechthild Prinz, Chitra Raghavan, Gabrielle Salfati, James Wulach, Jen Dysart, Katherine Collins; graduate student: Gabrielle Trupp; Dean Anne Lopes, Associate Dean Roblin Meeks, Junia Leoutsakos

Absentees: VP of Enrollment Management Robert Tory, Associate Dean and Professor Larry Sullivan, Dean Ken Holmes, Professor Marilyn Rubin, graduate student Sara Hartigan

Guests: Professors Catherine Mulder and Jay Hamilton

Announcements

a. Associate Dean Meeks welcome the committee and asked everyone to introduce himself or herself.

I. Review of Minutes for October 13, 2015

a. There were no corrections to the minutes. The minutes were approved 9-0-0.

III. Curriculum Proposals

New degree program: Master of Arts in Economics

a. The proposal was represented by Professors Catherine Mulder and Jay Hamilton from the Economics department. Professors Mulder and Hamilton thanked the committee for the many helpful suggestions following the May CGS meeting. They addressed various committee concerns about admissions requirements and preparation of John Jay’s undergraduate economics majors and about whether the current number of faculty lines was sufficient to support the program. Profs Mulder and Hamilton explained that JJC undergraduates interested in pursuing the MA in Economics would be advised to take the necessary math for admission. And though concerns about faculty coverage remain, the Economics Department has decided to move forward with the MA proposal.
The proposal was approved 12-0-0.

INTERNATIONAL CRIME AND JUSTICE
a. New program: Advanced Certificate in Transnational Organized Crime Studies: Prof. Arsovska represented the proposal. Many students have advocated for an advanced certificate in transnational organized crime that can be taken in addition to the MA degree. It will be a 4-course, 12-credit certificate that will have two core courses, and students can select two additional elective from a list of elective. The advanced certificate program was approved 9-0-0.

b. New course proposal: ICJ 7xx Transnational Crime: Prof. Arsovska explained to the committee that the proposed course would be part of the core for the Advanced Certificate in Transnational Organized Crime. The new course proposal was approved 8-0-1.

IV. Addition of Executive format to the MA in Criminal Justice
a. Prof. Bornstein represented the proposal. John Jay is currently developing an Executive MA program in Criminal Justice with the NYPD. This proposal permits the college to name and operate it specifically as an executive program. The program will be cohort based. Students will be required to take the thesis option and will be limited to a single specialization. Otherwise, the curriculum will be the same as the current MA in Criminal Justice. The proposal was approved 9-0-0.

New Business:

a. Professor Mechthild Prinz proposed changing the admissions requirements for the MS in Forensic Science program to waive the GRE requirement for applicants who have graduated from the undergraduate program in forensic science, international applicants, and applicants who has already earned a graduate degree in a scientific discipline. The proposal was approved 8-0-1.

Submitted by J. Leoutsakos
Committee on Graduate Studies

December 10, 2015

1:40 pm – 3:00 pm
6.65.33 NB

1. Announcements

2. Minutes of November 17, 2015

3. Curriculum Proposals

   ▪ New Degree Program: Master of Arts in Human Rights

   ▪ New Dual-Degree Program: MS-MPA in Protection Management and Public Administration

   ▪ Change in Degree Program: MPA-PPA – revision to the Policy Analysis specialization


   ▪ Change in Degree Program: MPA-IO – revision to the Justice Policy and Oversight (honors) specialization

4. Proposal to change credit requirements for full-time status in the Digital Forensics and Cybersecurity MS program

5. Proposal to change credit requirements for full-time status for graduate student veterans at John Jay

6. New Business
Committee on Graduate Studies

Meeting Minutes

December 10, 2015

1:40 PM – 3:00 PM

6.65.33 NB

Attendees: Professors Ned Benton, Avram Bornstein, Richard Lovely, Charles Nemeth, Chitra Raghavan, James Wulach, Kathleen Collins; Dean Anne Lopes, Associate Dean Roblin Meeks, Junia Leoutsakos

Absentees: Professors Mechthild Prinz, Jennifer Dysart, Gabrielle Salfati; Chief Librarian Larry Sullivan; VP of Enrollment Management Robert Tory, Dean of Students Ken Holmes, graduate students Gabriele Trupp, Sara Hartigan

1. Announcements
   The meeting began without a quorum, and Dean Lopes suggested that if a quorum was not achieved by the end of the meeting, the agenda would be voted upon electronically.

2. Review of Minutes for November 17, 2015
   - There were no corrections to minutes. The minutes were approved 7-0-0.

3. Curriculum Proposals
   - New Degree Program: Master of Arts in Human Rights. Professor Susan Kang was a guest at the meeting to represent the returning proposal. The proposal received approval from the Department of Political Science on 12/9/15. Prof. Kang thanked the committee for its suggestions to improve the proposal, and she noted that the number of proposed electives was reduced as the committee requested. The proposals were approved 7-0-0.
   - New Dual-Degree Program: MS-MPA in Protection Management and Public Administration. The proposed program includes 18 credits of overlap (3 courses from each program). Students would take the Emergency Management PMT specialization and the Emergency Management and Public Policy specializations of the MPA-PPA program. The committee requested that the description of the program be expanded to better describe the value of the dual degree. The
committee also agreed to the addition of distance-education delivery to the program. The proposal was approved 6-0-0.

- **Change in Degree Program: MPA-PPA.** Prof. Benton put forth this revision to the policy analysis specialization to add PMT 715 to complete the MPA-PMT dual-degree curriculum. The proposal was approved 6-0-0.

- **New Advanced Certificate Program: Advanced Certificate in Health Care Inspection and Oversight.** Prof. Benton explained to the committee that this advanced certificate consists of the courses for the Heal Care Inspection and Oversight specialization in the MPA-IO program that has received NYSED approval. The advanced certificate would only be offered online. The committee suggested some minor edits and asked that the description for this program be clarified as well. The proposal was approved 6-0-0.

- **Change in Degree Program: MPA-IO revision to the Justice Policy and Oversight (honors) specialization.** This proposal is designed to set up a cross-listing relationship with courses in the Criminal Justice doctoral program. Questions arose as to how cross-listing between the courses and across institutions could be handled, and the proposal was tabled pending further investigation of how this coordination could be handled.

4. **Proposal to change credit requirements for full-time status in the Digital Forensics and Cybersecurity MS program.** This proposal was tabled for further discussion.

5. **Proposal to change credit requirements for full-time status for graduate student veterans at John Jay.** Prof. Lovely represented the proposal. Prof. Lovely pointed out that precedent exists in CUNY for reducing the minimum number of credits to be considered full-time in a graduate program. The proposed change would not affect tuition – students would still need to take 12 credits or more to receive the full-time rate, but veterans would be eligible to receive their full benefits at a nine-credit load. The proposal was approved 6-0-0.

New Business: None

The meeting adjourned at 2:47 pm.
Committee on Graduate Studies

February 10, 2016

1:40 pm – 3:00 pm
7.63.41 NB

1. Announcements

2. Minutes of December 10, 2015 and supplemental minutes

3. Review of proposed graduate faculty candidates:

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<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
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<tr>
<td>FORENSIC SCIENCE</td>
<td></td>
<td>Susanne Sherman</td>
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4. Curriculum Proposals
   - Changes to existing course: CRJ 784
   - Faculty Mentored Research courses – 798

5. New Business
Committee on Graduate Studies

Meeting Minutes

February 10, 2016

1: 40 PM – 3:00 PM

7.63.41 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Kathleen Collins, Jennifer Dysart, Charles Nemeth, Mechthild Prinz, Marilyn Rubin, Gabrielle Salfati, James Wulach; graduate students Gabriele Trupp and Sara Hartigan; Dean Anne Lopes, Associate Dean Roblin Meeks

Absentees: VP of Enrollment Management Robert Troy, Dean of Students, Associate Dean and Professor Larry Sullivan

1. Announcements

   Associate Dean Meeks announced that the proposal for an MA in Economics at John Jay was approved by CAPPR on February 1.

2. Review of Minutes of December 10, 2015 and supplemental minutes

   • A few corrections were made to the minutes of the December 10 meeting: VP Troy’s name was misspelled, Professor Dysart’s name was removed from the absentee list, and professor Arsovska’s was added. The minutes were approved as amended, and the supplemental minutes were approved as written 10-0-0.

3. Review of proposed graduate faculty candidates: Prof. Prinz put forward Susanne Sherman for inclusion in the graduate faculty. Her inclusion was approved 10-0-0.

4. Curriculum Proposals

   • Changes to existing courses: CRJ 784: Prof. Bornstein presented the proposal. CRJ 784 was being revised to limit overlap with the ICJ program’s new course on transnational crime. Prof. Benton suggested that the course would also fit nicely as an elective for the Organizational Assessment and Monitoring specialization of the MPA-IO program. Prof. Bornstein agreed, and that specification was added to the proposal. A small strike-through omission was also corrected. The proposals was approved as amended 10-0-1.
• **New graduate courses: Faculty-Mentored Research Courses (798):** Associate Dean Meeks presented the proposal. The Provost’s updated policy on independent studies introduced Faculty-Mentored Research Courses in which a minimum of three students work under the supervision of a full-time faculty member. The proposal simply creates course numbers in each program, much like those for independent studies, so that programs may schedule them when appropriate. Associate Dean Meeks suggested the number 798 where available and adjacent numbers in programs where 798 was occupied (e.g., CRJ and PMT). The proposal was approved 11-0-0.

5. **New Business:** None

The meeting adjourned at 2:10 pm.
1. Announcements


3. Graduate policy on credit for prior learning

4. Curriculum Proposals
   - Changes to existing courses: PSY 738, PSY 791, PSY 781
   - Adding distance education delivery format to the Advanced Certificate in Criminal Investigation

5. New Business
Committee on Graduate Studies
Meeting Minutes
March 17, 2016
1:40 PM – 3:00 PM
6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Mechthild Prinz, Gabrielle Salfati, James Wulach; Associate Dean and Professor Larry Sullivan; Dean Anne Lopes, Associate Dean Roblin Meeks; Junia Leoutsakos

Absentees: Professor Chuck Nemeth, VP of Enrollment Management Robert Troy, Dean of Students, graduate students Gabriele Trupp and Sara Hartigan

1. Announcements
Dean Lopes expressed concern about the lack of attendance at CGS by Student Affairs and Enrollment Management. Associate Dean Meeks announced that the 2015-2016 Graduate Bulletin has been officially published online.

- A typo was corrected in the list of attendees for the December 10 meeting. The minutes were approved as amended 9-0-0.

3. Graduate policy on credit for prior learning: Dean Lopes raised the topic of our current policy on credit for graduate credit for prior learning. Many institutions are granting more credit for prior learning as outcomes- and competency-based education continues to gain popularity. Current Graduate Studies policy allows for the possibility of granting up to 3 graduate credits for non-academic experience, though the policy statement discourages students from pursuing it. The ensuing discussion involved considerations of how to assess prior experience, how much to allow, and how best to balance opportunity and academic rigor. Dean Lopes asked that committee members think further about this issue that will be revisited again. No policy change was put forward at this time.

4. Curriculum Proposals
- Changes to existing courses: PSY 738, PSY 791: Professor Salfati presented the proposal. Forensic Psychology has revamped the thesis process to better position students for successful thesis completion, and these prerequisite changes to PSY 738 and PSY 791 allow students to follow this new path without needed class overrides each time. Students will take PSY 791 and
PSY 738 together, this will allow students to work with their professor to develop their thesis. Associate Dean Roblin Meeks suggested removing “except with permission of the director of the MA programs” from the prerequisites of each course. Registration permission can always be sought by students who do not satisfy course prerequisites. The proposal was approved 9-0-0.

- **Changes to existing course: PSY 781:**
  Prof. Wulach presented the proposal. Forensic Mental Health Counseling students must take both PSY 780 and PSY 781 to satisfy their externship requirements. The two courses are meant to be a seamless continuation of the externship experience, without interruption, but PSY 781 now has PSY 780 as a prerequisite. Externships often do not line up with the semester schedule, however, and students often receive incompletes in PSY 780 until they complete their hours. Removing PSY 780 as a prerequisite for PSY 781 allows students to register for the second course even if they have INCs in the first, which will result in a continuous and smoother externship-registration experience. The proposal was approved 9-0-0.

- **Adding distance education delivery format to the Advanced Certificate in Criminal Investigation:**
  Prof. Bornstein presented the proposal. The Advanced Certificate in Criminal Investigation is one of the most popular advanced certificates at the college, and all the courses comprising the program will be offered online with the Criminal Justice MA. It therefore makes sense to offer it 100% online as well. The proposal was approved 9-0-0.

5. **New Business:** None

The meeting adjourned at 2:34 pm.
Committee on Graduate Studies

April 11, 2016

1:40 pm – 3:00 pm
7.63.41 NB

1. Announcements

2. Minutes of March 17, 2016

3. Proposal to change minimum credit requirements for full-time status in the Digital Forensics and Cybersecurity MS program

4. Admissions requirements for international students

5. Curriculum Proposals
   - Change in degree program: MS in Forensic Science
   - Change in degree program: MPA-IO (Justice Policy Analysis Honors specialization)
   - Changes in existing courses: PAD 700, PAD 704, PAD 743
   - Proposal for a new course: FCM 7xx Cyber Risk Assessment and Management

6. New Business
Announcements

Associate Dean Meeks announced that CUNY had rejected John Jay’s proposal to change the full-time status of graduate student veterans from 12 credits to 9 credits. This policy cannot be specific to student groups but must instead be tied to academic program.

Review of Minutes of March 17, 2016

- The list of attendees for the meeting was updated. The minutes were approved as amended 11-0-0.

Proposal to change minimum credit requirements for full-time status in the Digital Forensics and Cybersecurity MS program: Professor Ji presented the proposal. This proposal revisits one introduced earlier to reclassify full-time status for D4CS students as 9 credits instead of 12, though the status would not affect requirements for full-time tuition. The primary beneficiary Professor Benton stated that he would like the MPA programs to be added to the resolution if Professor Ji had no objection. Dean Lopes expressed worry that this reduction in credits for full-time status could encourage students to take fewer credits and extend their times to degree, accumulating more student-loan debt in the process. The proposal was tabled until next meeting.

Admissions requirements for international students: Dean Lopes distributed the current instructions for international students interested in applying to John Jay’s graduate programs. No policy revision was suggested at this time; the committee was informed that TOEFL and IELTS minimum scores will be made more consistent.

Curriculum Proposals

- Change in degree program – MS in Forensic Science:
  Professor Prinz presented the proposal. This proposal includes two changes: (1) introducing more choice of courses in the Criminalistics specialization, and (2) the addition of CRJ 708 as a general-elective option. Adding more choices to the Criminalistics specialization will likely make it more attractive and will ease course-scheduling issues. Adding CRJ 708 will allow students the option of increasing
knowledge of laws of evidence in criminal cases. The committee suggested fleshing out the rational to specify which classes were added to the specialization. Professor Prinz accepted the suggestion, and the proposal was approved 12-0-0.

- **Change in degree program – MPA-IO (Justice Policy Honors specialization):** Professor Benton presented the proposal. This change just better clarifies the “cross-listing” connection between the MPA-IO and Criminal Justice doctoral programs. The proposal was approved 12-0-0.

- **Change in existing courses: PAD 700, PAD 704, and PAD 743:** Professor Rubin presented the proposal. The changes to these courses align their descriptions with their current content. The committee suggested changing “profession” to “field” in the description of PAD 700, and Professor Benton accepted the suggestion. The proposals were approved, including PAD 700 as amended, 12-0-0.

- **Proposal for a new course: FCM 7xx**
  Professor Ji presented the proposal. The proposed course, Cyber Risk Assessment and Management, is designed to link the program to cybersecurity practice by placing the assessment of cyber risk in organizational and regulatory contexts. It has been taught twice experimentally. The proposal was approved 12-0-0.

6. **New Business:**

- **Distribution of scholarship funds for incoming students:** Some committee members asked about the distribution of one-time incentives to attract highly desirable applicants to the graduate programs. VP Troy said that Enrollment Management is still accepting suggested recipients for these awards.

- **Active Duty Off-Campus Military Personnel MPA Tuition Waiver:**
  Professor Benton passed around a resolution, for committee comment and not for vote, to go before the CUNY Board of Trustees that would reduce the tuition rate for active-duty personnel in the MPA program. This change would narrow the gap between program tuition and tuition support offered by the military.

The meeting adjourned at 2:45 pm.
Committee on Graduate Studies

May 4, 2016

1:40 pm – 3:00 pm

7.63.41 NB

1. Announcements

2. Minutes of April 11, 2016

3. Review of proposed graduate faculty candidates:

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<tr>
<th>Program</th>
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<tr>
<td>CRIMINAL JUSTICE</td>
<td>Shuki Cohen</td>
<td>Marni Finkelstein</td>
</tr>
</tbody>
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4. Proposal to change minimum credit requirements for full-time status in the Digital Forensics and Cybersecurity MS program

5. Addition of NC grade

6. Curriculum Proposals

   - Changes in course name and description: FOS 707
   - Changes in course names: CRJ 703, 716, 728, 749, 756, 771
   - New graduate course: CRJ 810 Police Leadership

7. New Business
Committee on Graduate Studies
Meeting Minutes
May 4, 2016
1:40 PM – 3:00 PM
7.63.41 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Diana Falkenbach, Ping Ji, Charles Nemeth, Mechthild Prinz, Marilyn Rubin, James Wulach; Associate Dean and Professor Larry Sullivan; VP of Enrollment Management Robert Troy; graduate student Gabriele Trupp; Dean Anne Lopes, Associate Dean Roblin Meeks

Absentees: Professor Jennifer Dysart; graduate student Sara Hartigan; Dean of Students

1. Announcements
Dean Lopes thanked committee members for all their efforts this year and recognized the many accomplishments this year. She also announced that the JD-MPA dual-degree program had been registered by NYSED.

2. Review of Minutes of April 11, 2016
   - Prof. Rubin asked that she be listed as the presenter of the PAD course-change proposals. The minutes were approved as amended 12-0-0.

3. Review of proposed graduate faculty candidates: Prof. Bornstein put forward Shuki Cohen (full-time) and Marni Finkelstein (part-time) to be approved for teaching in the CRJ MA program. The faculty members were approved 12-0-0.

4. Proposal to change minimum credit requirements for full-time status in the Digital Forensics and Cybersecurity MS program: Prof. Ji presented the proposal to reclassify full-time as 9 credits in the D4CS program, resubmitting the proposal after being tabled at the April 11 meeting for further consideration. Prof. Benton asked if the MPA programs could be added to the proposal, and Prof. Ji agreed. Dean Lopes again expressed worry that this reduction in credits for full-time status could encourage students to take fewer credits and extend their times to degree, accumulating more student-loan debt in the process. Assoc. Dean Meeks suggested changing the description of the course load in the resolution from “700-level” to “graduate” to account for potential number changes in the future. The proposal was approved as amended 12-0-0.

5. Addition of NC grade: Assoc. Dean Meeks presented the proposal on behalf of the Office of Graduate Studies. Assoc. Dean Meeks explained that though INCs in graduate classes become permanent under current policy, students must be manually registered for classes in which they have permanent INCs. The proposal introduces a grade of NC or No Credit Granted that could be used to indicate that an INC has become permanent, and CUNYfirst could be set so that INCs resolve to NCs automatically after one year. The committee liked the idea behind the proposal but worried that the description of
the grade and its role sounded too final. The committee could not come to agreement about bulletin language, and **the proposal was tabled until the fall.**

6. Curriculum Proposals

- **Change in course name and description: FOS 707:**
  Prof. Prinz presented the proposal. This change in name and description is to avoid any confusion between the undergraduate “Principles in Forensic Toxicology” and the graduate-level course. The proposal **was approved 11-0-1** (Prof. Rubin abstained).

- **Change in course names: CRJ 703, 716, 728, 749, 756, 771**
  Prof. Bornstein presented the proposals. This series of proposals introduces name changes to update and to clarify course topics for students. Committee members considered at length the proposed title of CRJ 749, whether it should be “Ethics of Punishment” or “Philosophy of Punishment” or something similar that captures the breadth of the course in a clear and interesting way. Ultimately, the committee agreed with the program’s proposed title of “Ethics of Punishment.” **The proposals for all courses was approved 11-0-1** (Assoc. Dean Sullivan abstained).

- **New graduate course: CRJ 7xx Police Leadership**
  Prof. Bornstein presented the proposal. This course will serve as a requirement for the NYPD Leadership Graduate Certificate. **The proposal was approved 12-0-0.**

7. New Business:

- **Change in course grading basis: CRJ 793**
  Prof. Bornstein presented the proposal. Students taking CRJ 793 in preparation for the CRJ MA comprehensive exam now receive a letter grade on their comprehensive exam that is also entered as the grade for the course. Students who take the comp without taking CRJ 793 are only evaluated on a pass/fail basis. To help make the comprehensive-exam requirement more equitable, the MA program proposes changing the grading bases for CRJ 793 from A-F to P/F. The proposal to change the grading basis of CRJ 793 to P/F was **approved 12-0-0.**

- Dean Lopes said that she wanted to help make faculty life better at the college, and she welcomed suggestions from graduate program directors and faculty as to how she might use her position and resources to do so.

The meeting adjourned at 2:45 pm.
Committee on
Student Evaluation of the Faculty
Agenda:
1. Meeting dates for Fall 2015.
2. Membership: one faculty and two student positions open.
3. Fall 2014 Pilot.

Present:
Keith Markus, Dan Yaverbaum and Josh Clegg

1. Fall 2015 Meetings:
November 10 1pm to 2pm
December 1 1pm to 2pm
December 16 1:30 to 2:30 pm

2. Staff support:
The Provosts Office has been responsive but will need to assign a part-time person. We have exchanged several email messages back and forth. KM will follow up with meeting dates.

3. Membership:
DY will follow up with a potential Adjunct Faculty member for the SEOF Committee. KM will follow up with Student Services regarding student members.

4. Fall 2014 Pilot Study:
KM will revise the draft write-up for the Fall 2014 pilot. JC will provide info about his data (MA or BA?).

5. Online evaluation:
The spigot memo did not address the original concern regarding students completing the forms outside of class. The vendor had indicated that it was possible to implement the spigot to correspond to class meeting times (down to the minute). KM contacted Fritz Umbach and he confirmed the concern and forwarded it to Karen Kaplowitz and Francis Sheehan.

Note: On October 29, 2015, Jennifer Dobbins issued a clarification indicating that the spigot would allow faculty to choose any period, including just the time that the class meets.

6. Provost's Task Force on Online Evaluation:
KM has been invited to two meetings of a Provost's Task Force for online SEOF but the group has always met at times that he was unable to attend. JC and DY agreed that they would be willing to be added to the list so that one of them could attend if KM could not.

7. Behavioral Anchors:
Spring 2015 the committee decided to revert to behavioral anchors for the new form instead of the "often/rarely" type anchors.
KM will go through his files to look for files from previous behavioral anchor process. JC will check his files and go through formerly published SEOF reports to look for documentation of the process.

JC suggested consideration of a college-wide survey to generate behavioral examples to create a pool of possible anchors. KM indicated that the labor intensive part is the rating of the examples.

The committee recalled that they had considered creating a set of guidelines for interpreting SEOF ratings after they complete the new form and reaffirmed the value of such guidelines.
Student Evaluation of Faculty (SEOF) Committee
Meeting Minutes
Tuesday, November 10, 2015

Agenda:
1. Welcome Kimberly Charles as new support person.
2. Welcome Max Bean as potential new faculty member.
3. Student Member
4. Behavioral Anchors

Meeting started: 1:10 PM

Present: Keith Markus, Daniel Yaverbaum, Max Bean, Josh Clegg, and Kimberly Charles

Announcements
The SEOF committee welcomes Kimberly Charles as new staff member and Max Bean as potential new faculty member.

Behavioral Anchors
Goal: Have behavioral anchors give more reliable results.
Behavioral anchors are used to understand the competency and proficiency levels of faculty members through the use of student evaluations.

- The SEOF committee received a request from College council to revise the form.
- In response to feedback from the Advisory Group, Faculty Senate, and pilot studies, we shifted away from behavioral anchors toward often-sometimes-rarely Likert scales.
- New student evaluations- Respond to issues raised in stakeholder survey, focused on asking students to rate things that are able to observe and evaluate.
- Based on feedback and our own internal deliberations, we became increasingly unhappy with the often-sometimes-rarely Likert scales.
- Last semester we decided to go back to the original blueprint.
- We want our design to work for any class and any platform.
- We cannot propose a change until the online "pilot study" is over.
- Use this time to compare and make changes.
- We can lay the groundwork this semester and start in the spring.

Possibilities
What it would look like if the students and faculty generated anchors? To show the difference and similarities between them and see what they come up with.

Student Member
- Danielle Officer has forwarded our request for student participation to Student Government and Keith M. has followed up with our contact there. We are waiting for a confirmation for the second student.

Preparation for Next Meeting
- Focus on the Fall 2014 pilot report. - Keith M.
- Brainstorm and review the original anchors. Come up with examples of items specific to the items we already have. Formulate some options for rebooting the behavioral anchors - Josh C.
- Review and look over August 14th anchor plus look at most recent version of the form and documents before the Elizabeth Nesbitt edits. Compare them against list of anchors. - Max B. and Dan Y.

  Questions to think of:
  Where we have been?
  Where we should go?

- Share concerns about the conceptual complexity of the draft item stems. - Max B.

Meeting Adjourned: 2:10 PM
Student Evaluation of Faculty (SEOF) Committee
Meeting Minutes
December 1, 2015

Agenda:
1. Welcome Emely Dickens as student member.
2. Committee mechanics
3. Fall 2014 Pilot (KM)
4. Behavioral Anchors (JC)
5. Other Business

Meeting started: 1:15 PM
Present: Keith Markus (KM), Daniel Yaverbaum (DY), Max Bean (MB), Josh Clegg (JC) (Via Phone), Emely Dickens (ED) and Kimberly Charles (Recorder).

1. Welcome Student member:
Emely Dickens, student representative.

2. Committee Mechanics:
One more meeting for the semester: Wednesday, December 16th at 1:30 PM
At the beginning of the spring semester an email will be sent to work out dates for the spring term.

3. Fall 2014 Pilot (KM):
   ✔ We need to have a good accounting of all previous studies so that we can keep track of them.

   Student Evaluation of Faculty (SEOF) pilot test report, June 2013- There is a graph in this report that looks at the four different forms that we use, it is broken down by item and the proportion of people choosing an anchored response. The straight lines indicate responses by chance and then all of the responses are the means above that. On average people are choosing the options with the anchors rather than avoiding them.

   Page 9 of the SEOF report, there is a paragraph that discusses the most effective way to get rid of the bias marking, the options that had an anchor would be to out anchors on all of them. Which is the traditional way of doing behavioral anchors, but at the same time we are trying to design a general instrument and the behavioral anchors make things very specific. Writing behavioral anchors for nine different responses options would be a particular challenge in this case.

   Conclusion on this issue: The behavior is fairly responsive to instructions on formatting because there was variability between formatting. On the main report this as an unresolved issue.

4. Behavioral Anchors: Possible plans for generating behavioral anchors: (JC)
Proposal
- “Finalize” item stems.
- Create an online form for people to provide examples of (poor, adequate, and excellent?) teaching relative to each stem.
- Ask some students and faculty (including our advisory board) to fill out the form.
- Review items, removing those that are problematic and redundant, and decide if the process produced a useful set of items.
- Decide about whether to produce another online form for rating the items; if not, we can still use the generated items in an advisory way, or as a form that will be rated by a smaller number of people to produce a set of anchors.

(Background Information)
Only items 1-15 have the behavioral anchors, there are further items 16-23, but those are satisfaction items so they have a different scale, so the behavioral anchor issue does not affect those because they use a Likert scale (16-23). What Josh is suggesting is to focus on restarting the behavioral anchor process for items 1-15, which comprises of these three main topics or scales: Direct instructional activities, Course design, Course mechanics, and Student relations.

Everyone in favor of Josh’s proposal: Josh C. (Yes), Kevin M. (Yes), Max B. (Yes), Emily D. (Yes)

Revised Items Stems
Direct Instructional Activities
#4: The instructor presents course content in meaningful ways, interesting ways.

#5: The instructor uses instructional time in ways that help students learn course time well or effectively.

**Course Design and Course Mechanics**

#9: The instructor assigns reading and other materials that help students understand the course content.

#10: The instructor assigns homework and other assignments that help students understand the course content.

**Student Relations**

#12: The instructor answers questions about assignments in helpful ways, student questions in helpful ways.

#13: The instructor creates a positive learning environment, encourages students to succeed.

5. **Other business:**

No update from Karen Kaplowitz about Max B. being an official member of the Student Evaluation of Faculty committee: DY will follow up with her about the membership.

Next Meeting 12.16.2015

JC: Create a draft of the form and web.

DY: Look over blueprint.
Student Evaluation of Faculty (SEOF) Committee
Meeting Minutes
December 16, 2015

Agenda
1. Update on membership.
2. Review of minutes.
3. Comments on draft survey.

Meeting started: 1:15 PM

Present: Keith Markus, Daniel Yaverbaum, Max Bean (Via Phone), Josh Clegg, Emely Dickens, and Kimberly Charles (Recorder).

1. Update on membership
   - Max Bean is now an official member of the Student Evaluation of Faculty Committee.
     o Confirmed by Faculty Senate and College Council.

2. Review of minutes
   The minutes need to be summarized; and incorporate only the important points that were discussed during the meeting.

3. Comments on draft survey:
   - Modify the survey: Add an extra paragraph with background—purpose of the survey.
     o Text box format is a better option. It will keep the survey at the same width and not lengthen the page. As a result, the survey will be able to work on all devices.
     o Allow multiple examples for one response. It will be easier for the user.
     o Users are not able to do a line break in the response.
       • Suggestion- If there are more than one example separate them with a semi colon.
   - SEOF Form construction: Three different examples on three different forms.
     o There will be three different forms: A, B, and C. All forms will have different examples and those examples will come from one of the alternate forms. Reasoning—we do not want to provide examples for questions they are going to answer.
   - Teaching Scales: Analyze and define the examples of teaching scales and see if they differ and/or coincide with one another. --The purpose of this form is to get ideas of what good teaching looks like and to differentiate the scale.--Standardize responses.
     o Poor
     o Adequate- Competent, functional.
     o Excellent- Should incorporate adequacy but on a higher level. Outstanding.

Question #6 on the Student Evaluation of Faculty document. –It is a clear example.

Problem- The survey submits when you hit “Enter”.

Homework
Dan - Send out email about next meeting
Keith. - Draft the paragraph for the background context.
Josh- Send an email to remind people to send you examples.
All- Send ideas to Josh of better examples for: Poor, Adequate, and Excellent.
Student Evaluation of Faculty (SEOF) Committee  
Meeting Minutes  
February 9, 2015

Agenda
1. Schedule remaining meetings for Spring 2016 (DY)--
2. Should we institute a rule about minimum lead time for scheduling meetings?--
3. Update on constructed response pilot study (KM)
4. Update on new survey (JC?)
5. Other business

Meeting started: 1:15 PM

Present: Keith Markus, Daniel Yaverbaum, Max Bean (Via Phone), Josh Clegg, and Kimberly Charles (Recorder).

Meetings for Spring 2016

- March 30, 2016 at 1:45pm
- May 4, 2016 at 1:45pm
- May 18, at 1:45pm- Tentative

2014 Pilot- Update on Constructed Response Study (KM)

- Keith reran the analyses with the responses that were completely blank and taken out and there was still an improvement.

- Keith acknowledged that even if the individual items do not produce more responses the fact that there is more of them elicits more responses. It appears that the focused questions produce more responses even when the controlled ones are left blank.

- Keith is working on the statistical significance- with only five sections he will treat them as fixed affects. –He will look at the content of the problems that came up in the different topics that people wrote about and summarize them.

Should we institute a rule about minimum lead time for scheduling meetings?

- Meetings should be scheduled together as a group. It is much easier that way.

Update on new survey

Still need examples of good anchors for the survey instructions.
**Other business**

Information that relates to SEOF at the Senate will be expressed at our meetings. --DY

**Homework**

**Dan** - Contact Emely Dickens (student member) and see if the new meeting dates work for her.

**Keith** - 2014 Pilot - Look at the content of the problems that came up in the different topics that people wrote about and summarize them. Draft by next meeting.

**Kimberly** - Post the minutes on blackboard so that Josh can get the revised items.

**Josh** - With the revised items from the minutes he will have a current draft of the survey.

**Max** - From the updated draft of the survey, Max will post good examples of items w/ anchors to be used as examples on the three versions of the survey.

*Ultimately*--We need three examples (sentences): one for each of the three forms. They need to come from the three different sub-sections so that they can be on their own individual sub-sections. (We do not want to use the example from the form itself).

Please post your suggestions on blackboard.
SEOF Meeting Minutes
Wednesday, March 30th

Agenda
1. Meeting dates revisited (KM)
2. Fall 2014 pilot study content coding (KM)
3. Student members (KM, DY)
4. Behavioral anchor examples (MB)
5. Survey (JC)
6. Other business

Meeting Members
Joshua Clegg (via-phone), Daniel Yaverbaum, Keith Markus, Max Bean, and Kimberly Charles (recorder)

Meeting Dates Revisited
March 30th- Provost’s Conference room, 621T--Completed
May 4th at 1:45pm- Provost’s Conference room, 620T (Valerie Negron Will Take Minutes)
May 17th at 2:00pm-3:00pm- via Google chat.

Fall 2014 Pilot Study Content Coding (KM)
- KM examined the written responses of four course sections that encompassed 62 students. The responses were summarized as either complementary, critical, mixed or neutral. The critical category included constructive criticism and suggestions for improvement. There was variability between students within the response type. The newer questions elicited more information than the older questions. The new questions were specific to the instructor.
- The topics of the responses were not mutually exclusive because the same responses could address different topics. There was considerable variability across items regarding topic. The specificity of the questions was reflected in the responses.
- The Fall 2014 Pilot Study was the most informative and constructive feedback. One reason that open ended questions are important is that while the numeric ratings can indicate where there is a problem, the open ended responses provide much more useful information about how to solve the problem.

Student Members (KM, DY)
Assignment- DY contact Emely Dickens to find out if the meeting dates work for her.

Behavioral anchor examples (MB)
MB did a general analysis on the different ways the anchors were generated. He used the anchors from the revised questionnaire document. The document that JC uploaded contained only items, no anchors, so he took the anchors and changed the items to match the wording in the document that JC sent.

The existing example anchors can be used for the existing instructions. We could choose from the 4, 9, 10, 15 items for the instructions.

The anchors in that document did not have the issue of uncertainty that MB was concerned about. MB took a few good anchors that followed the format.

There are a couple of anchors that use rarely-sometimes-often and discourages-allows-encourages pattern. For example:

2: The instructor provides opportunities for students to participate, for example:

- Rarely asks questions; discourages student comments
- Sometimes asks questions; allows student comments
- Often asks questions; encourages student comments

There are a couple of anchors that use the not much-some-a lot pattern, but is more detailed to the item.

6: The instructor returns grades quickly enough for the feedback to be useful.

- Returns grades very late; keeps to no grading schedule
- Returns grades with some delay; keeps to some grading schedule
- Returns grades promptly; grades on a reliable schedule.

These items avoid uncertainty and have a different structure.

4: The instructor presents course content in interesting ways, for example:

- Only summarizes course content. Does not make course content relevant.
- Attempts to present course content in different ways. Sometimes makes course content relevant.
- Synthesizes course content in meaningful ways. Makes course content relevant in many ways.

9: The instructor assigns readings and other materials that help students understand the course content

- Assigns confusing, unhelpful materials.
- Assigns clear, helpful materials.
- Assigns thought-provoking, very helpful materials.

10: The instructor assigns homework and other assignments that help students to understand the course content

- Assigns work that is confusing
- Assigns work that is clear
- Assigns work that clarifies course content
15: The instructor responds respectfully to students.
   - Refuses to listen; allows for little disagreement.
   - Open to student’s ideas; allows for differences of perspective.
   - Values students’ ideas; encourages diverse perspectives

**Other business**

Junk mail from SEOF List serve. — The reason we have not taken steps to deter Spam is that historically there has not been very much of it and blocking mail from non-subscribers would prevent the college community from using the list address as a way to contact the committee.

**Assignment:** Complete the revised draft then send it to the Advisory group and SEOF group at the same time for comments. — KM

**Assignment:** Send out an email requesting the Gmail accounts of all SEOF members for the May 17th online meeting. — JC

**Assignment:** Create the survey draft. – Send an email the SEOF members the sample anchors when they are done. --JC

**Assignment:** Contact Emely Dickens to find out if the meeting dates work for her. --DY

**Assignment:** Put the anchors and stems together into one document and post it on Blackboard. --MB

Take a look at the Fall 2014 pilot study and email KM if you have any questions. - MB

*Once the draft survey is completed, the SEOF members will use their current students and the advisory board to test out the survey. KM will send the survey to the advisory group.*
Agenda

1. Student members
2. Survey
3. Logistics for final meeting
4. Other business

Meeting Members: Keith Markus, Daniel Yaverbaum, Max Bean, Joshua Clegg (via-phone), and Kimberly Charles (recorder)

Meeting Dates Revisited

May 18th at 1:45pm-2:45pm

Update on Student Member

Emely Dickens, the previous student member, still seems interested in the committee but at this point in time in the semester it may be difficult for her to attend. DY will contact our student member and find out if she will be able to attend the final meeting.

Survey

Overview from the last meeting

From the last meeting, JC’s assignment was to finalize the survey by using the examples that MB provided to create three different surveys with all of the different items. After that was completed, JC would send out the survey link to the SEOF committee to review and then administer it to their students assuming that there are no changes to be made.

Update from SEOF members on the survey

DY administered one of the surveys (Form A) to a total of eight or nine students on Monday, May 2nd and Friday, May 6th. The students took about 20-25 minutes to complete the survey.

According to DY, students responded very well to taking the survey, they were extremely focused and seemed very interested in the survey. Students were satisfied to know that faculty and administration actually review the responses and take their responses into consideration. Students did not seem confused with the questions when they were completing the survey. DY stated that it is important to make it clear to students that they are not evaluating you and that this is a test survey and we are trying to generate examples. Also, DY noticed that when the survey link loss signal, the system saved the survey and students were able to pick up where they left off.
As of 5.6.2016, JC received six responses from the survey. The responses are long but they are the responses that the committee is looking for.

KM inquired about whether we will have a menu page or splash page that will allow people to move between surveys. JC stated that he did try and put the surveys together but realized that it is more simple to have three separate website addresses. Based on the different conditions, each student will be given a different link to complete the survey.

In regards to the survey, the next steps between this meeting and next meeting is for the SEOF committee to administer the surveys to their classes and the advisory board. To manage the assignments, the SEOF committee will evenly distribute the surveys to students based on their birthdays. Students will pick the survey that represents their birth month.

Criteria

First four months- Form A
Next four month’s- Form B
Last four months- Form C

*The advisory board and students will fill out the form; the committee is not looking for a huge sample.

KM will create a draft letter that will have instructions for accessing the survey. He will share it on the SEOF email for feedback.

Logistics for final meeting

May 18th is the final SEOF meeting.

Other business

None
Agenda

1. Schedule first meeting for Fall 2016
2. Update on survey
3. Objectives for Fall term
4. Update on Student Member
5. Other business

Meeting Members: Keith Markus, Daniel Yaverbaum, Max Bean, Joshua Clegg, and Kimberly Charles (recorder)

First Fall Meeting Date

Wednesday, September 14th at 1:45 pm.- Provost Conference Room 620T

Update on Survey

- The survey was administered to students by SEOF members.
- The new form has open response (five responses)
  - JC- One student was not sure if the survey submitted. JC will follow up with the student to make sure that the responses were received.
  - KM- Gave the survey to his students and presented his own deadline for his students.
  - MB- Submitted the survey to his students.
  - DY- Submitted the survey to his and received six responses.
- June 1st- Is the deadline for students to submit responses then it will go on blackboard then we will decide what to do.

Objectives for Fall Term

- SEOF members will continue test groups with survey.
  - With test groups, it might be hard to find usable anchors. The responses are long nothing that can be used as of now.
  - We do not need a lot of anchors for each question, we just need three.
- On September 14th we will have the responses to review (data) and then put them in a format that is readable. From there, we will see what needs to be done.
- KM-Some of the feedback we have received over the years favors a form that can be completed quickly. Students are allotted 20 minutes of class time. However, students
are familiar with the form and take about three minutes to complete the form. The remainder of the time is used sitting and doing nothing.

- JC: The most difference the survey made was that students wanted to know if the teacher cared a lot. --Engagement

- If there is a problem with the survey, we will go back and review blueprint documents.

- KM will review the data from the test survey.

**Update on Student Member**

- DY has reached out to Emely Dickens (student member) but has not been able to reach her.

- It would be helpful to have two students in the SEOF committee because it will have a useful effect on decisions that are made.

- Research the basis for the process in regards to student member. Is there a bylaw?
  - **JC suggestion**: Use our own students. We can be sure to pick students who we know will and can attend the meetings.
  - **DY Suggestion**: Student government they vet the students because they know that the students can come. They want to be a part of the process.
  - KM will reach out to Daniel Officer to find out about a student being a member from student government.
    - Discuss the compendium with Daniel Officer.

- MB informally found students who would be willing to participate.
  - An important criterion for choosing a student member—investment.

**Other business**

- Everyone is back for the next term except JC. He will be on sabbatical leave and will not participate in next term SEOF meetings.
  - DY/KM will contact Karen Kaplowitz to know what to do for a new substitute member until JC returns.
Provost Advisory Council
Provost's Advisory Council  
February 8, 2016  
2:00 – 4:00 p.m., Room 610T

Agenda

1. Approval of 12/01/15 minutes  
2. Provost's Announcements  
3. Chair/faculty matters  
4. Faculty Development Day  
5. Deeper dive into NSSE data and implication for the majors  
6. Professional Development for Chairs: Jim Cauthen, Raj Singh
Provost’s Advisory Council
2/8/16
Attendance Sheet

1. C. Jama Adams
2. Ned Benton
3. Seth Beumrin
4. Jane Bowers, Chair
5. James Cauthen
6. Kim Chandler
7. Kimberly Charles
8. Angela Crossman
9. Ric Curtis
10. Silvia Dapia
11. Alison Kavey
12. Jay Hamilton
13. Richard Haw
14. Karen Kaplowitz
15. Debi Koetzle
16. Larry Kobilinsky
17. James Llana
18. Evan Mandery
19. Anthony Marcus
20. Charles Nemeth
21. Allison Pease
22. Lisandro Perez
23. Henry Pontell
24. Douglas Salane
25. Cary Sanchez
26. Larry Sullivan
27. Davidson Umeh
28. Nancy Velazquez-Torres
29. Roberto Visani
30. Jonathan Jacobs
31.
32.
33.
Meeting started 2:00pm

1. Minutes of the December 1st meeting were approved.
2. Provost Announcements
   - Welcome Marty Wallenstein to the Provost Advisory Council
   - **Chair consultation**: Council of chairs is established to raise concerns and recommendations on college wide matters. Chairs who are a part of that committee should notify other chairs on the issues that are happening, so that everyone is aware. This will create open lines of communication and eliminate unawareness among all chairs when decisions are made that affect faculty. Hopefully this will ease the problem.
     - **Suggestion**: Utilize PAC as an avenue to bring up concerns.
       - Example. Faculty working group COACHE- Come up with recommendations as a college to provide satisfaction among faculty.
       - Discuss Charter study
     - **Solution**: PB the lines of communication have been broken and it has affected your duties and responsibilities. I will do my best to keep an eye on conversations/topics that deal with chairs (ESM) - I will be more mindful of that committee (Chair of councils).
   - Doug Katz will be on campus February 29th - March 2nd for consultation. He will meet with the President, Provost, and chairs individually.
   - **Student Protest** – John Jay College had a student protest in its first week of the semester. The protest was strategic and involved some faculty members.
     - **Issue**: Students were prohibited from posting up certain information on the electronic billboard. Students saw that as censorship and felt the opportunity to protest.
     - **The message board is not an open forum it is for formal messages for students and the college.**
     - **College Wide**: Administration did not have an issue with the protest; they saw it as a form of free speech which is a right for students. The protest was strategic and organized. There were some faculty members that showed concern. Students plan on making a presentation at Town Hall on February 10th.
     - **More Student concerns**:
       - Students want the name of the college to be replaced with Fredrick Douglas because they stated that John Jay was a slave owner.
       - CUNY invests in private prisons.
       - Lack of space for students and faculty
       - No contract for faculty and staff.
3. Chair/Faculty Matters
   • Robert Pignatello, Vice President Finance and Business, has left John Jay College to join Hunter College.
   • Patricia Ketterer, Assistant Vice President of Finance and Business services will be leaving John Jay College to join Hunter College in a couple of month, but as of now has assume the position of Vice President of Finance and Business services.
   • Search: A pursuit for a new Vice President and Assistant Vice President is in effect. Provost Bowers is the Chair of the committee for Vice President.
   • Finance and Business Services Space: The administrative offices that were occupied by VP Pignatello in the New Building are now being reconsidered for academic departments. The space can be useful for faculty purposes.
   • The matter on where the new Vice President will be placed is an important decision, although it is an administrative decision it affects Academic Affairs and it will be brought to President Travis.

4. Workload Mitigation
   • Status: We reached a settlement agreement of $700,000.
   • Next year John Jay College will have to pay every reassigned time.
   • There will be no more accruable time. 21 for full time and 27 for adjuncts. Faulty members cannot go over 21 hours unless they can immediately make it up the next year. There is no more approval.
   • We have to comply with the settlement. Therefore, Faculty needs to work with their Chairs regarding reassignment time. John Jay cannot run up anymore liability.
     Concern: Full time faculty members only teach 21 hours, they do much more and it is not enough. It brings a constraint on the teaching function and this will affect students as well.

5. Faculty Development Day Update (January)
   • 130 attendees
     o 79 Full time
     o 51 Part time
   • COACHE Working Group Session- 22 faculty members
   • Professional Grant Development Workshop- 41 faculty members
     o Working on future projects for grants.
   • Challenging dialogue in the classrooms about race/class/gender/sexual orientation- 13 faculty members
   • Library Resources in Faculty research
   • Digital Portfolio- 31 faculty members
     o Technology sessions
       ▪ Breaking PowerPoint
       ▪ Online teaching session
       ▪ Geek Speed dating

Chairs encourage your faculty members to attend Faculty Development Day. The session went well and everyone was pleased with the outcome.
6. CAT Director
   - Posted and will end in the month of February.

7. Professional Development for Chairs: Jim Cauthen
   - Two-day Chair Development conference in Miami- 75 chairs from institutions all over the country attended.
   - Chairs were given scenarios to discuss and solve in groups.
   - Chairs were given the platform to ask for advice.
   - Takeaway: This was an opportunity to step back and revisit and focus on goals.
     - John Jay Chair attendees:
       - Jim Cauthen
       - Angela Crossman
       - Maria Degatinso
   - All presenters were a part of the ACE program
   - Topics discussed:
     - Leadership
     - Diversity
     - Conflicts
     - Budget and finance
     - Education
     - Importance of having goals as a chair and for the department

Professional Development for Chairs: Raj Singh

Raj Singh Proposal: Organize and launch a Chair Development Day at John Jay College.

   - Raj Singh consulted with many leaders/Full time HEO’s/ Union
   - Discovered: There needs to be more professional development in the John Jay community.
   - Cost: They would come here. We know them we can use pieces of the program to create our own.
   - Suggestion: We can take pieces of the ACE Miami program and others to create a unique development program for Chairs at John Jay.
   - Mentoring faculty should be a priority.
   - Possible topics:
     - Strategic planning for Chairs
     - Managing workload mitigation
     - Persuasive writing/ annual evaluations
     - Effective chairing
     - Knowing what is best for your department.
     - Writing emails/how to write and what not to write.
   - Questions:
     - How do we fit ourselves in organizations in strategic plans?
     - Should it be pursued at CUNY level or campus level?
   - PB: We can invite other schools to participant and share the expense, such as Baruch and Hunter.

8. NSSE- National Survey Student Engagement
Slide 25: Research with Faculty- The percentage between African American students (7%) vs. White students (33%) and others.
Concern: The percentage among African American students with research with faculty is extremely low compared to other students.
   - John Jay College is a minority servicing institution and the percentage shown among African American students is alarming.
   - There are majors in the college that are very big and it is hard to imagine giving all students the same experience.
Suggestion: Continue to look into this report and analyze the percentages:
  o Ethnic Breakdown
  o Categorization of Research conducted.

Meeting Adjourned: 4:00pm
Provost's Advisory Council

March 8, 2016

2:00 – 4:00 p.m., Room 610T

Agenda

1. Approval of 2/08/16 minutes

2. Provost's Announcements

3. Chair/faculty matters

4. Senior participation in HIPs by student characteristics

5. Adjunct budget and Fall schedule
Provost's Advisory Council
3/8/16
Attendance Sheet

1. C. Jama Adams
2. Ned Benton
3. Seth Baumrin
4. Jane Bowers, Chair
5. James Cauthen
6. Kim Chandler
7. Kimberly Charles
8. Angela Crossman
9. Ric Curtis
10. Silvia Dapia
11. Alison Kavey
12. Jay Hamilton
13. Richard Haw
14. Karen Kaplowitz
15. Debi Koetzle
16. Larry Kobilinsky
17. James Llana
18. Evan Mandery
19. Anthony Marcus
20. Charles Nemeth
21. Allison Pease
22. Lisandro Perez
23. Henry Pontell
24. Douglas Salane
25. Cary Sanchez
26. Larry Sullivan
27. Davidson Umeh
28. Nancy Velazquez-Torres
29. Roberto Visani
30. Jonathan Jacobs
31. Martin Wallenstein
32. Janiee Dunham
33. ___
1. **Approval of 2/08/16 minutes** - Approved

2. **Provost’s Announcements**

   **New Building, 9th Floor:** The proposal has been delivered to President Travis that the space should return to Academic Affairs. He has not made a commitment on that request as of yet.

   **Suggestion:** Chairs and faculty should come up with compelling reasons as to why Academic Affairs needs the space.

   **Concern:** Where will the new Vice President of Finance and Business be placed? We do not want to move the Vice President once he has settled in, this is something we are trying to avoid.

   **PB comment:** A respectable reason for the 9th floor to be utilized for academic services is research, President Travis is sensitive about this reason because we have two or three big grants right now, and if they come into full effect, we will need space for the people that will be supported by these grants. Dr. Anthony Carpi also suggested that the space be used for research. Psychology along with the Research Center is in need of space.

   **Important note:** Work is being done on Westport. Westport is a part of a delicate negotiation with the University to try and keep the floor of the BMW where David Kennedy Center is located. We want the center to stay put and Westport will have more space for training.

3. **Chair/faculty matters**

   **Response to the Workload Mitigation Plan:** The modification to the workload mitigation plan is a disappointment to some of faculty members, the plan was cut in half and many people are excluded. There were discussions at Faculty Senate and with the President about the workload mitigation plan and it came back not as we expected.

   Ned Benton comment- The sense that we came to a solution that this was going to be stable and that it was going to continue it was one of the reasons why people backed the whole idea. I apologized to the senate at the last meeting for having implied that this was a program that was going forward; because I clearly thought it was and I think people thought it was the way it was written and then discovered that it is being cut this way.

4. **Senior Participation in HIPs by Student Characteristics**

   **NSSE Question:** Are you now or have you engaged in research with faculty?
NSSE Results: The results showed that under the High Impact Practices; Research with Faculty was higher among White students than African American students.

Issue: The under representation of minorities in High Impact practices at John Jay college.

Dara Byrne, Interim Dean of Undergraduate Studies, analyzed three particular high impact practices that fared the worst on the NSSE survey. Byrne reached out to the Institution of Research to get data about where the students were distributed.

Research with Faculty: As of February 1st, Undergraduate Studies will revitalize their collaboration with OUR in regards to Research with Faculty. OUR is a place to make some curricular changes across the college with research and faculty exploring models and best practices for independent studies as well as the faculty mentoring research courses. There is a lot of work there that can be studied: what our standards are and what standards we want students to have.

The reporting shows how many students signed up for Faculty Mentorship or Independent Studies, however, it does not show their ethnicity. To address the issue of ethnicity among these courses we need to know their ethnicity and this will help us recognize the issue of under representation of minorities in High Impact Practices at John Jay college. Therefore, we can make improvements in that area.

For example, Psychology has one of the larger Latino population than all of the other ethnic groups.

Suggestion: This is something that we need to check into regularly, as chairs there is a lot that can be done by looking at the data and the distribution of the student major where experiences have been.

Internship and Field Experiences: In this area we fared really low. Undergraduate Studies collaborated with Career Services and a group of faculty to discuss academic internship experiences. Byrne looked at the syllabi and course goals and they were mild and inconsistent.

Findings: In regards to some of the internships, the site does the evaluations and that counts for 50% of the grade. Therefore, we need to look at what are our minimal expectations for the kind of work we put in an academic internship course. Departments like Political Science have incredible internships courses that the faculty invest in and the curriculum work is robust. We have a heavy concentration of students of color taking service learning courses because of the impact of CUNY service corps.

Faculty engagement with CUNY service corps was inconsistent as well, there are some faculty that have relationships with CUNY service corps, but this is an important opportunity for departments to foster that relationship, especially since the majority of our students want to go into the service learning field after graduation.

LLS has a requirement in their major for field work; this is something that other departments can look to as an example of what you can do to make an important impact and involvement in the students’ academic journey.

Culminating experience—47 percent of African American students engage in culminating experience ---only 17 percent of students are involved in research with faculty. That culminating experience should be looked into and discussed among faculty. There needs to be a discussion on what culminating experience means to academic affairs, chairs should be more aware of this because when tied to the work of your major to not have a say in what the minimal standards and how it is received to
students of color has the potential of limiting the faculty who do not know or do post graduate research. Capstones are all over the place. Some capstones are considered research (research that already exist) and other capstones are research intensive where students are experimenting on a path of discovery. Others are not exploring research. The college has no policy on capstones.

Post Graduate- We do not have a record of how well students perform when they leave John Jay College. Students are examining their own growth, where they go and how well they do; starting with the culminating experience and saying what exactly that is and how it relates to other high impact practices is significant to making improvements.

Honors Program has a research requirement that is intense. We have been working on it for a number of years because it has been challenging to navigate that across the college and understanding what a capstone is and what it should be. An opportunity for us is to use that portfolio initiative to connect to the culminating experience so that we are capturing the students who are examine their own growth across the four years and have that be an exciting piece for students in the major because we want to know what their relationship has been with faculty. The language: “research with faculty” can mean a couple of things.

**Concern:**

- Some of our most promising diversity initiatives at the college like Adelante! are not fully funded.

**Recommendation to Provost Bowers:** Program reviews and chair evaluations have some piece about distribution of students and what initiatives are being done to address high impact practices. If we are going to call ourselves a minority service institution, we have to know where they are located and invest in best practices that will capture students.

**Transfer students:** There seems to be a trend that our Latino students are not native to us. They did not start at John Jay freshman year; they transferred. If we target that 300 level and we incorporate faculty research and collaboration with faculty this gives us a way to target students who are transferring in. There is also an opportunity with CJA. They receive a lot of transfer students

Area missed in NSSE- student’s feedback- diverse others.

**Questions asked:** How often have your courses included diverse perspectives?

We need to take a look at the literature that supports the role that faculty of color play in the curriculum. Diversifying the campus atmosphere and literature supports the kind of work that they do; important conversations about diverse perspectives urges us to look at the distribution of faculty of color. Talking to our faculty of color and working with the new CAT director about outcomes and strategies that develop teaching.

5. **Adjunct Budget and Fall Schedule**

- The 2017 fiscal year (annual year 2016-2017) financial plan includes an estimated 5% reduction in the adjunct budget.
  - This is based on a projection of lower enrollment and smaller freshman class size by about 300 students.
- The mandatory Settlement Agreement of $750,000 is hoped to be somewhat covered by additional savings in the adjunct budget.
- **Options for Adjunct Budget Reductions:**
Efficiency in the Fall schedule
- Cut the amount of administrative reassigned time or;
- The budget that pays for summer salaries.

- **PB Statement:** I would prefer not to have to realize these savings by cutting back on reassigned time or summer salaries. Much will depend on how much we can trim the fall schedule and the teaching adjunct budget. Rather than cancelling courses that are already enrolled in the normal cancellation process, we are seeking to prospectively and proactively cut courses from the schedule before students start to register on April 4.

- Chairs will be given the opportunity to create the plan for section reductions. Chairs must look at their fall schedules by early next week to achieve the 5% saving.
  - Mark Flower will provide a table of adjunct costs from 2015-2016 by department; he will provide the dollar amount and the approximate number of sections you would need to cut to achieve the savings.

- It is clear that some departments will not be able to reach 5% because their schedules are already efficient and some will be able to achieve more than 5% because they can.

- **Suggestions for course reductions:**
  - Cut unstaffed sections
  - Cut courses at odd days/times. Weekends tend to get less enrollment.
  - Consider the history of cancellation and cut sections at those days/times – or cut those courses historically cancelled
  - Cut adjunct taught selected topics courses—we can no longer afford these
  - Cut experimental courses taught by adjuncts—we can no longer afford these
  - Cut pure electives that don’t count in majors/minors—another “luxury” we cannot afford at this time.
  - Consider offering fewer electives.
  - Run historically under-enrolled courses less frequently i.e. DRA 243, AFR 248
  - Sections of old GE courses can be cut – ENV 108, FOS 108, NSC
  - Consider lowering the number of WI sections, right now at 53 sections: in ENG (37) and PHI (7), GEN (2), LLS (2), SOC (4), AFR (1). English might reduce their share.
  - Basic BIO and CHE and MAT 141 and 241 may have too many seats for the new Science admissions standards—enrollment in forensic science is lower than it used to be.
  - Cut sections of ENG 101 – freshman target enrollment is 300 lower than last year
  - Cut sections of MAT 105, 108 – FRESHMAN TARGET 300 LOWER
  - SOC, ANT, ECO, PSY 101’S MAY NEED LESS DUE TO LOWER FRESHMAN TARGET – CJBS 101, PSC 101, COR 101 too?

- If we cut in the beginning, we do not need to cut in the end.
- GTFs, full time faculty, and faculty who owe time are “cost free.” Assign these first.
- Get as many names on the schedule as possible as soon as possible; identify GTFs so that Kathy Killoran knows not to cancel those sections later.
- No additions to the schedule will be permitted without the express approval of Kathy Killoran on the undergraduate side and Roblin Meeks on the graduate side.
- We are considering raising the cancellation threshold from 10 to 15 based on financial need, however we do expect exemptions.
- We are looking for double digit enrollment in as many courses as possible.

**Plans for section reductions by 5% are due by Friday, March 18th, 2016.**

6. **Other business:**

   Media access announcement-- There is a lack of consultation in regards to media access on campus.
Issue: A Faculty member was being interviewed by Aljazeera and security would not leave the interview. The memo denies media access--Marjorie Singer will examine this issue.
Provost's Advisory Council

April 7, 2016

2:00 – 4:00 p.m., Room 610T

Agenda

1. Approval of 3/08/16 minutes
2. Provost's Announcements
3. Chair/faculty matters
4. Five-year Faculty Hiring Plan
5. Merit Increases for Faculty
6. Update on Workload
7. Incentives for Summer/Winter Enrollment and Section Growth
| 1.  | C. Jama Adams  |
| 2.  | Ned Benton    |
| 3.  | Seth Baumrin  | *On Sabbatical* |
| 4.  | Jane Bowers, Chair |
| 5.  | James Cauthen |
| 6.  | Kim Chandler  |
| 7.  | Kimberly Charles |
| 8.  | Angela Crossman |
| 9.  | Ric Curtis    |
| 10. | Silvia Dapia  |
| 11. | Alison Kavey  |
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| 25. | Cary Sanchez |
| 26. | Larry Sullivan |
| 27. | Davidson Umeh |
| 28. | Nancy Velazquez-Torres |
| 29. | Roberto Visani |
| 30. | Jonathan Jacobs |
| 31. | Martin Wallenstein |
| 32. | Janice Dunham  |
| 33. |               |
Meeting started at 2:00 p.m.

1. Approval of 3/08/16 minutes- Approved

2. Provost’s Announcements

Upcoming Events:

*Faculty Recognition Reception* is on Wednesday, April 20, 2016 at 3:30 p.m. located in the Office of the President, room 625T.

The Faculty Recognition reception is to honor the recipients of the 2016 awards for:

- **Distinguished Teaching**— Crystal Endsley, Africana Studies
  Christen Madrazo, English
- **Outstanding Scholarly Mentoring** — Belinda Rincon, Latin American and Latina/o Studies
- **Distinguished Service to Students**—Aida Martinez-Gomez Gomez, Modern Languages and Literatures
- **Research**—Amy Adamczyk, Sociology
  Benjamin Bierman, Art and Music
  Claudia Calirman, Art and Music
  David Green, Sociology
  Kevin Nadal, Psychology
  Eric Piza, LPS
  Yuliya Zabyelina, Political Science

*Chair Professional Development Day* will be on Thursday, August 18, 2016 from 9:00am-4:00pm. The one-day workshop will provide Chairpersons an opportunity to learn and grow professionally.

Clint Sidle, Lecturer at Cornell University, life coach and leading consultant in leadership development will be coming to the one-day workshop for Chairs at John Jay college.

Baruch College will be collaborating with John Jay College and will split the cost of the one-day workshop. We have communicated with Erec Koch, Associate Provost of Baruch College and they will send the invitation to 12 of their chairpersons to attend.
Send Provost Bowers a list of suggested topics for the one-day workshop. The Provost will be talking to Associate Provost Koch about the workshop. The Provost is happy to include any chairpersons in the conference call if interested.

**PB Comment:** This is a great opportunity for chairpersons. I encourage all chairpersons to attend the workshop.

**Adjuncts**

Provost Bowers and Jennifer Dobbins, Interim Director of Faculty Services met with the Adjunct Affairs Committee on March 31st. The issues that were expressed were about space. There were some pre-spring break moves that were done without announcements. Adjuncts were not happy about that.

**PB comment:** This time, I am certain that the move will be done. I will send an email to adjuncts about the move to inform them of the details.

**Concerns about lockers:**

The lockers that were put in the New Building are small and in an awkward position and causes a lot of traffic. People are unhappy.

**PB comment:** The lockers were discussed at all the meetings. The space people have tried the best that they can.

**Section Reduction in Adjunct Budget by 5%:**

**PB comment:** I would like to thank the chairs for their incredible cooperation in cutting sections in the Fall schedule. At last count, we cut about 150 undergraduate and 14 graduate sections in total, according to Katherine Killoran. This will cover majority of our settlement agreement, $700,000. I understand that the decision was not satisfying and a difficult one to make but you all pulled through and made the process easier.

**PB comment on Deficit**

We are in a deep deficit. I went to the Academic Council meeting at CUNY central on April 6. There was a budget presentation and based from that it felt like every college was in trouble locally. We need help from the university, cuts from last year will be carried forward. There will be a 3% cut in addition to our deficit.
We do have a plan for the college. We have a strategic plan but it takes money. I have been asked to put things forward. The college has gotten smaller environment wise, in terms of incoming freshman.

3. **Chair/Faculty Matters**

The 2016 Chronicle of Higher Education's Great Colleges to Work for Survey, among the results, one that was revealing was the HEO’s dissatisfaction with faculty. They expressed that faculty does not share 50/50 and that administration is failing to put faculty in their place. Historically, it is the faculty who are making decisions. What set things off is the Workload Mitigation plan. It is contributing to problems about responses.

PB comment: I found the survey to be expressive, but there were flaws. That staff were underrepresented. The faculty voice came through loud and clear. What I learned from the COACHE survey experience is that the response is to find out how they feel, not to automatically respond. Not to fix it right away, but to respond down the line. The comments are strong. The way to start is to find out where this is coming from. There might be a time and place for everything.

Jim Llana comment: Raj Singh will be doing focus groups, maybe we can get IR to get involved in this as well. The point is to ask and to listen. If we can do it systematically we will not be surprised.

4. **Doug Katz:** Sent his report to President Travis. Provost Bowers and President Travis will be scheduled to talk to Doug and President Travis will get back to the chairpersons.

5. **Five-year Faculty Hiring Plan** - Provost Bowers has been asked to put together a Five-year faculty hiring plan to know John Jay’s future in the next five years. It has been assured that the full-time faculty should be 309.

Provost Comment--- We will replace their people if they leave. As enrollment grows faculty grows. Even if enrollment does not grow we will still need to hire. But, I do want to stress that we have no new money for new lines. I want to engage you part of this will be enrollment driven. Jim Llana is figuring out FTE faculty ratio in numbers right now. Chairpersons have your department five-year faculty hiring plan. Find out what are the gaps. This is a discussion that you want to have with your P&B. Invite every department to create a five-year faculty hiring plan. You can talk about gaps from faculty leaving. Feel free to state what you have lost and give explanation. If you see your department declining in numbers, you should consider that when doing your plan. I don’t want you to do a lot of work that results in nothing. Take it seriously, I don’t want you to stress yourself because we are not hiring right now, maybe in the future. When opportunity strikes, I want the information to make decisions.
Provost Bowers has been given permission to hire two advisors in LPS. There are 2700 students and those advisors will serve them and cater to faculty.

6. **Merit Increases for Faculty**

   **PB comment:** Last year, faculty felt gratitude that they were even considered. This should go through the departments because they should have a say in what they consider to be good teaching.

   - $100,000 built into fiscal year 17 for faculty salary increases discretionary.
   - Promotion- it will be effective 9.1.2016.- Step one.
   - Merit
   - Submissions for the candidates for the merit increases are encouraged to be in by May 2\textsuperscript{nd}.
   - $66,000 will be given for promotion. The remainder, 34,00 will be for merit increases for general faculty, might be about 12.

   There will be no retroactive pay, what happens is that there will be an automatic increase in January and a raise August 25.

   **Chair concerns with Merit increases**

   - Last year, merit increases was hectic for chairs and their departments because there were other obligations that needed attention within their department.

   **Suggestion from PAC member:** Move merit increases from the Dean’s to FPC, then to the Provost, and then to the President.

7. **Update on Workload**

   Kinya Chandler, Senior Operations Director announced the launch of the Workload application.

   - The workload mitigation application is complete and up and running.
   - There will be an open information session to teach people how to use it. This workshop will be instructed by Christina Czechowicz in the Provost office.
   - The Faculty workload manual is digital.
   - Workload data is almost complete-95% done.

   Chair should make sure that their faculty has access to the workload application.
Lastly, Chairs should encourage their faculty to use down their time. This will aid in the decrease in out settlement.

8. Incentives for Summer/Winter Enrollment and Section Growth

MEMORANDUM
From: Provost Jane Bowers and VP Robert Troy

...launch of a new incentive program for academic departments. This program rewards academic departments that have already established significant course offerings during the Summer and Winter Sessions and encourages all to continue to grow enrollments and offer additional courses/sections during these sessions.

The program rewards departments for two types of growth: 1) growth in enrollment resulting in increased tuition revenue compared to the same session the previous year, and 2) increase in courses/sections compared to the same session the previous year.

Provost Bowers will send the full memorandum regarding Incentives for Summer/Winter Enrollment and Section Growth to all chairpersons including the calculations via email.

Meeting Adjourned.
Council of Undergraduate Program Coordinators
Council of Academic Program Major and Minor Coordinators Meeting
Minutes
October 7, 2015

Attendance: Not Taken

Agenda

1. Greetings and Dean’s Announcements
   a. Advisement and Registration Dates

2. James Llana, Associate Provost
   a. Assessment Celebration

3. Louis Freymann, Academic Advisement
   a. Strategies for Fall Academic Advisement

4. Experiential Learning
   a. CUNY Inventory

5. Other Business

Important Dates:

- 07 October: Overview of major advising plan for 2015-2016; new advisors training schedule; set Working Groups.
- 22 October: Preparation for fall advising; set working group for advisement review.
- 02 December: Reports from Working Group on major advising plan and process; Spring Major and Minor Explorations (M&m Campaign).
- 18 February 2016: Major and Minor Exploration Day.
- 02 February 2016: Preparation for spring advising; report from working group on use of technology to support major advising.
- 07 March: Report on Major & minor Explorations events and declarations; Finalize Spring schedules and resources.
- 19 April: Feedback on the year and planning for 2016-2017 major advising.
# MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS COORDINATORS 2015-2016

<table>
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<tr>
<th>PROGRAM</th>
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Nikki Hancock-Nicholson 1/26/2016
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Nikki Hancock-Nicholson 1/26/2016
Council of Academic Program Major and Minor Coordinators Meeting
Minutes
Wednesday, October 22, 2015

Attendees: Claudia Calirman, Jean Carmalt, Shu-Yuan Cheng (Demi), Jonathan Childerly, Robert Garot, Katie Gentile, Maria Haberfield, Christopher Herrmann, Louis Kontos, Crystal Jackson, Johanna Lessinger, Samantha Majic, Aida Martinez-Gomez, Catherine Mulder, Jay Pastrana, Matthew Perry, Peter Mameli, Mary Ann McClure, Robert McCrie, Jose Luis Morin, David Munns, Maria Julia Rossi, Jennifer Rutledge, Sandra Swenson, Robert Till, Maria R. Volpe, Rebecca Weiss

Agenda

1. Greetings and Dean’s Announcements

2. Daniel Matos, our new Registrar
   a. Academic Advisement for Spring Registration


   A working group will meet over the coming weeks, chaired by Kate Szur and Sumaya Villanueva, to assess academic advisement tools (particularly technologies) to determine what the best practices for academic advisement are.

   We are seeking four or five major advisors to help with this task; they will report back to the larger group during 02 December meeting.

NOTE: CUNY Experiential Leaning Survey: If you have not submitted it to the Dean, please do so by 29 October 2015.

4. Other Business

Important Dates:

- 07 October: Overview of major advising plan for 2015-2016; new advisors training schedule; set Working Groups.
- 22 October: Preparation for fall advising; set working group for advisement review.
- 02 December: Reports from Working Group on major advising plan and process; Spring Major and Minor Explorations series planning.
- 01-18 February 2016: Major and Minor Explorations (M&M Campaign).
- 18 February 2016: Major / Minor Exploration Day.
- 02 February 2016: Preparation for spring advising; report from working group on use of technology to support major advising.
- 07 March: Report on Major & minor Explorations events and declarations; Finalize Spring schedules and resources.
- 19 April: Feedback on the year and planning for 2016-2017 major advising.
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*Nikki Hancock-Nicholson 9/10/2015*
AGENDA

Minor Coordinators
02 November 2015

1. Greetings and Dean's Announcements

2. Daniel Matos, our new Registrar
   a. Academic Advisement for Spring Registration

3. Registration Dates:
   - Registration appointments will be posted on CUNYfirst by the end of this week or early next week
   - The shopping cart will open on CUNYfirst on November 2nd
   - Priority registration is planned to start on November 6th
   - Registration for the general population, starting with students who have the highest credit totals, is planned to start on November 9th

Important Dates:

- 01 – 18 February 2016: Major and Minor Explorations (M&m Campaign).
- 18 February 2016: Major / Minor Exploration Day.
- 02 February 2016: Preparation for spring advising; report from working group on use of technology to support major advising.
- 07 March: Report on Major & minor Explorations events and declarations; Finalize Spring schedules and resources.
- 19 April: Feedback on the year and planning for 2016 - 2017 major advising.
# Undergraduate Minors Coordinators 2015-2016

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<td>212-237-8130</td>
</tr>
<tr>
<td>Writing</td>
<td>Jay Walitalo</td>
<td>212.484.1192</td>
</tr>
</tbody>
</table>
Council of Academic Program Major and Minor Coordinators Meeting Minutes
Monday, November 2, 2015
Meeting opened 1:45pm

Attendees: Marc Dolan, Robert Garot, Crystal Jackson, Marc Dolan, Vincent Maiorino, Jose Luis Morin, Ben Lapidus, Robert McCrie, Maria Julia Rossi, Aida Martinez-Gomez, Alexander Schlutz, Jay Walitalo, Scott Stoddart

Guests: Sumaya Villanueva (Academic Advisement), James Llana (Associate Provost), Daniel Matos (Registrar)

1. Greetings and Dean’s Announcements
   - For different needs or issues, a separate meeting will be created

2. Discussion: Academic Advisement, Fall 2015
   - Daniel Matos, our new Registrar
   - Academic Advisement for Spring Registration
   - All classes roomed after Spring Registration because of loss of North Hall
   - Many adjustments to classrooms will be difficult because of space shortage
   - Accommodations will be made to special needs first

3. Major and Minor Exploration

Registration/Holds:
   - Registration appointments will be posted on CUNYfirst by the end of this week or early next week
   - The shopping cart will open on CUNYfirst on November 2nd
   - Priority registration is planned to start on November 6th
   - Registration for the general population, starting with students who have the highest credit totals, is planned to start on November 9th
   - Place advisement holds for students with 45-59 credits (sophomore)
• Holds are for majors only: please do not remove any holds as a minor coordinator

• December 4th all holds will be lifted

• Universal service codes hold initiated by CUNY

• During the week before, during and after, all CUNY campuses will be using the system at the same time.

Declaring Major (once approved)

• First 3 weeks after minor declared (advising period)
• Interactive online forms for declaring major and minor

Important Dates:

- 01 – 18 February 2016: Major and Minor Explorations (M&m Campaign) ~ Variety Programming ~ Declaration Deadline Day is 18th ~ Target Audience: Freshman and Sophomore
- 18 February 2016: Major / Minor Exploration Day.
- 02 February 2016: Preparation for spring advising; report from working group on use of technology to support major advising.
- 07 March: Report on Major & Minor Explorations events and declarations; Finalize Spring schedules and resources.
- 19 April: Feedback on the year and planning for 2016 - 2017 major advising.

Adjourned 2:16 p.m.
AGENDA

Major / Minor Coordinators
02 December 2015
610 T

1. Greetings and Dean’s Announcements

2. Discussion: Academic Advisement, Fall 2015
   a. What worked?
   b. What needs further improvement?
   c. How can our offices work more closely together?

3. Major and Minor Explorations (The M&m Campaign), Spring 2016
   a. Planning discussion

4. Other Business

Important Dates:

- 01 – 18 February 2016: Major and Minor Explorations (M&m Campaign).
- 02 February 2016: Preparation for spring advising; report from working group on use of technology to support major advising.
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- 19 April: Feedback on the year and planning for 2016 - 2017 major advising.
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<thead>
<tr>
<th>PROGRAM</th>
<th>COORDINATOR</th>
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<tbody>
<tr>
<td>Anthropology (BA)</td>
<td>Johanna Lessinger</td>
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<tr>
<td>Computer Science and Information Security (BS)</td>
<td>Evan Misshula</td>
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<tr>
<td>Criminal Justice (BA) Crime Control and Prevention</td>
<td>Evan Mandery</td>
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<td>Criminal Justice (BS) Institutional Theory and Practice</td>
<td>Christopher Herrmann</td>
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<td>Salomon Guajardo</td>
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<td>Criminology (BA)</td>
<td>Coordinator: Louis Kontos Advisor: Robert Garot Advisor: Crystal Jackson Advisor: Jay Pastrana</td>
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<td>Edgardo Sanabria-Valentin, Ph.D.</td>
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<td>Katie Gentile</td>
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<td>Program</td>
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**Guest Signature**

- SASP
- Academic Advising

Nikki Hancock-Nicholson 9/10/2015
## UNDERGRADUATE MINORS COORDINATORS 2015-2016

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<td>William Gottdiener</td>
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<td>Corrections</td>
<td>Martin Horn</td>
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Nikki Hancock Nicholson 9/10/2015
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<td>Aida Martinez-Gomez</td>
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<tr>
<td>Speech and Media/Theatre (CTA Dept.)</td>
<td>Seth Bauman</td>
</tr>
</tbody>
</table>
Council of Academic Program Major and Minor Coordinators Meeting
Minutes
Wednesday, December 2nd, 2015

Attendees: Evan Misshula, Christopher Hermann, Robert Garot, Crystal Jackson, Jay Pastrana, Ed Snajdr, Maria R. Volpe, Catherine Mulder, John Staines, Robert Till, Deryn Strange, Angela Crossman, Shu-Yuan Cheng (Demi), Katie Gentile, Maria Haberfeld, Jean Carmalt, Jennifer Rutledge, Samantha Majic, Peter Mameli, Robert McCrie, Aida Martinez Gomez

Guests: Jessica Stevens (SASP), Louise Freymann (Academic Advisement), Sumaya Villanueva (Academic Advisement)

I. Greetings and Dean’s Announcements

Today’s meeting began with a greeting and welcome from the Dean Scott Stoddart. The meeting would focus on the pros and cons of the fall 2015 sophomore advising initiative.

II. Discussion: Academic Advisement, Fall 2015

a. What worked? What needs further improvement? How can our offices work more closely together?
   • Majic: Political Science and Law & Society
   • M&W Group Advising and individual appointment (20 sophomores)
   • Law & Society- 512 students, 2 advisors (sophomore holds)

b. What needs further improvement?
   • Helped to make students see advisors
   • Psychology- Deryn Strange (6 advisors)
     ➢ Groups and individual sessions
     ➢ Online sign up
     ➢ 30 students per session
     ➢ Advised over 400 students
     ➢ Sequencing for courses worked well
     ➢ First semester sophomore holds would work better for psychology

   • Robert Garot
     ◦ Saw more seniors than sophomores. Sophomores felt they were prepared and didn’t need holds.

   • Ed Snajdr
     ◦ 50% seen more seniors, also sought advisement

   • John Staines
     ◦ Saw more seniors than last year. They wasted semester because they took wrong things
- Maki Haberfeld
  - IC] 4 group advisors, 1 student to 40 advertised, see problem with one on one advisement even with checklist students were still seeking advising
- Cathy Mulder
  - One on one works well but is time consuming, students send emails with not enough information. Front loading: when students take all their gen-ed requirements first, and then their major courses it puts them behind. They end up being even farther behind than a transfer student. Glitches in the system because of new courses, etc. There is a breakdown in communications between registrar and major departments.

Advisee Hotline:

- Crystal Jackson
  - Training, communication and materials. Training- CUNYFIRST training took a while. AdvisorTrac training was late (took place in November) cumbersome. 10 minutes before students can make an appointment
- Chris Hermann
  - Online scheduling is great. Holds would work better if they were first semester sophomores (2900 students, 350 holds)
- Crystal Jackson
  - Dates for holds were poorly communicated. Lack of communication dropping classes. Streamlining communication. Materials- emails, central Google Docs for materials that we use
- Sumaya Villanueva:
  - AdvisorTrac issues= it’s not mandatory to use, tool that advisement uses. To use for information and consistency. Provide training for Advisor Track, working with DoIT and Vendor on the slowness issues
  - Holds—can individual departments decide to instill holds or not? What would be the credit range for it? A general framework for holds if possible
  - Communication—planning for M&M campaign collectively

Gender Studies:

- ISP Coordinator—not enough faculty to cover classes
- John Staines
  - Double major: provides unique issues because track that might work for one cannot work for other
- Chris Hermann
  - Waive pre-requisites for double majors
III. Major and Minor Explorations (The M&m Campaign), Spring 2016

   a. Planning discussion

IV. Other Business

   Important Dates:

   - 01 – 18 February 2016: Major and Minor Explorations (M&m Campaign).
   - 02 February 2016: Preparation for spring advising; report from working group on use of technology to support major advising.
   - 18 February 2016: Major / Minor Exploration Day.
   - 07 March: Report on Major & Minor Explorations events and declarations; Finalize Spring schedules and resources.
   - 19 April: Feedback on the year and planning for 2016 - 2017 major advising.
AGENDA

Major / Minor Coordinators
February 2, 2016

1. Greetings and Dean's Announcements
   a. Registration Dates
   b. Bulletin updates
   c. Changes to Middle States

2. Major/Minor Campaign
   a. Updates

3. Preparation for Spring Advising
   a. Report from working group on use of technology to support major advising

4. Assessment Reports

5. Other Business

Important Dates:

- 07 March: Report on Major & minor Explorations events and declarations; Finalize Spring schedules and resources.
- 19 April: Feedback on the year and planning for 2016 - 2017 major advising.
# Members of the Council of Undergraduate Majors Coordinators 2015-2016

<table>
<thead>
<tr>
<th>Program</th>
<th>Coordinator</th>
<th>Phone Number</th>
<th>E-mail</th>
<th>Initials</th>
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<tbody>
<tr>
<td>Anthropology (BA)</td>
<td>Johanna Lessinger</td>
<td>212-237-8293</td>
<td><a href="mailto:jlessinger@jjay.cuny.edu">jlessinger@jjay.cuny.edu</a></td>
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<tr>
<td>Cell &amp; Molecular Biology (BS)</td>
<td>Jason Rauceco</td>
<td>646-557-4893</td>
<td><a href="mailto:jrauceo@jjay.cuny.edu">jrauceo@jjay.cuny.edu</a></td>
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<tr>
<td>Computer Science and Information Security (BS)</td>
<td>Sven Dietrich</td>
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<td><a href="mailto:sdietrich@jjay.cuny.edu">sdietrich@jjay.cuny.edu</a></td>
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<tr>
<td>Criminal Justice (BA) Crime Control and Prevention</td>
<td>Evan Mandery</td>
<td>212 237 8389</td>
<td><a href="mailto:emandery@jjay.cuny.edu">emandery@jjay.cuny.edu</a></td>
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<tr>
<td>Criminal Justice (BS) Institutional Theory and Practice</td>
<td>Christopher Herrmann</td>
<td>212-393-6417</td>
<td><a href="mailto:ehermann@jjay.cuny.edu">ehermann@jjay.cuny.edu</a></td>
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<tr>
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<tr>
<td></td>
<td>Advisor Yvonne Purdie</td>
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<td><a href="mailto:ypurdie@jjay.cuny.edu">ypurdie@jjay.cuny.edu</a></td>
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<tr>
<td>Criminology (BA)</td>
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<td>Lawrence Kobylinski</td>
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<td>Advisor Sandra Swenson</td>
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<td>Advisor FOS 402 Research Internship</td>
<td>Edgardo Sanabria</td>
<td>212-393-6686</td>
<td><a href="mailto:esanabria@jjay.cuny.edu">esanabria@jjay.cuny.edu</a></td>
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Nikki Hancock-Nicholson 1/26/2016
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Jessica Stevens, SASP
Kate Szurcz, SASP
Jim Illman
Virginia Moreso

Nikki Hancock-Nicholson 1/26/2016
Council of Academic Program Major and Minor Coordinators Meeting Minutes
February 2, 2016

Attendees: Wendy P. Guastaferro, Louis Kontos, Robert Garot, Crystal Jackson, Maria R. Volpe, Catherine Mulder, Jon Childerly, John Staines, Robert Till, Delyn Strange, Shu-Yuan Cheng (Demi), Katie Gentile, Matthew Perry, Kyoo-Lee, Klaus Von Lampe, Jose Luis Morin, Jean Carmalt, Samantha Majic, Nicole M. Elias, Robert McCrie, Jay Pastrana, Aida Martinez Gomez, James Llana, Louise Freymann, Katherine Killoran, Sumaya Villanueva, Jessica Stevens, Kate Szur, Virginia Moreno

Meeting opens 1:50 pm

1. Greetings and Dean’s Announcements
   a. Registration dates
      • April 4th CUNYFirst opens for registration
      • Summer registration opens first
   b. Bulletin Updates
      • Web pages updated
      • Bulletin will be published soon—may not be in print
      • 16-17 bulletin in print, though
      • Some Academic advisors stated they will need print copies anyways (i.e. Mulder, Staines)
   c. Changes to Middle States
      • AP James Llana will be present on March 7th for Major Coordinators
      • Intensive Assessment: Activities related to assessment reported on from every 8 to 10 years
   d. Capstone Working Group
      • Volunteers to Capstone working group
      • Standardizing the capstone; Volunteers: Kathy Mulder, Katie Gentile, Dara Byrne, Klaus Von Lampe, Nathan Lents, Jill Grose-Fifer
   e. May Meeting
      • A May meeting will need to be added to the schedule (Look out for possible dates)

2. Major/Minor Campaign
   a. Updates
      • Cathy Mulder stated she wasn’t given notice. Economics: had questions adding a date
• Klaus Von Lampe felt the emails were cryptic

• Kate Szur suggested that the reason some might not be aware of M&M campaign is because it hasn’t skipped a year-
• Survey was sent out about campaign, and needs were based on the survey

3. Preparation for Spring Advising
   a. Working Group on the use of advisement technology
      • Expect to begin advising Monday April 4th
      • 1st day of registration starting with seniors, thereafter—numbers of credits completed
      • Targeting upper sophomores
      • It is suggested that advisors give themselves ample time to advise students
      • Advising starts about March 7th—address needs accordingly
      • Some departments find holds difficult, others find it easy
      • Last cycle holds went on late, i.e. problems with holds
      • Holds will happen in a timely fashion
      • Vote on whether or not holds are necessary
      • Would like to know if holds could be used with some departments and not others
      • No data available to make case for or against
      • In advisement there is data that suggests that when students do not have holds they do not access services
      • Yet students who would normally seek advisement will do so with or without holds
      • Holds are punitive
      • Advising should be meaningful, and quality
      • There is thinking on technology in advisement
      • Students need to see their advisors
      • Katie Gentile in front of the problem. Must plan time frame of when advising will take place
      • Need dates on when holds will be added, and when they will be dropped
   b. Different Models of advisement
      • Central website where all advising models are kept
      • Finds ways to make advising more manageable
      • User friendly
      • Advisement resources on the bulletin and on the web
4. Five Year/Assessment Reports
   a. Results and current assessment plans
      - Sharing about what you learned
      - Helpful to other programs
      - Reaching out for scheduling
      - Brand new coordinators need to speak with chair, AP James Llana
        or Virginia Moreno on assessment reports
      - 18<sup>th</sup>- event on the 18<sup>th</sup>?
      - July 1<sup>st</sup> assessments due

5. New Business

Upcoming Meetings:

- March 7<sup>th</sup>: Report on Major & Minor Explorations events and declarations;
  Finalize Spring schedules and resources for advising.
- April 19<sup>th</sup> debrief on advisement and planning for 2016-2017 major advising.

Meeting Adjourned 3:00 pm
AGENDA

Major / Minor Coordinators
March 7, 2016

1. Greetings and Dean’s Announcements
   a. John Jay Advisement Council
   b. Fall Registration Stops

2. Spring Advisement Plan

3. Coordinator Presentations
   a. FIS
   b. Criminology

4. Other Business
   a. Report on Major & minor Explorations events and declarations

Important Dates:

- April 19th: Feedback on the year and planning for 2016 - 2017 major advising.
- April 19th: Next Presenters Dispute Resolution, and Forensic Science
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<tr>
<td>Anthropology (BA)</td>
<td>Johanna Lessinger</td>
<td>212-237-8293</td>
<td></td>
<td>JHL</td>
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<tr>
<td>Cell &amp; Molecular Biology (BS)</td>
<td>Jason Rauceo</td>
<td>646-557-4893</td>
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<tr>
<td>Computer Science and Information Security (BS)</td>
<td>Sven Dietrich</td>
<td>212-393-6839</td>
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<tr>
<td>Criminal Justice (BA) Crime Control and Prevention</td>
<td>Evan Mandery</td>
<td>212-237-8389</td>
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<tr>
<td>Criminal Justice (BS) Institutional Theory and Practice</td>
<td>Christopher Herrmann</td>
<td>212-393-6417</td>
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<td>Criminal Justice Management (BS) Coordinator</td>
<td>Wendy P. Guastaferro</td>
<td>212-393-6411</td>
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<tr>
<td>Advisor</td>
<td>Yvonne Purdie</td>
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<td>Criminology (BA) Coordinator</td>
<td>Louis Kontos</td>
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<td>Advisor</td>
<td>Robert Garot</td>
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<td>Crystal Jackson</td>
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<td>Advisor</td>
<td>Jay Pastrana</td>
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<td>Culture and Deviance Studies (BA)</td>
<td>Ed Snadaj</td>
<td>212-237-8262</td>
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<td>Dispute Resolution</td>
<td>Maria R. Volpe</td>
<td>212-237-8693</td>
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<td>Economics (BS) Concentration A</td>
<td>Catherine Mulder</td>
<td>212-484-1309</td>
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<td>Jon Childerley</td>
<td>212-237-8057</td>
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<td>John Staines</td>
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<td>Fire and Emergency Services (BA)</td>
<td>Robert Till</td>
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<td>Angela Crossman</td>
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<td>Forensic Science (BS) FOS Coordinator/Advisor</td>
<td>Lawrence Kobilinsky</td>
<td>212-237-8884</td>
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<td>Shu-Yuan Cheng (Demi)</td>
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<td>Sandra Swenson</td>
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<td>Edgardo Sanabria-</td>
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Nikki Hancock Nicholson 1/26/2016
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<td>Valentin, Ph.D.</td>
<td>Katie Gentile</td>
<td>Matthew Perry</td>
<td>James De Lorenzo</td>
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Council of Academic Program Major and Minor Coordinators Meeting Minutes
March 7, 2016

Attendees: Johanna Lessinger, Jason Rauceo, Sven Dietrich, Christopher Herrmann, Louis Kontos, Robert Garot, Jay Pastrana, Ed Snadjr, Maria R. Volpe, John Staines, Robert Till, Shu-Yuan Cheng (Demi), Sandra Swenson, Matthew Perry, Klaus Von Lampe, Jose Luis Morin, Jean Carmalt, Mary Ann McClure, Jennifer Rutledge, Samantha Majic, Robert McCrie, Robert Garot, Jay Pastrana, Aida Martinez Gomez, Louise Freymann, Jim Llana

Agenda

1. Greetings and Dean's Announcements
   • Opening remarks.
   • Sophomore Advisement:
     o Discussing, “What are your plans?”

a. John Jay Advisement Council
   • Different role from major coordinator Advisement Council created 4 years ago—has representatives from staff advisement. Convened by Academic Advisement center—every place where student advisement is on campus. Staff group tied in with enrollment management.

b. Fall Registration Stops
   • Expires April 21st
   • Shopping cart open today for summer.
   • With double major students, who will remove the stops? Should not have many students. March 14th holds are placed on student records and by April 21st they should be dropped.

2. Spring Advisement Plan
   • Really large majors should employ:
     o Different plans to assist with advising
     o Online video, go to core classes, email, outreach.
   • Kathy
     o Each Faculty will have 2 hours per week of open office hours.
   • Dara
     o Advisement ideas—instead of course selection more faculty mentoring.
   • 2015-2016 Bulletin will be published today. Dry run.
   • Kathy
     o Review bulletin and email her any errors. No printed version for 2015-2016
• (Regarding the Bulletin) There will be a few hundred printed for 2016-2017.
• Rethinking Writing Intensive Courses:
  o Piloting a WI course in Sociology: 300-400 level. Stipend given to those who would participate.

3. Coordinator Presentations
   a. Robert till presented on FIS major’s assessment plan
   b. Louis Kontos presented Criminology major’s assessment plan

4. Other Business
   a. Report on Major & Minor Explorations events and declarations – Table until next meeting

Important Dates:

• April 19th: Feedback on the year and planning for 2016 - 2017 major advising.
• April 19th: Next Presenters—Dispute Resolution, and Forensic Science
AGENDA

Major / Minor Coordinators
April 19th 2016

1. Greetings and Dean's Announcements
   - Feedback on the year and planning for 2016-2017 major advising

2. Presentation on CJBS and English online Major Advising pages
   - Sumaya Villanueva

3. Coordinator Presentations
   - Dispute Resolution
   - Forensic Science

4. Advising holds updates
   - Daniel Matos

5. Important Dates:
   - Research Week: May 2nd-6th
   - Last day of Weekday classes: May 18th
   - Weekday Finals: May 23rd-May 27th
   - Graduation: June 1st
   - Last Day to submit grade roster: June 3rd
FOS Major Assessment 2010-2016

Year 1: Mission statement, department learning goals, and assessment plan

Capstone

Year 2: Students' poster presentations (4 skills)

Year 3: Revised syllabus and Students' poster presentations (4 skills)

Scaffolding assessment:
Forensic Toxicology (CHE104, CHE220, CHE321, and TOX416)

Year 4: Students' lab reports (4 skills)

Year 5: Students' lab reports (Practical skill) --- students were provided with lab report written guideline

1. Scaffolding assessment:
Forensic Biology (BIO103, CHE202, CHE315, and BIO413)

2. Capstone (FOS 401 and FOS 402)

Year 6 (2016): Students' lab reports (Practical skill) --- students were provided with lab report written guideline
Council of Academic Program Major and Minor Coordinators Meeting
Minutes
April, 19th, 2016

Attendees: Jean Carmalt, Shu-Yuan Cheng (Demi), Sven Dietrich, Robert Garot, Crystal Jackson, Christopher Herrmann, Louis Kontos, Klaus Von Lampe, Johanna Lessinger, Samantha Majic, Aida Martinez Gomez Mary Ann McClure, Robert McCrie, Jose Luis Morin, Jay Pastrana, Matthew Perry, Jason Rauceo, Jennifer Rutledge, Ed Snadjr, John Staines, Sandra Swenson, Robert Till, Maria R. Volpe

Guests: Katherine Killoran, Louise Freymann, Jim Llana, Daniel Matos, Virginia Moreno, Brenda Valentin, Sumaya Villanueva

Agenda

1. Greetings and Dean’s Announcements
   • Opening remarks.
   • Feedback on the year and planning for 2016-2017 major advising.
     Regarding English 101-201: Students from other colleges not getting English Credits—Email Kathy Killoran with issues
   • Jay Express
     o Seeing lots of students. Some didn’t heed early warning. Made a dash.
     o There are experiences of holds lifted, and then returned.
       ▪ Although, it is only a one-day problem. Corrected just as fast, one day.
     o Some students with holds, yet still were able to register.
       ▪ Many students had coding problems.
       ▪ For one student, it might just have been student record.
       ▪ Dean and Registrar will engage in meeting to discuss this placement of holds.
       ▪ Class permission issues was affected with CUNY upgrades, though it was managed to be fixed.
       ▪ Make sure to save and check class permissions. Could we remove advising holds?
   • Sophomore Advisement:
     o Discussing, “What your plans are?”
     o Holds are to see more students for sophomore year.
     o If students don’t come with-, etc.
   • More faculty for Law and Society
   • Overlap issues: Minor
     o Degree works on the model of best fit. Places credits where it believes it is a best fit.
     o Registration appointments: none during late evenings or on weekends.
a. John Jay Advisement Council
   • Different role from major coordinator Advisement Council created 4
     years ago—has representatives from staff advisement. Convened by
     Academic Advisement center—every place where student advisement
     is on campus. Staff group tied in with enrollment management.

b. Fall Registration Stops
   • Expires April 21\textsuperscript{st}
   • Shopping cart open today for summer.
   • With double major students, who will remove the stops? Shouldn’t
     have many students. March 14\textsuperscript{th} holds are placed on student records
     and by April 21\textsuperscript{st} they should drop.

2. Spring Advisement Plan
   • Sumaya
     o Presentation on CJS and English’s online Major Advising pages.
     o A Major advising resources page for every major. Landing pages—
       Major advising resources.
   • Really large majors should employ:
     o Different plans to assist with advising
     o Online video, go to core classes, email, outreach.
   • Kathy
     o Each Faculty will have 2 hours per week of open office hours.
   • Dara
     o Advisement ideas—instead of course selection more faculty
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   • (Regarding the Bulletin) There will be a few hundred printed for 2016-
     2017.
   • Rethinking Writing Intensive Courses:
     o Piloting a WI course in Sociology. 300-400 level. Stipend given to
       those who participate.

3. Coordinator Presentations
   a. Robert till presented on FIS major’s assessment plan
   b. Louis Kontos presented on Criminology major’s assessment plan
   c. Maria Volpe presented on Dispute Resolution’s assessment plan update.
   d. Shu-Yuan Cheng and Sandra Swenson presented on FOS Major’s
      assessment plan (see attached chart).

4. Other Business
a. Report on Major & minor Explorations events and declarations – Table until next meeting

Important Dates:

- April 19th: Feedback on the year and planning for 2016 - 2017 major advising.
- April 19th: Next Presenters Dispute Resolution, and Forensic Science
- October 17th—Winter Session Registration
Committee on
Honors, Prizes, and Awards
John Jay College of Criminal Justice
Committee on Honors, Prizes, and Awards Meeting

Agenda
November 30, 2015
L.65.08

- Deadlines – Calendar
- Updates –
  - Starting new awards
  - 2016 Commencement Awards
John Jay College of Criminal Justice
Committee on Honors, Prizes, and Awards

March 24, 2016

Agenda:

- Vote for the Faculty Award
- 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 & Awards
March 24, 2016
Meeting Minutes

Attended:
Lynette Cook-Francis, Vice President of Student Affairs (Chair)
Danielle Officer, Director of Student Life
Victoria Bond – Faculty, English
Sanjair Nair – Faculty, English (Submitted Faculty vote via email)
Violet Yu – Faculty, Criminal Justice
Emely Dickens – Student (Submitted votes via email)
Christina Mujica – Recording Secretary
Sara Shaw – Executive Assistant to the VP of Student Affairs

Minutes:
1. Faculty Vote Nominations:
   1) Nina Rose (3)
   2) Martinez-Gomez Gomez (3)
   3) Madrazo (2)
2. Faculty Award Recipient: Martinez-Gomez Gomez
3. Questions for future vote on Faculty Nominations
   a. Criteria for the Faculty Award
   b. Are professors compensated when they create programs for departments/the college
4. Student Award Recipients
   1) Graduate Achievement Award: Izmira Tawfeek
   2) Distinguished Service Award
      o Jasmin Perez
      o Angelica Puente-Soto
      o Brian Monsanto
      o Jeffery White
      o TrushalKumar Pandhi
   3) Leonard Reisman Medal
      o Thamanna Hussain
   4) Scholarship & Service Award
      o Monica Murillo
   5) Howard Mann
      o Arturo Urena
Memorandum

Date: March 24, 2016

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 24, 2016 to vote on the Commencement Awards which will be presented on May 16, 2016. With quorum present, the committee recommends the following award recipients:

- Leonard E. Reisman Medal: Thamanna Hussain
- Scholarship & Service Award: Monica Murillo
- Howard Mann Humanitarian Award: Arturo Urena
- Graduate Achievement Award:
  - Izmira Tawfeek
- Distinguished Service Awards
  - Brian Monsanto
  - Trushalkumar Pandhi
  - Jasmin Perez
  - Angelica Puente-Soto
  - Jeffrey White
College-Wide Grade Appeals Committee
College-Wide Assessment Committee
AGENDA

CWAC Meeting

September 24, 2015

1. Approval of minutes of May 1, 2015
2. Welcome new members
3. Upcoming Plus 5 event
4. Schedule of activities for the coming year
5. Other business
CWAC Attendance September, 2015

Attendance

**Present:**
Denise Thompson
Marie-Helen Maras
Virginia Moreno
Maureen Green
Mechthild Prinz
Lauren Shapiro
Deborah Washington

**Regrets:**
James Llanas
Anila Duro
Rosann Santos-Elliot
College-Wide Assessment Committee (CWAC) Meeting  
September 24, 2015

Present: Marie-Helen (Maria) Maras (Co-Chair); Denise Thompson (Co-Chair); Virginia Moreno; Deborah Washington; Maureen Richards; Lauren Shapiro; and Mechthild (Mecki) Prinz

Regrets: James Llana; Rosann Santos-Elliott

The meeting was called to order at 1:40 p.m.

<table>
<thead>
<tr>
<th>New Members Welcome</th>
<th>Maria and Denise welcomed new members and asked them to introduce themselves to the rest of the committee.</th>
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<tr>
<td>Responsibilities of CWAC</td>
<td>This year, all but three members, Maria, Denise, and Rosann, are new members. Accordingly, this meeting was dedicated to informing new members of the committee’s work.</td>
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<td>Assessment Process</td>
<td>At the meeting, Virginia explained how the scaffolding process from units and departments to the university level works, and the committee’s role in this process. Virginia explained that her role is to demystify the assessment process. For instance, she noted that sometimes how we assess students and develop skills do not align with the overall departmental and course objectives. She helps departments ensure that there is alignment. Virginia updated CWAC members on the assessment process to date. She also noted that several departments have not yet submitted their annual assessment reports.</td>
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<tr>
<td>Closing the Loop at 5 Event</td>
<td>Maria and Denise discussed the Closing the Loop at 5 event. No date was set. We will discuss the event again at the next meeting on October 8, 2015.</td>
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<tr>
<td>Program of activities for the coming year</td>
<td>Maria and Denise discussed the upcoming activities for Fall 2015 and Fall 2016. These activities include: new issues of the Newsletter, lunch and learn events, and the Closing the Loop at 5 event.</td>
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<tr>
<td>Next Meeting</td>
<td>The next meeting will be held on October 8, 2015.</td>
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The meeting adjourned at 2:50 p.m.

Respectfully submitted,

Denise Thompson and Maria Maras
AGENDA

CWAC Meeting

October 8, 2015

1. Closing the Loop at 5 event

2. Newsletter

3. Other business
CWAC Attendance October, 2015

Attendance

Present:
Denise Thompson
Marie-Helen Maras
James Llanas
Virginia Moreno
Maureen Green
Lauren Shapiro
Rosann Santos-Elliot
Deborah Washington

Regrets:
James Llanas
Anila Duro
Mechthild Prinz
## College-Wide Assessment Committee (CWAC) Meeting
### October 8, 2015

Present: Marie-Helen (Maria) Maras (Co-Chair); Denise Thompson (Co-Chair); Virginia Moreno; Deborah Washington; Maureen Richards; Lauren Shapiro; and Rosann Santos-Elliott

Regrets: James Llana; Mechthild Prinz; and Anila Duro

The meeting was called to order at 1:40 p.m

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<th>Minutes</th>
<th>The minutes for September 24, 2015, were approved.</th>
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<td><strong>Closing the Loop at 5 Event</strong></td>
<td>This meeting was convened specifically to discuss this event. The committee discussed approaches to position the event for maximum attendance and to have academic as well as non-academic participants in attendance.</td>
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<td>A rich discussion ensued on whether the event should stand alone or whether it should be done as part of the Faculty Development Day activities. The committee examined the pros and cons of the two options. The committee also discussed dates that would best accommodate HEOs, as assessment is a collective endeavor and should not be solely faculty focused. With input from the HEO members, the committee agreed that a few days prior to the start of the spring semester would be best to secure HEO participation.</td>
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<td>Based on these discussions, the committee reached the consensus that we should plan to have the event as part of the Spring 2016 Faculty Development Day Activities on Thursday, January 28, 2016.</td>
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<td><strong>Possible themes:</strong></td>
<td>The committee is still exploring ideas for possible topics, such as the role of assessment in institutional planning. Denise and Maria are scheduled to meet with Jim Llana on October 20, 2015, to discuss the events and potential themes.</td>
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<td><strong>Newsletter</strong></td>
<td>The committee started discussions on contributions for the next issue of the CWAC newsletter. Thus far, the following members volunteered to contribute:</td>
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<tr>
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<td><em>Rosann</em>: non-academic unit assessment (lessons learned)</td>
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<td><em>Deborah</em>: the role of assessment in Academic Advising</td>
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<td><em>Denise</em>: Strategic planning as a starting point for assessment</td>
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Pieces are to be no more than 250 words, and should be submitted to Maria or Denise by Thursday, November 19, 2015.

| Next Meeting | The next meeting is scheduled for Thursday, October 23, 2015. |

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Denise Thompson and Maria Maras
AGENDA

CWAC Meeting

November 19, 2015

1. Closing the Loop @5 event
2. Newsletter
3. Assessment Reports:
   - Discuss report distribution
4. Other business
CWAC Attendance November, 2015

Attendance

Present:
Denise Thompson
Marie-Helen Maras
James Llanas
Virginia Moreno
Maureen Green
Mechthild Prinz
Lauren Shapiro

Regrets:
Deborah Washington
Anila Duro
Rosann Santos-Elliot
College-Wide Assessment Committee (CWAC) Meeting  
November 19, 2015

Present: Marie-Helen (Maria) Maras (Co-Chair); Denise Thompson (Co-Chair); James Llana; Virginia Moreno; Maureen Richards; Mechthild (Mecki) Prinz; and Lauren Shapiro

Regrets: Deborah Washington; Anila Duro; and Rosann Santos-Elliott

The meeting was called to order at 1:40 p.m.

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| Closing the Loop @ 5 event| Maria and Denise reported on the progress made with planning the event. They noted that our initial plan to have a session or two during the Faculty Development Day programming did not materialize. Jim noted that the event’s planners wanted to have three tracks where faculty would spend the entire day in one of the three tracks, and not move around from track to track. Unfortunately, there was no space to integrate the CWAC’s proposed sessions (the same was true for other proposals including a session to discuss the COACHE survey results). CWAC also made a proposal to the CUNY Assessment Council about plans to host an event to mark 5 years of assessment at John Jay College of Criminal Justice. Denise, Maria, Jim and Virginia attended this meeting and pitched our proposal to the Council, whose members were excited about the prospects of co-hosting an event as one of their seminar-style events possibly on April 1, 2016. This event would run between 10 am – 2 pm with a break, with lunch at around noon. A tentative structure for the event is as follows: 1. Opening Remarks  • Why do we engage in assessment?  • Why is it important?  2. What have we done  • Discuss CWAC, its objectives and work  • The assessment journey of John Jay College of Criminal Justice in the last five years  3. How we do it  • Discuss the assessment process (speakers will tell their assessment story)
Discuss the role of faculty in the assessment process

4. Lunch & Recognition
   - Recognition for departments/faculty that have spent time and energy contributing to the process (e.g. through the 5 year review, etc.).

5. Closing Plenary
   - Communicating results: Lessons learned and how the results impact programs—what do the findings say (are we improving?) and where do we go from here?
   - Institutional integration – resource allocation; senior level champions
   - Motivating faculty and staff moving forward

Who should we target for the event:
   - The Provost and President
   - Deans
   - Department Chairs
   - P&B committee
   - Members of the strategic Planning Sub-committee (under whose jurisdiction the CWAC resides)
   - Administrators
   - CUNY Assessment Council

Some suggestions for speakers were Carla Barrett from the Sociology department, who also served as the Chair of CWAC in the past, and John Staines from the English department. The Political Science department has also produced good assessment reports and their rubrics have served as exemplars for other departments. CWAC will search for a potential speaker from that department to highlight their achievements in assessment. Virginia will find out whether the CUNY Assessment Council would like to participate (present, co-host a session, etc.) in the Closing the Loop @ 5 event, and if so, what the Council member or members would like to do.

<table>
<thead>
<tr>
<th>Newsletter</th>
<th>Comments to the distributed newsletter are due by December 19, 2015 to either Maria or Denise.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWAC Assessment Reports</td>
<td>Since more than half the committee are new members, CWAC will dedicate its next meeting to reviewing assessment reports in preparation for the new round of review for assessment reports. CWAC will spend the meeting</td>
</tr>
</tbody>
</table>
reviewing what constitutes a good assessment report, what things we should look for, what things we should note in our response to departments about their reports, and the rubric used to review reports.

<table>
<thead>
<tr>
<th><strong>Other Business</strong></th>
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<tbody>
<tr>
<td>• Several committee members discussed ways to build a culture of assessment on campus. One recommendation was to recognize individuals who work on assessment for their departments and units. Virginia suggested that this would be an issue to take to the Faculty Senate so that they might consider ways to recognize members for their work on assessment.</td>
</tr>
<tr>
<td>• Virginia introduced a document titled, “Excellence in Assessment.” She explained that institutions can nominate themselves to conduct a self-study. This self-study includes standards for institutions. Virginia suggested that CWAC could select one of the standards listed in the document and conduct a self-study. The committee will discuss this issue again in early 2016.</td>
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<table>
<thead>
<tr>
<th><strong>Next Meeting</strong></th>
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<tbody>
<tr>
<td>The next committee meeting will be held on December 10, 2015.</td>
</tr>
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</table>

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

Respectfully submitted,

Denise Thompson and Maria Maras
AGENDA

CWAC Meeting

December 10, 2015

1. Approval of minutes of November 19, 2015
2. Assessment Reports
3. Update on Closing the loop@ 5 event
4. Other business
CWAC Attendance December, 2015

Attendance

Present:
Denise Thompson
Marie-Helen Maras
James Llanas
Virginia Moreno
Maureen Green
Lauren Shapiro
Rosann Santos-Elliot
Deborah Washington

Regrets:
Anila Duro
Mechthild Prinz
AGENDA

CWAC Meeting

March 8, 2016

1. Approval of minutes of February 18, 2016
2. Assessment Reports & Newsletter
3. Update on Assessment@ 5 event March 18, 2016
4. Review of Committee’s Goals and Objectives
5. Increasing committee’s presence at the college
6. Other business
CWAC Attendance March 8, 2015

Attendance

Present:
Denise Thompson
Marie-Helen Maras
James Llanas
Virginia Moreno
Maureen Green
Mechthild Prinz
James Llanas

Regrets:
Rosann Santos-Elliot
Anila Duro
Lauren Shapiro
Deborah Washington
College-Wide Assessment Committee (CWAC) Meeting  
March 8, 2016

Present: Marie-Helen (Maria) Maras (Co-Chair); Denise Thompson (Co-Chair); James Llana; Virginia Moreno; Maureen Richards; Mechthild (Mecki) Prinz

Regrets: Deborah Washington; Anila Duro; Rosann Santos-Elliott; and Lauren Shapiro

The meeting was called to order at 1:40 p.m.

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion</th>
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<tbody>
<tr>
<td>Minutes</td>
<td>The minutes for February is being finalized for approval.</td>
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</table>
| Assessment@ 5 event   | Sixty two people from across CUNY have so far signed up for the event; about a half of these are from John Jay College of Criminal Justice. CWAC members will be working at the event. We will each sit at a different table at lunch, and we will be roving note takers. Each member will cover a panel and take notes on the proceedings, The idea is to capture and package the event so that we may share lessons later. We will try to capture images, notes and reflections. This event will run between 10 am and 2 pm with a break for lunch at around noon. The panels are listed below:  
1. Assessment Journey  
The current and past chairs of the College Wide Assessment Committee (CWAC) at John Jay will present their views on the road taken to supporting a culture of assessment, the success and challenges to establishing a peer review process, and the role of the committee in sharing best assessment practices.  
2. Process, Outcomes, and Beyond  
3. A faculty led discussion on the challenges and accomplishments associated with getting the assessment cycle off the ground and sustaining it. The panel will share with the audience their perceptions of assessment and how these may have changed over the implementation of the assessment plan, along with practical suggestions on how to make assessment more manageable.  
4. Expectations for Assessment Excellence  
An interactive session with the audience on institutional assessment practices within the
5. From the Ground Up
What do the findings say (are we improving?) and how do we align program level outcomes with institutional planning and resource allocation? What are the goals that inspire us to keep the momentum in our assessment journey?

<table>
<thead>
<tr>
<th>Newsletter</th>
<th>The Newsletter has now been revised and completed. Maria will disseminate.</th>
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<tbody>
<tr>
<td>Increasing the CWAC’s Presence at the College</td>
<td>Currently ways that our community find out about us is through major and minor committees, and it is usually to do a report or about something having to do with a report. This introduction can prove to be a negative one for them. The committee has to work to improve this. Suggestions for doing this include:</td>
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<td>• Sending welcome message to major, and minor coordinators, undergraduate and graduate committees, program review committees and chairs at the start of the Fall semester</td>
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<td>• Visit with other committees and introduce the CWAC</td>
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<td>• Committee members are ambassadors, so at the start of the fall semester as we introduce new members, we should have a welcome package for them including a list of expectations for committee members</td>
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<tr>
<td></td>
<td>• Select a month or at least a couple weeks out of the year to reach out to former members of the committee. They are a part of many other committees on campus and could work to put college wide assessment on the agenda, reinforcing the links between assessment and those committees</td>
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<tr>
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<td>• We could also have a section of the Assessment Website as a “community corner” where we showcase assessment work in the community.</td>
</tr>
<tr>
<td>CWAC Assessment Reports</td>
<td>We have completed 10 feedback reports, which will now be sent to the various departments. The reports are an important avenue for building a culture of assessment at the college. Jim and Virginia joined the Co-chairs in urging each member to take this responsibility seriously.</td>
</tr>
<tr>
<td>Review of CWAC objectives</td>
<td>The committee reviewed Section 1.2 of the document creating the committee – the report on college-wide assessment at John Jay College. This section covers the</td>
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make-up, roles and responsibilities of the Campus-wide Assessment Committee.
As we went through the list of objectives, we realized that we are working on many of the items, but that there is more work to be done to firmly establish assessment at the college. One area where we could improve now is to:
“Promote assessment activities and a “culture of assessment” across the campus through the dissemination of information and best practices”

In focusing on the section, “…dissemination of information and best practices”, committee members felt that:
- We should put best practice training on the agenda of our next meeting
- Try to push best practices in writing assessment reports, including a focus on how to formulate program goals; best practices on what goes into an assessment report, among others.
- Advise that every department has an assessment committee responsible for assessment. This committee could perhaps be attached to the curriculum committee. That way the burden do not fall on one person, there is more dialogue on assessment, and assessment is more integrated into the department’s work

<table>
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<tbody>
<tr>
<td>The CWAC wants to document the March 18th event. Maureen will talk with the Marketing department (Rema Suddkhar) to see if we can have someone document the event for us</td>
</tr>
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</table>

Committee members wanted to have a distinguishing mark that highlight who the members are for the March 18th event. Virginia will send around some samples of name cards that could bear some distinguishing mark to identify members.

<table>
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<tbody>
<tr>
<td>The next committee meeting will be held on March, 2016.</td>
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</table>

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

Respectfully submitted,

Denise Thompson and Maria Maras
AGENDA

CWAC Meeting

April 12, 2016

1. Approval of minutes of March 9, 2016
2. Packaging information from March 18 and April 1 events
3. Draft Welcome Announcement from Mecki
4. Assessment Videos and other ‘marketing’ activities
5. Assessment Reports not yet submitted
6. Other business
College-Wide Assessment Committee (CWAC) Meeting  
April 12, 2016

Present: Marie-Helen (Maria) Maras (Co-Chair); James Llana; Virginia Moreno; Maureen Richards; Mechthild (Mecki) Prinz; and Rosann Santos-Elliott

Regrets: Denise Thompson (co-Chair); Lauren Shapiro; Deborah Washington; and Anila Duro

The meeting was called to order at 1:40 p.m.

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<tr>
<td>Packaging information from March 18 and April 1 events</td>
<td>The committee’s events, <em>Successes and Challenges in Building an Assessment Culture Across CUNY (Part 1): Case Study of Academic Assessment at John Jay “Closing the Loop @ 5 event”</em> (March 18, 2016) and <em>Successes and Challenges in Building an Assessment Culture Across CUNY (Part 2): Cross-Campus Discussion with Assessment Leaders</em> (April 1, 2016), were a success. Jim and Virginia informed CWAC members of the positive feedback they received from attendees. CWAC members agreed to keep minutes of the panels. CWAC members need to submit the minutes to Maria and Denise who will create a consolidated report to distribute to John Jay College of Criminal Justice and other CUNY institutions, as well as post the report on the CWAC website.</td>
</tr>
<tr>
<td>Draft Welcome Announcement from Mecki</td>
<td>To enhance CWAC visibility, Mecki created a <em>Welcome Announcement</em> that the committee will send to new members in Fall 2016. CWAC members agreed to email comments and edits to Maria.</td>
</tr>
<tr>
<td>Assessment Videos and other ‘marketing’ activities</td>
<td>The committee discussed the development of 5-minute videos on assessment, distributing them throughout the college, and posting them on the CWAC website as a way to enhance the committee’s visibility.</td>
</tr>
<tr>
<td>CWAC Assessment Reports</td>
<td>We have not received all of the assessment reports from CWAC members. The reports should be submitted by these members by the next meeting, May 11, 2016. The committee received positive feedback on the evaluations provided to departments concerning their annual assessment reports.</td>
</tr>
<tr>
<td>Other Business</td>
<td><strong>Faculty Development Day.</strong> The committee discussed creating a panel for Fall 2016 Faculty Development Day (FDD). The committee will select the topic for FDD at the next meeting, May 11, 2016.</td>
</tr>
</tbody>
</table>
Lunch and Learn. The committee discussed holding a Lunch and Learn event in Fall 2016. The committee will finalize the details of the Lunch and Learn at the next meeting, May 11, 2016.

Fall 2016 Meeting Dates. The committee will set the dates for Fall CWAC meetings on May 11, 2016.

Next Meeting

The next committee meeting will be held on May 11, 2016.

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

Respectfully submitted,

Maria Maras and Denise Thompson
AGENDA

College-wide Assessment Committee Meeting

May 11, 2016

1. Approval of Minutes of April 12, 2016
2. Faculty Development Day activity/panel
3. Lunch and Learn Fall 2016
4. Increasing committee’s presence at the college - Strategy
5. Assessment videos
6. Meeting days for Fall 2016
7. Other business
CWAC Attendance May, 2015

Attendance

Present:
Marie-Helen Maras
Denise Thompson
Virginia Moreno
Maureen Green
Mechthild Prinz
Rosann Santos-Elliot
Lauren Shapiro

Regrets:
Anila Duro
Deborah Washington
James Llanas
College-Wide Assessment Committee (CWAC) Meeting  
May 11, 2016

Present: Marie-Helen (Maria) Maras (Co-Chair); Denise Thompson (Co-Chair); Virginia Moreno; Maureen Richards; Mechthild (Mecki) Prinz Rosann Santos-Elliott; and Lauren Shapiro

Regrets: Deborah Washington; Anila Duro; James Llana

The meeting was called to order at 1:40 p.m.

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<tbody>
<tr>
<td>Minutes</td>
<td>The minutes for April’s meeting was approved as amended.</td>
</tr>
<tr>
<td>Assessment @5 event</td>
<td>A narrative of the event should be posted online based on minutes from the event. CWAC members voted to provide a narrative with the minutes that have been provided.</td>
</tr>
<tr>
<td>Assessment Reports</td>
<td>Virginia senses that we have reached a plateau with assessment at the college, and questions whether departments are actually using the reports to engender improvements. Ideally there should be clear documentation of follow-up activities based on the report. There are several challenges that might be contributing to this stalled status. One challenge is that assessment falls essentially on junior faculty who do not know enough about the programs they are in-charge of assessing.</td>
</tr>
<tr>
<td>Marketing and promoting Assessment</td>
<td>The committee discussed whether marketing should be college-wide or department by department. We decided to use a two-pronged approach that will be executed simultaneously starting in fall 2016/2017. One strategy will be to target various departments and work with those in-charge of assessment. Perhaps two to three departments could be targeted in some way each semester. The committee decided to start with departments that have completed weak assessment reports. At the same time, the committee will keep the college-wide activities going. We will start the fall2016/2017 semester with a panel at the Faculty Development Day.</td>
</tr>
<tr>
<td>Faculty Development Day</td>
<td>The committee decided on the following:</td>
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<tr>
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<td><strong>Title of panel:</strong> Using Assessment to Improve Writing</td>
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<td></td>
<td><strong>Rationale:</strong> Poor writing is the biggest lament that professors have when students turn in their assignments. Course goals can be compromised when students have limited writing and</td>
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grammar skills, and struggle to express their ideas formally. Effective use of assessment may be the key to determining ways for faculty to assist students in their idea formation, literature search, and general process of writing and editing their papers. This is particularly relevant for capstone courses. It will take a village to improve students' writing skills--let's discuss how to address these challenges including faculty coordination of services offered by the library and by the writing center.

### Activities
- Curriculum map integrating writing
- Scaffolding assignments
- Learning and Assessment goals for writing,
- Writing rubrics
- Integrating Lessons learned in efforts to improve writing

### Lunch and Learn
The committee decided to hold a Lunch and Learn event on October 25, 2016. The title of the Lunch and Learn event is: “So you have to do assessment…now what?” This assessment event will be open to all.

Rosann will try to find a venue for the event.

### Other Business
The committee will focus on activities to make it more visible starting in Fall 2016.

### Tentative Fall 2016
Tentative dates for CWAC meetings in Fall 2016:

- Tuesday, September 13, 2016
- Tuesday, October 4, 2016
- Tuesday, October 25, 2016
- Tuesday, November 15, 2016
- Tuesday, December 6, 2016

### Next Meeting
The next committee meeting will be held on September 13, 2016.

The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Denise Thompson and Maria Maras