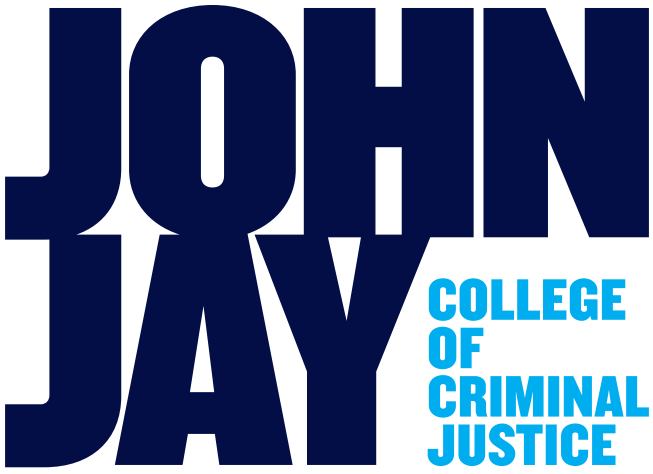

COLLEGE COUNCIL COMMITTEES

AGENDAS
ATTENDANCE SHEETS
MINUTES

2016-2017

College Council Committee Agendas, Attendance & Minutes 2016-2017

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College Council

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

September 20, 2016
1:40 p.m.
9.64NB

I. Adoption of the Agenda

II. Election of the Secretary to the College Council

III. College Council Orientation – Assistant Vice President Marjorie Singer

IV. Minutes of the May 10, 2016 College Council (attachment A), **Pg. 3**

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VI. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C4) – Interim Associate Provost and Dean of Undergraduate Studies, Dara Byrne

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Programs

C2. Proposal for a New BS in Mathematics, **Pg. 35**

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D3. CRJ 716 Statistical Software in Criminal Justice, **Pg. 118**
D4. CRJ 728 Critical Issues in Corrections, **Pg. 119**
D5. CRJ 749 Ethics of Punishment, **Pg. 121**
D6. CRJ 756 Critical Issues in Policing, **Pg. 123**
D7. CRJ 771 Special Topics in Criminal Justice, **Pg. 124**
D8. CRJ 793 Comprehensive Exam Review, **Pg. 125**
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Academic Policy Revision

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X. New Business

XI. Administrative Announcements – President Travis

XII. Announcements from the Faculty Senate – Professor Warren Benton

XIII. Announcements from the Student Council – President Grace Theresa Agalo-os

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Tuesday, September 20, 2016

The College Council held its first meeting of the 2016-2017 academic year on Tuesday, September 20, 2016. The meeting was called to order at 1:50 p.m. and the following members were present: Grace Theresa Agalo-os, Scheveletta Alford, Jasmine Awad, Rosemary Barberet, Ellen Belcher, Warren (Ned) Benton, Jane Bowers, Michael Brownstein, Dara Byrne, Anthony Carpi, Helen Cedeno, Lynette Cook-Francis, Sven Dietrich, Artem Domashevskiy, Jahvar Duffus, Janice Dunham, Lisa Farrington, Kaniz Fatima, Terry Furst, Leigh Graham, Jonathan Gray, Roman Gressier, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Mahtab Khan, Erica King-Toler, Maria Kiriakova, Louis Kontos, Thomas Kucharski, Thurai Kugan, James Llana, Anne Lopes, Sylvia Lopez, Yue Ma, Vincent Maiorino, Xerxes Malki, Gerald Markowitz, Aida Martinez-Gomez, Mickey Melendez, Brian Montes, Elizabeth Nisbet, Kimberly Ortega, Marline Paul, Izabela Qafa, Belinda Rincon, Kadeem Robinson, Michael Scaduto, David Shapiro, Francis Sheehan, Charles Stone, Steven Titan, Jeremy Travis, Daniel Yaverbaum, and Guoqi Zhang.

Absent: Mohammed Alam, Andrea Balis*, Avram Bornstein*, Samantha Buan-Ladines, Kashka Celinska, Glenn Corbett*, Ric Curtis*, Diana Falkenbach*, Joel Freiser, Robert Garot*, Anru Lee, Lorraine Moller, Chuck Nemeth*, Naomi Nwosu, Frank Pezzella, Peter Romaniuk, Lauren Shapiro, Fritz Umbach, Rebecca Weiss*, and Marline Wright.

*Alternates

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.

A motion was made to elect Sandrine Dikambi as Interim Secretary to the College Council for the September 20, 2016 meeting. The motion was seconded and approved unanimously.

III. College Council Orientation

President Travis presented a PowerPoint presentation on the “Role of College Council.”

IV. Minutes of the May 10, 2016 College Council

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

In Favor: 48 Oppose: 0 Abstentions: 7

V. Approval of the Members of the College Council Committees

A motion was made to approve the following membership changes. The motion was seconded and approved unanimously.

- Shonna Trinch replaces Emily McDonald as representative for the Anthropology department on the Undergraduate Curriculum and Academic Standards Committee.
- Amy Adamczyk replaces Henry Pontell as representative for the Sociology department on the Committee on Faculty Personnel.
- Amy Adamczyk replaces Henry Pontell as representative for the Sociology department on the Budget and Planning Committee.
- Diana Falkenbach replaces Gabrielle Salfati as representative for the Forensic Psychology department on the Committee on Graduate Studies.
- Francis Sheehan is not a member on the Committee on Student Evaluation of the Faculty.
- Amy Adamczyk replaces Henry Pontell as representative for the Sociology department on the Provost Advisory Council.
- Richard Ocejo is the representative for the Sociology department on the Council of Undergraduate Program Coordinators.
- Mechthild Prinz of the Science department was nominated to serve as a full-time faculty member on the College-Wide Assessment Committee.

VI. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C4)

A motion was made to adopt a new courses marked "C1. ENG 3XX (320) Writing Workshop in Autobiography: An Eye on the Self." The motion was seconded and approved unanimously.

A motion was made to adopt the program marked "C2. Proposal for a New BS in Mathematics." The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked C3-C4 (C3. BIO 102 Paced Modern Biology I-B and C4. PSY/CSL 342 Introduction to Counseling Psychology) as a slate. The motion was seconded and approved unanimously.

VII. Report from the Committee on Graduate Studies (attachments D1-D3)

A motion was made to adopt a new course marked "D1. CRJ 810 Police Leadership." The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked D2-D7 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked D2-D7:

D2. CRJ 703 Critical Issues in Punishment
D3. CRJ 716 Statistical Software in Criminal Justice
D4. CRJ 728 Critical Issues in Corrections
D5. CRJ 749 Ethics of Punishment
D6. CRJ 756 Critical Issues in Policing
D7. CRJ 771 Special Topics in Criminal Justice

A motion was seconded and approved unanimously.

A motion was made to adopt course revisions D8-D9 as a slate. The motion was seconded and passed.

A motion was made to adopt course revisions marked D8-D9:

D8. CRJ 793 Comprehensive Exam Review
D9. FOS 707 Fundamentals of Forensic Toxicology

In Favor: 53 Oppose: 0 Abstentions: 0

The motion was seconded and passed.

A motion was made to adopt an academic policy revision marked "D10. Proposal to change minimum credit requirements for full-time status in the Digital Forensics and Cybersecurity MS and MPA programs".

In Favor: 50 Oppose: 0 Abstentions: 3

The motion was seconded and passed.

The meeting was adjourned at 2:59 p.m.

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

October 20, 2016
1:40 p.m.
9.64NB

I. Adoption of the Agenda

II. Minutes of the September 20, 2016 College Council (attachment A), **Pg. 2**

III. Approval of a Member of the College Council Committees (attachment B), **Pg. 5**

- Izabela Qafa is the representative for Student Council on the Committee on Faculty Personnel, **Pg. 12**

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

Programs

C1. Addition of distance-education delivery to the International Crime and Justice MA Program, **Pg. 20**
C2. Changes to the Criminal Justice MA Program Comprehensive Exam, **Pg. 27**

Course Revisions

C3. CRJ 730 Course Prerequisites, **Pg. 30**

Academic Policy Revision

C4. Addition of NC grades in Graduate courses, **Pg. 31**

V. Request for Departmental Name Change (attachment D) – Chair, Counseling Department, Professor Caridad Sanchez-Leguelinel, **Pg. 34**

VI. Revision to John Jay College Procedure for Awarding Honorary Degrees (attachment E) – President, Faculty Senate, Warren (Ned) Benton, **Pg. 35**

VII. College Council Attendance Percentages 2015-2016 (attachment F), **Pg. 38**

VIII. New Business

IX. Administrative Announcements – President Jeremy Travis

X. Announcements from the Faculty Senate – President Warren (Ned) Benton

XI. Announcements from the Student Council – President Grace Theresa Agalo-os

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL

Thursday, October 20, 2016

The College Council held its second meeting of the 2016-2017 academic year on Thursday, October 20, 2016. The meeting was called to order at 1:52 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta Alford, Jasmine Awad, Rosemary Barberet, Ellen Belcher, Warren (Ned) Benton, Jane Bowers, Michael Brownstein, Dara Byrne, Helen Cedeno, Kashka Celinska, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Artem Domashevskiy, Janice Dunham, Lisa Farrington, Joel Freiser, Terry Furst, Leigh Graham, Roman Gressier, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Mahtab Khan, Erica King-Toler, Maria Kiriakova, Louis Kontos, Thomas Kucharski, Thurai Kugan, Anru Lee, James Llana, Anne Lopes, Sylvia Lopez, Devin Ly, Yue Ma, Vincent Maiorino, Gerald Markowitz, Aida Martinez-Gomez, Mickey Melendez, Lorraine Moller, Brian Montes, Elizabeth Nisbet, Naomi Nwosu, Marline Paul, Izabela Qafa, Belinda Rincon, Kadeem Robinson, Peter Romaniuk, Michael Scaduto, Francis Sheehan, Charles Stone, Steven Titan, Fritz Umbach, Daniel Yaverbaum, Guoqi Zhang

Absent: Mohammed Alam, Andrea Balis*, Avram Bornstein*, Samantha Buan-Ladines, Anthony Carpi, Glenn Corbett*, Ric Curtis*, Jahvar Duffus, Diana Falkenbach*, Kaniz Fatima, Robert Garot*, Jonathan Gray, Xerxes Malki, Chuck Nemeth*, Kimberly Ortega, Frank Pezella, David Shapiro, Lauren Shapiro, Charles Stone, Jeremy Travis, Rebecca Weiss*, and Marline Wright.

*Alternates

I. Adoption of the Agenda

A motion was made to amend the agenda with the following changes on Item III. The motion was seconded and passed.

- Devin Ly was nominated to be the alternate student representative on College Council.
- Janet Winter was nominated to be the alternate for HEO representative on the College Council.
- Glenn Corbett will be the program director for Emergency Management MS on the Committee on Graduate Studies.

II. Minutes of the September 20, 2016 College Council

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

III. Approval of a Member of the College Council Committee

A motion was made to approve the following membership changes. The motion was seconded and approved unanimously.

- Izabela Qafa was nominated to be representative for Student Council on the Committee on Faculty Personnel.
- Devin Ly was nominated to be the alternate student representative on College Council.
- Janet Winter was nominated to be the alternate for HEO representative on the College Council.
- Glenn Corbett will be the program director for Emergency Management MS on the Committee on Graduate Studies.

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

A motion was made to adopt a new programs marked "C1. Addition of Distance-Education Delivery to the International Crime and Justice MA Program." The motion was seconded and approved unanimously.

A motion was made to adopt a new programs marked "C2. Changes to the Criminal Justice MA Program Comprehensive Exam." The motion was seconded and approved unanimously.

A motion was made to adopt a course revision marked "C3. CRJ 730 Course Prerequisites"

In Favor: 54 Oppose: 0 Abstentions: 0

The motion was seconded and passed.

A motion was made to adopt an academic policy revision marked "C4. Addition of NC Grades in Graduate courses."

It was suggested that this proposal be vetted through Undergraduate Curriculum and Academic Standards Committee and submitted to College Council for approval.

In Favor: 51 Oppose: 0 Abstentions: 3

The motion was seconded and passed.

V. Report from the Counseling Department

A motion was made to adopt the request for departmental name change.

In Favor: 53 Oppose: 1 Abstentions: 0

The motion was seconded and passed.

VI. Report from the Faculty Senate

A motion was made to adopt the revision to John Jay College Procedure for Awarding Honorary Degrees.

In Favor: 46 Oppose: 1 Abstentions: 7

The motion was seconded and passed.

VII. College Council Attendance Percentages 2015-2016

Provost Bowers explained the purpose of this information. It was noted that members who did not serve full term and/or replaced an appointed member should be shaded white instead of black.

VIII. New Business

Professor Kaplowitz proposed the Executive Committee of the College Council should discuss possible intermediary steps for an academic department to change its name.

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

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

Agenda

November 14, 2016
1:40 p.m.
9.64NB

I. Adoption of the Agenda

II. Minutes of the October 20, 2016 College Council (attachment A), **Pg. 2**

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B8) – Interim Associate Provost and Dean of Undergraduate Studies, Dara Byrne

Programs
B1. Proposal to Revise the BS in Criminal Justice, **Pg. 5**

Course Revisions
B2. ANT 305 Theory in Anthropology, **Pg. 6**
B3. COM & DRA Prerequisite Changes, **Pg. 8**
B4. PSY 255 Group Dynamics in Chemical Dependency Counseling, **Pg. 10**
B5. PSY 266 Psychology of Alcoholism and Substance Abuse, **Pg. 12**
B6. PSY 268 Therapeutic Interventions in Chemical Dependency, **Pg. 14**
B7. PSY/CSL 350 Advanced Topics in Chemical Dependency Counseling, **Pg. 16**
B8. PSY 480 Ethical and Professional Issues in Chemical Dependency Counsel, **Pg. 18**

IV. New Business

V. Administrative Announcements – President Jeremy Travis

VI. Announcements from the Faculty Senate – President Warren (Ned) Benton

VII. Announcements from the Student Council – President Grace Theresa Agalo-os

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL
Monday, November 14, 2016

The College Council held its third meeting of the 2016-2017 academic year on Monday, November 14, 2016. The meeting was called to order at 1:51 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta Alford, Andrea Balis*, Rosemary Barberet, Ellen Belcher, Warren (Ned) Benton, Jane Bowers, Michael Brownstein, Dara Byrne, Samantha Buan-Ladines, Anthony Carpi, Helen Cedeno, Kashka Celinska, Lynette Cook-Francis, Sven Dietrich, Artem Domashevskiy, Jahvar Duffus, Joel Freiser, Roman Gressier, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Mahtab Khan, Erica King-Toler, Maria Kiriakova, Thurai Kugan, Anru Lee, Anne Lopes, Sylvia Lopez, Devin Ly*, Yue Ma, Vincent Maiorino, Gerald Markowitz, Aida Martinez-Gomez, Mickey Melendez, Lorraine Moller, Brian Montes, Elizabeth Nisbet, Naomi Nwosu, Marline Paul, Izabela Qafa, Peter Romaniuk, Michael Scaduto, Lauren Shapiro, Francis Sheehan, Charles Stone, Steven Titan, Jeremy Travis, Fritz Umbach, Janet Winter*, Daniel Yaverbaum, and Guoqi Zhang.

Absent: Mohammed Alam, Jasmine Awad, Avram Bornstein*, Glenn Corbett*, Ric Curtis*, Sandrine Dikambi, Janice Dunham, Diana Falkenbach*, Lisa Farrington, Kaniz Fatima, Terry Furst, Robert Garot, Leigh Graham, Jonathan Gray, Louis Kontos, Thomas Kucharski, James Llana, Xerxes Malki, Chuck Nemeth*, Kimberly Ortega, Frank Pezzella, Belinda Rincon, Kadeem Robinson, David Shapiro, Rebecca Weiss, 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 October 20, 2016 College Council

A motion was made to adopt the minutes with the following correction: Scheveletta Alford should be spelled “Schevaletta Alford.” The motion was seconded and approved unanimously.

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B8)

A motion was made to adopt a new programs marked “B1. Proposal to Revise the BS in Criminal Justice.” The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B2-B8 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B2-B8:

B2. ANT 305 Theory in Anthropology
B3. COM & DRA Prerequisite Changes
B4. PSY 255 Group Dynamics in Chemical Dependency Counseling
B5. PSY 266 Psychology of Alcoholism and Substance Abuse
B6. PSY 268 Therapeutic Interventions in Chemical Dependency
B7. PSY/CSL 350 Advanced Topics in Chemical Dependency Counseling
B8. PSY 480 Ethical and Professional Issues in Chemical Dependency Counsel

A motion was seconded and approved unanimously.

The meeting was adjourned at 2:27 p.m.

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

December 6, 2016
1:40 p.m.
9.64NB

I. Adoption of the Agenda

II. Minutes of the November 14, 2016 College Council (attachment A), **Pg. 2**

III. Approval of a Member of the College Council (attachment B), **Pg. 6**

- Professor Glenn Corbett replaces Professor Janice Dunham on the College Council.

IV. Report from Executive Committee Regarding Exercise of its Power to Declare a Vacancy on the College Council

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C11) Interim Associate Provost and Dean of Undergraduate Studies, Dara Byrne

Programs
C1. Proposal to Revise the Minor in Fraud Examination, **Pg. 19**
C2. Proposal for a New BS in Human Service and Community Justice, **Pg. 25**

New Courses
C3. AFR 2XX Race and Science (Sci Wld), **Pg. 122**
C4. EDU 3XX Education for Social Change (JCII), **Pg. 142**
C5. PHI 2XX Philosophy of Science (Sci Wld), **Pg. 166**
C6. PHI 2YY Comedy and American Cultural Diversity (US Exp), **Pg. 184**
C7. LIT 1XX Justice Across Literatures (JCI), **Pg. 201**

Courses Mapping to General Education Learning Outcomes
C8. ART 103 Italian Renaissance (CE), **Pg. 214**
C9. LLS 343 Race and Citizenship in the Americas (JCII), **Pg. 223**

Academic Standards
C10. Revision of CUNY Justice Academy Second Chance Policy, **Pg. 235**
C11. Adding Preferred Name Info on Model Syllabus, **Pg. 237**

VI. Report from the Committee on Graduate Studies (attachment D1-D2) – Associate Provost and Dean of Graduate Studies, Anne Lopes

New Courses
D1. ICJ 725 Environmental Crime, **Pg. 238**
D2. ICJ 730 Human Trafficking, **Pg. 252**

VII. New Business

VIII. Determination of Need of the December 8, 2016 College Council Meeting

IX. Announcements from the Student Council – President Grace Theresa Agalo-os

X. Announcements from the Faculty Senate – President Warren (Ned) Benton

XI. Administrative Announcements – President Jeremy Travis

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL
Tuesday, December 6, 2016

The College Council held its fourth meeting of the 2016-2017 academic year on Tuesday, December 6, 2016. The meeting was called to order at 1:50 p.m. and the following members were present: Grace Theresa Agalo-os, Mohammed Alam, Schevaletta Alford, Jasmine Awad, Andrea Balis*, Rosemary Barberet, Ellen Belcher, Warren (Ned) Benton, Jane Bowers, Michael Brownstein, Dara Byrne, Helen Cedeno, Kashka Celinska, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Artem Domashevskiy, Lisa Farrington, Kaniz Fatima, Joel Freiser, Leigh Graham, Jonathan Gray, Roman Gressier, Maki Haberfeld, Mahtab Khan, Erica King-Toler, Maria Kiriakova, Louis Kontos, Thomas Kucharski, Anru Lee, Anne Lopes, Sylvia Lopez, Devin Ly*, Yue Ma, Vincent Maiorino, Aida Martinez-Gomez, Mickey Melendez, Lorraine Moller, Chuck Nemeth*, Elizabeth Nisbet, Naomi Nwosu, Izabela Qafa, Belinda Rincon, Kadeem Robinson Michael Scaduto, David Shapiro, Lauren Shapiro, Francis Sheehan, Steven Titan, Jeremy Travis, and Janet Winter*.

Absent: Ellen Belcher, Avram Bornstein*, Samantha Buan-Ladines, Anthony Carpi, Glenn Corbett, Ric Curtis*, Jahvar Duffus, Diana Falkenbach*, Terry Furst, Robert Garot*, Jay Hamilton, Karen Kaplowitz, Thurai Kugan, James Llana, Xerxes Malki, Gerald Markowitz, Brian Montes, Kimberly Ortega, Marline Paul, Frank Pezzella, Peter Romaniuk, Charles Stone, Fritz Umbach, Rebecca Weiss*, Marline Wright, Daniel Yaverbaum, and Guoqi Zhang

*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 November 14, 2016 College Council

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

III. Approval of a Member of the College Council

A motion was made to approve the following membership change. The motion was seconded and approved unanimously.
- Professor Glenn Corbett replaces Professor Janice Dunham on the College Council.

IV. Report from Executive Committee Regarding Exercise of its Power to Declare a Vacancy on the College Council

President Travis read the policy for informational purposes.

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C11)

A motion was made to adopt a new program marked "C1. Proposal to Revise the Minor in Fraud Examination." The motion was seconded and approved unanimously.

A motion was made to adopt a new program marked "C2. Proposal for a New BS in Human Service and Community Justice." The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked C3-C7 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked C3-C7:

C3. AFR 2XX Race and Science (Sci Wld)
C4. EDU 3XX Education for Social Change (JCII)
C5. PHI 2XX Philosophy of Sciences (Sci Wld)
C6. PHI 2YY Comedy and American Cultural Diversity (US Exp)
C7. LIT 1XX Justice Across Literatures (JCI)

A motion was seconded and approved unanimously.

A motion was made to adopt courses mapping to general education learning outcomes marked C8-C9 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt courses mapping to general education learning outcomes marked C8-C9:

C8. ART 103 Italian Renaissance (CE)
C9. LLS 343 Race and Citizenship in the Americas (JCII)

A motion was seconded and approved unanimously.

A motion was made to adopt an academic standard marked "C10. Revision of CUNY Justice Academy Second Chance Policy." The motion was seconded and approved unanimously.

A motion was made to adopt an academic standard marked "C11. Adding Preferred Name Info on Model Syllabus." The motion was seconded and approved unanimously.

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

A motion was made to adopt new courses marked D1-D2 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked D1-D2:

D1. ICJ 725 Environmental Crime
D2. ICJ 730 Human Trafficking

A motion was seconded and approved unanimously.

VII. Determination of Need of the December 8, 2016 College Council Meeting

The additional College Council Meeting on December 8, 2016 was cancelled.

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

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

February 22, 2017
1:40 p.m.
9.64NB

I. Adoption of the Agenda

II. Minutes of the December 6, 2016 College Council (attachment A), **Pg. 3**

III. Approval of the Members of the College Council Committees (attachment B), **Pg. 5**

- Professor Johanna Lessinger replaces Professor Terry Furst as representative for the Department of Anthropology on the College Council, **Pg 6**
- Professor Amy Green replaces Professor Gerald Markowitz as representative for the Department of Interdisciplinary Studies on the College Council, **Pg. 6**
- Brian Carvajal replaces Kaniz Fatima as elected junior class representative on the College Council, **Pg. 7**
- Joanna Callen replaces Mohammed Alam as elected graduate student representative on the College Council, **Pg. 7**
- Bianca Hayles was elected as the freshman representative on the College Council, **Pg. 8**
- Tomas Garita was elected as the alternate student representative on the College Council, **Pg. 8**
- Laura Rubio was elected as the student representative on the Committee on Student Interests, **Pg. 10**
- Marina Saad was elected as the student representative on the Faculty-Student Disciplinary Committee, **Pg. 11**
- Laura Rubio was elected as the student representative on the Budget and Planning Committee, **Pg. 13**
- Jeffrey Cunningham was elected as the student representative on the Committee on Graduate Studies, **Pg. 15**

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C9) – Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, Dara Byrne

<u>Programs</u>

C1. Proposal to Revise the BA in Forensic Psychology, **Pg. 20**
C2. Proposal to Revise the BA in Humanities and Justice, **Pg. 27**
C3. Proposal to Revise the BS in Criminal Justice (Institutional Theory & Practice), **Pg. 33**

<u>Academic Standards</u>

C4. Proposal to Revise the Policy on Senior Citizens, **Pg. 39**

New Courses

C5. TOX 3XX Cellular and Molecular Toxicology, **Pg. 42**
C6. TOX 3YY Clinical Toxicology, **Pg. 54**
C7. TOX 4XX Principles of Pharmacological Toxicology, **Pg. 64**

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V. Report from the Committee on Graduate Studies (attachment D1-D7) – Associate Provost and Dean of Graduate Studies, Anne Lopes

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D3. Addition of Victim Counseling Specialization to Forensic Mental Health Counseling MA, **Pg. 82**
D4. ICJ 701, Illegal Markets and Economic Justice, **Pg. 103**

New Graduate Courses

D5. ECO 713 Political Economy, **Pg. 110**
D6. ECO 720 Macroeconomics, **Pg. 124**
D7. ECO 750 Mathematics for Economics, **Pg. 136**

VI. Proposed College Council Calendar for 2017-2018, **Pg. 146**

VII. New Business

VIII. Announcements from the Student Council – President Grace Theresa Agalo-os

IX. Administrative Announcements – President Jeremy Travis

X. Announcements from the Faculty Senate – President Warren (Ned) Benton

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL
Wednesday, February 22, 2017

The College Council held its fifth meeting of the 2016-2017 academic year on Wednesday, February 22, 2017. The meeting was called to order at 1:50 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta Alford, Andrea Balis*, Rosemary Barberet, Ellen Belcher, Warren (Ned) Benton, Jane Bowers, Michael Brownstein, Dara Byrne, Joanna Callen, Brian Carvajal, Helen Cedeno, Kashka Celinska, Lynette Cook-Francis, Glenn Corbett, Dana Davies, Sven Dietrich, Sandrine Dikambi, Artem Domashevskiy, Jahvar Duffus, Joel Freiser, Leigh Graham, Roman Gressier, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Mahtab Khan, Erica King-Toler, Maria Kiriakova, Thomas Kucharski, Thurai Kugan, Anru Lee, Johanna Lessinger, Anne Lopes, Sylvia Lopez, Yue Ma, Vincent Maiorino, Xerxes Malki, Aida Martinez-Gomez, Mickey Melendez, Lorraine Moller, Naomi Nwosu, Belinda Rincon, Peter Romaniuk, Michael Scaduto, Lauren Shapiro, Charles Stone, Steven Titan, Jeremy Travis, Marline Wright, Janet Winter*, and Guoqi Zhang.

Absent: Jasmine Awad, Avram Bornstein*, Samantha Buan-Ladines, Anthony Carpi, Ric Curtis*, Diana Falkenbach*,Lisa Farrington, Tomas Garita*, Robert Garot*, Jonathan Gray, Amy Green, Devin Ly*, Louis Kontos, Brian Montes, Chuck Nemeth*, Elizabeth Nisbet, Kimberly Ortega, Marline Paul, Frank Pezzella, Izabela Qafa, Kadeem Robinson, David Shapiro, Francis Sheehan, Fritz Umbach, Rebecca Weiss*, and Daniel Yaverbaum

*Alternates

I. Adoption of the Agenda

A motion was made to amend the agenda with the following change on Item III. The motion was seconded and approved unanimously.

- Dana Davies fills the vacant position for the Vice President of Enrollment Management.

II. Minutes of the December 6, 2016 College Council

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

III. Approval of the Members of the College Council

A motion was made to approve the following membership change. The motion was seconded and approved unanimously.

- Professor Amy Green replaces Professor Gerald Markowitz as the Interdisciplinary Studies representative on the College Council.
- Professor Johanna Lessinger replaces Professor Terry Furst as the Anthropology representative on the College Council.

- Joanna Callen replaces Mohammed Alam as the graduate representative on the College Council.
- Brian Carvajal replaces Kaniz Fatima as the junior class representative on the College Council.
- Tomas Garita was nominated to be the alternate student representative on the College Council.
- Paula Caceres replaces Bianca Hayles as the freshman representative on the College Council.

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C9)

A motion was made to adopt new programs marked C1-C3 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new programs marked C1-C3:

C1. Proposal to Revise the BA in Forensic Psychology
C2. Proposal to Revise the BA in Humanities and Justice
C3. Proposal to Revise the BS in Criminal Justice (Institutional Theory & Practice)

The motion was seconded and approved unanimously.

A motion was made to adopt an academic standard marked "C4. Proposal to Revise the Policy on Senior Citizens."

In Favor: 50 Oppose: 1 Abstentions: 1

The motion was seconded and passed.

A motion was made to adopt new courses marked C5-C7 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked C5-C7:

C5. TOX 3XX Cellular and Molecular Toxicology
C6. TOX 3YY Clinical Toxicology
C7. TOX 4XX Principles of Pharmacological Toxicology

The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked C8-C9 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked C8-C9:

C8. CJBS Courses – Bulk Prerequisite Changes
C9. HJS 250 Justice in the Western Tradition

The motion was seconded and approved unanimously.

V. Report from the Committee on Graduate Studies (attachments D1-D7)

A motion was made to adopt an academic policy marked "D1. Preferred Name Policy." The motion was seconded and approved unanimously.

A motion was made to adopt an academic policy marked "D2. Proposed Revision to Policy on Graduate Readmission." The motion was seconded and approved unanimously.

A motion was made to adopt revisions to existing programs marked D3-D4 as a slate.

The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked D3-D4:

D3. Addition of Victim Counseling Specialization to Forensic Mental Health Counseling MA
D4. ICJ 701, Illegal Markets and Economic Justice

The motion was seconded and approved unanimously.

A motion was made to adopt new graduate courses marked D5-D6 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new graduate courses marked D5-D6:

D5. ECO 713 Political Economy
D6. ECO 720 Macroeconomics

The motion was seconded and approved unanimously.

A motion was made to adopt a new graduate course marked "D7. ECO 750 Mathematics for Economics." The motion was seconded and approved unanimously.

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

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

March 23, 2017
1:40 p.m.
9.64NB

I. Adoption of the Agenda

II. Minutes of the February 22, 2017 College Council (attachment A), **Pg. 3**

III. Approval of the Members of the College Council Committees (attachment B), **Pg. 5**

- Melinda Yam replaces Kimberly Ortega as the junior class representative on the College Council, **Pg. 9**
- Maria Kiriakova replaces Professor Fritz Umbach on the Executive Committee of the College Council, **Pg. 10**

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C19) – Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, Dara Byrne

Programs

C1. Proposal for a Dual/Joint Degree AS/BS in Computer Science and Information Security with BMCC, KBCC, LGCC, **Pg. 21**
C2. Proposal to Revise the BA in Criminology (Prereqs), **Pg. 40**
C3. Proposal to Revise the BS in Computer Science & Information Security (Prereqs), **Pg. 43**
C4. Proposal to Revise the BS in Forensic Science (Prereqs), **Pg. 47**
C5. Proposal to Revise the BA in Sociology (Prereqs), **Pg. 52**

Academic Standards

C6. Proposal to Revise the Grade Appeal Policy, **Pg. 56**

General Education

C7. Proposal to Revise the College Option: Justice Core I (FYS) Learning Outcomes, **Pg. 59**

New Courses

C8. CSCI 1XX (171) The Nature of Computers and Computation (Sci Wld), **Pg. 61**

Course Revisions

C9. AFR Bulk Prerequisite Changes, **Pg. 80**

C10. AFR 227 Introduction to Community-based Approaches to Justice, **Pg. 82**
C11. CJBS 250 Research Methods and Statistics in Criminal Justice, **Pg. 85**
C12. CSL 150 Foundations of Human Services Counseling, **Pg. 87**
C13. CSL 210 Peer Counseling Training, **Pg. 90**
C14. CSL 211 Peer Counseling Practicum, **Pg. 98**
C15. CSL 230 Case Management in Human Services, **Pg. 107**
C16. CSL 233 Multicultural Issues in Human Services, **Pg. 110**
C17. CSL 235 Theories and Interventions of Human Services Counseling, **Pg. 112**
C18. CSL 381-382 Fieldwork in Human Services, **Pg. 115**
C19. ECO 101 Introduction to Economics and Global Capitalism (Ind & Soc.), **Pg. 118**

V. Report from the Committee on Graduate Studies (attachment D1-D4) – Associate Provost and Dean of Graduate Studies, Anne Lopes

Programs

D1. Clarification of MPA-PPA and MPA-IO specialization and elective requirements, **Pg.125**

New Graduate Courses

D2. PAD 766 Inspection and Oversight of Health Care Delivery, **Pg. 126**
D3. PAD 767 Analytical Methods in Health Care Auditing and Investigation, **Pg. 138**

Revision to Existing Graduate Course

D4. ICJ 703 International Criminal Law, **Pg. 157**

VI. New Business

VII. Announcements from the Student Council – President Grace Theresa Agalo-os

VIII. Administrative Announcements – President Jeremy Travis

IX. Announcements from the Faculty Senate – President Warren (Ned) Benton

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL
Thursday, March 23, 2017

The College Council held its sixth meeting of the 2016-2017 academic year on Thursday, March 23, 2017. The meeting was called to order at 1:54 p.m. and the following members were present: Schevaletta Alford, Andrea Balis, Ellen Belcher, Warren (Ned) Benton, Jane Bowers, Michael Brownstein, Dara Byrne, Paula Caceres, Anthony Carpi, Brian Carvajal, Helen Cedeno, Lynette Cook-Francis, Glenn Corbett, Dana Davies, Sven Dietrich, Sandrine Dikambi, Artem Domashevskiy, Lisa Farrington, Joel Freiser, Leigh Graham, Jonathan Gray, Amy Green, Roman Gressier, Jay Hamilton, Karen Kaplowitz, Mahtab Khan, Erica King-Toler, Maria Kiriakova, Louis Kontos, Thomas Kucharski, Anru Lee, Johanna Lessinger, Anne Lopes, Sylvia Lopez, Devin Ly*, Vincent Maiorino, Xerxes Malki, Aida Martinez-Gomez, Brian Montes, Chuck Nemeth*, Izabela Qafa, Kadeem Robinson, Michael Scaduto, Lauren Shapiro, Steven Titan, Jeremy Travis, Rebecca Weiss*, Janet Winter*, and Guoqi Zhang.

Absent: Grace Theresa Agalo-os, Jasmine Awad, Rosemary Barberet, Avram Bornstein*, Samantha Buan-Ladines, Joanna Callen, Kashka Celinska, Ric Curtis*, Jahvar Duffus, Diana Falkenbach*, Tomas Garita*, Robert Garot*, Maki Haberfeld, Thurai Kugan, Yue Ma, Mickey Melendez, Lorraine Moller, Elizabeth Nisbet, Naomi Nwosu, Marline Paul, Frank Pezzella, Belinda Rincon, Peter Romaniuk, David Shapiro, Lauren Shapiro, Francis Sheehan, Charles Stone, Marline Wright, and Daniel Yaverbaum.

*Alternates

I. Adoption of the Agenda

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

II. Minutes of the February 22, 2017 College Council

A motion was made to amend the minutes with the following changes. The motion was seconded and approved unanimously.

- Professors Amy Green and Gerald Markowitz are in the Interdisciplinary Studies department.
- Professors Johanna Lessinger and Terry Furst are in the Anthropology department.

III. Approval of the Members of the College Council

A motion was made to approve the following membership change. The motion was seconded and approved unanimously.

- Melinda Yam replaces Kimberly Ortega as the junior class representative on the College Council.

- Maria Kiriakova replaces Professor Fritz Umbach on the Executive Committee of the College Council.

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C19)

A motion was made to adopt a new program marked "C1. Proposal for a Dual/ Joint Degree AS/BS in Computer Science and Information Security with BMCC, KBCC, LGCC." The motion was seconded and approved unanimously.

A motion was made to adopt new programs marked C2-C5 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new programs marked C2-C5:

C2. Proposal to Revise the BA in Criminology (Prereqs)
C3. Proposal to Revise the BS in Computer Science & Information Security (Prereqs)
C4. Proposal to Revise the BS in Forensic Science (Prereqs)
C5. Proposal to Revise the BA in Sociology (Prereqs)

The motion was seconded and approved unanimously.

A motion was made to adopt an academic standard marked "C6. Proposal to Revise the Grade Appeal Policy." The motion was seconded and approved unanimously.

A motion was made to adopt a general education course marked "C7. Proposal to Revise the College Options: Justice Core I (FYS) Learning Outcomes." The motion was seconded and approved unanimously.

A motion was made to adopt a new course marked "C8. CSCI 1XX (171) The Nature of Computers and Computation (Sci Wld)." The motion was seconded and approved unanimously.

A motion was made to adopt a course revision marked "C9: AFR Bulk Prerequisite Changes." The motion was seconded and approved unanimously.

A motion was made to adopt a course revision marked "C10. AFR 227 Introduction to Community-based Approached to Justice." The motion was seconded and approved unanimously.

A motion was made to adopt a course revision marked "C11. CJBS 250 Research Methods and Statistics in Criminal Justice." The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked C12-C18 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked C12-C18:

C12. CSL 150 Foundations of Human Services Counseling
C13. CSL 210 Peer Counseling Training
C14. CSL 211 Peer Counseling Practicum

C15. CSL 230 Case Management in Human Services
C16. CSL 233 Multicultural Issues in Human Services
C17. CSL 236 Theories and Interventions of Human Services Counseling
C18. CSL 381-382 Fieldwork in Human Services

The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked "C19. ECO 101 Introduction to Economics and Global Capitalism (Ind & Soc.)" The motion was seconded and approved unanimously.

V. Report from the Committee on Graduate Studies (attachments D1-D4)

A motion was made to adopt a program marked "D1. Clarification of MPA-PPA and MPA-IO specialization and elective requirements." The motion was seconded and approved unanimously.

A motion was made to adopt new graduate courses marked D2-D3 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new graduate courses marked D2-D3:

D2. PAD 766 Inspection and Oversight of Health Care Delivery
D3. PAD 767 Analytical Methods in Health Care Auditing and Investigation

The motion was seconded and approved unanimously.

A motion was made to adopt a revision to existing graduate course marked "D4. ICJ 703 International Criminal Law." The motion was seconded and approved unanimously.

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

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

April 25, 2017
1:40 p.m.
9.64NB

I. Adoption of the Agenda

II. Minutes of the March 23, 2017 College Council (attachment A), **Pg 3**

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B23) – Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, Dara Byrne

Programs

B1. Proposal to Revise the BS in Police Studies (Prerequisites), **Pg. 6**
B2. Proposal to Revise the BA in International Criminal Justice (Prerequisites), **Pg. 11**
B3. Proposal to Revise the BS in Toxicology, **Pg. 16**
B4. Proposal on Honors in the Major for BS in Sciences, **Pg. 20**
B5. Proposal on Honors in the Major for BA in Criminology, **Pg. 22**

New Courses

B6. ESA 1YY Intro to Emergency Management, **Pg. 23**
B7. ESA 1XX Intro to Emergency Medical Services, **Pg. 40**
B8. ESA 2XX Emergency Dispatch and Communications, **Pg. 50**
B9. ESA 2ZZ Emergency Incident Management, **Pg. 61**
B10. ESA 3YY Geographic Information Systems for Emergency Services, **Pg. 73**
B11. MUS 2XX Introduction to Afro-Caribbean Music and Dance, **Pg. 83**
B12: GEN 3XX Feminist and Critical Methodologies, **Pg. 93**

Course Revisions

B13. SPA 250 Spanish for Criminal Investigators, Pg. **117**
B14. SPA 330 Translating II, Pg. **119**
B15. SPA 333 Interpreting II, Pg. **121**
B16. SPA 340 Legal Interpreting II, Pg. **123**
B17. SPA 435 Legal Translating, Pg. **125**
B18. SPA 337 Test Analysis and Editing for Translators, **Pg. 127**
B19. SPA 339 Translating III, **Pg. 129**
B19. CRJ/PHI 321 Police Ethics, **Pg. 131**
B20. SOC 301 Penology, **Pg. 133**
B21. PAD 140 Introduction to Public Administration, **Pg. 135**
B22. PAD 241 Information in Public Management, **Pg. 137**
B23. ENG & LIT Film Studies Minor Revision & Bulk Prerequisite Changes, **Pg. 139**

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

New Graduate Courses

C1. ECO 725 Microeconomics, **Pg. 143**
C2. ECO 751 Research Methods I Quantitative Analysis, **Pg. 152**
C3. PSY 773 Child Abuse and Neglect, **Pg. 161**
C4. PSY 774 Advanced Issues in Victim Counseling and Psychotherapy, **Pg. 171**

Revision to Existing Graduate Course

C5. Changes to International Crime and Justice MA, **Pg. 181**

V. Proposal from the Committee on Honors, Prizes, and Awards (attachment D) – Vice President for Student Affairs, Lynette Cook-Francis, **Pg. 186**

VI. New Business

VII. Announcements from the Student Council – President Grace Theresa Agalo-os

VIII. Administrative Announcements – President Jeremy Travis

IX. Announcements from the Faculty Senate – President Warren (Ned) Benton

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL
Tuesday, April 25, 2017

The College Council held its seventh meeting of the 2016-2017 academic year on Tuesday, April 25, 2017. The meeting was called to order at 1:55 p.m. and the following members were present: Grace Theresa Agalo-os, Jasmine Awad, Andrea Balis, Rosemary Barberet, Ellen Belcher, Warren (Ned) Benton, Jane Bowers, Samantha Buan-Ladines, Dara Byrne, Paula Caceres, Helen Cedeno, Kashka Celinska, Lynette Cook-Francis, Glenn Corbett, Dana Davies, Sven Dietrich, Sandrine Dikambi, Jahvar Duffus, Lisa Farrington, Joel Freiser, Tomas Garita*, Leigh Graham, Jonathan Gray, Amy Green, Roman Gressier, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Maria Kiriakova, Thurai Kugan, Anru Lee, Johanna Lessinger, Anne Lopes, Sylvia Lopez, Yue Ma, Vincent Maiorino, Xerxes Malki, Aida Martinez-Gomez, Mickey Melendez, Lorraine Moller, Brian Montes, Chuck Nemeth*, Elizabeth Nisbet, Nuno Pereira, Izabela Qafa, Belinda Rincon, Kadeem Robinson, Michael Scaduto, Lauren Shapiro, Charles Stone, Steven Titan, Jeremy Travis, Janet Winter*, and Guoqi Zhang.

Absent: Schevaletta Alford, Avram Bornstein*, Michael Brownstein, Joanna Callen, Anthony Carpi, Brian Carvajal, Ric Curtis*, Artem Domashevskiy, Diana Falkenbach*, Robert Garot*, Mahtab Khan, Erica King-Toler, Louis Kontos, Thomas Kucharski, Devin Ly*, Naomi Nwosu, Peter Romaniuk, Francis Sheehan, Rebecca Weiss*, Marline Wright, and Melinda Yam.

*Alternates

I. Adoption of the Agenda

A motion was made to amend the agenda with the following changes. The motion was seconded and approved unanimously.

- B3 should be listed as SPA 250 Spanish for Criminal Investigations
- C5 should be listed as Revision to Existing Graduate Programs

II. Minutes of the March 25, 2017 College Council

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

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B24)

A motion was made to adopt programs marked B1-B2 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt programs marked B1-B2:

B1. Proposal to Revise the BS in Police Studies (Prereqs)
B2. Proposal to Revise the BA in International Criminal Justice (Prereqs)

The motion was seconded and approved unanimously.

A motion was made to adopt a program marked “B3. Proposal to Revise the BS in Toxicology.” The motion was seconded and approved unanimously.

A motion was made to adopt programs marked B4-B5 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt programs marked B4-B5:

B4. Proposal on Honors in the Major for BS in Sciences
B5. Proposal on Honors in the Major for BA in Criminology

The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked B6-B10 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked B6-B10:

B6. ESA 1YY Intro to Emergency Management
B7. ESA 1XX Intro to Emergency Medical Services
B8. ESA 2XX Emergency Dispatch and Communications
B9. ESA 2ZZ Emergency Incident Management
B10. ESA 3YY Geographic Information Systems for Emergency Systems

The motion was seconded and approved unanimously.

A motion was made to adopt a new course marked “B11. MUS 2XX Introduction to Afro-Caribbean music and Dance.” The motion was seconded and approved unanimously.

A motion was made to adopt a new course marked “B12. GEN 3XX Feminist and Critical Methodologies.” The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B13-B19:

B13. SPA 250 Spanish for Criminal Investigations
B14. SPA 330 Translating II
B15. SPA 333 Interpreting II
B16. SPA 340 Legal Interpreting II
B17. SPA 435 Legal Translating
B18. SPA 33& Test Analysis and Editing for Translators
B19. SPA 339 Translating III

The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B20-B24 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B20-B24:

B20. CRJ/PHI 321 Police Ethics
B21. SOC 301 Penology
B22. PAD 140 Introduction to Public Administration
B23. PAD 241 Information in Public Management
B24. ENG & LIT Film Studies Minor Revision & Bulk Prerequisite Changes

The motion was seconded and approved unanimously.

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

A motion was made to adopt new graduate courses marked C1-C4 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new graduate courses marked C1-C4:

C1. ECO 725 Microeconomics
C2. ECO 751 Research Methods I Quantitative Analysis
C3. PSY 773 Child Abuse and Neglect
C4. PSY 774 Advanced Issues in Victim Counseling and Psychotherapy

The motion was seconded and approved unanimously.

A motion was made to adopt a revision to existing graduate course marked "C5. Changes to International Crime and Justice MA."

In Favor: 48 Oppose: 1 Abstentions: 5

The motion was seconded and passed.

V. Report from the Committee on Honors, Prizes, and Awards (attachment D)

A motion was made to adopt the recipients of the Graduation Awards.

In Favor: 52 Oppose: 0 Abstentions: 2

The motion was seconded and passed.

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

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

May 15, 2017
1:40 p.m.
9.64NB

I. Adoption of the Agenda

II. Minutes of the April 25, 2017 College Council (attachment A), **Pg 3**

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B17) – Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, Dara Byrne

Programs

B1. Proposal to Revise the BA in Criminology, **Pg. 6**
B2. Proposal to Revise the BA in English, **Pg. 12**
B3. Proposal to Revise the BS in Public Administration, **Pg. 21**
B4. Proposal to Revise John Jay's Joint Bachelor/Master's Degrees (CJBA, CJBS, CJ Management, and Police Studies with the MA in Criminal Justice), **Pg. 28**
B5. Proposal to Revise the Dual Admission/Joint Degrees for AS Science for Forensics/BS Forensic Science with CUNY Community Colleges (Prerequisites), **Pg. 45**
B6. Proposal to Revise the Minor in Sustainability and Environmental Justice, **Pg. 58**

New Courses

B7. ART 1XX Eco Art and Design (CO: Com), **Pg. 59**
B8. ESA 2YY Responder Health, Protection and Safety, **Pg. 74**
B9. LIT 1YY Justice by the Book (JCI), **Pg. 85**
B10. PHI 238 Philosophy of Comedy (CE), **Pg. 100**
B11. SEC 3XX Maritime Security and Safety, **Pg. 117**
B12. TOX 4XY Capstone Experience in Toxicology, **Pg. 135**

Course Revisions

B13. HIS 214 Immigration and Ethnicity in the United States (US Exp), **Pg. 148**
B14. HJS 310 Comparative Perspectives on Justice (JCII), **Pg. 159**
B15. PAD 404 Practicum in Public Administration, **Pg. 177**
B16. PAD 440 Problems in Public Administration, **Pg. 179**
B17. SOC Bulk Prerequisite Changes, **Pg. 181**

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

New Graduate Courses

C1. Proposal to Add International Course Attribute and Transcript Notation at the Graduate Level, **Pg. 187**

V. Approval of the 2016-2017 Graduates – Registrar, Daniel Matos, **Pg. 183**

VI. New Business

VII. Determination of Need of the May 17, 2016 College Council Meeting

VIII. Announcements from the Student Council – President Grace Theresa Agalo-os

IX. Administrative Announcements – President Jeremy Travis

X. Announcements from the Faculty Senate – President Warren (Ned) Benton

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE COLLEGE COUNCIL
Monday, May 15, 2017

The College Council held its eighth meeting of the 2016-2017 academic year on Monday, May 15, 2017. The meeting was called to order at 1:50 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta Alford, , Rosemary Barberet, Ellen Belcher, Warren (Ned) Benton, Avram Bornstein*, Jane Bowers, Michael Brownstein, Dara Byrne, Anthony Carpi, Brian Carvajal, Helen Cedeno, Kashka Celinska, Lynette Cook-Francis, Glenn Corbett, Dana Davies, Sven Dietrich, Sandrine Dikambi, Artem Domashevskiy, Joel Freiser, Jonathan Gray, Amy Green, Roman Gressier, Karen Kaplowitz, Erica King-Toler, Maria Kiriakova, Thurai Kugan, Anru Lee, Johanna Lessinger, Anne Lopes, Sylvia Lopez, Yue Ma, Vincent Maiorino, Xerxes Malki, Aida Martinez-Gomez, Mickey Melendez, Brian Montes, Elizabeth Nisbet, Nuno Pereira, Izabela Qafa, Belinda Rincon, Michael Scaduto, Lauren Shapiro, Charles Stone, Steven Titan, Jeremy Travis, Janet Winter*, and Guoqi Zhang.

Absent: Jasmine Awad, Andrea Balis, Samantha Buan-Ladines, Paula Caceres, Joanna Callen, Ric Curtis*, Jahvar Duffus, Diana Falkenbach*, Lisa Farrington, Tomas Garita*, Robert Garot*, Leigh Graham, Maki Haberfeld, Jay Hamilton, Mahtab Khan, Thomas Kucharski, Devin Ly*, Lorraine Moller, Chuck Nemeth*, Naomi Nwosu, Belinda Rincon, Kadeem Robinson, Peter Romaniuk, David Shapiro, Francis Sheehan, Rebecca Weiss*. Marline Wright, and Melinda Yam.

*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 April 25, 2017 College Council

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

III. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B24)

A motion was made to adopt a program marked "B1. Proposal to Revise the BA in Criminology." The motion was seconded and approved unanimously.

A motion was made to adopt a program marked "B2. Proposal to Revise the BA in English." The motion was seconded and approved unanimously.

A motion was made to adopt a program marked "B3. Proposal to Revise the BS in Public Administration." The motion was seconded and approved unanimously.

A motion was made to adopt a program marked "B4. Proposal to Revise John Jay's Joint Bachelor/Master's Degrees (CJBA, CJBS, CJ Management, and Police Studies with the MA in Criminal Justice)." The motion was seconded and approved unanimously.

A motion was made to adopt a program marked "B5. Proposal to Revise the Dual Admission/Joint Degrees for AS Science for Forensics/BS Forensic Science with CUNY Community Colleges." The motion was seconded and approved unanimously.

A motion was made to adopt a program marked "B6. 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 B7-B12as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked B7-B12:

B7. ART 1XX Eco Art and Design (CO: Com)
B8. ESA 2YY Responder Health, Protection and Safety
B9. LIT 1YY Justice by the Book (JCI)
B10. PHI 238 Philosophy of Comedy (CE)
B11. SEC 3XX Maritime Security and Safety
B12. TOX 4XX Capstone Experience in Toxicology

The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B13-B17 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked B13-B17::

B13. HIS 214 Immigration and Ethnicity in the United States (US Exp)
B14.HJS 310 Comparative Perspectives on Justice (JCII)
B15. PAD 404 Practicum in Public Administration
B16. PAD 440 Problems in Public Administration
B17. SOC Bulk Prerequisite Changes

The motion was seconded and approved unanimously.

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

A motion was made to adopt a new graduate course marked "C1. Proposal to Add International Course Attribute and Transcript Notation at the Graduate Level."

The motion was amended with the following change:

- Add the following sentence:
  The implantation of the proposal will take place following approval, by UCAS, CGS and the College Council, of a general procedure for "Course Competency Attribution and Transcript Notation."

In Favor: 43 Oppose: 0 Abstentions: 4

The motion was seconded and passed.

V. Report from the Registrar's Office

A motion was made to adopt the 2016-2017 Graduates.

In Favor: 43 Oppose: 0 Abstentions: 4

The motion was seconded and passed.

VI. Determination of Need of the May 17, 2017 College Council Meeting

The additional College Council Meeting on May 17, 2017 was cancelled.

The meeting was adjourned at 2:27p.m.

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

COLLEGE COUNCIL SIGN-IN SHEET

Tuesday, September 20, 2016

Agalo-os, Grace Theresa
Alam, Mohammed
Alford, Scheveletta
Awad, Jasmine
Balis, Andrea
Barbaret, Rosemary
Belcher, Ellen
Benton, Warren
Bornstein, Avram
Bowers, Jane
Brownstein, Michael
Bryne, Dara
Buan-Ladines, Samantha Nicole
Carpi, Anthony
Cedeno, Helen
Celinska, Kashka
Cook-Francis, Lynette
Corbett, Glenn
Curtis, Ric
Dietrich, Sven

Alternates are Italicized

Student Council Members are bolded

Dikambi, Sandrine
Domashevskiy, Artem
Duffus, Jahvar
Dunham, Janice
Falkenbach, Diana
Farrington, Lisa
Fatima, Kaniz
Freiser, Joel
Furst, Terry
Garot, Robert
Graham, Leigh
Gray, Jonathan
Gressier, Roman
Haberfeld, Maki
Hamilton, Jay
Kaplowitz, Karen
Khan, Mahtab
King-Toler, Erica
Kiriakova, Maria
Kontos, Louis
Kucharski, Thomas
Kugan, Thurai
Lee, Anru

Llana, James
Lopes, Anne
Lopez, Sylvia
Ma, Yue
Maiorino, Vincent
Malki, Xerxes
Markowitz, Gerald
Martinez-Gomez, Aida
Melendez, Mickey
Moller, Lorraine
Montes, Brian
Nemeth, Chuck
Nisbet, Elizabeth
Nwosu, Naomi
Ortega, Kimberly
Paul, Marline
Pezzella, Frank
Qafa, Izabela
Rincon, Belinda
Robinson, Kadeem
Romaniuk, Peter
Scaduto, Michael
Shapiro, David

Alternates are Italicized

Student Council Members are bolded

Shapiro, Lauren
Sheehan, Francis
Stone, Charles
Titan, Steven
Travis, Jeremy
Umbach, Fritz
Weiss, Rebecca
Wright, Marline
Yaverbaum, Daniel
Zhang, Guoqi

Alternates are Italicized

Student Council Members are bolded

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

COLLEGE COUNCIL SIGN-IN SHEET

Thursday, October 20, 2016

Agalo-os, Grace Theresa
Alam, Mohammed
Alford, Scheveletta
Awad, Jasmine
Balis, Andrea
Barberet, Rosemary
Belcher, Ellen
Benton, Warren
Bornstein, Avram
Bowers, Jane
Brownstein, Michael
Byrne ~~Bryne~~, Dara
Buan-Ladines, Samantha Nicole
Carpi, Anthony
Cedeno, Helen
Celinska, Kashka
Cook-Francis, Lynette
Corbett, Glenn
Curtis, Ric
Dietrich, Sven

Alternates are Italicized

Student Council Members are bolded

Dikambi, Sandrine
Domashevskiy, Artem
Duffus, Jahvar
Dunham, Janice
Falkenbach, Diana
Farrington, Lisa
Fatima, Kaniz
Freiser, Joel
Furst, Terry
Garot, Robert
Graham, Leigh
Gray, Jonathan
Gressier, Roman
Haberfeld, Maki
Hamilton, Jay
Kaplowitz, Karen
Khan, Mahtab
King-Toler, Erica
Kiriakova, Maria
Kontos, Louis
Kucharski, Thomas
Kugan, Thurai
Lee, Anru

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Student Council Members are bolded

Llana, James
Lopes, Anne
Lopez, Sylvia
Ma, Yue
Maiorino, Vincent
Malki, Xerxes
Markowitz, Gerald
Martinez-Gomez, Aida
Melendez, Mickey
Moller, Lorraine
Montes, Brian
Nemeth, Chuck
Nisbet, Elizabeth
Nwosu, Naomi
Ortega, Kimberly
Paul, Marline
Pezzella, Frank
Qafa, Izabela
Rincon, Belinda
Robinson, Kadeem
Romaniuk, Peter
Scaduto, Michael
Shapiro, David

Alternates are Italicized

Student Council Members are bolded

Shapiro, Lauren
Sheehan, Francis
Stone, Charles
Titan, Steven
Travis, Jeremy
Umbach, Fritz
Weiss, Rebecca
Wright, Marline
Yaverbaum, Daniel
Zhang, Guoqi
Ly, Devin

Alternates are Italicized

Student Council Members are bolded

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

COLLEGE COUNCIL SIGN-IN SHEET

Monday, November 14, 2016

Agalo-os, Grace Theresa
Alam, Mohammed
Alford, Scheveletta
Awad, Jasmine
Balis, Andrea
Barberet, Rosemary
Belcher, Ellen
Benton, Warren
Bornstein, Avram
Bowers, Jane
Brownstein, Michael
Byrne, Dara
Buan-Ladines, Samantha Nicole
Carpi, Anthony
Cedeno, ~~Helen~~
Celinska, Kashka
Cook-Francis, Lynette
Corbett, Glenn
Curtis, Ric
Dietrich, Sven

Alternates are Italicized

Student Council Members are bolded

Dikambi, Sandrine
Domashevskiy, Artem
Duffus, Jahvar
Dunham, Janice
Falkenbach, Diana
Farrington, Lisa
Fatima, Kaniz
Freiser, Joel
Furst, Terry
Garot, Robert
Graham, Leigh
Gray, Jonathan
Gressier, Roman
Haberfeld, Maki
Hamilton, Jay
Kaplowitz, Karen
Khan, Mahtab
King-Toler, Erica
Kiriakova, Maria
Kontos, Louis
Kucharski, Thomas
Kugan, Thurai
Lee, Anru

Alternates are Italicized

Student Council Members are bolded

Llana, James
Lopes, Anne
Lopez, Sylvia
Ma, Yue
Maiorino, Vincent
Malki, Xerxes
Markowitz, Gerald
Martinez-Gomez, Aida
Melendez, Mickey
Moller, Lorraine
Montes, Brian
Nemeth, Chuck
Nisbet, Elizabeth
Nwosu, Naomi
Ortega, Kimberly
Paul, Marline
Pezzella, Frank
Qafa, Izabela
Rincon, Belinda
Robinson, Kadeem
Romaniuk, Peter
Scaduto, Michael
Shapiro, David

Alternates are Italicized

Student Council Members are bolded

Shapiro, Lauren
Sheehan, Francis
Stone, Charles
Titan, Steven
Travis, Jeremy
Umbach, Fritz
Weiss, Rebecca
Wright, Marline
Yaverbaum, Daniel
Zhang, Guoqi
Winter, Janet
Ivy, Devin

Alternates are Italicized

Student Council Members are bolded

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

COLLEGE COUNCIL SIGN-IN SHEET

Tuesday, December 6, 2016

Agalo-os, Grace Theresa
Alam, Mohammed
Alford, Schevaletta
Awad, Jasmine
Balis, Andrea
Barberet, Rosemary
Belcher, Ellen
Benton, Warren
Bornstein, Avram
Bowers, Jane
Brownstein, Michael
Byrne, Dara
Buan-Ladines, Samantha Nicole
Carpi, Anthony
Cedeno, Helen
Celinska, Kashka
Cook-Francis, Lynette
Corbett, Glenn
Curtis, Ric
Dietrich, Sven

Alternates are Italicized

Student Council Members are bolded

Dikambi, Sandrine
Domashevskiy, Artem
Duffus, Jahvar
Falkenbach, Diana
Farrington, Lisa
Fatima, Kaniz
Freiser, Joel
Furst, Terry
Garot, Robert
Graham, Leigh
Gray, Jonathan
Gressier, Roman
Haberfeld, Maki
Hamilton, Jay
Kaplowitz, Karen
Khan, Mahtab
King-Toler, Erica
Kiriakova, Maria
Kontos, Louis
Kucharski, Thomas
Kugan, Thurai
Lee, Anru
Llana, James

8

Alternates are Italicized

Student Council Members are bolded

Lopes, Anne
Lopez, Sylvia
Ly, Devin
Ma, Yue
Maiorino, Vincent
Malki, Xerxes
Markowitz, Gerald
Martinez-Gomez, Aida
Melendez, Mickey
Moller, Lorraine
Montes, Brian
Nemeth, Chuck
Nisbet, Elizabeth
Nwosu, Naomi
Ortega, Kimberly
Paul, Marline
Pezzella, Frank
Qafa, Izabela
Rincon, Belinda
Robinson, Kadeem
Romaniuk, Peter
Scaduto, Michael
Shapiro, David

Alternates are Italicized

Student Council Members are bolded

Shapiro, Lauren
Sheehan, Francis
Stone, Charles
Titan, Steven
Travis, Jeremy
Umbach, Fritz
Weiss, Rebecca
Winter, Janet
Wright, Marline
Yaverbaum, Daniel
Zhang, Guoqi

Alternates are Italicized

Student Council Members are bolded

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

COLLEGE COUNCIL SIGN-IN SHEET

Wednesday, February 22, 2017

Agalo-os, Grace Theresa
Alford, Schevaletta
Awad, Jasmine
Balis, Andrea
Barberet, Rosemary
Belcher, Ellen
Benton, Warren
Bornstein, Avram
Bowers, Jane
Brownstein, Michael
Buan-Ladines, Samantha Nicole
Byrne, Dara
Callen, Joanna
Carpi, Anthony
Carvajal, Brian
Cedeno, Helen
Celinska, Kashka
Cook-Francis, Lynette
Corbett, Glenn
Curtis, Ric

Alternates are Italicized

Student Council Members are bolded

Dietrich, Sven
Dikambi, Sandrine
Domashevskiy, Artem
Duffus, Jahvar
Falkenbach, Diana
Farrington, Lisa
Freiser, Joel
Garita, Tomas
Garot, Robert
Graham, Leigh
Gray, Jonathan
Green, Amy
Gressier, Roman
Haberfeld, Maki
Hamilton, Jay
Hayles, Bianca
Kaplowitz, Karen
Khan, Mahtab
King-Toler, Erica
Kiriakova, Maria
Kontos, Louis
Kucharski, Thomas
Kugan, Thurai

Alternates are Italicized

Student Council Members are bolded

Lee, Anru
Lessinger, Johanna
Lopes, Anne
Lopez, Sylvia
Ly, Devin
Ma, Yue
Maiorino, Vincent
Malki, Xerxes
Martinez-Gomez, Aida
Melendez, Mickey
Moller, Lorraine
Montes, Brian
Nemeth, Chuck
Nisbet, Elizabeth
Nwosu, Naomi
Ortega, Kimberly
Paul, Marline
Pezzella, Frank
Qafa, Izabela
Rincon, Belinda
Robinson, Kadeem
Romaniuk, Peter
Scaduto, Michael

Alternates are Italicized

Student Council Members are bolded

Shapiro, David
Shapiro, Lauren
Sheehan, Francis
Stone, Charles
Titan, Steven
Travis, Jeremy
Umbach, Fritz
Weiss, Rebecca
Winter, Janet
Wright, Marline
Yaverbaum, Daniel
Zhang, Guoqi

Caceres, Paula

DAVIES, DANA

MATOS, DANIEL, REGISTRAR

Alternates are Italicized

Student Council Members are bolded

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

COLLEGE COUNCIL SIGN-IN SHEET

Thursday, March 23, 2017

Agalo-os, Grace Theresa
Alford, Schevaletta
Awad, Jasmine
Balis, Andrea
Barberet, Rosemary
Belcher, Ellen
Benton, Warren
Bornstein, Avram
Bowers, Jane
Brownstein, Michael
Buan-Ladines, Samantha Nicole
Byrne, Dara
Caceres, Paula
Callen, Joanna
Carpi, Anthony
Carvajal, Brian
Cedeno, Helen
Celinska, Kashka
Cook-Francis, Lynette
Corbett, Glenn

Alternates are Italicized

Student Council Members are bolded

Curtis, Ric
Davies, Dana
Dietrich, Sven
Dikambi, Sandrine
Domashevskiy, Artem
Duffus, Jahvar
Falkenbach, Diana
Farrington, Lisa
Freiser, Joel
Garita, Tomas
Garot, Robert
Graham, Leigh
Gray, Jonathan
Green, Amy
Gressier, Roman
Haberfeld, Maki
Hamilton, Jay
Kaplowitz, Karen
Khan, Mahtab
King-Toler, Erica
Kiriakova, Maria
Kontos, Louis
Kucharski, Thomas

Alternates are Italicized

Student Council Members are bolded

Kugan, Thurai
Lee, Anru
Lessinger, Johanna
Lopes, Anne
Lopez, Sylvia
Ly, Devin
Ma, Yue
Maiorino, Vincent
Malki, Xerxes
Martinez-Gomez, Aida
Melendez, Mickey
Moller, Lorraine
Montes, Brian
Nemeth, Chuck
Nisbet, Elizabeth
Nwosu, Naomi
Paul, Marline
Pezzella, Frank
Qafa, Izabela
Rincon, Belinda
Robinson, Kadeem
Romaniuk, Peter
Scaduto, Michael

Alternates are Italicized

Student Council Members are bolded

Shapiro, David
Shapiro, Lauren
Sheehan, Francis
Stone, Charles
Titan, Steven
Travis, Jeremy
Weiss, Rebecca
Winter, Janet
Wright, Marline
Yam, Melinda
Yaverbaum, Daniel
Zhang, Guoqi

Alternates are Italicized

Student Council Members are bolded

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

COLLEGE COUNCIL SIGN-IN SHEET

Tuesday, April 25, 2017

Agalo-os, Grace Theresa
Alford, Schevaletta
Awad, Jasmine
Balis, Andrea
Barberet, Rosemary
Belcher, Ellen
Benton, Warren
Bornstein, Avram
Bowers, Jane
Brownstein, Michael
Buan-Ladines, Samantha Nicole
Byrne, Dara
Caceres, Paula
Callen, Joanna
Carpi, Anthony
Carvajal, Brian
Cedeno, Helen
Celinska, Kashka
Cook-Francis, Lynette
Corbett, Glenn

Alternates are Italicized

Student Council Members are bolded

Curtis, Ric
Davies, Dana
Dietrich, Sven
Dikambi, Sandrine
Domashevskiy, Artem
Duffus, Jahvar
Falkenbach, Diana
Farrington, Lisa
Freiser, Joel
Garita, Tomas
Garot, Robert
Graham, Leigh
Gray, Jonathan
Green, Amy
Gressier, Roman
Haberfeld, Maki
Hamilton, Jay
Kaplowitz, Karen
Khan, Mahtab
King-Toler, Erica
Kiriakova, Maria
Kontos, Louis
Kucharski, Thomas

Kugan, Thurai
Lee, Anru
Lessinger, Johanna
Lopes, Anne
Lopez, Sylvia
Ly, Devin
Ma, Yue
Maiorino, Vincent
Malki, Xerxes
Martinez-Gomez, Aida
Melendez, Mickey
Moller, Lorraine
Montes, Brian
Nemeth, Chuck
Nisbet, Elizabeth
Nwosu, Naomi
Pereira, Nuno
Qafa, Izabela
Rincon, Belinda
Robinson, Kadeem
Romaniuk, Peter
Scaduto, Michael
Shapiro, David

Alternates are Italicized

Student Council Members are bolded

Shapiro, Lauren
Sheehan, Francis
Stone, Charles
Titan, Steven
Travis, Jeremy
Weiss, Rebecca
Winter, Janet
Wright, Marline
Yam, Melinda
Zhang, Guoqi
MATOS, DANIEL REGISTRAR

Alternates are Italicized

Student Council Members are bolded

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

COLLEGE COUNCIL SIGN-IN SHEET

Monday, May 15, 2017

Agalo-os, Grace Theresa
Alford, Schevaletta
Awad, Jasmine
Balis, Andrea
Barberet, Rosemary
Belcher, Ellen
Benton, Warren
Bornstein, Avram
Bowers, Jane
Brownstein, Michael
Buan-Ladines, Samantha Nicole
Byrne, Dara
Caceres, Paula
Callen, Joanna
Carpi, Anthony
Carvajal, Brian
Cedeno, Helen
Celinska, Kashka
Cook-Francis, Lynette
Corbett, Glenn

Alternates are Italicized

Student Council Members are bolded

Curtis, Ric
Davies, Dana
Dietrich, Sven
Dikambi, Sandrine
Domashevskiy, Artem
Duffus, Jahvar
Falkenbach, Diana
Farrington, Lisa
Freiser, Joel
Garita, Tomas
Garot, Robert
Graham, Leigh
Gray, Jonathan
Green, Amy
Gressier, Roman
Haberfeld, Maki
Hamilton, Jay
Kaplowitz, Karen
Khan, Mahtab
King-Toler, Erica
Kiriakova, Maria
Kontos, Louis
Kucharski, Thomas

Alternates are Italicized

Student Council Members are bolded

Kugan, Thurai
Lee, Anru
Lessinger, Johanna
Lopes, Anne
Lopez, Sylvia
Ly, Devin
Ma, Yue
Maiorino, Vincent
Malki, Xerxes
Martinez-Gomez, Aida
Melendez, Mickey
Moller, Lorraine
Montes, Brian
Nemeth, Chuck
Nisbet, Elizabeth
Nwosu, Naomi
Pereira, Nuno
Qafa, Izabela
Rincon, Belinda
Robinson, Kadeem
Romaniuk, Peter
Scaduto, Michael
Shapiro, David

Alternates are Italicized

Student Council Members are bolded

Shapiro, Lauren
Sheehan, Francis
Stone, Charles
Titan, Steven
Travis, Jeremy
Weiss, Rebecca
Winter, Janet
Wright, Marline
Yam, Melinda
Zhang, Guoqi
MATOS, DANIEL REGISTRAR

Alternates are Italicized

Student Council Members are bolded

Interim Executive Committee of the College Council

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

September 1, 2016
1:40 p.m.
610HH

I. Adoption of the Agenda for the Interim Executive Committee

II. Minutes of the May 3, 2016 Executive Committee of the College Council, **Pg. 2**

III. Review of Proposals Approved by the College Council on May 10, 2016, **Pg. 4**

IV. College Council Orientation - AVP Singer, **Pg. 6**

V. Adoption of the Agenda for September 20, 2016 College Council Meeting, **Pg. 17**

VI. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE INTERIM EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL

Thursday, September 1, 2016

The Executive Committee of the College Council held its first meeting of the 2016-2017 academic year on Thursday, September 1, 2016. The meeting was called to order at 1:47 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta (Chevy) Alford, Warren Benton, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, Roman Gressier, Karen Kaplowitz, Nikki Hancock-Nicholson, Francis Sheehan, Steven Titan, and Jeremy Travis.

Guests: Andrea Balis, Jennifer Dysart

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 May 3, 2016 Executive Committee Meeting

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

III. College Council Orientation

There was extensive discussion about the PowerPoint with suggestions for rearranging the order of the slides, and content suggestions will be incorporated and circulated to members of the Executive Committee of College Council before including in the September 20th College Council agenda.

IV. Adoption of the Agenda for the September 20, 2016 College Council

A motion was made to amend the agenda with the following change: add the College Council Orientation as Item III on the agenda.

V. New Business

The discussion about the attendance policy for College Council was tabled to the first meeting of the Executive Committee of the College Council.

The meeting was adjourned at 2:54 p.m.

Executive Committee of the College Council

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

October 5, 2016
1:40 p.m.
610HH

I. Adoption of the Agenda for the Executive Committee

II. Minutes of the September 1, 2016 Interim Executive Committee of the College Council, **Pg. 2**

III. Review of Proposals Approved by the College Council on September 20, 2016, **Pg. 3**

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

V. College Council Meeting Practices and Expectations

a. Attendance requirements
b. Vacancies: procedures for declaring vacancies by the ECCC
c. Alternate members: suggestions for clarifying their role

VI. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE
COLLEGE COUNCIL

Wednesday, October 5, 2016

The Executive Committee of the College Council held its first meeting of the 2016-2017 Academic year on Wednesday, October 5, 2016. The meeting was called to order at 2:00 p.m. and the following members were present: Schevaletta (Chevy) Alford, Jane Bowers, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Roman Gressier, Karen Kaplowitz, Nikki Hancock-Nicholson, Francis Sheehan, Steven Titan, and Jeremy Travis.

Absent: Grace Theresa Agalo-os, Andrea Balis, Warren (Ned) Benton, Fritz Umbach

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 September 1, 2016 Interim Executive Committee of the College Council Meeting

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

III. Review of Proposals Approved by the College Council on September 20, 2016

The secretary to the College Council will follow up with Katherine Killoran and Roblin Meeks for effective dates for proposals.

IV. Adoption of the Agenda for the October 20, 2016 College Council

A motion was made to amend the agenda with the following change:
- Add Warren (Ned) Benton's John Jay College Procedure for Awarding Honorary Degrees proposal as Item VI on the agenda
- Add College Council Attendance Percentage as Item VII on the agenda.

V. College Council Meeting Practices and Expectations

The members of the Executive Committee of the College Council agreed to modify the May 3rd decision as follows:

> *Upon a member's failure to attend two consecutive College Council meetings in the academic year, the EC will discuss the circumstances surrounding the absences and will determine on a case by case basis*

whether to notify the constituent body of the member's absences. Upon notification by the Executive Committee, the constituent body will decide whether to replace its representative.

The EC will ***declare a vacancy*** *if the member, whose name has been referred to the constituent body, fails to attend the third consecutive meeting. Upon such declaration, the constituent body has 30 days to elect a replacement representative.*

If the constituent body fails to fill the position within 30 days, the EC will appoint a representative from the affected constituency. The representative elected or appointed to fill the vacancy will complete the term of the replaced member.

VI. New Business

The College Council Attendance Percentage chart will have subcategories for HEO, Student Council, and Faculty Senate alternates.

The meeting was adjourned at 3:05 p.m.

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

November 3, 2016
1:40 p.m.
610HH

I. Adoption of the Agenda for the Executive Committee

II. Minutes of the October 5, 2016 Executive Committee of the College Council, **Pg. 2**

III. Review of Proposals Approved by the College Council on October 20, 2016, **Pg. 4**

IV. Adoption of the Agenda for November 14, 2016 College Council Meeting, **Pg. 5**

V. College Council Attendance Percentages for September and October**, Pg. 23**

VI. The Process for Departmental Name Change Request

VII. College Council Meeting Practices and Expectations

a. Declaration of vacancy by Executive Committee
b. Role of alternates: for review February 2017

VIII. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE
COLLEGE COUNCIL

Thursday, November 3, 2016

The Executive Committee of the College Council held its second meeting of the 2016-2017 academic year on Thursday, November 3, 2016. The meeting was called to order at 1:43 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta (Chevy) Alford, Warren (Ned) Benton, Jane Bowers, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Roman Gressier, Karen Kaplowitz, Nikki Hancock-Nicholson, Francis Sheehan, Steven Titan, and Fritz Umbach.

Absent: Andrea Balis, Samantha N. Buan Ladines, and Jeremy Travis

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 October 3, 2016 Executive Committee of the College Council Meeting

A motion was made to amend the minutes to reflect that the declaration of vacancy wording in Section V, "College Council Meeting Practices and Expectations," is a draft. The motion was seconded and approved unanimously.

III. Review of Proposals Approved by the College Council on October 20, 2016

The Committee decided that the approved proposals did not need special dissemination to the college community.

IV. Adoption of the Agenda for the November 14, 2016 Meeting of the College Council

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

President Agalo-os suggested a change in the order of administrative announcements. Provost Bowers suggested this recommendation should made to President Travis at the next ECCC meeting.

V. College Council Attendance Percentages for September and October 2016 Meetings

Provost Bowers explained the purpose of the attendance information.

VI. The Process for Departmental Name Change Request

Provost Bowers recommended that the members of the Executive Committee bring to the next meeting their suggestions and solutions for the process for presenting and considering a request for a departmental name change.

VII. College Council Meeting Practices and Expectations

The role of alternates will be discussed by the Executive Committee at its meeting in February 2017. Professor Kaplowitz drafted the wording for the "declaration of vacancy" as follows:

> *Upon a member's failure to attend two regularly scheduled consecutive College Council meetings during the academic year, regardless whether the member notified the Secretary of an expected absence, the Secretary of the College Council or her/his designee shall notify the Executive Committee of the College Council (ECCC) and the member of the fact of the two consecutive absences.*
> *Upon a third consecutive absence by a member, the ECCC shall deliberate regarding what action, if any, it will take. One possible action for the ECCC is to declare a vacancy. Upon such declaration, the Charter gives the constituent body 30 days to elect a replacement representative.*
> *If the constituent body fails to elect a replacement representative within 30 days, the Charter authorizes the ECCC to appoint a representative from the affected constituency. The representative who is elected or appointed to fill the vacancy shall complete the term of the replaced member.*

The meeting was adjourned at 2:24 p.m.

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

February 2, 2017
1:40 p.m.
610HH

I. Adoption of the Agenda for the Executive Committee

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

III. Review of Proposals Approved by the College Council on December 6, 2016, **Pg. 4**

IV. Adoption of the Agenda for February 22, 2017 College Council Meeting, **Pg. 5**

V. College Council Attendance Percentages for Fall 2016, Pg.

VI. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE
COLLEGE COUNCIL

Monday, November 28, 2016

The Executive Committee of the College Council held its third meeting of the 2016-2017 academic year on Monday, November 28, 2016. The meeting was called to order at 1:50 p.m. and the following members were present: Grace Theresa Agalo-os, Andrea Balis, Warren (Ned) Benton, Jane Bowers, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Roman Gressier, Karen Kaplowitz, Samantha N. Buan Ladines, Francis Sheehan, Steven Titan, and Jeremy Travis.

Absent: Schevaletta (Chevy) Alford, Nikki Hancock-Nicholson, and Fritz Umbach.

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 November 3, 2016 Executive Committee of the College Council Meeting

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

III. Review of Proposals Approved by the College Council on November 28, 2016

The Committee decided that the approved proposals did not need special dissemination to the college community.

IV. Adoption of the Agenda for the November 14, 2016 Meeting of the College Council

A motion was made to amend the agenda with the following changes:

- Change the order of administrative announcements with a limit of two minutes each using the clock.

    - Announcements from the Student Council – President Grace T. Agalo-os
    - Administrative Announcements – President Jeremy Travis
    - Announcements from the Faculty Senate – President Warren (Ned) Benton

- "Report from ECCC regarding policy and absentees" from President Travis as Item III.

The motion was seconded and approved.

V. College Council Meeting Practices and Expectations

Professor Kaplowitz drafted the wording for the "declaration of vacancy" as follows:

> *Upon a member's failure to attend two regularly scheduled consecutive College Council meetings during the academic year, regardless whether the member notified the Secretary of an expected absence, the Secretary of the College Council or her/his designee will notify the EC of the consecutive absences. The EC will invite the member to provide an explanation for the absences. Whether or not the member offers an explanation, the EC will deliberate regarding what action, if any, it might take upon the member's third consecutive absence. The EC may notify the member of action to be taken upon the member's third consecutive absence.*
>
> *Upon a third consecutive absence by the member, the EC will determine what action, if any, it will take, including to notify the constituent body that there is a vacancy. Upon such declaration of vacancy by the EC, the Charter gives the constituent body 30 days to elect a replacement representative.*
>
> *If the constituent body fails to fill the position within 30 days, the Charter authorizes the EC to appoint a representative from the affected constituency. The representative elected or appointed to fill the vacancy will complete the term of the replaced member.*

The meeting was adjourned at 2:43 p.m.

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

February 2, 2017
1:40 p.m.
610HH

I. Adoption of the Agenda for the Executive Committee

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

III. Review of Proposals Approved by the College Council on December 6, 2016, **Pg. 4**

IV. Adoption of the Agenda for February 22, 2017 College Council Meeting, **Pg. 5**

V. College Council Attendance Percentages for Fall 2016, **Pg. 151**

VI. College Council Meeting Practices and Expectations

a. Role of alternates

VII. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE
COLLEGE COUNCIL

Thursday, February 2, 2017

The Executive Committee of the College Council held its fourth meeting of the 2016-2017 academic year on Thursday, February 2, 2017. The meeting was called to order at 1:47 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta (Chevy) Alford, Andrea Balis, Warren (Ned) Benton, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, Roman Gressier, Karen Kaplowitz, Samantha N. Buan Ladines, Steven Titan, and Jeremy Travis, and Fritz Umbach.

Absent: Sven Dietrich, Nikki Hancock-Nicholson, and Francis Sheehan

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 November 28, 2016 Executive Committee of the College Council Meeting

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

III. Review of Proposals Approved by the College Council on December 6, 2016

The Committee decided that the approved proposals did not need special dissemination to the college community.

IV. Adoption of the Agenda for the February 22, 2017 Meeting of the College Council

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

V. College Council Attendance Percentages for Fall 2016

President Travis explained the purpose of the attendance information. Student Council President Agalo-os informed the Committee that two members will be replaced.

VI. College Council Meeting Practices and Expectations: (a)Role of alternates

AVP Singer's office will draft the notice sent to members in regards to their absence for consideration by the ECCC.

VII. New Business

Student Council President Agalo-os would like the College Council and Executive Committee of the College Council agendas to be distributed electronic only to save money. President Agalo-os accepted the compromise from the Executive Committee to "OPT-In" for now. This will be discussed at the College Council.

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

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

March 13, 2017
1:40 p.m.
610HH

I. Adoption of the Agenda for the Executive Committee

II. Minutes of the February 2, 2017 Executive Committee of the College Council, **Pg. 2**

III. Review of Proposals Approved by the College Council on February 22, 2017, **Pg. 3**

IV. Adoption of the Agenda for March 23, 2017 College Council Meeting, **Pg. 5**

V. College Council Attendance Percentages from Fall 2016 to February 2017, **Pg. 150**

VI. Attendance

a. Absentees
   - Notice to Members
   - Declaration of Vacancies

b. Role of Alternates

VII. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE
COLLEGE COUNCIL

Monday, March 13, 2017

The Executive Committee of the College Council held its fifth meeting of the 2016-2017 academic year on Monday, March 13, 2017. The meeting was called to order at 1:45 p.m. and the following members were present: Grace Theresa Agalo-os, Andrea Balis, Warren (Ned) Benton, Jane Bowers, Maria Kiriakova, Sven Dietrich, Sandrine Dikambi, Roman Gressier, Karen Kaplowitz, and Steven Titan.

Absent: Schevaletta (Chevy) Alford, Lynette Cook-Francis, Nikki Hancock-Nicholson, Samantha N. Buan Ladines, Francis Sheehan, and Jeremy Travis

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 February 2, 2017 Executive Committee of the College Council Meeting

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

III. Review of Proposals Approved by the College Council on February 22, 2017

The Committee decided that the approved proposals did not need special dissemination to the college community.

IV. Adoption of the Agenda for the February 22, 2017 Meeting of the College Council

A motion was made to amend the agenda with the following change:
- Add Election of New Members as Item III on the agenda.
    - Maria Kiriakova replaces Professor Fritz Umbach on the Executive Committee of the College Council.
    - Melinda Yam replaces Kimberly Ortega as the junior class representative on the College Council.

The motion was seconded and approved unanimously.

V. College Council Attendance Percentages for Fall 2016 to February 2017

Provost Bowers explained the purpose of the attendance information.

VI. Attendance: (a)Absentees – Notice to Members and Declaration of Vacancies
(b) Role of Alternates

A draft version of the letter to College Council members who have missed two meetings was handed out. The ECCC agreed that alternates are not required to attend regularly scheduled meetings, however they will be encouraged to attend. The following College Council members will receive a version of the letter below: Brian Montes, Anthony Carpi, Frank Pezella, and Daniel Yaverbaum.

Dear Whom it May Concern,

According to the attendance records of the Secretary of the College Council, you have been absent from the last two College Council meetings. Please inform the Executive Committee by return email whether you will attend the next College Council meeting.

In accordance with the power conferred by the Charter to declare a vacancy on the College Council, the Executive Committee of the College Council offers you the opportunity to explain your absences. If you wish to explain your absences, please do so to the leader of your constituency.

Please be advised that if you have another absence, the Executive Committee may declare a vacancy of your seat on the College Council, in which case a replacement representative will be elected by the constituent body or appointed by the Executive Committee of the College Council.

The procedure followed in this communication is set forth below.

Sincerely,

Executive Committee of the College Council

Executive Committee Procedure to Declare a Vacancy on the College Council

Upon a member's failure to attend two regularly scheduled consecutive College Council meetings during the academic year, regardless whether the member notified the Secretary of an expected absence, the Secretary of the College Council will notify the Executive Committee of the College Council (ECCC) of the consecutive absences.

After the second absence, the ECCC will invite the member to provide an explanation for the absences. Whether or not a member offers an explanation, the ECC will deliberate regarding what action, if any, would result upon the member's third consecutive absence. The ECCC shall notify the member of action to be taken upon the member's third consecutive absence.

If the ECCC determines a third consecutive absence by a member constitutes a vacancy, should there be a third consecutive absence, the ECCC will notify the constituent body of the vacancy. The Charter gives the constituent body 30 days to elect a replacement representative.

If the constituent body fails to fill the position within 30 days, the Charter authorizes the ECCC to appoint a representative from the affected constituency. The representative elected or appointed to fill the vacancy will complete the term of the replaced member.

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

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

May 3, 2017
1:40 p.m.
610HH

I. Adoption of the Agenda for the Executive Committee

II. Minutes of the April 4, 2017 Executive Committee of the College Council, **Pg.**

III. Review of Proposals Approved by the College Council on April 25, 2017, **Pg.**

IV. Adoption of the Agenda for May 15, 2017 College Council Meeting, **Pg.**

V. College Council Attendance Percentages from Fall 2016 to April 2017, **Pg.**

VI. New Business

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE
COLLEGE COUNCIL

Tuesday, April 4, 2017

The Executive Committee of the College Council held its sixth meeting of the 2016-2017 academic year on Tuesday, April 4, 2017. The meeting was called to order at 1:45 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta (Chevy) Alford, Andrea Balis, Jane Bowers, Lynette Cook-Francis, Sandrine Dikambi, Roman Gressier, Nikki Hancock-Nicholson, Karen Kaplowitz, Maria Kiriakova, Samantha N. Buan Ladines, Steven Titan and Jeremy Travis.

Absent: Warren (Ned) Benton, Sven Dietrich, and Francis Sheehan.

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 March 13, 2017 Executive Committee of the College Council Meeting

A motion was made to adopt the minutes as presented.

In favor: 12 Opposed: 0 Abstentions: 1

The motion was seconded and passed.

III. Review of Proposals Approved by the College Council on March 23, 2017

The Committee decided that the approved proposals did not need special dissemination to the college community.

IV. Proposed Amendments to the Department of Sociology Bylaws

A motion was made to amend the proposal as follows to the department of Sociology Bylaws:

> 8.6 An advisory recommendation to the Department Committee on Faculty Personnel and Budget Committee may be made on final candidates for tenure-track positions recommended by the committee designated to conduct the search. The recommendation shall be by majority vote of the eligible voting faculty members in the Department and may be by a show of hands.

The motion was seconded and approved unanimously.

V. Adoption of the Agenda for the April 25, 2017 Meeting of the College Council

A motion was made to amend the agenda with the following changes:

- The Undergraduate Curriculum and Academic Standards Committee removed item #
  B6. Proposal to Revise Film Studies Minor
  B7. ART 1XX Eco Art and Design
  B8. LIT 1xx Justice by the Book

B9. AFR 1XX Intro to Community Justice
B14. ESA 2YY Responder Health, Protection and Safety
B17. SEC 3XX Maritime Security
B26. Film Studies Bulk Prerequisite Revisions
B27. HJS 310 Comparative Perspective on Justice

The motion was seconded and approved unanimously.

VI. College Council Attendance Percentages for Fall 2016 to March 2017

A motion was made to declare vacancy for Daniel Yaverbaum, Frank Pezzella, and Marline Paul's position within the College Council. A motion was seconded and approved unanimously. AVP Singer's office drafted the letters to declare a vacancy to the member and to their constituent bodies as follows:

Dear_____,

Please be advised that, in accordance with Article 1 section 5 of the Charter of Governance, the Executive Committee of the College Council has determined that, due to (name's) three consecutive absences, there is a vacancy in (his/her) position. Please elect a representative within 30 days from your receipt of this notice, to fill the position occupied by_(name)_____. The newly elected representative will serve the remainder of the term of the replaced representative.

If the constituent body fails to elect a representative in the time allotted, the Executive Committee will appoint a representative from the constituent body.

Thank you for your cooperation.

Dear _____,

Please be advised that, in accordance with Article 1 Section 5 of the Charter of Governance, the Executive Committee of the College Council has exercised its authority to declare a vacancy in your position on the College Council. Simultaneous with this letter, the Executive Committee is notifying the [constituent body] to fill the vacancy created by your consecutive absences.

Executive Committee of the College Council

The meeting was adjourned at 2:30 p.m.

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

May 3, 2017
1:40 p.m.
610HH

I. Adoption of the Agenda for the Executive Committee

II. Minutes of the April 4, 2017 Executive Committee of the College Council, **Pg. 2**

III. Review of Proposals Approved by the College Council on April 25, 2017, **Pg. 4**

IV. Adoption of the Agenda for May 15, 2017 College Council Meeting, **Pg. 6**

V. Procedures for Declaring Vacancies by the ECCC - AVP Singer, **Pg 189**

VI. College Council Attendance Percentages from Fall 2016 to April 2017, **Pg. 190**

VII. New Business

VIII. Determination of Need of the May 16, 2017 of the Executive Committee of the College Council Meeting

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF THE
COLLEGE COUNCIL

Wednesday, May 3, 2017

The Executive Committee of the College Council held its seventh meeting of the 2016-2017 academic year on Wednesday, May 3, 2017. The meeting was called to order at 1:49 p.m. and the following members were present: Grace Theresa Agalo-os, Schevaletta (Chevy) Alford, Warren (Ned) Benton, Jane Bowers, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Nikki Hancock-Nicholson, Karen Kaplowitz, Maria Kiriakova, Steven Titan and Jeremy Travis.

Absent: Andrea Balis, Roman Gressier, Samantha N. Buan Ladines, and Francis Sheehan.

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 4, 2017 Executive Committee of the College Council Meeting

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

III. Review of Proposals Approved by the College Council on April 25, 2017

The Committee decided that the approved proposals did not need special dissemination to the college community.

IV. Adoption of the Agenda for May 15, 2017 College Council Meeting

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

V. Procedures for Declaring Vacancies by the ECCC – AVP Singer

A motion was made that Provost Bowers will confirm with the representative for the Criminal Justice department. The motion was seconded and approved unanimously.

VI. College Council Attendance Percentages for Fall 2016 to April 2017

President Travis explained the purpose of the attendance information.

VII. Determination of Need of the May 16, 2017 of the Executive Committee of the College Council Meeting

The additional Executive Committee of the College Council Meeting on May 16, 2017 was cancelled.

The meeting was adjourned at 2:42 p.m.

Undergraduate Curriculum and Academic Standards Committee

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
September 9, 2016
9:45 A.M. – 12:00 P.M.
ROOM L.61 NB

1. ***Introductions and Announcements –*** Dean Byrne

2. ***Approval of the minutes of May 20, 2016***

3. ***Elections*** – Dean Byrne

   - Vice Chairperson
   - Two Representatives to the Honors Program Advisory Committee
   - General Education Subcommittee: Procedures and Election
     Chairperson: Prof. Judy-Lynne Peters, Public Management

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

5. ***New Business***

Dean's Initiatives for the Academic Year – Dean Byrne

New programs: BS in Human Service, Cybersecurity Joint Degrees w CUNY CC's
Program Reviews: Economics, Forensic Psychology, Gender Studies, Political Science

Student Evaluation of Major Survey 2015

Attachments:
Agenda for September 9th, 2016
Minutes of May 20, 2016
Committee members 2016-17
2015 Student Evaluation of the Major Survey (General)

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of September 9, 2016

The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, September 9 at 9:45 a.m. in L61 NB. Interim Dean Dara Byrne called the meeting to order.

Present: C. Jama Adams, Andrea Balis, Carla Barrett, Dara Byrne, Bettina Carbonell, Glenn Corbett, Susannah Crowder, Demis Glasford, Heath Grant, Katherine Killoran, Susan Larkin, Ma'at Lewis, Veronica Michel, Chongmin Na, Judy-Lynne Peters, John Pittman, Michael Puls, Maria Julia Rossi, Ian Seda-Irizarry, Ellen Sexton, Sandra Swenson, Nadine Young.

Absent: Sarah Hammond, Virginia Moreno, Bettina Murray, Suzanne Oboler, Monika Son, Erin Thompson, Shonna Trinch.

Guests: Naomi Nwosu, Raymond Patton, Katalin Szur

Announcements

Interim Dean Byrne called the meeting to order with some welcoming remarks to the returning and new UCASC members. She mentioned some of the initiatives Undergraduate Studies will be developing to address curricula issues with the help of Raymond Patton, our new Director of Educational Partnerships and General Education. She then briefly asked Ray to introduce himself to the committee.

Ray thanked the committee for having him and expressed his excitement to be at John Jay and UCASC. He described his background as a faculty member in history and work on general education at his last institution. Ray expressed his interest in taking a collaborative approach with the faculty in order to provide meaningful work that will help better the student body. He also briefly mentioned where his office is located and encouraged the faculty to stop by with any suggestions or problems they may have.

Dean Byrne then suggested everyone go around the room and introduce themselves.

Approval of the minutes of May 20, 2016

No objections or corrections were requested.

A motion was made and seconded to approve the minutes of May 20 2016. The minutes were adopted with 11 votes in favor and 7 abstentions.

Elections

Vice Chairperson

Dean Byrne introduced the election for vice chairperson and asked Professor Judy-Lynne Peters

if she would be interested in this role. Professors Judy-Lynne Peters accepted Dean Byrne's proposal.

A motion was made and seconded to approve Professor Judy-Lynne Peters as the new Vice Chairperson of the committee. The motion was approved unanimously with 20 votes in favor.

Two Representatives to the Honors Program Advisory Committee

Dean Byrne informed the committee that prior to this meeting Professors Gregory Umbach, History and Valerie West, Criminal Justice, asked if they could serve as the Honors Program Advisory Committee representatives.

A motion was made and seconded to elect the two professors to the Honors Program Advisory Committee. The motion was approved unanimously with 20 votes in favor.

General Education Subcommittee

Dean Byrne noted that there had been a change in the composition of the general education subcommittee that College Council approved last spring. The faculty senate will no longer be electing faculty members to the subcommittee. The Faculty Senate is leaving UCASC to determine the composition, processes and procedures of the subcommittee as it does with all other subcommittees. The GE subcommittee will now be comprised of faculty from UCASC and other volunteering faculty from outside the committee. The number of members was estimated at around seven, but if more faculty would like to participate, this would be valuable.

Professor Peters said she felt as though this new committee should go beyond the task of just approving classes but instead take responsibility for monitoring the health of the whole gen ed program more globally. This would entail monitoring the assessment results and how the program is working overall for students, how the courses are meeting the learning outcomes and how the program could be improved.

Professor C. Jama Adams inquired if certain faculty would be appointed to do this job or if the subcommittee would first be chosen and then those willing to do the job would be selected. Dean Byrne stated she didn't want to set up such parameters because there are different ways to look at curriculum and learn from what takes place in the classroom.

Kathy Killoran noted that the action of the subcommittee would be to holistically look at the general education program and make any modifications where they felt needed. Their proposals would then come to UCASC and College Council.

Professor C. Jama Adams inquired if Naomi Nwosu could be responsible for collecting data because generally there isn't enough data being collected in order for informed decisions to be made. Dean Byrne assured the committee that Raymond Patton would be in charge of data collection and noted that there is data being collected for General Education, however there is no central reporting piece in which all can access.

Professor Judy-Lynne Peters pointed out that a diverse subcommittee with faculty from different backgrounds and approaches would be best to achieve the goals of this committee.

Professors C. Jama Adams, Andrea Balis, Heath Grant, Sandra Swenson, Ian Seda, and Judy-Lynne Peters nominated themselves as members of the committee. Dean Byrne also mentioned that Professors Erin Thompson, Jean Carmalt, Jennifer Rosati and Katherine Stavrianopoulos were interested in continuing on the committee as well. Dean Byrne selected Professor Peters to chair the subcommittee and work closely with Ray Patton.

A motion was made and seconded to elect the ten professors to the General Education Subcommittee. The motion was approved unanimously with 21 votes in favor.

Other UCASC Subcommittees

Dean Byrne passed around a sign-up sheet for the other UCASC subcommittees. Each member should sign up for at least one subcommittee.

Dean's Initiatives for the Academic Year

Dean Byrne mentioned she wanted to look at capstone courses at John Jay to further examine what our expectations are for capstones. She stated there were numerous issues with the sizes and goals of capstone courses and felt some of the classes students were required to take leading up to the capstone courses were not adequately preparing them to succeed in the required assignments. Dean Byrne also pointed out that in the John Jay report on Experiential learning the majority taking place here occurs between students and individual faculty as opposed to in group or class-based settings. She wants to see the possibilities of experiential learning in group form so curriculum could be developed to support that.

Katherine Killoran told the committee that there are some program revisions and new programs in the works to expand the CUNY Justice Academy to include our Computer Science and Information Security major. She noted that five community colleges were working with John Jay on these joint degrees. There will also be at least one new major proposal for Human Service and Community Justice. There are also several program reviews happening this year.

Professor C. Jama Adams expressed his concern with transfer students who come from other universities with a large amount of credits but are academically unprepared to meet the requirements of the Capstone courses. He asked if we could work with Community Colleges so once students get here they know what they are required to know for the capstone.

Raymond Patton assured the committee that he would be working on addressing what students are learning and once this data has been gathered he could use it to help the faculty tweak the curriculum.

Katalin Szur also pointed out that although we can work with John Jay students to prepare them, many students transfer from other schools and we cannot as easily influence what they bring to us.

Dean Byrne noted that there is no one-size-fits-all for a capstone courses. She then mentioned that although she doesn't know what the answer is, nothing has been defined. Dean Byrne stated she felt there should be sufficient development within the major and classes to prepare students to succeed in the capstone courses. Dean Byrne also posed an issue to the committee of how John Jay can ensure transfer students create deeper connections into their curriculum if they

bypass so many courses.

Katherine Killoran stated it would be useful to have faculty outside of UCASC that are interested help with this issue because there is a need for more people and broader perspective

Dean Byrne then addressed the committee on the usefulness of our current articulation agreements. She wants to answer the question of whether or not forging these relationships with other schools is beneficial for bringing more students to John Jay. This includes looking at the articulation agreements between John Jay and other schools outside of the CUNY Justice Academy.

Judy-Lynne Peters asked if there was a possibility that we could go back and revise these articulation agreements.

Dean Byrne assured the committee that these updates were being worked on. She wondered though if they were worth the effort to update them. She mentioned that there is no data being collected on the usage of our articulation agreements and this information is needed for us to know if we should go back and alter agreements only for schools that bring John Jay a lot of students. Dean Byrne also proposed expanding the justice academy beyond criminal justice-related programs and extending it to some of our liberal arts majors.

Dean Byrne also wants to identify groups of courses that could cluster around a theme that is attractive to students. These themes would pull together courses across the curriculum from various departments. We could place a higher profile on social justice issues by creating themes and connections within the courses so that students could move between disciplines and use them in conjunction with their major to build their expertise. Dean Byrne also felt as an institution that emphasizes justice we should honor students who do field work and/or service learning so their hard work can be validated and transparent on their transcripts.

Naomi Nwosu mentioned that since transfer students come into John Jay with general education completed these thematic clusters could be helpful for completing their elective courses in a more meaningful way.

Judy-Lynne Peters suggested involving career services so we can ensure that when students apply for jobs they can actually exhibit the skills they are claiming to have.

Professor C. Jama Adams inquired about the rules or mandates that state we have to accept students with over 60 credits. He mentioned if students come to John Jay with over 60 credits we significantly limit the type of influence we have on their education. Adams also asked the committee if we accept transfer students with over 60 credits and a 2.9 GPA but only offer them 30 credits can we hand them a John Jay degree with confidence and integrity in their abilities?

Dean Byrne pointed out that this is a common scenario for our freshman students that graduate so we cannot turn transfer students away for these same issues.

Student Evaluation of Major Survey 2105

Professor Demis Glasford asked the committee if these data results had been broken down by major, race and gender.

Dean Byrne answered that only major and genders were accounted for within this evaluation, not race or ethnicity. Dean Byrne added that students of color were found to not be well represented in research opportunities with faculty. She also drew attention to the lack of reporting on how students are performing within their majors based on race, adding that John Jay cannot just say they serve students of color without actually living up to what that means.

Professor C. Jama Adams stated that if we want to see students graduating with worthwhile jobs, how we see ourselves as an institution must shift. Katherine Killoran ended the meeting by promising the committee she would email them the full report once she received it.

The meeting adjourned at approximately 11:40 a.m.

Respectfully submitted,
Phylicia McClendon, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
October 21, 2016
9:45 A.M. – 12:00 P.M.
ROOM 630HH

1. ***Introductions and Announcements –*** Dean Byrne

    a. Update on Gen Ed Plans– Ray Patton

2. ***Approval of the minutes of September 9, 2016***

3. ***New Business***

- Experiential Education/Internships – Will Simpkins

- Revising Majors to Include Prerequisites - Memo from University Provost Rabinowitz – Kathy Killoran

Programs Subcommittee

- Proposal for a New BS in Human Service and Community Justice
- Proposal to Revise the BS in Criminal Justice (Institutional Theory & Practice)

Courses Subcommittee

Course Revisions

1. COM & DRA Prerequisite Changes
2. ANT 305 Theory in Anthropology
3. PSY 255 Group Dynamics in Chemical Dependency Counseling
4. PSY 266 Psychology of Alcoholism and Substance Abuse
5. PSY 268 Therapeutic Interventions in Chemical Dependency
6. PSY/CSL 350 Advanced Topics in Chemical Dependency Counseling
7. PSY 480 Ethical and Professional Issues in Chemical Dependency Counseling

Attachments:

Agenda for September 9th, 2016
Minutes of May 20, 2016
Report on Experiential Learning – Llana
CUNY Memo on Major Prerequisites
Proposal for BS in Human Service & Com Justice
Proposal to Revise the CJBS
Course Revisions:
COM & DRA Prerequisite Changes
ANT 305 Theory in Anthropology
PSY 255 Group Dynamics in Chemical Dep Counseling
PSY 266 Psychology of Alcoholism & Substance Abuse
PSY 268 Therapeutic Interventions in Chemical Dep
PSY/CSL 350 Adv Topics in Chemical Dep Counseling
PSY 480 Ethical & Professional Issues in Chemical Dep Counseling

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York

UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of October 21, 2016

The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, October 21 at 9:45 a.m. in 630T. Interim Dean Dara Byrne called the meeting to order.

Present: Jasmine Awad, C. Jama Adams, Carla Barrett, Dara Byrne, Bettina Carbonell, Glenn Corbett, Susannah Crowder, Demis Glasford, Heath Grant, Sarah Hammond, Katherine Killoran, Ma'at Lewis, Devin Ly, Veronica Michel, Virginia Moreno, Bettina Murray, Chongmin Na, Suzanne Oboler, Judy-Lynne Peters, John Pittman, Michael Puls, Maria Julia Rossi, Ellen Sexton, Leslie Smith, Sandra Swenson, Nadine Young.

Absent: Andrea Balis, Susan Larkin, Virginia Moreno, Monika Son, Erin Thompson, Ian Seda-Irizarry, Erin Thompson.

Guests: Douglas Boettner, Ray Patton, Cary Sanchez, Katherine Stavrianopoulos, Nancy-Velazquez-Torres, Daniel Yalisove.

Announcements

Interim Dean Byrne welcomed the new student member, Jasmine Awad, who is a sophomore Criminal Justice BA major and a member of the honors program.

Doug Boettner reminded the group that registration for Winter Session begins November 1, 2016. He also noted that the planning for summer is already underway, and he would be reaching out to departments about summer offerings soon. Registration will begin by March 1.

Professor Ray Patton updated the group about General Education plans. The first task is to read and respond to last year's General Education report from the Gen Ed Subcommittee. The report looks at critical thinking, writing, and literacy across the Gen Ed curriculum. He encouraged the committee to look at that document and send any recommendations or feedback to him. He said the Gen Ed subcommittee would like to open up lines of communication with the faculty teaching Gen Ed. Professor Judy-Lynne Peters, who sits on the committee, said there had been some disagreement within the committee, which they thought could be resolved by gaining a better understanding of what is going on in the trenches. They want to meet with the Gen Ed faculty to discuss what works, what lessons they've learned, and so forth. She said they will be reaching out to departments fairly soon.

Approval of the minutes of September 19, 2016

No objections were made or corrections requested.

A motion was made and seconded to approve the minutes of September 19, 2016.

The minutes were adopted with 18 votes in favor and 1 abstention.

New Business

Experiential Education/Internships

Will Simpkins was unable to attend because of a medical issue, so Dean Byrne introduced this item herself. In preparation for this meeting, the committee read the report on experiential learning at John Jay written by Associate Provost Llana. She said that CUNY and John Jay must respond to Governor Cuomo's call to require experiential learning for students to graduate. While that requirement is not going to happen soon, it was a good call to work on an area in need of attention.

Campus surveys show that some students of color are participating in experiential learning at different rates than white students. In the English department, they found that Latino students were particularly underrepresented in research experiences with faculty. Dean Byrne said the Office of Undergraduate Studies needs to consider why the messaging is not reaching these students. She asked UCASC for input on item #8 on the document, regarding the learning outcomes, because the college-wide conversation should not go further without the input of UCASC. Furthermore, John Jay needs a better method for tracking these experiences, so that they are formally reflected on student transcripts.

Professor Peters said that the Principles, Policies and Procedures Subcommittee worked on internship guidelines several years ago, and asked if those guidelines are available. Kathy Killoran said they were and noted that those guidelines were for Middle States process. John Jay basically adopted SUNY's guidelines with some changes. Regarding tracking, Killoran said that tracking by courses is possible by using a Course Attribute, but the more challenging need is to track it for each student especially when these experiences are embedded in individual sections of courses.

Professor Jama Adams was concerned that the faculty is too stretched, especially with the need to publish to work towards tenure. He asked that faculty oversight of student experiential learning be reflected in faculty workload credit because reporting on individual research experiences is very work-intensive for faculty. At the moment, it seems as though faculty have to make the choice between publishing and service work. Dean Byrne noted that item #4 addresses institutional support for this. The faculty around the table asked if it specifically addresses how these duties factor into workload. Dean Byrne said that UCASC's input is needed for curricular concerns, but how the Provost regulates workload is not the purview of this body. She noted that this conversation should specifically focus on items 8 & 9, which are about curricular issues. The thing to really keep in mind is that students are doing experiential learning, but they are doing it without faculty. She said that if that is okay with UCASC, then there is no further conversation to be had. Personally, she was troubled that students were choosing experiential learning opportunities outside of the classroom which were not inclusive

of faculty contact. She said since faculty contact is deeply meaningful, this question deserves UCASC input.

Professor Adams said that the faculty's choices will go nowhere if they are not supported by the administration.

Dean Byrne said that if experiential learning is happening in classrooms, then we could use a way to assess it.

Professor Suzanne Oboler said she agreed with the workload issue. She said it was important to consider this in a much broader context. Students are changing the way they learn and what they want to learn. John Jay is not really there yet, and the clash is getting bigger in the classroom.

Professor Ma'at Lewis said she feels this is a curricular question. She said in her class she finds that she is much better at facilitating experiential learning than at lecturing, so she would look forward to seeing this type of work formalized.

Revising Majors to Include Prerequisites

Kathy Killoran introduced the memo from University Provost Rabinowitz, which calls for more transparent prerequisites for majors, so students can be informed consumers about certain programs. She distributed a document that broke down the prerequisites for each major. She said that the lack of transparency has been affecting students' financial aid. There is a new section in the bulletin with this information for each major. However, the memo requires that each major make hidden prerequisites part of the major and add them to the total credits required for the major. She said we have until the end of this academic year to complete this project. She asked the departments to consider which prerequisites are truly required and not part of the required gen ed courses. For example, ENG 201 does not need to be listed as it is a required course for gen ed.

Killoran also noted that Science, Math and Foreign Language programs have more prerequisites than these majors indicate because of placement requirements for courses. She asked that each department consider this document and let her know if they intend to keep the prerequisites the same or if they would like to adjust their requirements. She hopes to have an expedited process for the changes.

Professor Adams was concerned that the college's administrative needs might be driving curricular decisions. He felt that these prerequisites are there for a reason, as students often come into John Jay unprepared. He cautioned that while this type of administrative action may seem to have a small curricular impact, it can have great consequences for student readiness, especially when it comes to basic skills like writing.

Professor Glenn Corbett asked for clarification about the students' financial aid problems. Killoran said transfer students have the most difficulty if they change majors when they transfer. Many of their transfer credits become electives and they are only eligible to take Gen Ed courses

of course in the major for financial aid. Professor Corbett said for his department, Fire Science, the challenge is that the courses offer only one section, so students have difficulty scheduling them.

Professor Carla Barrett asked for clarification about the financial aid issue so she could correctly communicate the problem to her department. She asked for something in writing that could clarify the real student issues to faculty. Killoran said there are a lot of prongs to this issue, but the main crux of it is that the students' courses have to be in their major, so pure electives and hidden pre-requisites for courses create the problem. For example, STA 250 has a pre-requisite of MAT 108. Most students satisfy their gen ed math with MAT 105 College Algebra. That makes MAT 108 a 'hidden' pre-requisite because it is not listed as part of the major itself. Naomi Nwosu spoke about the complex issues of financial aid, in particular the point that students need a minimum of 12 credits that can be applied to their program of study in their degree-audit.

Killoran said that DegreeWorks notes which courses are "electives not allowed," and this is where the problem lies. Experimental courses, for example, are not in DegreeWorks, so students need course substitutions. The "selected topics" courses, however, do appear in DegreeWorks now so those do not cause problems.

Professor Carla Barrett asked if we need to require the electives. Kathy Killoran said the courses do not need to be changed. The issue is more about how they are listed than about what is actually being offered.

Professor John Pittman asked if there are limits to the number of credits for a major. Kathy Killoran said yes, but most majors do not approach the maximum. the overall four-year bachelor's degree includes 42 credits of Gen Ed and needs to be under 120 total with some number of elective courses.

Professor Adams said most John Jay students take five to six years to graduate and asked that the college acknowledge this in curriculum planning.

Professor Bettina Carbonell asked what the current thinking is on Writing Intensive courses and requiring a certain number of these courses for graduation. Killoran said we would love to have a Writing Intensive initiative within each major. Currently, the WI courses are mostly offered by the English and Philosophy departments.

Dean Byrne said that Professor Tara Pollini is looking at writing-within-the-discipline and scaffolding WI courses throughout the major with several departments. Professor Adams was concerned that space issues and staffing issues mean that WI courses are going to be taught by adjuncts. Dean Byrne said that currently the distribution of WI-trained faculty is uneven and it is too early to consider the staffing question before setting forth the learning goals. Dean Byrne said the major issue right now is that we do not have enough faculty who are eligible to teach WI courses, and the hope is that this will change.

Jasmine Awad asked if students are only allowed to take 120 credits. Kathy Killoran said that is the minimum number of credits to earn the bachelor's degree. Students can exceed that but if they accrue too many credits, certain administrative flags (over 144 credits) are triggered to check to see if this is in the student's best interest. The college would rather see students go on to graduate study than get a giant undergraduate degree.

Naomi Nwosu said this becomes an issue with students with financial aid who have accumulated massive amounts of courses and used up their financial aid and the ability to get loans. It is scary to see students reach their loan-limit at the undergraduate level.

Programs Subcommittee

Proposal to Revise the BS in Criminal Justice

Professor Bettina Carbonell introduced this proposal, noting that it is very straightforward, and handed the floor to Professor Ric Curtis. Kathy Killoran said the Criminal Justice BS is adding one sustainability course to their major. The course was written by one of their faculty for the sustainability minor.

A motion was made and seconded to approve the proposal to revise the BS in Criminal Justice

A motion was made and seconded to waive the second reading of the proposal. The motion to waive the second reading was approved with 20 votes in favor and 2 abstentions.

The proposal to revise the BS in Criminal Justice was approved with 22 votes in favor.

Proposal for a New BS In Human Services and Community Justice

Professor Carbonell introduced the proposal for this new major. She said her subcommittee found this to be a well-structured major that would put students on a good career path. They had some minor feedback and questions about the narrative, as well as the place of humanities in the curriculum. There had been concern about the number of learning goals, which seemed to be a lot. Overall, the programs subcommittee strongly supported this proposal.

Dean Byrne noted that the architects of this major were all present, as well as other representatives from the Counseling Department. She said this major is a strong statement about the connection between social justice and potential career paths that would be both interesting and meaningful.

Professor Adams introduced the new major, which is designed to create a space in the college to think about what it means to help others. There is tremendous need in these professions, as old jobs are disappearing and new jobs are being created, but the new jobs require skills that

students do not explicitly have. Another goal is to position students to go on to do graduate work and to broaden the scope of careers in the helping fields and human services. He said it cannot be left to government to do this work anymore. Social justice issues are being outsourced to non-governmental organizations. Also, there is an increasing demand for service workers writ large. Social service is growing, counseling is growing, the need for policy analysts is growing. The jobs are there. The degree reflects a great deal of consultation with the communities of practice. Additionally, the degree will be heavy on experiential learning and accordingly welcomes consultation from other departments on potential opportunities.

Professor Lewis, who is also a planner of the major, said the process of creating it has been long and fruitful. Africana Studies, Counseling, and SEEK came together for this process, and it reflects a great institutional collaboration toward creating a curriculum for social justice. The intention is to go for accreditation of the program in five years, so the curriculum has been built using the standards from the Council for Standards in Human Service Education, which is a the national accrediting body.

Professor Nancy Velazquez-Torres, another architect of the major, said this is one of very few majors at the college that prepares students to go out and work in the field on day 1. She said that meeting the Human Services standards will only serve to make students more employable.

Professor Bettina Murray asked if they would consider the Drama 325 course, which is Drama Techniques and Crisis Intervention. She thought it could be revised to fit into the Human Interventions area of the curriculum. Similarly, Professor Peters said this major has a lot of overlap with Public Administration, so she would welcome a discussion of elective courses.

Naomi Nwosu suggested applying for grant money to facilitate student internships that would support travel and potentially create a pool of money for students within the major. Professor Adams said the budget will be cobbled together and he asked for the institution to step up to support these options. Professor Velazquez-Torres said she recently had a meeting with Professor Anthony Carpi about grants that might incentivize these experiences for students.

Professor Oboler commended the major, noting that it seemed like a major step. She also felt it had bearing internationally on the humanitarian crises in Haiti and Syria, and asked if there was a way the major could broaden its scope to address the international ramifications of human services. She also suggested more studies of cross-cultural issues within the United States.

Professor Adams said that the major is designed expressly to leverage resources available at the college, so study abroad is part of it, as is looking at New York as “the world”. Professor Lewis said the core courses rely heavily on the social work model, which is designed to get students to think from the individual to the global level.

Professor Veronica Michel commended the major, but had a concern that it would overstretch faculty capacity. She suggested asking the Provost for another line, as she did not see how their faculty would cover all these new courses. Dean Byrne said enrollment drives lines. Hopefully the major is exciting and will draw students, which will allow the Dean to make a case to the Provost for more lines. She said it is clear what needs to happen to make this thrive, and she

hopes that the major and the faculty will continue to grow. Procedurally, the major would need to be approved before a line could be added. She also said that at College Council, the Provost had said that currently we have enough faculty to staff it, but we cannot hire based on projected enrollment, we need to build up the numbers. Faculty lines would then follow.

Kathy Killoran pointed out that the Counseling Department faculty had recently changed their workload formula, they now have a full seven-course workload. Previously, they had a hybrid model that required them to do direct student counseling in addition to teaching. She said that John Jay has a very good track record of estimating future enrollment, and should be able to anticipate needs. She said that at the moment, we do have the resources to support this program in its first steps.

Regarding the question about inclusion of humanities, Professor Adams said this is an exciting chance to sculpt courses to support this area. He said that the message from graduate schools is that they want students who have the liberal arts and humanities, which fosters a sense of the person in the midst of these issues.

Leslie Smith asked for clarification about writing courses in the major. She said the proposal looked weighted toward experience, but writing would also be crucial. Professor Lewis said that is on their minds, though not included in the proposal at this step. Professor Velazquez-Torres said that the capstone is a portfolio, and early courses build toward that capstone. That component does involve scaffolded writing throughout the coursework. Professor Cary Sanchez from Counseling said that individual courses involve intensive writing within the course, though the courses are not labeled as writing courses.

This proposal will come back for a second reading at the next meeting.

Professor Peters asked if articulation agreements have to be in place before the major is approved. Killoran said that CUNY will need those agreements to approve the major. There was a question about how this affects UCASC, and Killoran noted that these agreements tend to be fairly technical and are done with department chair and provostial approval. The Office of Undergraduate Studies usually prepares the agreements with consultation with the faculty involved. Professor Sanchez noted that information from CUNY indicated that this major will be of particular interest to the community colleges.

Dean Byrne explained that students admitted to the Justice Academy are automatically admitted to John Jay and get unique advising, unlike other community college transfers. She said she would love to see this degree designed to expand the potential of the Justice Academy to include Social Justice. Ray Patton said the community colleges want that, too.

Courses Subcommittee

Course Revisions

COM & DRA Prerequisite Changes

Kathy Killoran explained this is a revision to a batch of COM & DRA courses, whose prerequisites still reflect the old Gen Ed. These prerequisites are preventing students from enrolling in certain courses. The Courses Subcommittee supported these revisions.

A motion was made and seconded to approve the COM & DRA Prerequisite Changes. The motion was approved with 19 votes in favor and 2 abstentions.

ANT 305 Theory in Anthropology

This prerequisite change follows last year's launch of the Anthropology major. Professor Ed Snajdr said there was a scaffolding issue that was preventing students from entering this course, and the department would like to drop one of the prerequisites and address proper course sequencing through advising, which will allow them to account for students' different rates of progress through the major. Prof. Snajdr projected this would be a temporary fix for a few years.

A motion was made and seconded to approve the changes to ANT 305 Theory in Anthropology. The changes were approved with 21 votes in favor and 1 abstention.

PSY 255 Group Dynamics in Chemical Dependency Cslg (CDC)
PSY 266 Psychology of Alcoholism and Substance Abuse
PSY 268 Therapeutic Interventions in CDC
PSY/CSL 350 Advanced Topics in CDC
PSY 480 Ethical and Professional Issues in CDC

Kathy Killoran said these courses are part of John Jay's Addiction Studies (CASAC - Credentialed Alcoholism and Substance Abuse Counselor) program, which requires students to take a series of courses and combine them with significant fieldwork experience to become certified after taking an examination.

Professor Daniel Yalisove was present to speak for the course. UCASC welcomed Professor Yalisove who is a retired full-time faculty member from the Psychology Department who served on UCASC for many years. He explained that the addiction studies curriculum was created in 1995, and since then a number of changes in the field have taken place. The proposed changes will realign the titles with what is actually going on in the classroom. He wished to emphasize that students who complete the Addiction Studies program are eligible to complete the CASAC-T, which qualifies students for entry-level positions in substance abuse counseling. He said there are always jobs available around this issue, so the certification provides a way for students to go directly into the workplace. He said the students have gotten better and better in the program, and he finds them to be motivated, helpful, hard workers.

He was asked a question about how the program addresses the issue of race in the curriculum. He noted that substance abuse affects people in every part of society, and historically African Americans are under-served. He said that time is spent on specific issues of ethnic subgroups in

the epidemiology part of the course, in PSY 268 in the section on multicultural counseling, and in the ethics course, where there is a section on race and racism.

A motion was made and seconded to take these PSY courses as a slate.

Devin Lee asked about PSY 255 and why five courses were required before and only PSY 101 in the revised version.

Professor Yalisove said that there are state requirements, and he needs to address both academic requirements and state requirements. He felt that PSY 101 is critical. Kathy Killoran cleared up the confusion. The ANT 110, PSY 110, SOC 110 courses are actually one course, just cross-listed between multiple departments.

The motion to take the courses as a slate was approved unanimously with 23 votes in favor.

A motion was made and seconded to approve the slate of courses. The slate of courses was approved unanimously with 23 votes in favor.

Dean Byrne thanked Professor Yalisove.

The meeting adjourned at approximately 11:40 a.m.

Respectfully submitted,
Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
November 18, 2016
9:45 A.M. – 12:00 P.M.
ROOM L.61 NB

1. ***Introductions and Announcements –*** Dean Byrne

2. ***Approval of the minutes of October 21, 2016***

3. ***Old Business***

Academic Standards (2nd reading)
- Proposal to Revise the Policy on Senior Citizens

Programs (2nd reading)
- Proposal for a New BS in Human Service and Community Justice

4. ***New Business***

Program Review Subcommittee
- Self-Study for BA in Forensic Psychology

Programs Subcommittee
- Proposal to Revise the Minor in Fraud Examination

Academic Standards Subcommittee
- Revision of CUNY Justice Academy Second Chance Policy
- Adding Preferred Name Info on Model Syllabus

General Education Subcommittee – Mapping to GE Outcomes only
- ART 103 Italian Renaissance (CE)
- LLS 343 Race and Citizenship in the Americas (JCII)

Courses Subcommittee
1. TOX 3XX Cellular and Molecular Toxicology
2. TOX 4XX Principles of Pharmacological Toxicology
3. AFR 2XX Race and Science (Sci Wld)
4. EDU 3XX Education for Social Change (JCII)
5. PHI 2XX Philosophy of Science (Sci Wld)
6. PHY 2YY Comedy and American Cultural Diversity (US Exp)
7. LIT 1YY Justice Across Literature (JCI)

Attachments:
Agenda for Nov 18, 2016
Minutes of Oct 21, 2016
Proposal to Revise the Policy on Senior Citizens
Proposal for a New BS in Human Service & Community Justice

Self-Study for BS in Forensic Psychology
Proposal to Revise the Fraud Exam Minor
Revision of CUNY Justice Academy Second Chance Policy
Adding Preferred Name Info on Model Syllabus

Courses:
ART 103 Italian Renaissance (CE)
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EDU 3XX Education for Social Change (JCII)
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PHY 2YY Comedy and American Cultural Diversity (US Exp)
LIT 1YY Justice Across Literature (JCI)

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York
UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of November 18, 2016

The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, November 18 at 9:45 a.m. in room L61. Interim Dean Dara Byrne called the meeting to order.

Present: C. Jama Adams, Jasmine Awad, Andrea Balis, Dara Byrne, Bettina Carbonell, Glenn Corbett, Susannah Crowder, Demis Glasford, Heath Grant, Sarah Hammond, Katherine Killoran, Ma'at Lewis, Virginia Moreno, Bettina Murray, Suzanne Oboler, John Pittman, Michael Puls, Maria Julia Rossi, Ellen Sexton, Edward Snajdr, Monika Son, Erin Thompson.

Absent: Carla Barrett, Susan Larkin, Devin Ly, Daniel Matos, Veronica Michel, Chongmin Na, Judy-Lynne Peters, Ian Seda-Irizarry, Leslie Smith, Sandra Swenson.

Guests: Michael Brownstein, Demi Chang, Jonathan Childerley, Jillian Grose-Fifer, Raymond Patton, Katalin Szur, Nancy Velazquez-Torres.

Announcements

Dean Byrne welcomed everyone. Professor Jama Adams wished Professor Nancy Velazquez-Torres Happy Birthday.

Doctor Raymond Patton said it is now possible to look up course equivalencies across CUNY, and he would be sending instructions on how to do it after the meeting. He also gave an update about the activities of the Gen Ed Subcommittee for this year. They are interested in engaging faculty interest and enthusiasm about the new General Education program, encouraging faculty to participate in developing Gen Ed proactively rather than responding to General Education as a top-down mandate.

Dean Byrne had an update about experiential learning opportunities at John Jay. She said we have the ability to track how courses meet standards for experiential learning by using a course attribute in CUNYFirst, and a survey has gone out to identify those courses so that the Registrar can begin designating courses. It is an ongoing process and she will report back when she hears from all the major coordinators. The survey allows departments to identify both courses that are obviously experiential learning and those that need to be evaluated. It is also possible for the Registrar to designate particular sections of courses as ELO each semester, to reflect what a particular professor is doing. That designation doesn't need to apply to every iteration of the course.

Approval of the minutes of October 21, 2016

No corrections were requested.

A motion was made and seconded to approve the minutes of October 21, 2016. The

minutes were adopted with 17 votes in favor and 2 abstentions.

Old Business

Academic Standards (2nd Reading)

Proposal to Revise the Policy on Senior Citizens

Dean Byrne introduced this proposal, which first came before the committee last year. The prior policy at John Jay was not serving the college's needs, partly because it was silent on class participation. There have been incidents of issues with disruptive senior citizens. The revision would provide professors the chance to set participation requirements if they wished.

Professor Adams felt uncomfortable that the new policy as it seems to suggest “you can sit in my class but you can't speak.” Dean Byrne said the policy allows for the professor's discretion, encouraging the professor and the auditor to discuss what participation looks like, which falls in line with CUNY's policies. Professor Adams said that John Jay is a justice college, so we have a special burden to be cognizant of the question of voice. Kathy Killoran said there have been a few cases where unprepared senior citizens auditors disrupted courses. Professor Adams felt that a professor could easily choose not to call on a student, which is an ordinary part of classroom management, but he was troubled by the idea of declaring that a student cannot speak at the beginning of a course as policy.

Professor Bettina Carbonell asked if the senior citizens are counted as part of the maximum enrollment. Dean Byrne said they are. Professor Carbonell was concerned that those students could be taking seats in crowded classes in the first week. Dean Byrne said there had been a lot of discussion about this in her office, and it is something that they are keeping an eye on. At the moment, there are only about ten of these senior citizen students at John Jay, so it has not become a problem and can be monitored on a case by case basis for now.

Professor Glenn Corbett noted a typo in the URL in the second paragraph.

Regarding Professor Adams' point, Professor John Pittman agreed with the idea that the preemptive policy against disruption might not be the best approach. He felt that disciplinary action could be taken afterwards, but did not see the need to guard against it. Professor Suzanne Oboler also agreed and suggested a language tweak in the policy, such as “assignments will be discussed.” In her experience, these students have made positive contributions to the classroom, and she felt that it was counterproductive to develop a rule around a small percentage.
Dean Byrne said she heard the point and asked what concrete changes faculty might suggest for the policy on the table.

Professor Ed Snajdr suggested “the student shall not be disruptive.” Dean Byrne felt that the policy should put agency into the hands of the instructor. The reason the policy is needed is that these students don't get grades, so professors have little leverage with these students.

Professor Andrea Balis said her experience has not been that these students are disruptive, but that they ask for a lot of conferences to work on their papers, which creates another problem, crowding out the time she can spend with traditional students.

Professor Ma'at Lewis suggested changing the language to say that faculty should have a consultation with auditing students at the beginning of the semester to clarify expectations about participation. This language could be less aggressive, but would still require face to face contact about the particular variations of the auditing scenario. Professor Glenn Corbett noted that another major issue has been that students are showing up for courses they are not prepared for, and he thought Professor Lewis's language would create room to address those scenarios as well.

Dean Byrne said they would tweak the language and bring the policy back.

Programs (2nd Reading)

Proposal for a New BS in Human Services and Community Justice

Professor Lewis spoke about the feedback from the last meeting. The proposers have incorporated the curriculum map for their learning outcomes and those of the accrediting body. They also consulted briefly with Public Administration and CASAC (Addiction Studies). More discussion will go on. In addition, they have reviewed the curriculum and constructed the course prerequisites for every course in the core and worked to spot hidden prerequisites in the electives. They have received letters of support, which they have added to the proposal, as well as a draft articulation agreement with Borough of Manhattan Community College.

A motion was made and seconded to approve the Proposal for a New BS in Human Services and Community Justice. The motion was unanimously approved with 19 votes in favor.

The new BS was approved with great enthusiasm. Dean Byrne congratulated the proposers, noting that this was a long time coming.

The agenda was adjusted at this point to accommodate Prof. Cheng who was due at a meeting.

New Business

Course Revisions

TOX 3XX Cellular and Molecular Toxicology
TOX 4XX Principles of Pharmacological Toxicology

Kathy Killoran explained these courses are both for the Toxicology major and could be taken as a slate.

A motion was made and seconded to take these TOX courses as a slate. The motion to take the courses as a slate was approved with 18 votes in favor and 1 abstention.

Professor Adams said the science curriculum has been getting larger and larger, because of the way science functions in our society. He expressed concern about its impact on humanities. He was concern about the curriculum's emphasis on facts and process over philosophical inquiry, which presents science as certain, when it is not. He asked where caution and skepticism could factor into these courses. For example, how do we know what the drugs are doing, when there is an overdose, and other such questions that could add some social component to the course.

Professor Demi Chang said these courses are part of a larger sequence. These courses provide foundational knowledge about toxicology, while deeper issues are discussed in later courses. Professor Adams said it is crucial to make inquiry part of the process early on. Toxicology has serious impact on people's lives. He asked for some nod to skepticism in the course description, under the guise of critical thinking.

Professor Ellen Sexton said that she liked the courses. Professor Adams said he liked the courses also, but remained concerned that the science degree needed to foreground critical thinking. Professor Corbett said his department has had similar conversations, and noted that the larger questions are sometimes located in the program of study if not in individual courses. He asked if Professor Chang could speak to that. Professor Chang said there is not one designated course for the critical thinking, but it is threaded through the courses. For example, in this class, there is a discussion about why one might use cell culture as opposed to animal studies. Furthermore, in the capstone course, critical thinking becomes a key part of the students' work.

Professor Carbonell asked if Professor Adams's point calls for a language adjustment in the course description, or if it calls for a whole unit in the syllabus.

Kathy Killoran noted that this is a first reading. She also pointed out that there are several learning outcomes related to the question: “discuss the issues,” “understand the ethical issues of pharmacological knowledge.” She said there's no reason this couldn't come back for a second reading in December.

Professor Adams said that strengthening the course description would embed those learning outcomes, especially knowing that the course could be passed down to other professors. He also noted that he did think it's good to thread these notions throughout a degree from course to course. He clarified that he is not asking for a own whole unit.

Professor Andrea Balis congratulated Professor Chang on the recent exhibit of student work, which she said contained a great deal of content around justice and was impressive.

Professor Sexton wished to commend the Science Department for creating their toxicology degree. She felt that was a great service to students, as these issues are incredibly important in today's society. She also wished to point out that in "our post-fact society," there is a critical need for education on basic science principals, and the Science Department is addressing this need.

Program Review Subcommittee

Self-Study for BA in Forensic Psychology

Professor Sexton introduced the self-study and the feedback report from the Program Review Subcommittee. She noted that this is the first self-study since the major's last revision, which was significant. The assessment results are generally positive in terms of student achievement and satisfaction. The committee was impressed with variety of opportunities for students to do research with faculty, though they wanted to see more student participation numbers incorporated. The report noted that 15% of students go to graduate school, so they do need a specialized career adviser. The subcommittee particularly liked the supervision, community-building exercises, and aid for adjuncts.

Professor Jillian Grose-Fifer was in attendance to speak for the self-study. She said there are numbers in the self-study on the number of students who enroll, but these were not broken down to particular courses. Dean Byrne said it was a fantastic document.

Kathy Killoran said she was involved in the revision of the major five years ago. In the previous iteration of the psychology major, students didn't get much psychology, so a main goal of the revision was to make it a strong psychology major with a flavor of forensic psychology. The self-study shows that this effort has been successful. She said it was fantastic to see the development over the last five years, and it is a jewel for the students.

Professor Adams said the department is to be complimented for also making gold out of straw, considering the lack of resources at John Jay. He said there is a tension between our ideal standards and what is realistic. He asked what percent of courses are taught in the large lecture format and how much interaction there is with professors. Having teaching assistants does not provide meaningful enough exchange. Where are the small sections where they have more interaction with professors? He drew attention to page 27 of the document, asking if the satisfaction numbers could be correct and what they mean, especially considering the size of the major and the unavailability of the faculty. Kathy Killoran said those numbers are the results of a general survey done outside the department by Institutional Research regarding general student satisfaction with their majors. Since this major is large, they had enough student responses to be meaningful.

Dean Byrne said that question could be directed to Rick Anzeldua and Virginia Moreno.

Professor Lewis asked about the learning goals, pointing to page 48, 3.2., noting that the name of the program for research on human subjects has changed to Human Research Protection Program.

Professor Adams suggested a drawback from large lecture format. He wished to know how many students are participating in lab work. He said that other studies have showed that students of color tend not to be involved in research opportunities with faculty and asked for the self-study to address this question about their own students.

Dean Byrne said that she has been having conversations with Rick Anzeldua about this, and said she has found that it is more difficult than expected to track students by ethnicity, because of the way the databases are set up. She is working with Rick to adjust the architecture of the surveys to be able to sift this data better. She noted that in this document, the department has spoken about how they have been working with students of color to help them get to graduate school and get grants. They have created a committee that works on this and they have three initiatives underway in the department.

A motion was made and seconded to adopt the Self Study for the BA in Forensic Psychology. The self-study was adopted with 17 votes in favor and 2 abstentions.

The agenda was modified again to move to new courses to accommodate the proposer who teaches on Fridays.

Courses Subcommittee

AFR 2XX Race and Science (Sci Wld)

Kathy Killoran introduced the course, which is being proposed for the Gen Ed category of Scientific World. While it is listed as AFR, the course is a collaboration between Professor Adams and Professor Lissette Delgado-Cruzata. Kathy Killoran said the Courses Subcommittee has been working with the proposers on this since the Spring, in particular on the integration of the various units in the course, and the proposers have been responsive.

Professor Patton said the Gen Ed Subcommittee was very excited about the course, which is incredibly relevant to what is going on in the world right now.

Professor Carbonell said it was an excellent course, and she was happy to see that it was being co-taught. She asked how the college's policy on co-teaching was being applied to collaborations outside of ISP.
Professor Adams said they are sharing the workload credit. Professor Adams said they are not happy with this arrangement, and has spoken to a number of administrators. He said it seems

arbitrary to say that ISP gets six workload credits for doing this, while other departments get 3 credits. He said they are offering the course anyway because they care about the students and are passionate about the course.

Professor Lewis noted a small typo in the course description and syllabus. “In-depth discussions” should be “in-depth discussion.”

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

A motion was made to approve AFR 2XX Race and Science (Sci Wld). The course was approved with unanimously with 19 votes in favor.

Programs Subcommittee

Proposal to Revise the Minor in Fraud Examination

Professor Carbonell introduced the proposal, which addresses a needed practical change to enable students to complete the requirements of the minor.

Jasmine Awad was concerned about including ACC 410 as a course choice. She asked what would happen if it could not be offered due to low enrollment, thus preventing students from completing the minor. Kathy Killoran said there is a major in Fraud Examination, and ACC 410 is the capstone for the major. It is a relatively new major, and enrollment is growing. She said we can offer one section at a time, maybe two but it will be regularly offered. Professor Jonathan Childerley said there are two sections and in the summer it is offered for students who need it to graduate. He said the goal of this revision is to provide options to the students to help them earn the minor

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

A motion was made to approve the Proposal to Revise the Minor in Fraud Examination. The proposal was approved unanimously with 19 votes in favor.

Academic Standards Subcommittee

Revision of the CUNY Justice Academy Second Chance Policy

Dean Byrne explained that this revision is needed because last year John Jay expanded the idea of academic forgiveness from just CUNY Justice Academy students to transfer students in general. Now there are two policies in the bulletin with very similar names. There is one for Justice Academy students, and one for the rest of students, but the distinction is not clear to

students. Dean Byrne said that Kate Szur has requested a name change to reflect academic forgiveness for Justice Academy students. By changing the name, Justice Academy students would be able to see which part of the policy applies to them more easily.

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 2 abstentions.

A motion was made to approve the Revision of the CUNY Justice Academy Second Chance Policy. The revision was approved unanimously with 18 votes in favor and 1 abstention.

Adding Preferred Name Info on Model Syllabus

Dean Byrne introduced the proposal, which was initially suggested by Professor Gentile, to address issues around gender identity. This proposal would add language to the model syllabus to alert students about their ability to designate a 'preferred name' in CUNYFirst. This will enable students to be called by their preferred name by faculty and fellow students without an explicit request which some may find uncomfortable. The Academic Standards Subcommittee decided to center the policy on preferred name, making transparent the students' existing ability to change their name within the college's systems. Their official name would persist on their transcripts and diplomas but in other respects, the preferred name would appear such as in email address and class rosters.

Professor Adams expressed confusion about the actual policy, asking if it would mean that students would inform him in writing. On a practical level, he was uncomfortable with the idea that the roster could change without warning him, as it could lead to confusions when grading.

Kathy Killoran said CUNYFirst has fields for Legal Name and Preferred Name. Students have control over the Preferred Name field. Students are identified in CF by their unique CUNYFirst identifying number, which should eliminate any confusion for the professor. Professor Adams asked what the grade sheet would look like. Dean Byrne said that the preferred name would be on the grade sheet. Professor Corbett said that he had a student with this, for whom both names appeared on his roster.

Dean Byrne said the main issue at stake here is what the students want to be called in the classroom. The goal of this policy is to put language on the syllabus to make it clear to students that they control the "preferred name" field. If included in the model syllabus, the college would not be leaving it up to professors to make individual overtures. This would be another step towards diversity and inclusion. She said this is already happening and the policy is in the bulletin and possible in the technology, but students may not be aware, so this proposal would embed it in the model syllabus.

Professor Son said it was an excellent policy, and asked if we know how often students change their preferred name. Do we know if students are aware now of this ability? Dean Byrne said she did not have numbers. This policy would help to encourage students to notify professors when they make that change.

Professor Ed Snajdr echoed Professor Adams' question. Dean Byrne said that both the legal name and the preferred name will appear on roster. When she has encountered this in her classroom, she has simply asked the students "I see two names here, which do you want me to use in the classroom?" Professor Corbett said the issue is that the roster does not indicate which is the preferred name and which is the legal name, so it is up to the professor to clarify with the student which is which. Kathy Killoran said she would ask the Registrar if there is a way to make those categories more clear. If it is not available now in the system, we can ask CUNY about that.

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 1 abstention.

A motion was made to approve the policy Adding Preferred Name Info on Model Syllabus. The policy was approved unanimously with 18 votes in favor.

General Education Subcommittee

ART 103 Italian Renaissance (CE)
LLS 343 Race and Citizenship in the Americas (JCII)

Professor Patton said these courses already exist and are just being mapped to the Gen Ed learning outcomes. He said the Subcommittee though them a good fit into the proposed categories. There was some tweaking of the learning outcomes and what is actually being done from week to week, but the changes are minor. Kathy Killoran said that these courses should be handled like course revisions, which go directly to a vote without suspending the second reading. Kathy clarified that nothing about the courses is changing, and the learning outcomes are simply being mapped to show that they do in fact match Gen Ed learning outcomes.

A motion was made to handle the courses as a slate. The motion was approved with 17 votes in favor and 2 abstentions.

A motion was made to approve the mapping of ART 103 and LLS 343. The mapping of ART 103 and LLS 343 was approved unanimously with 19 votes in favor.

Courses Subcommittee

EDU 3XX Education for Social Change (JCII)

Kathy Killoran introduced the course. Professor Balis complimented the course for its incredible engagement with justice ideas. Dean Byrne noted that the SEEK Department is addressing a serious need by adding to the layering of offerings for its very large student body, and helping students to engage with education as social justice, and this is essential for retention in the program. She is very excited about adding courses to the department that will further students' journeys through the upper level. SEEK students have shown outstanding progress over the past five years in terms of retention.

A motion was made to waive the second reading of EDU 3XX Education for Social Change (JCII). The motion was approved with 17 votes in favor and 2 abstentions.

A motion was made to approve EDU 3XX Education for Social Change (JCII). The course was unanimously approved with 19 votes in favor.

PHI 2XX Philosophy of Science (Sci Wld)

Professor Michael Brownstein was at the meeting to represent the course. This course is being added to the Scientific World category of Gen Ed. Professor Sexton noted that Professor Brownstein had added learning outcomes to each week of the course, to help students understand what they're meant to be getting out of the course. She said as a librarian, she found it to be an excellent information literacy course.

Professor Balis said this was an important course and it was clear that the college needs this course. Professor Patton said the Gen Ed Subcommittee agreed. Dean Byrne said she would love to see lots and lots of students taking this class.

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, 1 opposed, and 1 abstention.

A motion was then made and seconded to approve PHI 2XX Philosophy of Science. The course was approved unanimously with 19 votes in favor.

PHY 2YY Comedy and American Cultural Diversity

Kathy Killoran introduced this course, also from Professor Brownstein, and said she hoped this course draws students into philosophy. It will be a strong addition to the 200-overlay course possibilities. She said it is constructed in a way that is very meaningful for students to engage with the issues of diversity. Professor Patton said the Gen Ed subcommittee appreciated Professor Brownstein's efforts to expand into other disciplines to bring other activities into the class.

Professor Adams asked if Richard Pryor would be part of the course. Professor Brownstein said week 7 focuses on history, and Richard Pryor is part of that week. Dean Byrne said the Watkins book brings that in via discussion of the tradition.

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, 1 opposed, and 1 abstention.

A motion was then made and seconded to approve PHY 2YY Comedy and American Cultural Diversity. The course was approved unanimously with 19 votes in favor.

LIT 1YY Justice Across Literature (JCI)

Kathy Killoran introduced the course. Professor Carbonell said this course was developed for the College Option justice core, Justice and the Individual. The Courses Subcommittee was excited to see that students would be reading a variety of shorter selections from a variety of genres and particularly excited by the use of the J Journal in the course. Professor Patton said that the course is a great fit for Gen Ed.

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 2 abstentions.

A motion was made to approve PHY 2YY Comedy and American Cultural Diversity. The course was approved unanimously with 19 votes in favor.

The meeting adjourned at approximately 11:33 a.m.

Respectfully submitted,
Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
December 16, 2016
9:45 A.M. – 12:00 P.M.
ROOM L.61 NB

1. ***Introductions and Announcements –*** Dean Byrne

   Reminder! BlackBoard down 12/27 & 28

2. ***Approval of the minutes of November 18, 2016***

3. ***Old Business***

Academic Standards (3rd reading)
- Proposal to Revise the Policy on Senior Citizens

New Courses (2nd reading)
- TOX 3XX Cellular and Molecular Toxicology
- TOX 4XX Principles of Pharmacological Toxicology

4. ***New Business***

Programs Subcommittee
- Proposal to Revise the BA in Forensic Psychology (prereq only)
- Proposal to Revise the BA in Humanities and Justice
- Proposal to Revise the BS in Criminal Justice (Institutional Theory & Practice)

Courses Subcommittee

New Course
- TOX 3YY Clinical Toxicology

Course Revisions
- CJBS Courses Bulk Prerequisite Changes
- HJS 250 Justice in the Western Tradition

General Education Subcommittee
- Gen Ed Assessment Report, Recommendations and Faculty Survey – for discussion
- Learning Outcomes for Undergraduate Education at John Jay College

Academic Standards Subcommittee
- Proposal to Add the A+ Grade to John Jay's Grading Table
- Proposal to Revise the Grade Appeal Policy

Attachments:
Agenda for Dec 16, 2016

Minutes of Nov 18, 2016
Gen Ed Assessment Report & Recommendations
Gen Ed Faculty Survey Results
Learning Outcomes for Undergraduate Education at JJ
Revision of the BA in Forensic Psychology
Revision of the BA in Humanities and Justice
Revision of the BS in Criminal Justice
Proposal to Revise the Policy on Senior Citizens
Proposal to Add the A+ Grade to John Jay's Grading Table
Proposal to Revise the Grade Appeal Policy
Courses:
TOX 3YY Clinical Toxicology
TOX 3XX Cellular and Molecular Toxicology
TOX 4XX Principles of Pharmacological Toxicology
CJBS Courses Bulk Prerequisite Changes
HJS 250 Justice in the Western Tradition

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York
UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of December 16, 2016

The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, December 16 at 9:45 a.m. in room L61. Interim Dean Dara Byrne called the meeting to order.

Present: C. Jama Adams, Jasmine Awad, Andrea Balis, Carla Barrett, Dara Byrne, Bettina Carbonell, James Cauthen, Glenn Corbett, Demis Glasford, Heath Grant, Sarah Hammond, Katherine Killoran, Susan Larkin, Ma'at Lewis, Devin Ly, Daniel Matos, Bettina Murray, Chongmin Na, Suzanne Oboler, Judy-Lynne Peters, Michael Puls, Maria Julia Rossi, Ellen Sexton, Edward Snajdr, Monika Son, Sandra Swenson, Erin Thompson.

Absent: Susannah Crowder, Virginia Moreno, John Pittman, Ian Seda-Irizarry, Leslie Smith.

Guests: Raymond Patton, Ric Curtis, Douglas Boettner.

Announcements

Dean Byrne announced that Blackboard is going to be down for a few days in late December, so the grading deadline has been extended into January.

Approval of the minutes of November 18, 2016

Professor Ellen Sexton noted an incorrect word on page 5, line 5. The word "dis-service" should be changed to "service." Jasmine Awad noted that the month of the previous meeting's minutes was incorrectly listed as September.

Ray Patton noted that he is not a teaching professor, and it would be more appropriate to refer to him as Dr. Patton.

A motion was made and seconded to approve the minutes of November 18, 2016 with these changes. The minutes were adopted with 17 votes in favor and 2 abstentions.

Old Business

Academic Standards (3rd Reading)

Proposal to Revise the Policy on Senior Citizens

Dean Byrne discussed the changes in the proposal, including an added line about participation. Kathy Killoran said that this will not be able to go to college council until February, so the effective date has been changed to the Fall semester.

There were a few questions about the difference between senior citizens and other auditors, and also about particular language choices in the proposal. CUNY only allows senior citizens to be auditors. Dean Byrne said that the language is meant to enable the professor to establish the classroom culture. There were also questions about grading, to which Daniel Matos responded that the class roster will show that the senior citizen is an auditor.

A motion was made and seconded to approve the Proposal to Revise the Policy on Senior Citizens. The proposal was approved with 18 votes in favor and 1 abstention.

New Courses (2nd Reading)

TOX 3XX Cellular and Molecular Toxicology
TOX 4XX Principles of Pharmacological Toxicology

Professor Cheng described her revisions, including updates to the assignments, learning outcomes and class calendar. Professor Adams asked if it would be possible to slip the word "ethical" into the course descriptions. He felt this was important because the course description creates parameters for all future instructors.

A motion was made and seconded to approve TOX 3XX and TOX 4XX as a slate. The motion was unanimously approved with 21 votes in favor.

A friendly amendment was made to include the word "ethical" in the course descriptions, which would reflect the adjustment in the assignments. Professor Cheng was amenable to the amendment.

A motion was made and seconded to approve the two TOX courses with the friendly amendment. The two courses were unanimously approved with 21 votes in favor.

New Course

TOX 3YY Clinical Toxicology

The agenda was adjusted to consider the new course at this point because Professor Cheng was present. Kathy Killoran introduced this course, which will be an elective in the toxicology major.

Regarding language in the proposal, Professor Adams felt that "uncertainty" is not a special problem, but is inherent to any line of inquiry. Professor Cheng said that uncertainty is a particular concern in the area of Toxicology studies. Kathy Killoran suggested the language be

tweaked to read “and common problems such as uncertainty,” rather than “and special problems, such as uncertainty.” Prof. Cheng accepted this suggestion.

A motion was made and seconded to waive the second reading. The motion to waive the second reading was approved with 19 votes in favor and 3 abstentions.

A motion was made and seconded to approve TOX 3YY Clinical Toxicology with the above change. The course was approved unanimously with 22 votes in favor.

New Business

Programs Subcommittee

Proposal to Revise the BA in Forensic Psychology (prereq only)

Dean Byrne said the three major revisions on the table are all needed to address the new requirements from CUNY in the Rabinowitz memo of making the prerequisite courses for majors explicit.

Kathy Killoran said these majors are going through in an expedited process because they do not require substantive changes. They are just conforming to the request of the Vice Chancellor. For these majors, the total number of credits is not changing, but the bulletin and website will make the prerequisite requirements more obvious to students. Professor Demis Glasford said no changes had been made to the major aside from making prerequisites explicit, as Killoran had said.

A motion was made and seconded to approve the Revision to the BA in Forensic Psychology. The major revision was unanimously approved with 22 votes in favor.

Proposal to Revise the BS in Criminal Justice (Institutional Theory & Practice)

Professor Heath Grant said this change will make all prerequisites explicit, as with the above proposal. Otherwise, there is no substantial change to this major.

A motion was made and seconded to approve the Revision to the BS in Criminal Justice. The major revision was unanimously approved with 22 votes in favor.

The third major revision was tabled until later in the meeting because Professor Park had not yet arrived.

Course Revisions

CJBS Courses Bulk Prerequisite Changes

Kathy Killoran explained this technique has been used in the past to make changes to groups of courses. In 2012, the CJBS major changed their required police course from PSC 201 to PSC 101. As a result, they changed a number of course prerequisites. However, the courses included today were not modified accordingly. This means these courses have different prerequisites than the major's required courses making it difficult for students to take these courses without getting special permission. Speaking for the department, Professor Ric Curtis said his inbox has been flooded with requests for permissions, so it is critical to align these courses with the major.

A motion was made and seconded to approve the CJBS Bulk Prerequisite Changes. The bulk changes were unanimously approved with 23 votes in favor.

General Education Subcommittee

General Education Assessment Report Recommendations and Faculty Survey - for discussion

Dr. Patton introduced the report, which was generated by Professor Andrew Sidman, who could not attend this meeting. The report looked at various pathways as well as the broader question of how critical skills are developing across the curriculum. Professor Sandra Swenson elaborated on the thinking behind the assessment, explaining that they had used the AAC&U Value Rubrics in assessing gen ed skills.

The Gen Ed Subcommittee also did an e-mail survey of faculty teaching in the program. Faculty reported their concern that skills introduced in early courses were not being improved or developed in later courses. As a result, faculty have questions about the impact Gen Ed has had on the college's ability to structure these core skills. There was also concern about the amount of adjunct faculty teaching Gen Ed courses. Professor Judy-Lynne Peters said that the more the committee has delved into this, the more she has been impressed by how little we know about what goes on in the classroom. She said the faculty survey was a great start, but there is a lot more to learn. She was interested in potentially surveying students to see what they have learned.

Professor Andrea Balis spoke of the vote on John Jay's new Gen Ed four years ago, before it was mandated by CUNY. She said one benefit they discussed at the time was the ability to revise and adjust it. Four years ago, the Gen Ed had not been changed in 30 years. In adopting the changes, the faculty felt it would be crucial to have a continuous process of assessment and realignment. This process has illuminated the critical need for constant re-evaluation, both for efficacy and for general principles.

Professor Adams commended the subcommittee for their work, which has raised a lot of fruitful questions. One thing he took away from the report is the need to get rid of the myth that John Jay students complete a degree in four years. Faculty are seeing a growing tension between critical thinking and content, and while a small group of very bright students can complete the degree in four years, the majority take longer. He asked for more studies of pragmatic elements of the student experience like how much time students spend on campus and how they obtain financial resources to pay for fifth and sixth years. He asked if we could identify those who may be on a five-year trajectory early enough to try to help them prepare for that track. Professor Peters said that transfer students also complicate this four-year question.

Daniel Matos spoke about financial aid. He discussed some of the available federal grants. He said transfer students are especially vulnerable, because they may use up a lot of financial aid at community colleges. Often those students run out of NYS TAP at the senior year, and while they may still have Pell, it tends not to cover the full amount of the final year. Many of them get loans or develop a payment plan. Many students graduate still owing money. He said right now there are 2,900 students on a bursar-hold because they owe money for a prior or current term. The data shows that this is a CUNY-wide problem. The Bursar-hold is the only hold that is a universal hold, preventing registration across CUNY.

Kathy Killoran said we have a lot of students who Stop Out because they need to take a semester off to work to pay tuition for the following semester. This creates churn and uncertainty in the student body, especially because degree requirements change periodically. She said the college could offer more targeted workshops about "how to finish your degree."

Dean Byrne said that Academic Affairs is getting more involved in the financial literacy conversation and working to integrate it with existing parts of the academic journey, such as open house, registration, and virtual tools. The AVP of Finance is working to layer info into stages of the academic season, so the messaging can reach students earlier. As of last week, 5,800 students have not yet registered for spring, and these students are across the board, regardless of academic standing. There seems to be a tendency among students not to act on registration until the very end. The habit is to try to pay off the bill when all the money is gathered, as opposed to making payments incrementally through the semester. Dean Byrne said it is difficult to identify which students are in risky financial situations, but the academic side cannot afford to stay out of this conversation because the academic picture is very much affected by student decision-making in this area. Furthermore, the faculty are the ones who are the most in-the-know about student experiences. Many students are in a strangle-hold when it comes to poverty and resource-needs, and transfer students have very little understanding of what they are facing. She said we are rethinking the impact of structural poverty on academic goals.

Professor Suzanne Oboler said students at her previous institutions also waited to register until the final two weeks. Dean Byrne said it is important to suss out which students are simply registering late and which students are in genuine trouble.

Professor Peters discussed her own advising in the graduate program and how they are using Blackboard to inform students about financial info. She said it has been useful to tap them early on, or give them a way to access the information on their own along the way.

Professor Adams said it is important to apply an ethical component to financial advising, and to cultivate a virtuous, proactive tone rather than a capitalistic attitude. He referenced a video that the College requires students to watch with concern that it presents an attitude that the college just wants its money back. Dean Byrne noted that there are actually certain regulations and limitations in place about what the financial aid advisors can do. For example, they may not offer advice about particular interest rates. While there is certain information the officer can provide, they cannot make loan decisions for the students. The college wants to be proactive and help students become more financially literate. Further complicating this, Dean Byrne said there is a large population of undocumented students at John Jay who are paying completely on their own.

Regarding the video that students are required to watch, Daniel Matos explained the history of that requirement. He said that a few years ago students did not understand that Stafford Loans had to be paid back, so a video is now required to help them understand that. He said counselors tell him that they do everything they can to discourage the student from taking the loan and they try to make sure the student has exhausted all other options. They also discuss the credit limit, and attempt to discourage students from using the maximum amount in one semester, to allow for longer-term use. In terms of late registration, he said some students wait to see their grades before registering, while others are trying to put off getting billed. The university establishes payment due dates for all of the colleges, and that is pinned to the date the student registers.

Dean Byrne said she had pulled the data to see how many students were repaying loans at John Jay, and found that surprisingly few were taking loans. It seemed that at John Jay students are working to pay the tuition.

Professor Andrea Balis said that SEEK offers very good financial literacy information. Dean Byrne said she is having meetings with groups like SEEK and other campus social workers since many of them come from a training background that works in poverty reduction. Professor Monika Son said the summer program at SEEK already addresses some of the Gen Ed Assessment's recommendations including financial literacy, learning to be critical thinkers, transitioning from high school to college, and expectations (like communicating with professors). She wanted to echo Professor Peters' point about how little we know about our students. She said that SEEK offers academic support in connection with particular courses, which is then reinforced by the professor, who stresses the importance of academic support. The impact of these courses has been great, and students have shown improvement from beginning to end of semester.

Professor Son asked if the Gen Ed committee looked at the Justice core component. Dr. Patton said this area was in need of assessment. There is an amazing amount of agreement among faculty that critical thinking skills are important, but there is disagreement about where and how that learning needs to happen. He said the Justice core is a key place to start.

Professor Maria Julia Rossi asked what role Spanish language courses play in the gen ed. At John Jay, where so many students are Hispanic, Spanish is something that could be used to enhance critical thinking. Dr. Patton said the technical answer is that it would depend on the course number and the guidelines that are already in place for different level courses. But he said modern language courses are already in the Gen Ed but this is a conversation that should continue.

Professor Adams said many of our students' challenges originate outside the institution and asked if there is a committee that deals with those sort of things. He felt those factors profoundly impact admissions and must be part of this Gen Ed analysis. Dean Byrne responded that those factors have to be part of how we think of this institution in terms of our business, our support services, responses to students' help-seeking behaviors or lack of help-seeking behaviors. She said she was not sure that John Jay fully serves the students that we admit. We need to learn more about the students that we have and think about how the services on campus can be maximized to serve these students. She said this does fall into faculty hands and discussion of curriculum and curricular learning goals, as we assess and revise.

Professor Adams agreed with the spirit of this comment, but said the boundaries are blurring. It is not realistic either for faculty to shut out the financial question or for the problem to be placed entirely on the shoulders of the faculty. He said we cannot get through Gen Ed the way we want to if the students do not have the ability to manage their finances. Dean Byrne said the work here does involve pulling together the various bodies that need to answer these questions.

Kathy Killoran said there are a lot of assumptions. She said we can control the Gen Ed inputs and we can measure the outputs, but we don't know much about what happens in the actual classrooms. We can look at various assignments and syllabi and improve how students are taught skills and progress on them over time. We should also look at how majors do the same. The assessment says students start out okay but are not making it to the secondary level of skills development adequately. She said we can assess these questions in majors as well to see how they are building upon the Gen Ed.

Professor Carla Barrett wanted to echo Kathy Killoran's comment. She said that UCASC needs to work on faculty learning as much as student learning. She was most concerned about the lack of attention given to good teaching. Beyond learning outcomes, she asked for more analysis and reward of good teaching. She said when her students are not learning something; her approach is to ask "what are we not teaching them." She also said that finding more ways to get students to write is critical, noting that they learn writing by doing it, rather than by prepping for exams.

Regarding writing, Professor Oboler said that transfer students in her 300-level classes have sharply different writing abilities. She said they do not understand basic principles like how to quote and have no understanding of the concept of plagiarism. This has worsened in recent years, and she is not able to devote enough class time to basic skills in addition to regular course content. Dr. Patton said that the 300-level courses are an area of focus for this and he is putting together a group of 300-level justice core faculty to discuss this.

Professor Peters said the assessment report includes a copy of college-wide learning objectives because faculty often have an expectation that somebody else is going to teach students particular steps or skills. The reality is that the skills we value need to be delivered throughout the curriculum. She said it is critical to see reinforcement when a student leaves Gen Ed and moves into the major. Dr. Patton said the document includes learning outcomes to reaffirm the goal and shared values here. Dean Byrne commended the community-building that is taking off around Gen Ed.

Dr. Ma'at Lewis wanted to echo the sentiment about faculty learning goals. She said she would love to see more accountability for professors who are not teaching adequately. Professor Peters said professors need to push that effort in their own departments. Professor Lewis said that is unlikely to happen without a larger push from higher up. Professor Adams said he hopes that the new President brings a forceful discussion on teaching.

Professor Adams asked if the agenda could be reworked next semester so an entire meeting could be devoted to this discussion. He said he had picked up good information in this discussion, and felt it deserved more time. Professor Balis agreed that we need this conversation more than once. Dean Byrne said she would talk to Kathy Killoran about how to accommodate this.

Programs Subcommittee

Proposal to Revise the BA in Humanities and Justice

This is the third of today's revisions to address the major making prerequisites explicit. Professor Bettina Carbonell said that upon review of its curriculum, this major found that the prerequisites for the Humanities and Justice major are not working well under the new Gen Ed program. This revision will eliminate the prerequisite courses. The proposal also removes a section of social science courses that are longer serve student needs, making room for more electives. The result is that the overall number of credits has not changed but the major exclusively focuses on humanities approaches to justice.

Kathy Killoran noted that there are some inconsistencies between the memo and the bulletin listing of the elective courses but she would make sure the lists are correct for the College Council. Professor Park said this proposal has streamlined the program.

A motion was made and seconded to approve the Revision of the BA in Humanities and Justice. The revision was approved unanimously with 24 votes in favor.

Course Revisions

HJS 250 Justice in the Western Tradition

This course revision will put into effect the major revision that was just discussed. The change will clarify the new course prerequisites. It was noted that there is a typo involving the ENG composition course, and the revised prerequisite is just ENG 201. Professor Adams asked if a co-requisite would be worthwhile here. Kathy Killoran said that co-requisites are rarely used because they are difficult to implement in CUNYFirst. The system links co-requisites so students can not drop one without the other. This makes it problematic for students and their financial aid restrictions with satisfactory academic progress.

A motion was made and seconded to approve the changes to HJS 250 Justice in the Western Tradition. The revision was approved unanimously with 24 votes in favor.

Academic Standards Subcommittee

Proposal to Add the A+ Grade to John Jay's Grading Table

Dean Byrne introduced the proposal which has been brought forward by student rep, Jasmine Awad. Ms. Awad introduced the proposal, explaining that it was passed by UCASC in 2010, but it did not pass at College Council where some student reps did not vote for the proposal. She said that the student reps on College Council are in favor of the proposal this time. Their concern in 2010 was that introducing the A+ would make past grades seem less exceptional, but that issue has been addressed in the new proposal. She said the A+ will be a tremendous advantage to students applying to law and other graduate schools. Professor Adams complimented Ms. Awad's eloquence.

Dean Byrne said the Standards Subcommittee had discussed the fact that a number of colleges have moved away from A+. Of particular concern is the bias that an A+ gives to the sciences, where tests are more likely to have right or wrong answers. In the humanities, grades tend to be more subjective. A score of 100% is more possible with an exam than with a paper or an oral presentation. She cited an article from Columbia University that drew attention to this bias. Ms. Awad said that concern is mainly about the valedictorian and other graduation honors. Shye pointed out, however in this proposal, the A+ grade would not affect the GPA so it would not provide an advantage in those honor races.

Professor Oboler asked if our students are currently at a disadvantage without the A+. Ms. Awad said they are because John Jay students applying to law school are competing against other students from schools that do have the A+ option. Someone noted though that Law schools transfer the A+ and but adjust their admissions metrics for it.

Professor Balis was concerned about Dean Byrne's point and also about grade appeals. She said there is a lot of discomfort with subjectivity in the Humanities. To her, an A+ should be “extraordinary,” and one person's extraordinary might be another person's "very good." She worried about the impact on humanities students, who might try to race to please the professor simply to score points.

Daniel Matos pointed out that not all graduate schools recalculate the A+ or reset the value to 4.3. Even among CUNY schools, there is a belief that there is too much grade inflation. He said that some graduate programs already have special calculations for applicants from CUNY schools to factor in F's in order to get what they consider to be an "accurate GPA addressing CUNY's F grade replacement policy. He said this issue is consistently talked about within CUNY graduate and doctoral programs.

Regarding the apparent bias by discipline, Professor Adams said that even in the sciences, there should be attention to process and reasoning at the higher levels. Dean Byrne said that nonetheless, article from Columbia showed that there is a bias in certain courses in those fields. The students who would get valedictorian or honors came from those disciplines where the lion's share of their courses were based on right or wrong answers, as opposed to fields where professors grade papers. She said that the A+ is not widely in favor anymore, and many schools, including Columbia, have been removing it.

Professor Bettina Murray said she felt that graduate schools and other programs look at grades with an understanding of how our institution approaches grading. She was concerned about the emotional aspect of a student trying desperately all semester to please her to get an A+.

Professor James Cauthen said in his 20 years at the college, he has had a handful of students who have gotten a 98. He felt an A+ would promote grade inflation. He said that graduate schools do have more than a single GPA. They break it down by various metrics. He asked if the subcommittee talked to any graduate admissions counselors to see how they actually view this and if it would truly give our students an advantage. He also asked if adding an A+ devalues the lower values that students get. Ms. Awad addressed his questions, noting that though all law schools may not convert GPAs, it is unfair to penalize our students who may be applying to the law schools that do factor in A+ conversion. In terms of the humanities, she said that an A encompasses a large span of points, from 93-100, so breaking down the top 98-100 seems warranted. In terms of the concern that students would try too hard to please faculty, Awad said it would be a great thing if the A+ option encourages students to do more work.

A motion was made and seconded to approve the Proposal to Add the A+ Grade to John Jay's Grading Table. The Proposal was <u>not</u> approved with 14 votes in favor, 5 opposed, and 4 abstentions.

Dean Byrne said she would meet with Ms. Awad and the Student Council to talk about this.

Proposal to Revise the Grade Appeal Policy

Dean Byrne said this proposal is necessary because it has become clear that students are not clear on the steps of the grade appeal process or the role of the Dean. Students are also unclear about the deadline and about whether they must speak with professor before they submit an appeal. Currently, the deadline to file an appeal is 25 calendar days into the semester, but the language in the bulletin seems to suggest that students must speak with their professor first.

That is not a requirement, so the language in the proposal has been adjusted to make clear that the 25-day deadline is absolute and that interaction with the professor is optional.

Regarding the chain of appeals, students may not further appeal the departmental committee's decision. In standard procedure, if a department committee determines that a student's grade is incorrect, they may recommend that the professor change it, but the professor is not required to make the change. If, in egregious circumstances, the committee feels that the professor should have made the change but did not, then that committee can refer the appeal to the College-wide Grade Appeals Committee. While the faculty have this option to appeal, the student does not. The Dean has no role to intervene with a grade appeal based on a student need. The language in the policy has been revised to make clear to students that the departmental grade appeal committee is their final option.

Ms. Awad said the Vice-President of Student Council has a committee charged with finding students to sit on various committees around the college. However, there is no student on the College-wide Grade Appeals Committee, and the document states that it is a faculty-only committee. Kathy Killoran said that this was the language when the revision was drawn up and she was not aware of a history of students on this committee.

Professor Glenn Corbett said the policy on grade appeals was created a few years ago mainly to provide a standard timeline. This was because departments were not working on any kind of timeline, and appeals were sometimes taking too long. The college-wide committee was created as a stop-gap, in case departments fail to act on their duties. Professor Corbett said he has been sitting on the college-wide committee, and they have only needed to meet a few times in the last few years. He took this to mean that the process is working at the departmental level.

Dean Byrne said that it seems to be working well at the departmental level. The appeal process has been developed to line up with the timeline of the semester and registration, so that it requires action from a department within one semester. The main clarification in the current revision is that the appeals process happens in the department. The revision also clarifies that cross-listed courses should be handled by the home department of the professor teaching the course.

Professor Erin Thompson said there are a lot of stories from students about professors who have disappeared. She suggested adding language like, “communication with the professor is not required; however students are encouraged to communicate with professors.”

Kathy Killoran said in her interactions with students, she has seen incomplete grades create problems with the 25-day timeline. For example, if a student has 3 weeks to finish an incomplete, and then the professor has the whole semester to complete grade, it is not clear at what point the student's window for an appeal has lapsed. Is it based on when the student took the course, or when the professor delivered the grade? She said departments have refused to hear appeals when they are filed late in a semester, which she felt was unfair to students. Procedurally, she also noted that this revision cannot go to college council until Spring, so the

changes will not become effective until the Fall. Since this is an official policy, it will go into the next bulletin. She asked if the revision could make more clear that only egregious cases can go to the college-wide committee by adding a declarative sentence that students may not bring an appeal to the college-wide committee. She suggested adding the word “departmental” into the existing declarative sentence. Dean Byrne agreed.
Professor Lewis asked for clarification about the Incomplete question. Kathy Killoran said there is an issue about the difference between when the course is complete and when the grade is filed. At what point does the 25-day timeline kick in? She felt the timeline should start when the grade is filed. The room agreed that that sounded fair, but there was discussion about where to put this language. Dean Byrne said such language may be needed, but not in this policy. She said that clarification belongs in the policy about Incomplete grades.

Professor Carbonell said it was not clear how the department monitors what the professor does with the grade. Others said the chair is present. Is the chair tracking the result of the committee's findings?

Professor Cauthen said his department has a number of internal procedures under the existing policy because the way the policy is worded leaves a lot of holes for departments. While the policy has a great deal of flexibility, he was not sure if that was intended. For example, there is nothing about whether the student has to appear before the committee or submission of evidence. In his department, they set up their own internal policies to provide guidelines to students. There was also no direction about substance, so his department decided not to review substance, but only to review policy and fairness. He said he had found that other departments' methods varied, and asked if that was fair to students. In his department, they have developed written policies that they share with students when an appeal is filed. Kathy Killoran said there is wide variety across departments. Some departments do not understand the policy itself, some treat it autocratically, some have developed policies, and others fall in between along that spectrum.

Dean Byrne said that the end result of the appeal still rests on the professor who gave the grade. While departments can recommend a grade change, they cannot enforce it, and that is as strong as this policy gets. It does not enable the college to change a professor's grade, although students may believe otherwise. Professor Cauthen noted that in his department, professors very rarely changed the grade after the appeal process. Dean Byrne said that is how these appeals wind up in her office. Students assume that the Dean can then change their grade. The policy should clarify that the best result a student can expect from an appeal is a “recommendation to the faculty member.” Accordingly, she advised against including more granular detail in the bulletin.

Professor Rossi asked if students have any guidelines about how to present a case. She said in her department, students are often unable to defend their appeal. Her committee could see there was something wrong, but the student simply could not make a case. Dean Byrne said that is probably why Professor Cauthen’ s department built policies of their own.

Professor Corbett said the original intention of the document was meant to create a procedure with a process and a timeline, but not to legislate minutiae. He said the college-wide grade-appeal committee is a standing committee that meets every year, and they can develop policies in that body. It may not need to be done here at UCASC. He noted that sometimes there are severe faculty issues (mental, emotional, absence), and those are the appeals that the departments usually take to the dean.

Professor Son said she agreed that the bulletin may not need more particular detail for students, but she wondered what would be the appropriate venue to share policies among departments. Kathy Killoran said that the section on departmental committees could state that departments should have written policies. It could also say these policies should be visible on their website. She said the overall policy was discussed at the Council of Chairs' meeting last year, mainly because of discomfort around the particular issues (like whether or not a student deserves a hearing), and there is wide variety across departments. In the end, the Council decided the policy was fine. However, some departments leave it entirely up to the Chair, which is actually not in keeping with the policy.

Dean Byrne said Standards can take a look at best practices around the campus and provide an overview of how good policies have evolved.

Kathy Killoran said that use of the attendance policy has added another wrinkle to the appeal process. Often, faculty factor attendance into the grade in two ways - first, as part of the grade, and also as automatic failure if students miss a certain amount of classes. Accordingly, she said she would like to bring the college's stance on attendance to UCASC next semester. Dean Byrne said that the Provost has brought that issue up as well. The college does not have a standard policy that says a student fails after four absences, though professors often include such a measure on the syllabus. Dean Byrne said many appeals cases involve misunderstanding about participation and attendance.

Professor Sexton asked if the policy should convey to students that appeals are rarely successful. The room felt that would not be necessary. Professor Rossi said in her experience, students are unsuccessful because they have a poor presentation of their cases and only state the grade was unfair. She felt a checklist for students would be very helpful. Professor Oboler suggested that students should have an advocate, either at the departmental level or a peer.

Professor Corbett said it may not be in the jurisdiction of this body to tell departments what to do. He felt that this comes down to how departments are run. UCASC jurisdiction probably ends with process and timeline. Professor Lewis said she did not feel that UCASC should tell departments what to do, but awareness could be raised for the departments that are outliers.

Daniel Matos said the grade appeal form actually does give students some recommendations about what types of evidence they should provide. The form recommends that students should have their final exam, graded assignments, a personal statement, and other items. Despite that guidance, students often provide nothing but the form. Secondly, regarding the attendance

issue, he said there is an active case now in which a student failed because of attendance, and now that student has involved a lawyer. The lawyer wanted copy of the attendance logs proving the student was out, clarification of what it means when CUNY said it is a "non-attendance-taking institution," and information about what other professors are doing.

Dean Byrne said she would bring this item back with changes after consulting with the Academic Standards Subcommittee again.

The meeting was adjourned by acclamation at 11:30 am.

Respectfully submitted,
Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
February 3, 2017
9:45 A.M. – 12:00 P.M.
ROOM L.61 NB

1. ***Introductions and Announcements –*** Dean Byrne

2. ***Approval of the minutes of December 16, 2016***

3. ***New Business***

Attendance Policies and Grades – Daniel Matos, Registrar

Programs Subcommittee

- Proposal to Revise the BS in Computer Science and Information Security (Prerequisites)
- Proposal to Revise the BA in Criminology (Prerequisites)
- Proposal to Revise the BA in Sociology (Prerequisites)

Courses Subcommittee

Course Revisions

- CSL 210 Peer Counseling Training
- AFR 227 Introduction to Community-based Approaches to Justice
- AFR Bulk Prerequisite Changes

Student Retention Discussion – Dean Byrne

Attachments:
Agenda for Feb 3, 2017
Minutes of Dec 16, 2016
CUNY Grading Memo – Dec 2016
Proposal to Revise the BS in Computer Science & Information Security
Proposal to Revise the BA in Criminology
Proposal to Revise the BA in Sociology
CSL 210 Peer Counseling Training
AFR 227 Intro to Com-based Approaches to Justice
AFR Bulk Course Prerequisite Changes

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York
UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of February 3, 2017

The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, February 3 at 9:45 a.m. in room L61. Dean Dara Byrne called the meeting to order.

Present: C. Jama Adams, Jasmine Awad, Andrea Balis, Dara Byrne, Bettina Carbonell, Glenn Corbett, Susannah Crowder, Demis Glasford, Heath Grant, Sarah Hammond, Katherine Killoran, Ma'at Lewis, Daniel Matos, Chongmin Na, Judy-Lynne Peters, John Pittman, Michael Puls, Maria Julia Rossi, Ellen Sexton, Leslie Smith, Monika Son, Barry Spunt, Sandra Swenson, Erin Thompson.

Absent: James Cauthen, Susan Larkin, Devin Ly, Emily McDonald, Virginia Moreno, Bettina Murray, Suzanne Oboler, Ian Seda-Irizarry.

Guests: Carla Barrett, Douglas Boettner, Raymond Patton, Naomi Nwosu, Cary Sanchez.

Approval of the minutes of December 16, 2016

There was no discussion or changes requested.

A motion was made and seconded to approve the minutes of December 16, 2016. The minutes were unanimously adopted with 20 votes in favor.

New Business

Attendance Policies and Grades

Daniel Matos, the Registrar, shared a memo from CUNY leadership about recent federal audits in CUNY, particularly at Lehman and Brooklyn College, where some grades were found to be inconsistent. The auditors found numerous instances in which students were marked as attending in some courses but never attended in others in the same semester. In both cases, incorrect entries in the official system can have ramifications for students' financial aid. The other major issue had to do with WU grades and F grades. The WU grade is meant to be for students who stop out at some point during the semester but do not officially withdraw. While the F grade is meant to be for those who complete the course with a failing grade. At Lehman, the federal auditors spoke to professors and found that professors were not aware of the distinction between the two grades and were incorrectly assigning them. Professors were also sometimes intentionally giving students Incomplete grades instead of F grades because they "felt bad" about failing the students. Now there is a TAP audit to see if the colleges are in compliance with regulations. CUNY Legal is still in negotiations with the legal attorneys from the Department of Education to determine how widespread these problems are. There is a separate question which could pose legal problems about how attendance is factored into a

professor's grading criteria, and what professors can legally require on their syllabi. There is a case underway in which a student has brought suit against the college because John Jay claims to be a “non-attendance taking institution.”

Professor Jama Adams asked for clarification about when professors are required to take attendance. The registrar said that professors are required to take attendance for the first three weeks, which gives the student the opportunity to attend class at least once.

Professor Andrea Balis asked what professors are allowed to put in their syllabus. Dean Byrne said the number one reason students wind up in her office is because of lines like “after three absences you automatically fail the class,” while at the same time there is a provision in the syllabus for participation to count for a certain percentage of the grade. This seems unfair to students, because 100% and 20% are not the same. However, our current grade appeals process does not give students the opportunity to do anything about this. Students are really pushing back against this kind of zero-sum policy, which is at the discretion of the instructor. She said in terms of policies and the model syllabus, this is something that we need to address rather quickly. Participation, while extremely critical to classroom culture, should not be counted twice in two different parts of the grade.

Professor Adams said that he thought that if the course is being taught with in-class quizzes and so-forth, then there should be no need for the zero sum policy.

One professor thought the college had an automatic policy about automatic fail after a certain number of absences. Dean Byrne said there is no such policy. Kathy Killoran pointed out that some departments may have set policies or best practices they follow.

Daniel Matos said in one class, which was a double-period, the professor counted each period as a separate absence. However, the student was not aware of the double-period component and did not realize that missing one day meant missing two classes.

Dean Byrne said that it may not be a best practice to count both simple attendance and participation as two separate items in a grade.

Professor Judy-Lynne Peters said this issue has been argued for years. It has been in PPP a number of times, but it got stuck because of the college's non-attendance-taking policy.

Professor Bettina Carbonell said it seems that there is a clarity issue, a consistency issue, and a legality issue, and these things are at odds with one another. She said if we cannot do certain things because of legal action, the faculty should be informed. Dean Byrne was not sure that there is a body that can tell faculty that they “cannot do” something, though we can "strongly advise." She felt that it is unfair to measure a grade with double impact of attendance and participation.

There was a question about the WN grade, and Daniel Matos explained that that grade means "never attended."

Professor Adams was concerned about the lack of clarity from the university regarding attendance. Is it up to faculty's discretion or not?

Dean Byrne clarified that the issue is challenging only when the professor has two conflicting policies for attendance on the syllabus, such as having a percentage devoted to participation and also stating “after four absences you automatically fail." If professors use a mathematical calculation, it needs to add up to 100%. The Provost cannot tell you how to take attendance, but it is crucial to be consistent. Professor Balis noted that there is a way to build the assignments such that students who are not attending would fail, by creating in-class assignments that account for at least 60%.

Professor Erin Thompson asked for additional guidance for online courses. The registrar said that the format has been improved so now the online courses account for various parts of students' activity to provide a sense of actual engagement (completing assignments, and so forth). Professor Glenn Corbett said that in the past, participation in online courses was defined as accessing the Blackboard site. If it has shifted to having completed assignments or participated in discussions, he felt that change needs to be made more clear to professors.

Leslie Smith asked what it means that John Jay is a "non-attendance taking institution." Dean Byrne said that officially, the college does not require faculty to take attendance throughout the semester, except for the first three weeks, which is only necessary for financial aid reasons. There is no expectation of uniformity around attendance. Kathy Killoran said the model syllabus does require that faculty make their policy clear on the syllabus. Whatever it is, it should be transparent.

Professor Chongmin Na asked what to do if a student stops attending after 8 sessions, is that a WU? The registrar said that is the case. A WU affects the student as an F would, and is used when students have already missed the window for withdrawing but they stop attending. The WU is important because incomplete grades (INC) and F grades would not be appropriate for this scenario.

Professor Adams said there are students who game the system by coming to everything except the end, because they know they can still get a B even without that last 20% exam. He felt it is important to structure a syllabus and grading scheme so students still have to come at the end. Dean Byrne said an F should be for a student who tried all the way to the end and still did not make it, but a W-U is for a student who does not go all the way.

Professor Monica Son asked for more clarification about the financial aid implications for W-U and Fs. She also echoed Professor Adams's point that it is important to investigate why students have stopped attending. Daniel Matos said the W-U grade is factored into the GPA as an F. Unlike an F, if the student repeats the course, that original F is no longer calculated into the student's GPA. For financial aid, it affects the student's aid package for the year, which is calculated based on progress.

Leslie Smith asked what happens if a student misses the last few classes, but has completed everything else. Daniel Matos explained that in that case, a professor can decide to assign the grade they earned, but they should retain documentation of the work completed.

One professor pointed out that some of the wording made the requirement confusing: “students... must receive a WU.” The registrar said this is in response to the audit. After discussion of the intended meaning, the professor suggested that a clarification along the lines of: “professors can assign a passing grade or a WU, but cannot apply an F."

Dean Byrne said the clear message here is that all iterations of these grades have financial implications for the students. John Jay does not have the kind of population that can handle small blows. Many of our students, even those with good GPAs, do not have the money. She said if anyone is confused about grading and how to explain it to their departments, that is a good opportunity to reach out to UGS or the Registrar to continue this conversation. The material impact of the wrong grade means so much to our students that it is imperative to reduce the amount of error as much as possible. She said she would be happy to make department visits to talk about this policy, if it will make a difference in how we assign grades.

Programs Subcommittee

Proposal to Revise the BS in Computer Science and Information Security (Prerequisites)
Proposal to Revise the BA in Criminology (Prerequisites)
Proposal to Revise the BA in Sociology

These proposals are brought forward in response to the Rabinowitz memo, for which majors are being revised to expose hidden prerequisites. A motion was made to take the three major revisions as a slate.

Professor Lewis asked if the item about advisors would be going in the bulletin. Kathy Killoran said it would.

A motion was made and seconded to take the three major revisions as a slate. The motion to take the major revisions as a slate was approved unanimously with 20 votes in favor.

A motion was made and seconded to approve the revisions to the slate of three majors. The major revisions were approved unanimously with 20 votes in favor.

Courses Subcommittee

Course Revisions

CSL 210 Peer Counseling Training
AFR 227 Introduction to Community-based Approaches to Justice
AFR Bulk Prerequisite Changes

Kathy Killoran introduced the first of these course revisions, which is being made for the Human Justices and Community Services major. This course is currently at the 200-level, and in the new major it will be a 300-level course. The content of the course is not changing, but the

language is changing a bit to adhere to the major's learning goals and the accrediting body in the field.

She went ahead and spoke about the other revisions, as they are minor, and the revisions could be considered as a slate. The AFR course had a small prerequisite change and a title change to remove the word "introduction." The AFR Bulk Prerequisite Changes are all small changes related to the new Human Services and Community Justice Major as well.

A motion was made and seconded to approve the course revisions as a slate. The motion to approve the course revisions as a slate was unanimously approved with 19 votes in favor.

A motion was made to approve the revisions to the slate of courses. The course revisions were approved unanimously with 19 votes in favor.

Student Retention Discussion

Dean Byrne said that these discussions are typically about the role of the student, and she wanted to invite discussion of how professors play a role in student retention. At the 200-level, about 70% of courses are taught by adjuncts. So, though the college is having great conversations about best practices in Gen Ed, those conversations may not be moving those resources out to the front lines where it will impact the bulk of the students. Only 27 full-time faculty taught Gen Ed courses in the fall, as opposed to 47 unique adjuncts. Of those 47 adjuncts, many of them taught two or three sections of Gen Ed courses. She said UGS has a lot of resources set up for students inside the classroom, so now she was interested in increasing the resources for adjuncts. She has been talking to Allison Pease about how to develop instruction and assessment around the sophomore year. She felt UCASC could play more of a role in driving such conversations about retention.

Dean Byrne said the student numbers are otherwise great. Enough students re-enrolled for the spring to fulfill expectations. However, when we dig into the details, we see that after the freshman year, more and more students who are otherwise doing well are not coming back. When asked, these students talk about their lack of connection to faculty research experiences and their lack of understanding of how their studies move them closer to their post-grad goals. There have been success stories. John Jay is notable for moving students from the lowest economic bracket up to the highest economic bracket. The college is number ten in the nation for social mobility. And yet, students still find a lack of connection between their program of study and economic goals.

Since faculty is the centerpiece of the student's journey, Dean Byrne is moving in that direction to consider the role of the professor in impacting student success. Making resources available to those part-timers is key to that success. They outnumber full-time faculty by far especially at the undergraduate level.

Professor Adams said this initiative is commendable, and felt that these efforts should not be limited to Undergraduate Studies. He said that often when students need information on the granular level they run into trouble. Most students know that service learning is important, but when they go to the office to ask about that, they get sent to another office. Most students are

not particularly assertive. Is there a link we could put on a website or in the syllabus? He asked for something he can quickly cut and paste into his syllabus to direct students to help more easily and accurately.

Dean Byrne said that user-friendly information in the digital context is very expensive to do. One of the markers of an institution that has no budget is when the web material looks exactly as it would in print form. She said it takes a heavy investment to create a simple web explanation, even for the type of customer-service question that Professor Adams brought up. To get a company in to make something user-friendly is a surprisingly expensive package. Students need plain information the most, but they are usually the lowest in the bracket to get it. Then it costs the college lots of dollars when students do not know how to submit their information on time. Some institutions invest in buildings, some invest in infrastructure. Dean Byrne stressed the importance of investing in infrastructure and how information is provided for students. She said she hears his point, and recognizes his point, but the answer is not as simple as it seems. It is not one quick fix to reduce the amount of steps and processes, but a philosophical reevaluation.

Professor Naomi Nwosu asked about J-Express. Dean Byrne said the college's customer service is not oriented toward the student first. She cited a case this week in which a student received a letter with the wrong date listed as a deadline. When the student went to One-stop, the student was told “you missed the chance,” despite the fact that the mistake was the college's error. Dean Byrne said we are working hard to make the college more student-first, but the structure needs to link up to those ambitions.

Professor Adams said he always tells his students that if they have a problem, they should e-mail him, then he personally e-mails higher-ups. He said he is not overwhelmed with student requests, and the returns are incredibly worthwhile. This way we are doing social justice here at John Jay. It is not a heavy lift for the individual faculty member.

Professor Peters said a college is an organized anarchy, with three separate administrations, each one imposing something on the other. These entities need to be asking what the client needs and it is important to involve the students in these conversations. Where do they need information to be? If we got together a group of students, they could tell us what needs to be fixed on the website.

Dean Byrne said that during Winter break, she surveyed students who had not enrolled in classes. She asked why they had not enrolled, and if they were planning to come back. Most respondents said they were still working to earn the money. John Jay opens the registration cart in November, and in December half the population is not enrolled. Dean Byrne said that students in financial difficulty have figured out that if they wait to enroll, their bill will arrive in March instead of December. It takes Kathy Killoran working 9am to 11 pm five days a week to figure out which courses need to be cancelled or saved for a late rush of enrollment. Dean Byrne said if we reorient ourselves to understand more about our clients and their behaviors, and build around and through it, we would be better equipped than the current mode of reacting to student behavior.

She said it is important to understand the critical role of pedagogy and the professor in that retention formula, and to discuss how to reach more of our faculty colleagues in our conversation around the Gen Ed, curriculum, best practices, model syllabi, resources and community to support this process.

Professor Peters said that students are surrounded by an array of services in the freshman year, and then there is a drop-off in the sophomore year. Dean Byrne agreed, and said that the credit load, the advisement piece, and the peer mentoring dwindle in the sophomore year. Furthermore, Dean Byrne said we took in about 200 sophomore transfers, and those students have missed all that freshman year support. They might be a semester off from meeting their department advisor. So what happens in that fall semester if a student is brand new to the college and they have spent their entire journey with adjunct faculty?

Kathy Killoran spoke about working with major coordinators. They are able to gather a lot of information about students, thanks to CUNY First. Some departments and majors (albeit the smaller ones) look for new transfer students to reach out to them. That coordinator does not even need to meet with the student; they can simply look at CUNY First to see if the students are registered for the right classes to be on track. We can be more intentional about these things. Within a major, one can look at the GPAs to identify students who are struggling. It would also help to alleviate the problem of students going from office to office to be more proactive about student struggling in a major. She said we have an Academic Review committee which reviews students when their overall GPA falls below good academic standing. Killoran suggested that majors could also be doing this.

The meeting concluded at 11:30 a.m.

Respectfully submitted,
Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
March 3, 2017
9:45 A.M. – 12:00 P.M.
ROOM 630T

1. ***Introductions and Announcements –*** Dean Byrne

2. ***Approval of the minutes of February 2, 2017***

3. ***Old Business***

   Academic Standards (2nd reading)
   - Proposal to Revise the Grade Appeal Policy

4. ***New Business***

   Programs Subcommittee
   - Proposal for 2+2/Joint Degree in AS/BS in Computer Science and Information Security with BMCC, KBCC and LGCC
   - Proposal to Revise the BS in Forensic Science (Prerequisites)

   Program Review Subcommittee
   - Self-Study for BA in Political Science

   General Education Subcommittee
   - Proposal to Revise the College Option: Justice Core I (FYS) Learning Outcomes

   Courses Subcommittee

   - CSCI 1XX Nature of Computers and Computation (Sci Wld)

   Course Revisions
   1. CSL 150 Foundations of Human Services Counseling
   2. CSL 230 Case Management in Human Services
   3. CSL 233 Multicultural Issues in Human Services
   4. CSL 235 Theories and Interventions of Human Services Counseling
   5. CSL 381-382 Field Work in Human Service
   6. CSL 211 Peer Counseling Practicum
   7. ECO 101 Introduction to Economics and Global Capitalism (Ind & Soc)
   8. CJBS 250 Research Methods and Statistics in Criminal Justice

   Academic Standards Subcommittee
   - Social Justice Distinction – Discussion – Dean Byrne

Attachments:
Agenda for March 3, 2017
Minutes of Feb 3, 2017

Political Science Self-study
Social Justice Distinction
Course revisions:
CSL 150 Foundations of Human Services Counseling
CSL 230 Case Management in Human Services
CSL 233 Multicultural Issues in Human Services
CSL 235 Theories and Interventions of Human Services Counseling
CSL 211 Peer Counseling Practicum
ECO 101 Introduction to Economics and Global Capitalism

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York
UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of March 3, 2017

The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, March 3 at 9:45 a.m. in room 630T. Interim Dean Dara Byrne called the meeting to order.

Present: C. Jama Adams, Andrea Balis, Dara Byrne, Bettina Carbonell, James Cauthen, Glenn Corbett, Susannah Crowder, Demis Glasford, Heath Grant, Sarah Hammond, Ma'at Lewis, Devin Ly, Emily McDonald, Bettina Murray, Chongmin Na, Suzanne Oboler, Judy-Lynne Peters, John Pittman, Michael Puls, Maria Julia Rossi, Ian Seda-Irizarry, Ellen Sexton, Monika Son, Barry Spunt, Sandra Swenson.

Absent: Jasmine Awad, Katherine Killoran, Susan Larkin, Daniel Matos, Virginia Moreno, Leslie Smith, Erin Thompson.

Guests: Douglas Boettner, Naomi Nwosu, Raymond Patton, Katalin Szur, Sumaya Villanueva.

Announcements

Dean Byrne announced that Executive Director Kathy Killoran was out sick, and Director Ray Patton would be standing in.

Dean Byrne also drew attention to a recent article that ranked John Jay third in the country for closing the gap between black and white students. She said she was incredibly proud of the work this committee has done, and this article validates how that work pays off in intangible ways. This is one of a recent wave of articles drawing attention to John Jay's excellence in supporting diverse communities.

Approval of the minutes of February 3, 2017

There was no discussion.

A motion was made and seconded to approve the minutes of February 3, 2017. The minutes were unanimously adopted with 16 votes in favor.

Old Business

Proposal to Revise the Grade Appeal Policy

Dean Byrne spoke of the changes to the proposal, including clarifications to the language to make clear that students need not wait for a response from faculty before filing an appeal. The revisions also cleared up the role of the faculty member, the Department Grade Appeals

committee, and the College-Wide Grade Appeals committee. Professor Bettina Carbonell drew attention to a missing word on the last page, “been” acted upon.

A motion was made and seconded to approve the Proposal to Revise the Grade Appeal Policy. The proposal was unanimously approved with 18 votes in favor.

New Business

Programs Subcommittee

Proposal for 2+2/Joint Degree in AS/BS in Computer Science and Information Security

Professor Carbonell spoke of the Programs Subcommittee's feedback for this proposal. They had suggested that the narrative could be strengthened, especially regarding the experiential learning component and learning objectives, and were satisfied that these changes were made

Director Ray Patton explained that this is a proposal to join two existing programs. The AS already exists at community colleges, and the BS already exists at John Jay. This type of joint degree is how the Justice Academy is already working. There are grants built into this that will enable development of faculty at both institutions and a layer of summer advisement. Dean Byrne said the advisement piece will provide a critical bridge from one institution to the next to aid students' transitions.

Professor Jama Adams said he teaches 300-level transfers, and has found that their understanding of basic skills is inadequate, but they were unaware of their lack of preparation. These students are highly driven toward graduating, but they ill-equipped to succeed in a capstone course having only ever written a five page paper.

A motion was made and seconded to approve the Proposal for 2+2/Joint Degree in AS/BS in Computer Science and Information Security. The proposal was unanimously approved with 22 votes in favor.

Proposal to Revise the Forensic Science Major

Director Patton explained that there are no substantive changes to the major. This revision is a response to the “Rabinowitz memo” to clarify all of the hidden prerequisites.

A motion was made and seconded to approve the Proposal to Revise the Forensic Science Major. The proposal was unanimously approved with 22 votes in favor.

Program Review Subcommittee

Self Study for the BA in Political Science

Speaking for the Program Review Subcommittee, Professor Ellen Sexton said the Self Study was thorough. Her committee had asked for more information about the adequacy of 400-level

courses and any type of information about students' paths after graduation, even if it is anecdotal. Overall, they found it to be an excellent Self Study.

Professor James Cauthen said they appreciated the feedback and made some changes to the report. External evaluators will be coming later this month.

There was some discussion of whether or not a motion or vote was needed. Dean Byrne said that we are looking at the document before external reviewers arrive, so this is a chance to provide input to the faculty. The document will not be finalized until after the reviewers have visited.

Professor Jama Adams asked about concentration C about “American and Urban Politics.” He noted that “urban” is often a coded word standing in for race, and asked what it meant in this context. Professor Cauthen spoke a bit about the Urban politics course, which is a subset of state and local politics that looks at political systems in the urban environment. He said there is an internship concentration in urban politics, and the department urges students to take a sequence of courses in urban politics before they go into these positions in city government, city council, and/or congress.

Professor Adams asked if the term as used here could potentially mean Mumbai or other cities. Professor Cauthen said that is true, and referenced one course that covers Berlin and other systems. Given that, Professor Adams asked how this use of "urban" ties in with the word “American," and asked for further clarification of concentration C. Professor Cauthen said that there are courses within the concentration on this track. When the revision happened several years ago, the department thought it was extremely important to engage the politics of New York City, because of the college's location. Dean Byrne said that the way she read, the whole category is “Urban,” and there is a concentration within connected to "American," so some courses could be exclusively American, and some could be comparative. Professor Cauthen said they could have called the concentration “American politics” and offered the exact same courses, but they called it American and Urban politics because there are students who are attracted to the idea of urban systems.

Professor John Pittman said it sounded like there were two concentrations rolled into one, an American politics and an Urban politics. He said it might be conceptually more appropriate to have two separate concentrations. Professor Cauthen said the department would love that, but right now there are not enough faculty. He said there was a discussion at the faculty retreat about whether the concentrations were useful. The consensus was that concentrations do provide important guides.

Professor Suzanne Oboler suggested changing the name to “American and Comparative Urban Politics.” Professor Cauthen said he thought that the word comparative is only truly applicable in concentration D. Dean Byrne noted that the courses are not necessarily comparative in Concentration C, and it could not be considered an absolute. The list of courses under Concentration C are a mix. A student could pick classes that are about American politics and some that are about Urban politics specifically in America. There are several kinds of classes in there that are American and that are about Urban Centers in America. Professor Oboler asked if these are terms that the external reviewers would have a clear understanding of, and Dean Byrne confirmed that as the case. Professor Cauthen said he hopes the reviewers commend the Urban part of the concentration in order to encourage the College to hire more professors for the area.

Professor Balis said these are discipline-specific terms, so this discussion is mostly informational. She felt that it was counterproductive to parse the exact language of terms that are appropriate within the discipline. Professor Adams said he appreciated the discussion.

Professor Sandra Swenson noted that 50% of the world's population is now in urban centers.

Speaking in Kathy Killoran's place about procedural matters, Director Patton said that the committee does vote on Self-Studies.

A motion was made and seconded to approve the Self-Study for BA in Political Science. The Self-Study was unanimously approved with 23 votes in favor.

General Education Subcommittee

Proposal to Revise the College Option: Justice Core I (FYS) Learning Outcomes

Director Patton said this is a proposal to simplify the first year seminar outcomes. Professor Ric Curtis said there has been an intense analysis underway, along with a lot of coding and attention to mapping the results of learning outcomes. Some learning outcomes were found to be weak fits with certain courses. Professor Balis said another goal was to make the intentions of each course clearer to the professors coming in to teach.

Dean Byrne commended the proposal, which will make it easier to achieve goals within the constraints of the 15-week semester. She said the three learning outcomes presented in the proposal really crystalize what happens in these classes.

Agenda

Since Professor Douglas Salane had not yet arrived, the order of the itinerary was adjusted to move to course revisions first.

Course Revisions

CSL 150 Foundations of Human Services Counseling
CSL 230 Case Management in Human Services
CSL 233 Multicultural Issues in Human Services
CSL 235 Theories and Interventions of Human Services Counseling
CSL 381-382 Field Work in Human Service
CSL 211 Peer Counseling Practicum

Director Patton introduced this suite of courses, which are all for the new Human Services major. The changes were intended to make the titles and prefixes appropriate for the major and to meet accreditation standards, particularly in field work hours.

A motion was made to consider the group of courses as a slate. The motion to consider the group of courses as a slate was approved unanimously with 23 votes in favor.

A motion was made and seconded to approve the slate of courses. The slate of courses was unanimously approved with 23 votes in favor.

ECO 101 Introduction to Economics and Global Capitalism (Ind & Soc)

Director Patton said this change would add the course to the Individual and Society bucket. This is the second time the course has been put forward for General Education. The first time it was not approved for World Cultures, but CUNY prefers this course in this bucket. Other introductory economics courses have been approved for the Individual and Society.

A motion was made and seconded to approve ECO 101 Introduction to Economics and Global Capitalism. The proposal was unanimously approved with 23 votes in favor.

CJBS 250 Research Methods and Statistics in Criminal Justice

Director Patton explained that this adjustment would revise the prerequisites for CJBS 250 to accommodate transfer students who completed a different general education math course than those offered at John Jay. A review of students in CJBS 250 has shown that students with this level of math experience are prepared to succeed in the course.

Professor Adams asked for clarification of how tracking and testing works. Where does the assessment office come into it? Director Patton said that the Office of Testing and Evaluation handles testing and entering course equivalencies, but that it's up to faculty and Undergraduate Studies to determine the appropriate equivalencies and prerequisites.

Professor Barry Spunt asked if the course is truly engaging both methods and statistics. Professor Heath Grant said it does, and that the statistics part is taught more from the point of view of Criminal Justice practice. He said if students do not get into this course right away, they are already off track. Dean Byrne said her office is especially interested in how students get off track in particular majors, and how that affects retention. So far, her office has found that if students are not coming in for advisement, they are picking the wrong courses and getting off track, and then it is harder to complete the degree. She said efforts to intervene in trouble spots have real, tangible impacts on student finances and student success.

A motion was made and seconded to approve CJBS 250 Research Methods and Statistics in Criminal Justice. The proposal was unanimously approved with 23 votes in favor.

Courses Subcommittee

CSCI 1XX Nature of Computers and Computation (Sci Wld)

Director Patton said the college needs more computer courses at the introductory level. Right now, if students want computer courses, the only options available are more difficult courses designed for majors.

Professor Salane said this course is good for introducing students to coding. It uses Python, which is easier for students to develop some mastery of without much effort than some of the other coding programs. He also praised Professor Hunter Johnson, who is able to convey the ideas in a way that will be appropriate at this introductory level. He said it is a good course for the general population.

Professor Adams asked if the course could have a bit of tweaking to find a sharper focus on critical skepticism about computing. His concern was that the default attitude toward computing may be that it is always right. There should be room for a humanistic component here. He noted that such content may be in the course, but he would like to see it embedded in the course description so that twenty years from now, it is clear that we cannot just assume things are correct.

Professor Emily McDonald wanted to express her enthusiastic praise for the course. She said in addition to her job at John Jay, she works with a group that helps people learn to code, and sees coding and writing as intimately connected. Without a course like this, students will be unprepared for the kind of work they must do.

Professor Carbonell agreed that the course is extremely well-developed and important. To Professor Adams' point about a critical component of writing computer code, she said the Common Core submission form is very good at relating the objectives of this course to the objectives of the flexible core bucket, especially the response to the second learning outcome, “students must evaluate the correctness of..." She said there was language there that they could include in the course description. She thought they had really taken a good look at the specifics of the course.

Professor Susannah Crowder also said how great the course looked. She suggested adding titles to part of the syllabus to make it pop.

A motion was made and seconded to suspend the second reading.

Professor Salane said he would take two suggested changes back to the proposer, about coding as writing and the critical component of learning coding.

Professor Pittman said it sounds like a great course, and those changes make sense. He said he was not sure why it was beneficial to waive the second reading, given that there were suggested changes. He asked if there was a need for the rush.

Professor Oboler said that since the changes are so minor, there was no need for a second reading. Dean Byrne said this question comes up often, and sometimes there is a second reading and sometimes not. Professor Cauthen said he had been in a group last year that discussed best practices in government, and one of the items they discussed was the usefulness of UCASC's “second reading” procedure. Furthermore, second readings have been identified in literature as a best practice in governance. Professor Peters pointed out that the next meeting is only three weeks away, so waiting would not delay the course from being put in the books for the Fall. Director Patton countered that the deadline for the next College Council was sooner than that,

so if the group felt the course was solid and there were only two tweaks, it might be reasonable to approve with revisions. He said if there is the feeling that the course needs more deliberation, then it would be appropriate to wait.

Dean Byrne said she appreciated the fair comments on both sides, and said it makes sense now to vote on whether to waive the second reading or not.

The proposal to waive the second reading was approved with 18 votes in favor, 4 opposed, and 1 abstention.

A motion was made and seconded to approve CSCI 1XX Nature of Computers and Computation (Sci Wld). The proposal was approved with 22 votes in favor and 1 abstention.

Professor Salane said they would make the requested changes to the course description.

Academic Standards Subcommittee

Social Justice Distinction – Discussion – Dean Byrne

Dean Byrne introduced this proposal, which is the first step toward a new initiative. She explained that she had been thinking a great deal about what it means that John Jay is a "justice college", especially in the last year as she has seen posters in the halls saying "This is the Place for Social Justice." A great percentage of our students are interested in service, and the college says "we value social justice," but it may not be completely clear which courses help students do justice work. This idea is to create a college distinction for social justice course work to be listed in the bulletin under honors and awards. It could show students how to make use the curriculum, through elective credits and Gen Ed offerings, toward their social justice goals. She said the Gen Ed is actually quite exciting in this respect, with social justice offerings all the way from the 100-level to the senior year. If students want to go above and beyond for social justice, then the institution should stand behind this type of commitment and recognize it. She noted that this is a very rough draft of the proposal, and welcomed comments, as this is just the first step toward a larger conversation. She said there are conversations going on about how this dream is even structurally possible within the CUNY system. Students say they love social justice, but that should be connected to intellectual engagement, so it is important to ask how the college can do that in the curriculum and map it to experiences outside the classroom.

Professor Peters said she likes the idea a lot, and she likes the notion of showing students what they can do to make good on their ambition. She asked how the students would benefit from the distinction. Would employers see it? Would it go on the resume? Dean Byrne said it is intended to be an honor along the lines of the Latin Honors, which appear on the transcript. She said Registrar Matos is checking with CUNY to see if it is possible for this honor to appear on the diploma itself. In terms of "why," she felt that it is a similar intention to the sustainability minor. She said students are interested and the college advertises that this is the place to "do justice," and it is important to develop that further to make clear that it takes real work to do justice. There is a fantastic range of courses approaching this goal, but have we done anything about

showing students how to integrate that? And, notably, this would be built so that it would not interfere with pursuit of majors or minors. It is more like a concentration.

Professor Heath Grant applauded this proposal, and asked questions about the choice of particular courses in the examples. He felt that LGBTQ courses were lacking, as well as courses related to law enforcement. Dean Byrne agreed and said she has also heard from Science that the proposal is too social science-y and there is room for sciences to be incorporated. She said these are only a few examples, and there will be further attention to the full interdisciplinary nature of the curriculum for this area. Professor Grant thought that a new course on advocacy might be appropriate.

Professor Oboler suggested that LLS 322 be included. She said it is not possible to teach immigration without teaching justice, and also noted the civil rights component. To the point about interdisciplinary work, she said she would like to see more science students in her classes.

Professor Carbonell said the proposal was a great idea, and she thought developing the e-portfolio at the end would be exceptionally important, because it helps students articulate what they have done here.

Regarding the questions about offerings, Dean Byrne said the samples in this document present the "low-hanging fruit," or those with the lowest barrier to entry possible. In the end, the idea would be to build something like a CUNY BA, and have students fill out a form proposing their own courses, even those with prerequisites. Then it would be up to them to complete the prerequisites. She said the big idea here is to inspire students by showing them “look at what you can do without eating into the major and still complete the degree in four years." She said perhaps we would create a database of appropriate courses in consultation with departments.

Professor Sandra Swenson said she teaches Environmental Science and Sustainability, and she has upward of 200 students. She said she does talk a lot about policy, economic justice, social justice, so those elements are definitely introduced to the students. She felt that bringing it up to a higher level and making it interdisciplinary would help if someone else was connecting with her. She also said there is a new science major in Toxicology that looks at environmental toxins. They have been finding that students coming into the science majors lately have been better prepared, and so now there is more room for them to take electives. She said a program like this that connects the dots might help science students find their way to other electives.

Professor Maria Julia Rossi said Spanish language content courses could participate, because they do have courses that are teaching these types of themes. Dean Byrne said that she certainly plans on consulting with departments to build a list. Part of that discussion will be clarifying and understanding how the courses are being taught right now, as some have evolved over the years.

Professor Demis Glasford asked for clarification of the definition of the distinction as it would be understood in the outside world. Dean Byrne said that it would mean that the things the student did went above and beyond what a program typically calls for, and it would show that the

student did not simply do their classes and go home. It would demonstrate a real interest in serving, which might say something to employers.

She referred to a program at the University of South Carolina that has a similar program built all around the notion of leadership. At John Jay, the college says "we do justice," but we have not put a stamp on it. When students actually go out and fulfill the things the college wants them to do, they are not acknowledged. This would be a way of codifying that. She also felt it could be important to have an honor for students that does not have a 3.5 GPA attached to it. While there is a line in the proposal that indicates good academic standing is necessary, it is not impossible regardless of academic standing. She has found that students will sometimes sacrifice a few grade points in order to spend more time doing service work at a nonprofit.

Professor Glasford had a follow up question about whether it is a collection of courses or whether there is a unique, particular set of skills tying them together. Dean Byrne affirmed that identifying the skills that are cultivated would be an important part of the project.

Institutionally, to the point about “what do students get,” Director Patton said it will go on the transcript, and there would be a mentorship component, and the creation of a portfolio could aid in job-seeking, making it more possible to enter the professional world.

Professor Peters said it would be crucial to go to every department and ask them to identify courses. She said she loves the idea of every student at every level having access to this, but it is important to have a way of quantifying and qualifying this so that it does amount to something. Furthermore, she said we ought to think about creating a minor, which could have several tracks covering social, economic, sustainability. She said that might be another way that students could do something purposefully and achieve a credential at the end.

Dean Byrne said one reason she did not go in that direction was that a minor must be owned by an academic department, and she is interested in the institution owning what it says about social justice. Academic departments are already doing great work in owning that. She said if departments want to create minors in social justice, she welcomes that and would not stand in the way, but this proposal is aimed at bringing the social justice idea up to the institutional level, to bring a little more investment “from the top” for our students.

Professor Cauthen said he felt it would be critical to go well beyond Gen Ed courses into 300- and 400-level courses, especially since this is to be a distinction on the transcript. He also felt that an internship should be required.

Professor Spunt said he feels this is a wonderful thing that is starting to happen, and he could see all the advantages to the student. Even if it does not lead to a job directing a nonprofit, it exposes them to professors and arenas of study.

Professor Monika Son wanted to echo the enthusiasm, noting that you could hear the excitement in the room, and said this is incredibly timely. She said in SEEK advisement

oftentimes students will have a conversation about wanting to be a counselor or work in the Board of Ed, and they are not sure how to put that together with their major. At SEEK, advisors are already helping students identify these justice electives in a less formal approach. She also commended the use of the e-portfolio, which she uses in her courses. Regarding the question about the real-world collateral of this distinction, she said there are a great many institutions out there are looking for students with intellectual experience with justice issues. In terms of helping Latina/o student community, Professor Son asked how Dean Byrne sees this proposal engaging those students.

Dean Byrne said she is just following the data. She has been looking at what students are already doing and seeing if the college can bolster those efforts. In the reports about Latina/o students' involvement in research, there are clear trends showing that those students engage more with service and less with faculty. Her proposal aims to follow what they are doing, what they are engaged with, and layer onto it other parts of engagement with faculty. If they are not coming to the faculty, she wants to bring the faculty to them. We need to find ways to bridge what appear to be huge gaps in the statistics. There is a miscommunication going on. There is a lot of social justice in the curriculum, and there are a lot of students doing social justice, but those things are just not happening together. If we can show students how these areas intersect, we can help them find meaning and value in the course work. At the moment we have thousands of students who are doing this on their own. There are a number of Latina/o students who are first in their families to attend college. They are working jobs to pay for it, doing the course work, and doing service on top of it all, because that is their passion. The college recruits these students, and here we have an opportunity to serve them better.

Professor Oboler feels it is important not to weigh down the end of the degree with too large a project, as that might prevent students from finishing. Professor Pittman said it is important that students are not diverted from doing the best they can in their core courses.

Dean Byrne said there is nothing to vote on here, since this is just an introduction to see what type of conversation it would generate. The conversation will continue in Academic Standards and around campus. She said if anybody has further thoughts, they should bring them to her or to Kathy Killoran or to Ray Patton.

Final Comments

Registrar Matos said that we will open up the shopping carts for summer registration on March 13th, and summer and fall registration appointments will be separated out. There will be open enrollment for summer this time, allowing students to register as they please. The only students with priority will be the upper level seniors, who will have a day or two in advance. So they would like any schedule changes in time for that March 13th date.

Professor Glen Corbett asked about an e-mail he had received recently about tracking attendance, for a government program that he was unfamiliar with (COPE). Registrar Matos

said that e-mail did not come from his office, but it has to do with students who are receiving benefits from the city and the city's efforts to require that students attend class. Professor Corbett said it is very complicated to navigate this. Professor Peters said the initiative is not new, but it is limited to certain students and he may have not had these students before. Registrar Matos said this is not for every professor or every class, it is only for particular students who receive benefits. Professor Carbonell said she had experienced this last year and agreed that it was cumbersome – the reminders arrived well before the period covered, and she had to remember to satisfy the program's requirements on her own. She asked if some type of reminder could happen. Dean Byrne said this would fall under Student Affairs. Naomi Nwosu said this is the CUNY Edge program, which used to be COPE, and it falls under the Department of Labor, which needs to verify that students are actually in attendance. Also, the CUNY EDGE program has been placing students in jobs throughout campus, like a work-study program. This effort is fairly new.

Professor Corbett asked for clarification of how the program would define "attendance" for online courses and whether he needed to evaluate participation to cover attendance. Naomi Nwosu said they just want to know if students have attended in any capacity.

The meeting concluded at 11:45 a.m.

Respectfully submitted,
Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
March 31, 2017
9:45 A.M. – 12:00 P.M.
ROOM L.61 NB

1. ***Introductions and Announcements*** **–** Dean Byrne

2. ***Approval of the minutes of March 3, 2017***

3. ***New Business***

Programs Subcommittee

1. Proposal to Revise the BS in Police Studies (Prerequisites)
2. Proposal to Revise the BS in Toxicology
3. Proposal on Honors in the Major for BS in Sciences
4. Proposal on Honors in the Major for BA in Criminology
5. Proposal to Revise the BA in International Criminal Justice (Prerequisites)

Courses Subcommittee

1. GEN 3XX Feminist and Critical Methods
2. ART 1XX Eco Art and Design (CO: Com)
3. LIT 1XX Justice by the Book (JCI)
4. ESA 1YY Intro to Emergency Management
5. ESA 1XX Intro to Emergency Medical Services
6. ESA 2XX Emergency Dispatch and Communications
7. ESA 2YY Responder Health, Protection and Safety
8. ESA 2ZZ Emergency Incident Management
9. ESA 3XX Geographic Information Systems for Emergency Services
10. SEC 3XX Maritime Security
11. MUS 2XX Introduction to Afro-Caribbean Music and Dance

Course Revisions

1. SPA 250 Spanish for Criminal Investigators
2. SPA 330 Translating II
3. SPA 333 Interpreting II
4. SPA 337 Text Analysis and Editing for Translators
5. SPA 339 Translating III
6. SPA 340 Legal Interpreting II
7. SPA 435 Legal Translating
8. CRJ/PHI 321 Police Ethics
9. ENG & LIT Bulk Prerequisite Changes & Small Change to Film Minor
10. HJS 310 Comparative Perspectives on Justice (JCII)
11. SOC 301 Penology
12. PAD 140 Introduction to Public Administration
13. PAD 241 Information in Public Management

Two Reading Rule Discussion – Dean Byrne

[Over]

Attachments:
Agenda for March 31, 2017
Minutes of March 3, 2017
Proposal to Revise the BS in Police Studies
Proposal to Revise the BS in Toxicology
Proposal on Honors in the Major for BS in Sciences
Proposal on Honors in the Major for BA in Criminology
Proposal to Revise the BA in International Criminal Justice
Curriculum Outline for Revised BS in Emergency Service Administration

Courses:
GEN 3XX Feminist and Critical Methods
ART 1XX Eco Art and Design (CO: Com)
LIT 1XX Justice by the Book (JCI)
ESA 1YY Intro to Emergency Management
ESA 1XX Intro to Emergency Medical Services
ESA 2XX Emergency Dispatch and Communications
ESA 2YY Responder Health, Protection and Safety
ESA 2ZZ Emergency Incident Management
ESA 3XX Geographic Information Systems for Emergency Services
SEC 3XX Maritime Security
MUS 2XX Introduction to Afro-Caribbean Music and Dance

Course revisions:
SPA 250 Spanish for Criminal Investigators
SPA 330 Translating II
SPA 333 Interpreting II
SPA 337 Text Analysis and Editing for Translators
SPA 339 Translating III
SPA 340 Legal Interpreting II
SPA 435 Legal Translating
CRJ/PHI 321 Police Ethics
Film Studies (ENG & LIT) Bulk Prerequisite revisions and Small Change to Film Minor
HJS 310 Comparative Perspectives on Justice (JCII)
SOC 301 Penology
PAD 140 Introduction to Public Administration
PAD 241 Information in Public Management

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York
UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of March 31, 2017

The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, March 31 at 9:45 a.m. in room L61 NB. Dean Dara Byrne called the meeting to order.

Present: C. Jama Adams, Jasmine Awad, Andrea Balis, Dara Byrne, Bettina Carbonell, Demi Cheng, Glenn Corbett, Susannah Crowder, Demis Glasford, Heath Grant, Sarah Hammond, Katherine Killoran, Ben Lapidus, Ma'at Lewis, Emily McDonald, Virginia Moreno, Chongmin Na, Suzanne Oboler, Judy-Lynne Peters, John Pittman, Michael Puls, Maria Julia Rossi, Ellen Sexton, Monika Son, Barry Spunt.

Absent: Susan Larkin, Devin Ly, Daniel Matos, Bettina Murray, Ian Seda-Irizarry, Leslie Smith, Erin Thompson.

Guests: Douglas Boettner, Alexa Capeloto, Lyell Davies, Katie Gentile, Charles Jennings, Aida Martinez-Gomez, Hyunhee Park, Susan Pickman, Raymond Patton, Milena Popov, Brett Stoudt, Juan Usera, Sumaya Villanueva, Hung-Lung Wei.

Approval of the minutes of March 3, 2017

As Dean Byrne was needed at another conference in the building, Professor Judy-Lynne Peters chaired the meeting until Dean Byrne's arrival. Professor Peters asked for discussion of the minutes. There were no comments

A motion was made and seconded to approve the minutes of March 3, 2017. The minutes were adopted with 20 votes in favor and 1 abstention.

Announcements

Katherine Killoran announced a follow up to the Preferred Name proposal from a previous meeting. She said the item was approved by the College Council on March 30th. CUNY announced that Blackboard is being updated to include the students' preferred name and CUNYFirst ID numbers, which is great news.

Old Business

Proposal to Revise the BS in Police Studies

Professor Heath Grant spoke about the adjustments to the prerequisites for this major in response to the Rabinowitz memo. One course is in need of change. CRJ/PHI 321 Police Ethics is required for the Police Studies major, it has a hidden prerequisite of PHI 231. The

department has a course revision later in this agenda to address that issue. Otherwise this has been a very simple revision to reveal the prerequisites.

A motion was made and seconded to approve the Proposal to Revise the BS in Police Studies. The proposal was unanimously approved with 22 votes in favor.

Proposal to Revise the BS in Toxicology

Professor Demi Chang spoke about the change to one of the capstone courses in this major. The Science Department is substituting an existing course, FOS 402, for the proposed TOX 402, which would do essentially the same thing. The Department decided that all the science majors would share FOS 402. This is the research internship course.

A motion was made and seconded to approve the Proposal to Revise the BS in Toxicology. The proposal was unanimously approved with 22 votes in favor.

Proposal on Honors in the Major for the BS's in the Sciences

Kathy Killoran spoke about the proposal. She said the proposed requirements are in alignment with the college-wide policy for honors in the major. It adds one additional provision, student must have a grade of B or higher in their capstone course (FOS 401, FOS 402, BIO 488, or TOX 4XY).

A motion was made and seconded to approve the Proposal on Honors in the Major for BS in Sciences. The proposal was unanimously approved with 22 votes in favor.

Proposal on Honors in the Major for BA in Criminology

Kathy Killoran said that the self-study in the Criminology major had found that with the current standards in place it was very difficult to earn honors within the major, so they are now adjusting the honors criteria back to just the college-wide standards. There are over 1,200 students in this major and the previous standards were untenable with the amount of faculty available. Kathy Killoran said that the Psychology Department is also examining this issue. There are over 2, 000 students in the psychology major. Professor Demis Glasford said they are currently considering how best to create a policy that is achievable and practical but not overly generous.

Professor Jama Adams was concerned that these types of policy revisions did not address the root of the problem. He was concerned about the limited access to faculty and post graduate outcomes in terms of the job market. He said he sees a number of students who enter these incredibly difficult majors with a personal urge based on life experience, but perhaps a misunderstanding of the actual complexities of the field. He emphasized that he was not blaming the majors, but he saw a serious problem with lack of advisement. He said that it is as if students are trying to get to Kennedy airport, but they are on the number four train headed to the Bronx, and they do not know what they should have done differently until after they have graduated.

Professor Peters agreed, saying she sees a lot of students enticed by opportunities but in need of support. Professor Adams said the college seeks out the smart ones and gives them attention, but that small percentage of students will do fine because they are Darwinianly inclined – what about all the other students? He said this committee needs to engage this issue of lack of advisement resources.

Professor Suzanne Oboler agreed wholeheartedly with the need for advisement, noting that when she has offered advisement to students with clear instruction about how to approach a degree, they have seen much better grades and success. However, getting them in to meet with a faculty member in the first place is the hard part.

Professor Peters said most of John Jay's students are in that purgatory, needing that nudge forward into advisement. If they do not talk to the right person or are not in the right place at the right time, they tend to slip through the cracks. She said faculty must not only pay attention to the best and brightest.

Katherine Killoran agreed with these points, and said one of the main things Undergraduate Studies is trying to do is increase faculty engagement with students in a variety of ways, in hopes that faculty will use their time in a meaningful way. She said this was a major topic of discussion at the Council of Majors Coordinators. Undergraduate Studies is certainly aware of this tension, and is trying to make inroads increasing the reach of advisement. Currently, there is mandatory advising for freshmen, but not for transfers, but Undergraduate Studies is working to extend the reach. She said UGS would like to get faculty advising focused on internships, graduate study and career paths, and for her department to play a supporting role more in terms of advising students on course selection and requirements. She noted that part of Dean Byrne's title now includes the term 'retention' and the literature shows that increased engagement with faculty increases student success.

At this point, Dean Byrne had arrived and resumed chairing the meeting.

Professor Andrea Balis said one key part of the advisement problem is that the college has not helped students understand the reasons for advisement. Students simply do not realize that it is useful or what it is. Dean Byrne said that all freshmen are required to get advisement.

Jasmine Awad said she was fortunate to get advisement in the Honors Program, but never received advisement in her major. When she tried to get a meeting with her major advisor, she received an e-mail saying "you're good."

Professor Peters spoke about practical ways of dealing with this question by speaking to how her department handles dividing advising duties amongst faculty and staff. Dean Byrne said that professional advisement within the major would do very different work than faculty-student consultation, and should not be a replacement. She said there are conversations that only faculty can have with students that simply fall outside of what a professional advisor does. Success in the major, post-graduate goals, what you want to do as a result of the major; these are things only faculty can speak to. However, faculty are reporting that they spend most of their time advising about course selection and requirements, which makes it difficult to get to those career-level discussions in advising sessions. Dean Byrne said some of our majors have 2,000 students and there is only one person responsible for communicating with them. She said this advisement question is much more complicated than the present conversation at this table. She

said her office is painfully aware of this issue and she has been looking into strategies to increase funding for advisement or how to extend the reach of current services.

Professor Peters said she felt it is important to have both pieces in place, and faculty should not be asked to advise students about course-selection.

Professor Adams said he was aware of the Dean's good intentions and her budget constraints, but he felt that the college is at the point of ethical crisis. He said what we are doing with students is wrong. He said he admires Dean Byrne's interest in getting data for solving this problem, but he feels there are short term interventions the college could and should be doing. For example, there was a drag show at John Jay last night that was packed, and he thought the college could send faculty into an event like that to make direct student contact about things like advisement.

Professor Cheng said in her department, they approach advising with an all-hands-on-deck attitude. The secretary and the professors talk to students constantly and reiterate the message, "talk to us." Ten or fifteen faculty sign up each semester, and each of them donates two to five hours for two weeks. She currently has eight students signed up already.

A motion was made and seconded to approve the Proposal on Honors in the Major for the BA in Criminology. The proposal was unanimously approved with 22 votes in favor.

Proposal to Revise the BA in International Criminal Justice (Prerequisites)

This item was held for later, as a key professor was not present.

New Business

Course Revisions

SPA 250 Spanish for Criminal Investigators
SPA 330 Translating II
SPA 333 Interpreting II
SPA 337 Text Analysis and Editing for Translators
SPA 339 Translating III
SPA 340 Legal Interpreting II
SPA 435 Legal Translating

Kathy Killoran proposed that the committee discuss the Spanish Department's course revisions because Professor Aida Martinez-Gomez would have to leave the meeting shortly.
Kathy Killoran discussed the changes to these courses, and how the revisions to this package of courses will sync up prerequisites across the major, allowing students to progress through the major and certificate programs more easily. Two courses are being raised to the 400-level. The

Spanish major was recently approved, so we have seen these courses very recently at this committee, this is just a recognition of the rigor of the courses.

A motion was made and seconded to consider the Spanish course revisions as a slate. The proposal was unanimously approved with 22 votes in favor.

A motion was made and seconded to approve the revisions for the slate of Spanish courses. The slate of Spanish courses was unanimously approved with 22 votes in favor.

Courses Subcommittee

GEN 3XX Feminist and Critical Methods

Kathy Killoran said this course is currently being taught as a special topics course. This will be the research methods course for the Gender Studies major, as well as an elective option for two other majors and minors. She said her committee had noted that the course is very ambitious, with a lot of high level readings. Right now, it is being taught online, so the sample syllabus might be a bit different than if the courses was being taught in person.

Professor Peters said this is one of the best syllabi she had ever read because students actually know what is expected of them.

Professor Adams asked if this major is truly Gender Studies, or if it is Feminist Studies, and questioned the name and focus of this course for a major.

Professor Katie Gentile said that the field of Gender Studies evolved from Feminist Studies, so the course reflects those roots. She said she could add the term “gender studies” to the title of the course, but she noted that the term feminist does apply to both men and women. Her colleague, Professor Brett Stoudt, said that he did not see the term “feminist research studies” as exclusionary, because it does not apply only to women.

Professor Ellen Sexton asked why the methods course was needed. Professor Gentile said that Feminist and Gender Studies methodologies are generally interdisciplinary. Previously, the methods courses used were often focused on sociology or humanities, but neither are interdisciplinary. Then, at the capstone level in Gender Studies, they often had to cover the methods specific to the discipline , which slowed down the student’s progress on their projects. Professor Balis said methods courses are incredibly important to students, and adding this course that directly ties to a capstone seemed critical. Professor Gentile said she is currently teaching the capstone, and she can tell the difference between the students who have had the other methods courses and those who have not.

Professor Adams felt that by privileging the term "feminist" in the title, the course bears an implicit message to students that women suffer. He spoke a bit of the complexities he saw about academic study of men and women, and noted that he teaches a gender course himself where he sees students absorbing these messages in practice.

Dean Byrne drew attention to the syllabus. She said she did not see a course on women's sufferation, but rather, a course that gives students a guide about inquiry. She saw it saying:

here is how you do inquiry, here is how people have done inquiry over time, here is how those modes of inquiry have informed each other. She also appreciated the note about graduate programs and their expectations of students to be able to do critical work.

Dean Byrne asked why the course has been taught online, and asked if that has proven a good mode for a methodology course – noting that methodology courses are especially tough to teach. Professor Gentile said that the online offering was in response to a survey of the students who asked for more flexibility in course offerings. Gender Studies is a small program rather than a department, and has only two full-time faculty in place. Despite that, this is one of the larger Gender Studies programs in the nation and only created in the last five years. There is a practical issue for getting faculty and students together, and the online offering proved the best way to do that.

Professor Stoudt said the readings are difficult. He would value meeting in person. He has been reaching out and offering to meet with students in person in small groups, which has been helpful, so that has been happening on Mondays and Thursdays.

Professor Oboler said Gender Studies comes out of a movement. Feminism is a movement. She felt that Professor Adams' comments undermine that.

Professor Glenn Corbett noted that there are two different titles in different parts of the proposal, and only one of them includes the term "feminist." Professor Gentile said that the title is a recent change, and the advisory committee, which was made up of both men and women, had voted to add the term.

Professor Bettina Carbonell wished to echo the compliments to the syllabus. She said that she felt that this methods course, being interdisciplinary, actually goes a level deeper than other methods courses, which is a good thing.

Professor Ellen Sexton mentioned it is possible to embed a librarian into an online course.

Professor Ben Lapidus said he felt that the course was a great course. Since students are already gathering in groups, he suggested making it a hybrid course, rather than online-only. The time-split may not need to be an even split, and it could be tailored. Professor Ma'at Lewis echoed this point, noting that the rule is 30-80% online. She also asked if it may be appropriate at some point for this body to have a discussion with the online administrators. She thought it would be helpful for UCASC to get some education about how that works, to enable better criticism and recommendations.

Kathy Killoran said there are a choice of formats: fully online (students cannot be expected to attend at all), online (allows the professor options to require some in person meetings), and hybrid (which commonly is 50% online).

Professor Adams said he does not object to this course in principle, but he was bothered by the subtext that we have reached a point where we cannot discuss how positive masculinity overlaps in discussions of gender. He said he sees Chicano and other terms on the syllabus, but nothing about positive masculinity. He felt it was a philosophical difference.

Professor Stoudt said his research revolves around masculine studies. And he asked what concepts and methods masculinity have put forth. He noted that feminist studies has put forward reflexivity, but what has masculinity studies put forward? What has it done?

Professor Adams said if you see it as an absence, a department like this should make space for that, to encourage it. In this curriculum, there should be a space to discuss what is the cause of that, how should it be addressed, which is what Professor Adams says he does in his masculinities course. Professor Stoudt said he respectfully disagreed. Professor Gentile said this is a methods class, and the major has already been approved, and they do cover many things in the major.

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

A motion was made and seconded to approve GEN 3XX Feminist and Critical Methods. The proposal was unanimously approved with 22 votes in favor.

ART 1XX Eco Art and Design (CO: Com)

Kathy Killoran introduced the course, noting that it was taught experimentally at the 200-level but is being proposed at the 100 level, so the expectations in the course have been adjusted. The course will be an option in the Gen Ed program in the Communications area since it is mostly studio art. Professor Balis added that the subcommittee loved this course.

Professor Adams pointed to a line in the course description referring to making the environment "more beautiful and healthier." He asked if the subtext related to justice could be unpacked here – bringing to light approaches to equality and protest that would make the world beautiful and healthier. He was concerned that these words, as written, could lay the groundwork for a course all about light subjects like flowers.

Professor Ben Lapidus said he had not written the course, but he felt that the work that arts courses do engages these concepts. He said he did not see the need to didactically address these issues in every line.

Professor Milena Popov said the course is about alternative ways that art raises awareness of environmental problems, as well as offering ways to fix environmental problems.

Professor Peters pointed to the Gen Ed form, where the proposers had addressed the environmental justice issues, and said that language could be brought over to the course description. She thought the description could be tweaked without changing the intent of the course. Professor Lewis noted that the comment is probably just about the wording "more beautiful and healthier," but not about asking the professor to rethink the course altogether. She also felt that there were stronger statements elsewhere in the proposal, such as in the course objectives, that could add clarity to the course description.

Professor Adams provided an example to illustrate his concern with the phrasing. He spoke about Ladybird Johnson's desire to beautify the highways in the 60s, which was an important aesthetic statement. Meanwhile, the apartments people lived in were painted with lead paint

and people were dying. At night, people painted illegal graffiti. He said his point was that stirring it up is also a good thing. He encouraged a broad view of beauty in the course.

Dean Byrne wanted to reiterate that Professor Popov does not need to gut-renovate the course, but the words "beauty" and "health" seem to imply aesthetic niceness, while the course appeared to be approaching more challenging ideas of art and rethinking beauty.

Dean Byrne suggested this course come back for a second reading, however discussion continued. Professor Maria-Julie Rossi did not see why there was such issue with the terms “beauty” and “healthy” as it was clear that those around the table already understood those terms as more complex than just “flowers,” as Professor Adams had said.

Professor Sexton made a motion to accept the course as is by waiving the second reading. It was seconded.

Professor Adams wished to respond to Professor Rossi's point. He said faculty are in the job of interpretation. We do not accept words at face value. "Beautiful and healthy" is subject to a wide range of inclusions and exclusions, and the history is that it can exclude more than include. Flowers are beautiful, so one can, in full honesty teach this course about flowers. This is a school of social justice, and it is critical for a course description to include words that reflect a more rigorous approach. As a school of social justice, we are committed to engage in the problematic. The description needs to demand that any professor who teaches the course will teach it with rigor and demand.

Dean Byrne asked if there was discussion regarding the motion on the floor to waive the second reading. Katherine Killoran advised against waiving the second reading. She felt the discussion had yielded questions, and there was room in the schedule to wait without jeopardizing the course's place in the curriculum, should it be approved. She said it is this body's standard to have a second reading, which provides room for faculty to engage with curriculum thoughtfully. Dean Byrne agreed. She thought that room for reflection would be useful, even if no changes are made to the proposal. Whether the professor wishes to keep or expand the terms at issue, it would be fruitful to come back with a more thoughtful stance on the issue, which would be as useful as changing it.

Professor Popov said she is happy to adjust those terms. Professor Lapidus did not understand why the course must be sent back for a second reading if nobody has issues with the content of the course, the Gen Ed form, or the overall substance. If the issue is a minor wording issue, which the professor is agreeable with rewording, why send it back?

The motion to waive the second reading was not approved with 12 votes in favor, 4 opposed, and 6 abstentions.

Since the motion did not pass, the course will come back for a second reading. Professor Adams asked if the department needed clarity on what to take away from the meeting. Dean Byrne said she thought it was clear, but reiterated her view. She said the professor could consider a semantic way of describing the course, in the description only, in a way that reflects what is in the course content. She reiterated that this is <u>if</u> the professor chooses to reword, noting that this discussion is neither a mandate for the professor nor an instruction. Dean Byrne said it is within each professor's right to stand their ground on the description, but it is key to have a response one way or the other. It is possible that “beauty” means something particular in the discipline, in

art, and if so, that stance should be articulated. She said it is critical that terms are not just swappable in a course description. If these words mean something within a department or discipline, a proposer must be able to explain that to a group of people who challenge the language.

Professor Sexton wished to reiterate that this "group of people" was not unanimous in objecting to terms in the description.

Dean Byrne concluded that whether the language is changed or not, there should be a stance, because this description is going to be read by students who are going to consume this course and she wanted to know that there is intentionality.

Programs Subcommittee

At this point, Professor Mangai Natarajan had arrived, so the group returned to the item from the top of the agenda that had been held aside.

Proposal to Revise the BA in International Criminal Justice

Katherine Killoran said this submission is in response to the Rabinowitz memo to make major prerequisites explicit. This major can have a lot of credits of prerequisites depending on the placement of the student. It is a multi-discipline major that requires courses in economics, political science and sociology. It also requires statistics and an intermediate-level foreign language course. One other small change is being made to waive the 3 credits for students can prove their language proficiency. Currently, those students have to do an extra elective to complete the full credits for the major.

A motion was made and seconded to approve the Proposal to Revise the BA in International Criminal Justice. The proposal was unanimously approved with 19 votes in favor.

Courses Subcommittee

LIT 1XX Justice by the Book (JCI)

Katherine Killoran introduced this as the sister course to another course from the English Department that was approved last semester. While the first course looked at Justice across various literary genres, this course spends a whole semester delving into one piece of literature.

Professor Peters asked if the proposal is built to allow for different books. Kathy Killoran pointed out the description is pretty generic to allow professors to change the book.

Professor Bettina Carbonell suggested a language tweak for clarity, proposing that it describe reading "one significant book," rather than "a significant book."

Professor Adams asked what is to stop this course from being taught about ancient Greeks killing each other without any application to the world we live in today. He was concerned that the description was written in such a broad way that it may not deal with the burning issues of gender, race, and class in the culture we live in. He thought the description could be tightened.

He felt the inclusion of Vietnam does imply some interest in speaking to the present. Professor Alexa Capeloto drew attention to a line in the description about how the course intends to have students reflect on their own experience and the world. Professor Carbonell said the course description is quite focused on the skills, and does not address issues much, so perhaps some inclusion of issues would address Professor Adams' point.

A motion was made and seconded to waive the second reading.

Professor Adams said he felt the course could use a second reading. He said many of our students do not see themselves in the curriculum. Furthermore, they often do not see how the faculty think something like the Illiad connects to them and their lives, even if the faculty do feel that they are doing that. There is a bridge between faculty and student that is needed.

Professor Lewis said she felt the course has good learning objectives, especially for the justice core. However, she felt that some of that wording could go into the course description.

Professor Peters said she was thrilled to see a course description talking about skills. She felt that one line in the description about reflecting on the reading could help.

Professor Grant said he thought that the committee's request was reflected already in the existing course description. Professor Peters said when she looks at it from the student's perspective, she would not see that. She said a description needs to be appealing and relevant.

The motion to waive the second reading was not approved with 3 votes in favor, none opposed, and 18 abstentions.

Because the motion to waive the second reading did not pass, the course will come back for a second reading. As to procedure, Professor Balis asked if the committee can say “we'll accept the course with a revision.” Dean Byrne said that when three or four people ask substantive questions, it gives the department and the proposer an opportunity to consider why a course is written in the way it is, and that is a useful thing.

ESA 1YY Intro to Emergency Management

Katherine Killoran introduced this course, which is part of a group of courses from Emergency Management. They are built for the newly revised BS in Emergency Services Administration, which has replaced the former BA in Fire and Emergency Services. Three courses are required core courses, and the others are being added as elective options to each one of the three concentrations.

Professor Corbett spoke to the context, explaining that the new major is an expansion of the existing Fire Department Management program. He said they wanted to broaden the major for a long time to catch up with other departments around the country, and recently new faculty were hired and so the expansion was rolled out.

A motion was made and seconded to take the ESA courses as a slate.

Professor Peters felt that it would be problematic to consider the courses as a slate. Since we are talking about new courses, there is the risk that one contentious course could put the whole slate

in jeopardy. Dean Byrne said we do have the option to remove one course from the slate, if a particular course seemed likely to cause much discussion. Professor Adams said while he understood the intention, he felt it sets a risky precedent to get into the habit of considering slates of courses. He felt that it did not need to be inefficient to go one by one.

The motion to take the ESA courses as a slate was not approved with 10 votes in favor, 2 opposed, and 8 abstentions.

ESA 1YY Intro to Emergency Management

Katherine Killoran said her subcommittee saw this twice, and appreciated the creativity behind the assignments. She said this will be a core introductory course. Professor Corbett said they will be adding a section from the library about their guide to resources in emergency management.

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 3 abstentions

A motion was made and seconded to approve ESA 1YY Intro to Emergency Management. The course was unanimously approved with 20 votes in favor.

ESA 1XX Introduction to Emergency Medical Services

Katherine Killoran introduced the course written by Professor Charles Jennings. The course introduces students to the field of Emergency Medical Services, which is an expanding section of the emergency management discipline. Professor Corbett said this course addresses the specific needs of emergency responders.

A motion was made and seconded to waive the second reading. The motion to waive the second reading was approved with 18 votes in favor and 2 abstentions.

A motion was made and seconded to approve ESA 1XX Introduction to Emergency Medical Services. The proposal was unanimously approved with 20 votes in favor.

ESA 2XX Emergency Dispatch and Communications

Katherine Killoran introduced the course. Professor Adams asked if there is a place for discussion of problems in communication during crises.

Professor Charles Jennings said the course discusses the way information gets passed along to people in the field and if that info is incorrect how that can lead to bad outcomes, such as the case of Tamir Rice, which is one example used in the course. Professor Corbett also referenced a horrible fire in New York in which there was miscommunication about where the fire was in a building and a breakdown in communication between callers, 9-1-1 dispatchers, and firefighters at the scene. This led to a change of emergency management protocols and 9-1-1 rules for communicating info.

Professor Veronica Michel asked about national standards. Professor Jennings said the course references recent national standards regarding post-incident analysis and the way information

is distributed throughout the industry, such as from Con Ed to emergency services, and how challenging it can be getting that out to the field

Professor Adams expanded his question. In this body, there was a discussion a few years ago about an event when the U.S. sent emergency services to Haiti, but neglected to send anyone who spoke Haitian creole. In that case, a John Jay student did the translating. He asked if there is discussion in the course in that kind of granularity. Professor Jennings said this is really about operation of 9-1-1 and call dispatch. Of course, these everyday issues can escalate, but that could be covered by other parts of the curriculum.

Professor Peters asked if they talk about biased or misleading information. Professor Jennings said there is a lot of that content in the class, and there is discussion of psychological biases to some degree. For example, the course covers cases in which dispatchers jump to conclusions. There are recordings of people reporting emergencies who give information which they think is correct, but that turns out to be wrong.

Professor Spunt asked if students learn about the value of Narcan and Nalaxone as they go through the program. He said he lives by Coney Island Hospital, where he talks to EMTs all the time. Professor Corbett said that material would come up in the previous course on medical services. Overall, this major is about the management component of EMS. Most students come in with actual EMS background already, and this degree is meant to encompass management issues.

A motion was made and seconded to waive the second reading. The motion to waive the second reading was approved with 18 votes in favor and 2 abstentions.

A motion was made and seconded to approve ESA 2XX Emergency Dispatch and Communications. The proposal was unanimously approved with 20 votes in favor.

ESA 2YY Responder Health, Protection and Safety

Kathy Killoran introduced the course, written by a new full-time faculty member, Professor Hung-Lung Wei, who was present. She said her committee wished to commend the proposer for the amount of writing assignments included in the course.

Professor Adams asked if a course like this could address the psychological effects of emergency work. Professor Wei spoke to the ways this topic is addressed. Professor Adams asked where that would be addressed in the syllabus. Professor Corbett said the second week includes a general discussion of overall health and safety, which he thought would include PTSD and suicide, however, the course is mainly meant to be about site safety. Dean Byrne noted that Lesson 7 includes lessons learned. Professor Corbett said that could be moved up as well. He said it is in the textbook, but it could be enumerated in the syllabus more. It is not specified , but it is in the readings for week two. Professor Corbett said they would explicitly add it and bring the course back for a second reading.

Professor Sexton noted that the four textbooks are cost-free texts, which is a good thing. Professor Wei said they are open-access, and they are good texts for this population. Kathy Killoran said there is an initiative at CUNY to provide as many cost-free courses as possible, because this helps students, and she encouraged the proposer to note this on the syllabus.

ESA 2ZZ Emergency Incident Management

Kathy Killoran introduced the course, which is proposed by Professor Corbett. Professor Corbett introduced another new faculty member in the department, Professor Lucia Velotti. He explained that this course will deal with the language of emergency response. Professor Corbett explained that there is a national management system that deals with everything in a disaster including finance and planning. Managing a disaster is a huge and complex endeavor, and at the end of the day somebody has to pay for every tiny detail. As an example, Professor Corbett noted that even the watermelons delivered to the responders have a bill associated with them.

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 3 abstentions.

A motion was made and seconded to approve ESA 2ZZ Emergency Incident Management. The proposal was unanimously approved with 17 votes in favor.

ESA 3XX Geographic Information Systems for Emergency Services

Kathy Killoran said her subcommittee was very excited about having another course in Geography Information Systems at the college. There are a few GIS courses in other departments. Kathy Killoran said students can download the software necessary for free at home due to a CUNY-wide site license , but much of the work will be done in the lab, with group work accounting for a good amount of the course. She said it is a heavy lift to move students along, since GIS is generally brand new to students, but the mixture of lecture and hands-on lab time helps.

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 and 2 abstentions.

A motion was made and seconded to approve ESA 3XX Geographical Information Systems for Emergency Services. The proposal was unanimously approved with 18 votes in favor.

SEC 3XX Maritime Security

Kathy Killoran introduced the course, proposed by Professor Susan Pickman. Professor Pickman said the students will be asked to complete a major project based on a range of topics discussed in the course. She said there are a lot of opportunities for them to take some particular area of their own to do research, to do a presentation as part of a group. The course will cover a lot of territory, because it covers language and skill sets that students are not familiar with already. She said the course will offer great opportunities to discuss intercultural approaches and ethics as they engage in a product of their own which culminates with a presentation to the class and a paper. She said there are a lot of job opportunities in the field, and she hopes the course can begin to prepare students to explore these opportunities.

Professor Emily McDonald said she was very happy to see the course including a conversation about climate change and justice. Professor Adams echoed the enthusiasm for that content, but

reiterated his point from earlier courses that a word or two is needed to reflect this content in the course description.

Professor Michel said the course description seemed to focus on New York, but Professor Pickman's presentation and the syllabus seemed to encompass much more than New York. Professor Michel asked if New York is a case study, since it does not seem to be built to make students experts about New York. Professor Pickman asked for guidance about the language, wondering if it should read “New York Harbor and other topics”? Katherine Killoran said she agreed that the course description is narrower than the content, and does not reflect the richness of the course's offerings. This course will come back for a second reading.

MUS 2XX Introduction to Afro-Caribbean Music and Dance

Kathy Killoran said this course offers an excellent combination of experiential learning opportunities through music performance and dance. Her committee felt that students would really like this course.

Professor Adams asked why the course names specific islands, none of which are English speaking, thus hedging itself in. He offered a friendly amendment that would give the course options to do a range of islands. Professor Lapidus said that the department offers other courses that engage with English, French, Indo-Caribbean, Spanish Caribbean, but one course cannot cover all these cultures.

Kathy Killoran suggested a friendly amendment, to simply add the word “including” before the names of the islands. Dean Byrne said it could be “such as," so it is clear that there is an interchange that depends on who is teaching the class and the way it is focused for a particular semester.

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 and 2 abstentions.

A motion was made and seconded to approve MUS 2XX Introduction to Afro-Caribbean Music and Dance. The proposal was unanimously approved with 17 votes in favor.

Course Revisions

ENG & LIT Bulk Prerequisite Changes & Small Change to Film Minor

Kathy Killoran introduced the proposal, which includes several course prerequisite changes and removing one course from the Film Studies Minor and adding a newly approved course to the electives. . These course changes are due to the required course in the Minor moving from the Communication and Theatre Arts Department (DRA) to the English Department.

A motion was made and seconded to approve the Film Studies Bulk Prerequisite revisions and small change to Film Minor. The proposal was unanimously approved with 17 votes in favor.

SOC 301 Penology
PAD 140 Introduction to Public Administration
PAD 241 Information in Public Management

Kathy Killoran suggested approving the last three course revisions as a slate, because these three proposals involve very small revisions, such as numerical, prerequisite or title changes.

A motion was made and seconded to consider the last three courses as a slate. The motion to consider the courses as a slate was approved with 18 votes in favor.

A motion was made and seconded to approve the revisions to SOC 301, PAD 140, and PAD 241. The proposal was unanimously approved with 18 votes in favor.

CRJ/PHI 321 Police Ethics

Kathy Killoran said this change comes about as a result of the Rabinowitz memo. This relates to the revision of the BS in Police Studies earlier in this meeting. The course has a 'hidden' prerequisite of PHI 231 because of being cross-listed with the Philosophy Department. She said that Professor Pittman had to leave the meeting earlier, but he left a note for her to read. Professor Pittman's note said the Philosophy Department was in agreement with the change, as there is no basis for this course to continue to be listed as a philosophy course. The cross-listing will be dropped and the course moved from the CRJ course prefix to PSC, which is more appropriate for a required course in the Police Studies major.

A motion was made and seconded to approve the revision to CRJ/PHI 321 Police Ethics. The proposal was unanimously approved with 18 votes in favor.

The meeting concluded at 12:20 pm.

Respectfully submitted,
Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
April 21, 2017
9:45 A.M. – 1:00 P.M.
ROOM 630T

1. ***Introductions and Announcements*** **–** Dean Byrne

2. ***Approval of the minutes of March 31, 2017***

3. ***Old Business***

General Education

- PHI 238 Philosophy of Comedy (Moving fr US Exp to CE)

New Courses

1. LIT 1XX Justice by the Book (JCI)
2. ART 1XX Eco Art and Design (CO: Com)
3. ESA 2YY Responder Health, Protection and Safety
4. SEC 3XX Maritime Security and Safety

4. ***New Business***

Programs Subcommittee

1. Proposal to Revise the BA in English
2. Proposal to Revise the BS in Public Administration
3. Proposal to Revise John Jay's Joint Bachelor/Master's Degrees (CJBA, CJBS, CJ Management, and Police Studies with the MA in Criminal Justice)
4. Proposal to Revise the Dual Admission/Joint Degrees for AS Science for Forensics/BS Forensic Science with CUNY Community Colleges (Prerequisites)
5. Proposal to Revise the BA in Criminology

Courses Subcommittee

1. ESA 3XX Response to Large-Scale Disasters
2. PSC 3XX Chinese Americans in Policing
3. TOX 4XY Capstone Experience in Toxicology

Course Revisions

1. SOC Bulk Prerequisite Changes
2. HJS 310 Comparative Perspectives on Justice (JCII)
3. HIS 214 Immigration and Ethnicity in the United States (US Exp)
4. PAD 404 Practicum in Public Administration
5. PAD 440 Problems in Public Administration

Proposal to Identify Internationally-focused/Intensive Courses - International Advisory Board (IAB) - Lisandro Perez

Attachments:
Agenda for April 21, 2017

Minutes of March 31, 2017
Proposal to Revise the BA in English
Proposal to Revise the BS in Public Administration
Proposal to Revise John Jay's Joint Bachelor/Master's Degrees (CJBA, CJBS, CJ Management, and Police Studies with the MA in Criminal Justice)
Proposal to Revise the Dual Admission/Joint Degrees for AS Science for Forensics/BS Forensic Science with CUNY Community Colleges (Prerequisites)
Proposal to Revise the BA in Criminology
Proposal to Identify Internationally-focused/Intensive Courses

Courses:
ESA 3XX Response to Large-Scale Disasters
PSC 3XX Chinese Americans in Policing
TOX 4XY Capstone Experience in Toxicology

Course revisions:
SOC Bulk Prerequisite Changes
HJS 310 Comparative Perspectives on Justice
HIS 214 Immigration & Ethnicity in the United States
PAD 404 Practicum in Public Administration
PAD 440 Problems in Public Administration

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
City University of New York
UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE

Minutes of April 21, 2017

The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, April 21 at 9:45 a.m. in room 630T. Vice Chair Judy-Lynne Peters called the meeting to order.

Present: C. Jama Adams, Andrea Balis, Dara Byrne, Bettina Carbonell, Glenn Corbett, Demis Glasford, Heath Grant, Sarah Hammond, Katherine Killoran, Ma'at Lewis, Daniel Matos, Emily McDonald, Veronica Michel, Bettina Murray, Chongmin Na, Suzanne Oboler, Judy-Lynne Peters, Michael Puls, Maria Julia Rossi, Ellen Sexton, Barry Spunt, Sandra Swenson, Erin Thompson.

Absent: Jasmine Awad, Susannah Crowder, Susan Larkin, Devin Ly, Virginia Moreno, John Pittman, Ian Seda-Irizarry, Leslie Smith, Monika Son.

Guests: Carla Barrett, Douglas Boettner, Janice Carrington, Roblin Meeks, Naomi Nwosu, Raymond Patton, Milena Popov, Hung-Lung Wei.

Approval of the minutes of March 31, 2017

There was no discussion or changes requested.

A motion was made and seconded to approve the minutes of March 31, 2017. The minutes were adopted with 20 votes in favor and 1 abstention.

Announcements

No announcements. Dean Byrne is giving opening remarks at another event and will join the meeting shortly.

Old Business

General Education

PHI 238 Philosophy of Comedy (Moving from US Exp to CE)

Kathy Killoran explained that this item was coming back to us because the CUNY Faculty Review Committee for the Flexible Core: U.S. Experience in its Diversity did not approve it for the bucket. After considering the feedback, Professor Brownstein decided to move the course to the Creative Expression area. That is what the vote entails today that the course meets the learning outcomes for that bucket.

Dr. Patton shared that the Gen Ed Subcommittee reviewed the new mapping form and thought it was a good fit for the new area.

A motion was made and seconded to approve remapping PHI 238 Philosophy of Comedy to the Creative Expression area. The proposal was approved with 17 votes in favor and 1 abstention.

New Courses

LIT 1XX Justice by the Book (JCI)

Professor Carbonell summarized the changes to the proposal since the first reading. The changes include adding a sentence to the course description that focuses the course more tightly on justice issues including students experience with conflict, inequality, and oppression.

A motion was made and seconded to approve LIT 1XX Justice by the Book. The course was approved with 19 votes in favor and 1 abstention.

ART 1XX Eco Art and Design (CO: Com)

Professor Peters introduced the item. Professor Erin Thompson said the course description had been revised to focus more on environmental justice. Professor Adams asked about the mention of Central Park, with concern that it locks a professor into devoting class time to Central Park rather than leaving the option to visit other parks. Professor Peters suggested rewording it to say, "Art in the Park." Professor Thompson said the phrase "Central Park" could be removed.

A motion was made and seconded to approve Art 1XX Eco Art and Design with the suggested change. The course was unanimously approved with 20 votes in favor.

At this point, Dean Byrne arrived.

ESA 2YY Responder Health, Protection and Safety

Professor Hung-Lung Wei said that he had added more readings to the syllabus addressing the psychological consequences of job stress on workers and expanded the time on the class calendar to discuss these issues.

Professor Adams asked if the lateness policy was appropriate for this population. He felt it was overdoing it to ask students to explain their lateness. Dean Byrne felt that the policy on this syllabus was actually quite lenient, because other syllabi do not accept late assignments at all. Professor Adams said he felt it would be more just to consider encouraging on-time assignments.

Kathy Killoran noted that the line said "if you have a legitimate excuse, see the professor." Professor Adams felt that this was part of the problem, in that it creates an expectation that the excuse must be somehow more official than the serious obligations students have in their work and home lives.

A motion was made and seconded to approve the ESA 2YY Responder Health, Protection and Safety. The course was unanimously approved with 20 votes in favor.

Referring to the earlier discussion of attendance, Professor Peters suggested that attendance policies might want to be dealt with on the departmental level. This would provide some amount of consistency for students, making the criteria the same in the majority of their classes. Professor Heath Grant said he felt that there was a procedural problem with the way attendance is being discussed in UCASC. The same questions tend to be repeated periodically as each new course comes before the committee, but there is no guidance on the forms that would help the proposers address these concerns in advance. Professor Grant said he would like to see UCASC's guidance right there on the form, since the discussion comes up so often. Professor Andrea Balis asked that attendance policies be added to the agenda for a future meeting as an independent item. Dean Byrne agreed and reminded the committee that the two-reading rule also needs such a discussion.

SEC 3XX Maritime Security and Safety

Professor Glenn Corbett spoke for the course, noting the changes that Professor Susan Pickman had made in response to the feedback from the last meeting. The course description was changed to indicate it covers New York City and other international locations as well. UCASC noted that the course included much international content at the first reading but it was not mentioned in the course description. The main assignment has also been strengthened and more details added.

A motion was made and seconded to approve SEC 3XX Maritime Security and Safety. The course was unanimously approved with 21 votes in favor.

New Business

Program Subcommittee

Proposal to Revise the BA in English

Professor Carbonell reported that the Programs Subcommittee thought the proposed revisions would strengthen the curriculum. The proposal also addresses the major prerequisites and complying with the Rabinowitz memo in making them transparent.

Professor John Staines spoke about the changes to the major, including additions of new courses focusing around Latina/o Literature and adding elective courses to the Historical Perspectives area so students have more choice and additional scheduling options.

Professor Adams asked how the revised major would address historical perspectives of race. Professor Staines said the courses on the books were reviewed for their historical structure for inclusion in that section. He said there are a few broad spectrum Africana literature courses, but there is a staffing issue at the moment preventing the department from offering courses that specialize in 19th century Africana studies. The Africana literature courses are twentieth century, and the department has a need of a professor who specializes in 19th century Africana studies. Professor Adams said he heard the spirit of the argument, noting that staffing is something the whole college struggles with. He said he felt that there is a body of people in the department who may be able to come up with such a course, or that there are adjuncts out there. He said his department would be happy to collaborate with Professor Staines to staff and create such a course. Dean Byrne commended the spirit of collaboration in that suggestion.

A motion was made and seconded to approve the revisions to the BA in English. The proposal was unanimously approved with 21 votes in favor.

Proposal to Revise the BS in Public Administration

Kathy Killoran shared the feedback from the Programs Subcommittee who just asked for clarifications to the memo.

Professor Peters said that this revision has a number of goals, including making certain skills and methods courses required (statistics and writing), requiring an internship or practicum, and eliminating the concentrations, which made it very difficult for students to get through the major when certain offerings were scheduled infrequently.

Dr. Naomi Nwosu asked if this would be in the undergraduate or graduate catalogue. Kathy Killoran noted that this particular one is undergraduate, but the next one is the BA/MA program and she envisions it will be in both Graduate and Undergraduate catalogs.

A motion was made and seconded to approve the revision of the BS in Public Administration. The proposal was unanimously approved with 20 votes in favor.

Proposal to Revise John Jay's Joint Bachelor/Master's Degrees (CJBA, CJBS, CJ Management, and Police Studies with the MA in Criminal Justice)

Kathy Killoran said the college has about 350 students in the bachelor's/master's joint degrees, which are all internal joint degrees. The proposal that we are considering today all lead to the Master's in Criminal Justice. The other programs will come up separately in the Fall. She thanked Dr. Janice Carrington for her work in putting together the documents for this proposal. She said the main issue here is that we do not have a written curriculum in the bulletin for these programs. This is also timely since the new General Education requirements have fewer credits and these undergraduate majors have all been revised in the last few years. The decrease in Gen Ed credits allows us to strengthen the undergraduate major portion of the programs ensuring that students are prepared for graduate-level work.

A motion was made and seconded to approve the Proposal to Revise John Jay's Joint Bachelor/Master's Degrees (CJBA, CJBS, CJ Management, and Police Studies) with the MA in Criminal Justice. The proposal was unanimously approved with 21 votes in favor.

Professor Peters said the joint degrees are very useful, but not enough students have taken advantage of them, which may be because they have not been written down and in the bulletin. She said it would be very useful now to be able to advertise them and inform students by having them in the bulletin.

Proposal to Revise the BA in Criminology

Kathy Killoran introduced the proposal, commending Professor Carla Barrett for the department's work. She said some of these changes were identified for action in their recent self-study.

A motion was made and seconded to approve the revision to the BA in Criminology. The proposal was unanimously approved with 21 votes in favor.

At this point, Kathy Killoran proposed reordering the agenda to consider the group of sociology course revisions that Professor Barrett was representing.

Course Revisions

SOC Bulk Prerequisite Changes

Kathy Killoran said this proposal would change the prerequisites for five courses to complete the revision to the major. These changes will make the courses more accessible and make the prerequisites consistent across the department's 200-level courses.

A motion was made and seconded to approve the SOC Bulk Prerequisite Changes. The course revisions were unanimously approved with 21 votes in favor.

Courses Subcommittee

ESA 3XX Response to Large-Scale Disasters

Kathy Killoran introduced this course, which is the last of the group of new ESA courses for the revised major in Emergency Service Administration. She said the course was created by Professor Lucia Velotti, who is new at the college. The courses subcommittee worked with Professor Velotti to clarify the main ideas and how the coverage moves through the semester. Professor Corbett said this course is the top of the scaffold in the new group of courses approved at the last meeting.

Professor Adams asked for clarification about the use of the terms "special needs populations," which was used in the context of an item about Hurricane Katrina. He asked about the racial implications of these phrases in proximity to each other. He also asked about an item about the Philippines. Dean Byrne asked if Professor Adams was concerned by the phrase "first responders" or "the media." Professor Adams said the first responders have to be cognizant of the cultural context they are entering. He thought week seven seemed to be addressing that, but it is a serious problem. Professor Corbett spoke to week seven and week four, where the readings were the source of Professor Adams's questions. Professor Corbett said that week four probably does need to add literature with issues of culture. He noted that there are readings from Kathleen Tierney about the media and unpreparedness at the city and state level.

Professor Sandra Swenson agreed very strongly with Professor Adams about the use of the phrase "special needs." She said this becomes a phrase that we live by, so it is very important to be precise with its use. Professor Corbett said that one part of this issue is that the term is built into the system already. Professor Balis said that the topic covered in week six, "initial response measures," could be a good time to discuss the cultural contexts of initial responses.

Dean Byrne said this proposal could come back for a second reading, and she asked Professor Corbett and Kathy Killoran to convey the feedback to Professor Velotti.

PSC 3XX Chinese Americans in Policing

Kathy Killoran introduced this course, noting that it was initially called Asian Americans in Policing, but the title was changed to reflect the fact that most of the content focused on Chinese Americans.

Professor Adams felt the attendance policy was draconian. He said that rather than declaring that students must be physically in the room, the course should handle attendance with assignments that address attendance/participation by giving students something to do when present. He had a similar feeling about the policy on late assignments and on documentation of absences. He said that by specifying that “medical excuses are okay," the policy ignores the many caregiving responsibilities that students have to care for their parents, children, and so forth.

Dean Byrne said that attendance policies are often a subject of this kind of discussion, as there is a clash between the college's status as a non-attendance taking institution and individual syllabi. There is a larger conversation here about what is just and fair, especially considering that this population of students is likely to be working.

Professor Grant said that the proposer, Professor Tam, is far from draconian in practice, and in this proposal, he had used policies from a template that he was told to use. Professor Grant said this type of conversation could be alleviated if there were a standard template that professors could use for UCASC.

Registrar Daniel Matos updated the room on the legal situation with the lawsuit about college attendance policies. The student's attorney asked for documents clarifying the attendance requirements at the college level, the department level, and the course level, and found stark differences among the policies, which even carried from course to course. He noted the legal issues arise because of the lack of consistency across courses.

Professor Suzanne Oboler said that she has taught at three institutions, and at every institution, attendance policies were the prerogative of the individual professor. Professor Swenson said that it is critical that professional integrity be protected, and professors must be allowed to determine how they teach and grade.

In response to a question from Professor Peters, Professor Tam said he took the NYPD Muslim Surveillance program out of the syllabus, replacing it with Model Minority and Model Minority Myths.

Professor Balis reiterated her point that the committee needs to have a separate discussion of attendance in a future meeting, rather than discussing it each time we get to a new course. Dr. Patton suggested rephrasing “do not cite Wikipedia” to make clear that students must not use Wikipedia at all, whether they cite it or not.

Professor Corbett suggested using “Turnitin” rather than the other website listed, because there have been problems with the other website.

Professor Adams asked about the items on page 9 about late assignments and plagiarism. Professor Peters noted that these are items from a template. Regarding the overall issue of tone and rules, Dean Byrne noted that we want students to take the course, and the first day of class is still during the add/drop period, so it is important that the syllabus does not appear overly draconian, especially if the policies do not reflect the professor's actual methods.

TOX 4YY Capstone Experience in Toxicology

Katherine Killoran introduced this course, which will be a hands-on lab with an independent research problem in the second half, which the courses committee really liked.

Professor Adams asked for more references to ethics. Kathy Killoran noted that ethics is listed a few places in the proposal.

A motion was made and seconded to waive the second reading. The motion to waive the second reading was approved with 19 votes in favor, none opposed, and 2 abstentions.

A motion was made and seconded to approve the TOX 4YY Capstone Experience in Toxicology. The course was unanimously approved with 21 votes in favor.

At this point, the agenda returned to an earlier item that was skipped.

Proposal to Revise the Minor in Sustainability

Professor Swenson said there had been a question about the meaning of the name, and otherwise the committee had felt good about the change. Dean Byrne said this is a great move and she congratulated the minor faculty on changes that should lead to growth with enrollment. She said now the minor can speak better to what is happening in the world today. Professor Balis agreed that now it is easier to recommend the minor to students.

Professor Alexander Schlutz said they were thinking about changing the prefixes of the courses and asked if that has to go through a separate process. Kathy Killoran said that since that request is embedded in this proposal, she could act on the request via the Chancellor's University Report. Explaining the way this change would roll out in Degreeworks, Dr. Nwosu said there are students in the minor who will have a mixture of prefixes for the next few years.

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

Course Revisions

HJS 310 Comparative Perspectives on Justice (JCII)

Kathy Killoran introduced the revision. The proposer was not present, so Professor Balis was present to speak for the course. Professor Ellen Sexton noted that the subways are experiencing major disruptions.

Professor Adams asked about the term “Native American epistemology.” Professor Oboler suggested removing the word “other” in the spot that referred to “East Asian, Africa and the other Americas." Professor Balis said she knew the intent was to leave the course content as open as possible, and so she thought the proposer would agree with removing the word "other."

A motion was made and seconded to approve the HJS 310 Comparative Perspectives on Justice (JCII) with the amendment (removing the word "other"). The course was unanimously approved with 21 votes in favor.

HIS 214 Immigration and Ethnicity in the United States (US Exp)

Katherine Killoran introduced the proposal. Professor Balis said that there were edits to the mapping form. Professor Adams asked if the course deals with contemporary issues, and Professor Balis explained the historical content of the course.

A motion was made and seconded to approve the revision to HIS 214 Immigration and Ethnicity in the United States (US Exp). The course revision was unanimously approved with 21 votes in favor.

PAD 404 Practicum in Public Administration

Kathy Killoran said the wording in the course description has been revised into whole sentences. She said there was a question about the meaning of the term “in-service.” Professor Peters explained that since there is an internship for students who are not working, the practicum provides an option for students who are working. She agreed that the way it was written could be confusing. Professor Adams asked who is collecting data to look at the subtle ways students might screw themselves by not doing the internship. He said this was not a specific critique of this class, but it would be good to get some data on this. Regarding the “in-service” item, Kathy Killoran suggested removing the note in which it appears. Professor Peters agreed.

Kathy Killoran also noted that she is in favor of having a project-based alternative for students who are unable to complete an internship due to their need to work.

Professor Adams felt it is very important for UCASC to discuss internships and service experiences in the future, because there is a group of students who organize their lives around their work. Kathy Killoran said this major in particular has a lot of adult learners who already have employment in the field. She asked Professor Adams to unpack the issue he is concerned about. He said that it should be the college's mission to put students in new environments and experiences to make them think. Professor Oboler said she agreed with him in theory, but in practice, she felt that the college must be flexible with people. Professor Adams said it is an advisement problem, and explained his own experience as a student at this college. When he was forced to do an internship three years in, it had a great impact on him. He said too many students think all they have to do is show up to class.

A motion was made and seconded to approve the revision to PAD 404 Practicum in Public Administration. The course revision was approved with 20 votes in favor and 1 abstention.

PAD 440 Problems in Public Administration

Kathy Killoran introduced this revision. Professor Peters said this course has been taught by different professors who did different things depending on their interests. It was always meant to be a capstone experience, and this revision aims to solidify it as a capstone seminar, without so much variation from one iteration to another. Kathy Killoran said the course description could give students the wrong impression that it is an independent study. She asked if it could be revised to tie to the major, or if the language could be tweaked somehow, to say “courses in the major” or the like. Professor Peters explained why the description is written the way it is. Kathy suggested another word change, which Professor Peters accepted.

A motion was made and seconded to approve PAD 440 Problems in Public Administration. The proposal was unanimously approved with 21 votes in favor.

Proposal to Identify Internationally-focused/Intensive Courses

Professor Lisandro Perez and Dean Anne Lopes were present to introduce the proposal. Professor Perez began with background, explaining the purpose of the new International Advisory Board. That body was set up a few years ago when it was suggested to President Travis that the college could do more work to increase its international engagement. This proposal would recognize students who have that focus and also encourage departments to include this area with their offerings.

Registrar Matos asked if the internationally-intensive and writing-intensive policies would be similar. Dean Lopes said the international designation is independent from the writing designation, so they will have different rules and policies. Dean Lopes said that the faculty would decide what defines courses as “internationally intensive." She said there would be a definition about what constitutes international-intensive courses and professors could see if their courses align with the definition.

Registrar Matos said that the college is expanding the study abroad opportunities. There is more financial aid and more students are taking advantage. Dean Lopes said that despite the expansion, only an extremely small fraction of the population studies abroad, which is why John Jay must think about other ways to make students competitive in the global marketplace. This proposal suggests flagging the courses themselves as II, and that designation would appear on the student transcript. At the end of the degree, if students have taken a certain number of those courses, their international focus could be included on the transcript. Dean Lopes noted though the document has specific examples, the IAB wants to give UCASC a lot of options here and UCASC could decide how to implement this.

Registrar Matos asked about other recent proposals for designations on transcripts, such as Dean Byrne's Social Justice Designation, and also the experiential learning designation. He said he is in favor of expanding the transcript, but he thought it was worth noticing the amount of new transcript-related designations. He also pointed out if this designation is not as coded as a minor, students may or may not be able to get financial aid to cover the courses.

Professor Balis asked about the relationship between these various designations. She asked if this is significantly different than the Social Justice Designation. While content would vary, would there be other differences?

Dean Byrne explained the context, saying that there are a lot of conversations about how to make the transcript more dynamic in its reflection of students' work. . She said a student might be able to pull off two designations or competencies in one effort, perhaps doing work in international social justice, probably with heavy advisement. She said while this may not be something a student can claim for financial aid, the idea is to have these competencies take advantage of the College's existing course offerings and to guide students to be more intentional in how they choose courses. If there are two or three courses in a major that align around a competency, that can do something for a student's development if they intentionally chart a path to take them. They can build competencies that would make them more competitive in the job market, and also claim and prove that in the transcript. Dean Byrne said it is key also to think about how much is too much, and to consider what can really be done by 2020. She said the proposal makes sense, and it is certainly something the college should do, but the big question is how best to include it in the curriculum.

Professor Peters asked what this focus would mean in terms of future employment. She said it is important not to mislead students with a competency that does not relate to a career.

Dean Lopes suggested the initiative could adopt the learning outcomes from the American Academy of Colleges and Universities, which will lend authority to this designation. She said she has been working with employers in cybersecurity across fields from the banking industry to human services and beyond. These professionals have told her they are looking for people with international competency.

Professor Swenson said she liked the idea in general and the AAC&U rubrics in particular. She asked if there is an example of a current course that would provide a tangible example. Dean Lopes said she cannot provide one specific example, but she was aware of a number of cultural diversity courses that engage with the global world. She said the Gen Ed is loaded with these courses already, so her idea was to look at this in the majors more than in the Gen Ed. She said even the Computer Science department has expressed interest in working cross-culturally. She said not all programs have to do this, but for the students really looking for this kind of designation, they can make use of their electives. Professor Swenson said she knew a few professors in the science department with international expertise who would be interested. Dean Lopes said the main issue is setting the learning outcomes. Courses must map to these learning outcomes to get the designation, so some international courses might not fit.

Professor Veronica Michel said she felt this type of content is incredibly important. She asked how it would affect students who are majoring in International Criminal Justice already. Considering that there are already whole majors that work this way, how would the competency interact? She said there should be a substantive conversation amongst the faculty about how to make this type of designation truly impactful for all students.

Professor Oboler said she is fervently in favor of this designation. At the end of their college experience, if their transcript says "global competency," they will have a better understanding of the value of their knowledge, which they could then articulate to employers. Additionally, on a personal level, she liked the way it could expand students' knowledge of their families and their legacy in the world, which is an important kind of knowledge to bring out.
Kathy Killoran drew a parallel to the Social Justice Designation conversation, noting that it is important that it is not just a list of courses. It could include a project, a writing piece, a portfolio. She said the most important thing would be to make the learning transparent. While it

is very easy to identify courses, there is more work needed to make it a program, at the graduate and undergraduate level.

Dean Byrne said she might disagree with that. She said part of the purpose of the Social Justice Designation would be to put the burden on the student to make the claim that they had gone above and beyond. The international designation, on the other hand, is a competency. Dean Byrne said the question at hand may be about how the college should distinguish between a competency and going above and beyond. To say as an institution that we value global awareness is significant. To put it on the transcript is a very meaningful thing. Rather than showing a student went above and beyond, the purpose of the international designation might be to declare benchmarks or milestones within a John Jay education. If you take a look at our undergraduate learning goals, there is a lot of intentionality. The faculty is aware of that, but we do not necessarily give students the language to make their abilities transparent. By making a more dynamic transcript and blocking out "here is what you have done, here is what it amounted to," the college could empower students to say "I have these competencies." So ultimately, Dean Byrne felt that this designation is valuable and different than the Social Justice Distinction.

Dean Lopes said this is mining the curriculum with an existing standard and encouraging faculty to do that in their curriculum, as opposed to creating an experience beyond that for students. She said the idea is not to add work, but to show what is already there. When it comes to funding for this, Dean Lopes said she had put together a grant proposal to support this work. She felt it would take work to do this, and so she is asking for funds to pay for the work. She is interested in encouraging more global work in the curriculum. It is an important currency, and if we can make that apparent, it would be a good thing. She thanked the committee for their consideration.

There was some question about whether this body should vote on the proposal. At the moment, we do not know the procedure for a designation so it will come back next fall as a more specific proposal. Dean Byrne said that question should be discussed at the Academic Standards or PPP subcommittees.

The meeting concluded at 12:05 pm.

Respectfully submitted,
Sarah Hammond, Scribe

THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
May 19, 2017
9:45 A.M. – 12:00 P.M.
ROOM L.61 NB

1. ***Introductions and Announcements*** **–** Dean Byrne

2. ***Approval of the minutes of April 21, 2017***

3. ***Old Business***

Courses- 2nd readings
- ESA 3XX Response to Large-Scale Disasters
- PSC 3XX Chinese Americans in Policing

4. ***New Business***

General Education Subcommittee
- End of Year Report from Subcommittee

Courses Subcommittee
- Proposal to Add Wellness Center Info to Model Syllabus
- AFR 1XX Introduction to Community Justice
- AFR 3XX Research Methods in Human Service & Community Justice

Course Revisions
- POL 409 Colloquium for Research in Government and Politics
- ANT 325 Ethnographic Research Methods in Anthropology

End of Year Summation and Looking Forward –Dean Byrne

Refreshments!

Attachments:
Agenda for May 19, 2017
Minutes of April 21, 2017
Proposal to Add Wellness Center Info to Model Syllabus
New Courses:
AFR 1XX Intro to Community Justice
AFR 3XX Research Methods in Human Service & Community Justice
ESA 3XX Response to Large-Scale Disasters
PSC 3XX Chinese Americans in Policing
Course revisions:
POL 409 Colloquium for Research in Government and Politics
ANT 325 Ethnographic Research Methods in Anthropology

CURRICULUM COMMITTEE
September 9, 2016
ATTENDANCE
Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	
Balis	Andrea	History	
Barrett	Carla	Sociology	
Byrne	Dara	Dean, Undergraduate Studies	
Carbonell	Bettina	English	BC
Corbett	Glenn	Security Management	
Crowder	Susannah	Interdiscplinary Studies Program	
Glasford	Demis	Psychology	
Grant	Heath	Law, Police Science, CJA	
Hammond	Sarah	Scribe	
Killoran	Kathy	Undergraduate Studies	
Larkin	Susan	Health and Physical Education	
Lewis	Ma'at	Counseling	
Michel	Veronica	Political Science	
Moreno	Virginia	Academic Assessment	ABSENT
Murray	Bettina	Communication and Theater Arts	ABSENT
Na	Chongmin	Criminal Justice	
Oboler	Suzanne	Latin America & Latina/o Studies	ABSENT
Peters	Judy-Lynne	Public Management	
Pittman	John	Philosophy	
Puls	Michael	Mathematics and Computer Science	
Rossi	Maria Julia	Modern Languages & Literature	
Seda-Irizarry	Ian	Economics	
Sexton	Ellen	Library	
Son	Monika	SEEK	ABSENT
Swenson	Sandra	Sciences	
Thompson	Erin	Art and Music	ABSENT
Trinch	Shonna	Anthropology	ABSENT
Young	Nadine	Associate Registrar, Enroll Management	

CURRICULUM COMMITTEE
September 9, 2016
ATTENDANCE
Quorum = 16 Voting Members

Guests:			
Patta	Fay	UGS	ICP
Naomi	Nwosu	[illegible]	
Katalin	Szuk	UGS SASP	

CURRICULUM COMMITTEE
October 21, 2016
ATTENDANCE
Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	
Balis	Andrea	History	Absent
Barrett	Carla	Sociology	
Byrne	Dara	Dean, Undergraduate Studies	
Carbonell	Bettina	English	
Corbett	Glenn	Security Management	
Crowder	Susannah	Interdiscplinary Studies Program	
Glasford	Demis	Psychology	
Grant	Heath	Law, Police Science, CJA	
Hammond	Sarah	Scribe	
~~Hussain~~	~~Thamanna~~	Student Member	AWAD
Killoran	Kathy	Undergraduate Studies	
Larkin	Susan	Health and Physical Education	Absent
Lewis	Ma'at	Counseling	
Matos	Daniel	Associate Registrar, Enrollment Management	Nadine Young
Michel	Veronica	Political Science	
Moreno	Virginia	Academic Assessment	
Murray	Bettina	Communication and Theater Arts	
Na	Chongmin	Criminal Justice	
Oboler	Suzanne	Latin America & Latina/o Studies	✓
Peters	Judy-Lynne	Public Management	
Pittman	John	Philosophy	
Puls	Michael	Mathematics and Computer Science	
LY Robinson	DEVIN ~~Kadeem~~	Student Member	✓
Rossi	Maria Julia	Modern Languages & Literature	
Seda-Irizarry	Ian	Economics	Absent
Sexton	Ellen	Library	✓
Smith	Leslie	Student Member	✓
Son	Monika	SEEK	ABSENT
Swenson	Sandra	Sciences	

CURRICULUM COMMITTEE
October 21, 2016
ATTENDANCE
Quorum = 16 Voting Members

Thompson	Erin	Art and Music	ABSENT
Trinch	Shonna	Anthropology	EdSnyder
Awad	Jasmine	Student Council	Jasmine Awad
Guests:			
Patton	Ray	UGS	
Boettner	Douglas	Special Academic Sessions/EM	
Cary	Sanchez	Counseling	CS
Katherine	Stavrianopoulos	Counseling	
Nancy	Marquez-Jones	SEEK	
Nordette	Young	Registrar	

CURRICULUM COMMITTEE

~~[redacted]~~ November 18, 2016

ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	
Awad	Jasmine	Student Member	Jasmine Awad
Balis	Andrea	History	
Barrett	Carla	Sociology	absent
Byrne	Dara	Dean, Undergraduate Studies	
Carbonell	Bettina	English	B. Carbonell
Corbett	Glenn	Security Management	
Crowder	Susannah	Interdiscplinary Studies Program	
Glasford	Demis	Psychology	
Grant	Heath	Law, Police Science, CJA	
Hammond	Sarah	Scribe	S K
Killoran	Kathy	Undergraduate Studies	
Larkin	Susan	Health and Physical Education	Absent
Lewis	Ma'at	Counseling	
Ly	Devin	Student Member	Absent
Matos	Daniel	Associate Registrar, Enrollment Management	Absent
Michel	Veronica	Political Science	Absent
Moreno	Virginia	Academic Assessment	
Murray	Bettina	Communication and Theater Arts	Bettina Murray
Na	Chongmin	Criminal Justice	Absent
Oboler	Suzanne	Latin America & Latina/o Studies	
Peters	Judy-Lynne	Public Management	Absent
Pittman	John	Philosophy	
Puls	Michael	Mathematics and Computer Science	Michael Puls
Rossi	Maria Julia	Modern Languages & Literature	
Seda-Irizarry	Ian	Economics	Absent
Sexton	Ellen	Library	
Smith	Leslie	Student Member	
Son	Monika	SEEK	
Swenson	Sandra	Sciences	Absent

CURRICULUM COMMITTEE

~~October 21, 2016~~ November 18, 2016

ATTENDANCE

Quorum = 16 Voting Members

Thompson	Erin	Art and Music	
Trinch	Shonna	Anthropology	
Guests:			
Kate	Sun	SAJP	
Ray	Patton	UGS	
Doug	Boettner	Special Acad. Sessions	

CURRICULUM COMMITTEE
December 16, 2016
ATTENDANCE
Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	
Awad	Jasmine	Student Member	
Balis	Andrea	History	
Barrett	Carla	Sociology	
Byrne	Dara	Dean, Undergraduate Studies	
Carbonell	Bettina	English	
Cauthen	James	Political Science	
Corbett	Glenn	Security Management	
Crowder	Susannah	Interdiscplinary Studies Program	absent
Glasford	Demis	Psychology	
Grant	Heath	Law, Police Science, CJA	
Hammond	Sarah	Scribe	
Killoran	Kathy	Undergraduate Studies	
Larkin	Susan	Health and Physical Education	
Lewis	Ma'at	Counseling	
Ly	Devin	Student Member	
Matos	Daniel	~~Associate Registrar,~~ Enrollment Management	REGISTAR
Moreno	Virginia	Academic Assessment	absent
Murray	Bettina	Communication and Theater Arts	
Na	Chongmin	Criminal Justice	
Oboler	Suzanne	Latin America & Latina/o Studies	
Peters	Judy-Lynne	Public Management	
Pittman	John	Philosophy	absent
Puls	Michael	Mathematics and Computer Science	
Rossi	Maria Julia	Modern Languages & Literature	
Seda-Irizarry	Ian	Economics	absent
Sexton	Ellen	Library	
Smith	Leslie	Student Member	absent
Snajdr	Edward	Anthropology	
Son	Monika	SEEK	

CURRICULUM COMMITTEE
December 16, 2016
ATTENDANCE
Quorum = 16 Voting Members

Swenson	Sandra	Sciences	
Thompson	Erin	Art and Music	
Guests:			
Walter	Ray	U&S	
Curtis	Ric	LPS/ANT	
Boettner	Douglas	Special Acad. Sessions/EM	

CURRICULUM COMMITTEE
February 3, 2017
ATTENDANCE
Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	~~African American Studies~~ Africana Studies	
Awad	Jasmine	Student Member	
Balis	Andrea	History	
Byrne	Dara	Dean, Undergraduate Studies	
Carbonell	Bettina	English	
Cauthen	James	Political Science	ABSENT
Corbett	Glenn	Security Management	
Crowder	Susannah	Interdiscplinary Studies Program	
Glasford	Demis	Psychology	
Grant	Heath	Law, Police Science, CJA	
Hammond	Sarah	Scribe	
Killoran	Kathy	Undergraduate Studies	
Larkin	Susan	Health and Physical Education	ABSENT
Lewis	Ma'at	Counseling	
Ly	Devin	Student Member	ABSENT
Matos	Daniel	~~Associate Registrar,~~ Enrollment Management	REGISTRAR
McDonald	Emily	Anthropology	ABSENT
Moreno	Virginia	Academic Assessment	ABSENT
Murray	Bettina	Communication and Theater Arts	ABSENT
Na	Chongmin	Criminal Justice	
Oboler	Suzanne	Latin America & Latina/o Studies	ABSENT
Peters	Judy-Lynne	Public Management	
Pittman	John	Philosophy	
Puls	Michael	Mathematics and Computer Science	MP
Rossi	Maria Julia	Modern Languages & Literature	
Seda-Irizarry	Ian	Economics	ABSENT
Sexton	Ellen	Library	
Smith	Leslie	Student Member	
Son	Monika	SEEK	
Spunt	Barry	Sociology	

CURRICULUM COMMITTEE
February 3, 2017
ATTENDANCE
Quorum = 16 Voting Members

Swenson	Sandra	Sciences	[signature]
Thompson	Erin	Art and Music	[signature]
Guests:			
Patton	Ray	UGS	[signature]
Boettner	Douglas	Enrollment Mgmt	DAB
Nwosu	Naomi	Jay Express	✓
Sanchez	Carry	Counseling	✓
Barrett	Carla	Sociology	✓

CURRICULUM COMMITTEE
March 3, 2017
ATTENDANCE
Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	
Awad	Jasmine	Student Member	
Balis	Andrea	History	
Byrne	Dara	Dean, Undergraduate Studies	
Carbonell	Bettina	English	
Cauthen	James	Political Science	
Corbett	Glenn	Security Management	
Crowder	Susannah	Interdiscplinary Studies Program	
Glasford	Demis	Psychology	
Grant	Heath	Law, Police Science, CJA	
Hammond	Sarah	Scribe	
Killoran	Kathy	Undergraduate Studies	
Larkin	Susan	Health and Physical Education	
~~Sanchez~~ ~~Lewis~~	~~Carey~~ ~~Ma'at~~	Human Services Counseling +	
Ly	Devin	Student Member	
Matos	Daniel	~~Associate~~ Registrar Enrollment Management	
McDonald	Emily	Anthropology	
Moreno	Virginia	Academic Assessment	
Murray	Bettina	Communication and Theater Arts	
Na	Chongmin	Criminal Justice	
Oboler	Suzanne	Latin America & Latina/o Studies	
Peters	Judy-Lynne	Public Management	
Pittman	John	Philosophy	
Puls	Michael	Mathematics and Computer Science	
Rossi	Maria Julia	Modern Languages & Literature	
Seda-Irizarry	Ian	Economics	
Sexton	Ellen	Library	
Smith	Leslie	Student Member	
Son	Monika	SEEK	
Spunt	Barry	Sociology	
Villanueva	Sumaya	AAC	

CURRICULUM COMMITTEE
March 3, 2017
ATTENDANCE
Quorum = 16 Voting Members

Swenson	Sandra	Sciences	
Thompson	Erin	Art and Music	
Guests:			
Father	Raymond	UGS	
Kate	Sue	SACP	
Douglas	Boettner	Enrollment mgmt	
Nwosu	Naomi	Enrollment Mgmt	
	Sumaya		

CURRICULUM COMMITTEE
March 31, 2017
ATTENDANCE
Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	
Awad	Jasmine	Student Member	Jasmine Awad
Balis	Andrea	History	AB
Byrne	Dara	Dean, Undergraduate Studies	
Carbonell	Bettina	English	B. Carbonell
Cheng	Demi	Sciences	
Corbett	Glenn	Security Management	
Crowder	Susannah	Interdiscplinary Studies Program	
Glasford	Demis	Psychology	
Grant	Heath	Law, Police Science, CJA	
Hammond	Sarah	Scribe	
Killoran	Kathy	Undergraduate Studies	K. Killoran
Lapidus	Ben	Art and Music	
Larkin	Susan	Health and Physical Education	
Lewis	Ma'at	Counseling	
Ly	Devin	Student Member	
Matos	Daniel	Associate Registrar, Enrollment Management	
McDonald	Emily	Anthropology	EM
Michel	Veronica	Political Science	
Moreno	Virginia	Academic Assessment	
Murray	Bettina	Communication and Theater Arts	
Na	Chongmin	Criminal Justice	
Oboler	Suzanne	Latin America & Latina/o Studies	
Peters	Judy-Lynne	Public Management	
Pittman	John	Philosophy	
Puls	Michael	Mathematics and Computer Science	MP
Rossi	Maria Julia	Modern Languages & Literature	MJR
Seda-Irizarry	Ian	Economics	
Sexton	Ellen	Library	EJS.
Smith	Leslie	Student Member	

CURRICULUM COMMITTEE
March 31, 2017
ATTENDANCE
Quorum = 16 Voting Members

Son	Monika	SEEK	[signature]
Spunt	Barry	Sociology	[signature]
Guests:			
Patton	Raymond	Undergraduate Studies	[signature]
DAVIES	LYELL	ENGLISH	
Capeloto	Alexa	English	[signature]
LAPIDUS	BEN	AMU	[signature]
Boettner	Douglas	Enrollment mgmt	[signature]
SUSAN	PICKMAN	SFE	S. Pickman
Martinez	Aide	MLL	[signature]
Villanueva	Sumaya	AAC	[signature]
MILENA	POPOV	ART AND MUSIC	[signature]
Gentile	Kathe	GS/ISP	[signature]
Hung-Lung			
→ Useral	Folan, Juan	Music.	[signature]
Park	Hyunhee	HJS	[signature]
Jennings	Chris	SFEM	[signature]

CURRICULUM COMMITTEE
April 21, 2017
ATTENDANCE
Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Adams	C. Jama	African-American Studies	
Awad	Jasmine	Student Member	absent
Balis	Andrea	History	
Byrne	Dara	Dean, Undergraduate Studies	✓
Carbonell	Bettina	English	B. Carbonell
~~Michel Cauthen~~	~~James~~ Veronica	Political Science	✓
Corbett	Glenn	Security Management	
Crowder	Susannah	Interdiscplinary Studies Program	absent
Glasford	Demis	Psychology	
Grant	Heath	Law, Police Science, CJA	
Hammond	Sarah	Scribe	✓
Killoran	Kathy	Undergraduate Studies	K. Killoran
Larkin	Susan	Health and Physical Education	absent
Lewis	Ma'at	Counseling	Ma'at
Ly	Devin	Student Member	absent
Matos	Daniel	~~Associate~~ Registrar, Enrollment Management	
McDonald	Emily	Anthropology	
Moreno	Virginia	Academic Assessment	absent
Murray	Bettina	Communication and Theater Arts	
Na	Chongmin	Criminal Justice	
Oboler	Suzanne	Latin America & Latina/o Studies	✓
Peters	Judy-Lynne	Public Management	
Pittman	John	Philosophy	absent
Puls	Michael	Mathematics and Computer Science	Michael Puls
Rossi	Maria Julia	Modern Languages & Literature	
Seda-Irizarry	Ian	Economics	absent
Sexton	Ellen	Library	
Smith	Leslie	Student Member	absent
Son	Monika	SEEK	absent
Spunt	Barry	Sociology	

CURRICULUM COMMITTEE
April 21, 2017
ATTENDANCE
Quorum = 16 Voting Members

Swenson	Sandra	Sciences	
Thompson	Erin	Art and Music	
MICHEL	VERONICA	POL. SCIENCE	
Guests:			
Pitor	Ray	UGS	
Popov	Milena	Art and Music	
Nwosu	Naeni	Emally Mu	
Doug	Buettner	Enrollment Mgmt	
Hung-Lung	Wei	SPEM	
CARLA	BARRETT		
Jenice	Carrington		
Robin	Meeks		

Committee on Student Interests

Committee on Student Interests Meeting
Thursday, November 03, 2016
1:40PM, L.65.08NB

Agenda

1) Review of minutes from March 9, 2016 meeting

2) New Business
    a. Blind spots
    b. Library quiet space
    c. DoIT pilot program update
    d. Tues 12/6 is Homecoming
    e. Administrative involvement in clubs
    f. OohLaLa app

MINUTES FOR:

Committee on Student Interests (COSI)
Thursday, November 3, 2016
1:40PM, L.65.08NB

Attendees
Cory Berg (for Carol Kashow, Director of Athletics)
Alexa Capeloto
Brian Carvajal
Michael Martinez-Sachs
Danielle Officer
Jashua Perez
Cecil Robinson
Laura Rubio
Rachel Brown (recorder)

Michael Martinez-Sachs convened the meeting at 1:47PM.

Motion #1: Approve minutes from May 10, 2016 meeting: Laura Rubio
Second: Brian Carvajal
Vote: Yes [5] No [0] Abstain [2]
Action: Motion passed

Update on blind spots in security camera coverage on campus: The Director of Public Safety and the Director of the Center for Student Involvement & Leadership (CSIL) did a walk-through of the campus with the student who voiced the concerns about blind spots. There are no plans to install more security cameras, but Public Safety will patrol those spaces more often on their rounds.

Update on quiet spaces in the library: The Director of CSIL did a walk-through of the library with the students who voiced the concerns about the layout of quiet spaces in the library, specifically a designated quiet space by the stairs and elevator that can be noisy when students enter and leave the area. After the walk-through, the students agreed the library was already in best configuration for existing quiet spaces.

Update on DoIT's CUNYFirst outreach program: DoIT had a small pilot program in Spring 2016. They set up stations in Hound Square to increase the visibility of their office and offer students training on CUNYFirst capabilities. They currently have no plans to do this again, as they are short staff members in their department and do not have the resources. Danielle Officer will get back to the Committee on how many students DoIT was able to engage.

New Business: Some of the student groups on campus, such as Youth Justice, Social Justice Project, and No Borders, are interested in political organizing and activism. President Travis has been supportive of students organizing and activism, but students would like to have more support from administration in running these kinds of events.

It was suggested that interested student groups reach out to faculty members for support rather than administrators, as most College administrators are state employees and are more limited than faculty in the type of support they are able to offer for organizing and political causes. Administrators currently assist student groups with funding and collaboration from sources such as the Committee on Diversity and Inclusion, and would be willing to help student groups identify faculty who might be interested in collaboration. Other types of support students might like to see from administrators will be discussed at the next meeting.

New Business: The Dean of Students is in talks with the company OohLaLa to set up a smartphone app for the College. This app would perform many functions related to student life and student involvement, including event planning and tracking. An update on this project will be given to the Committee at the next meeting.

Meeting adjourned at 2:30PM.

Next meeting: Date at Tuesday, December 6, 2016 in L.65.08NB

Committee on Student Interests Meeting (COSI)
Tuesday, December 6, 2016
1:40PM, L.65.08NB

Agenda

1) Approve minutes from November 3, 2016 COSI meeting
2) Update on OohLaLa app
3) John Jay weightlifting gym
4) Metro cards
5) Greek life policy
6) Payphones on campus

MINUTES FOR:

Committee on Student Interests (COSI) Meeting
Tuesday, December 6, 2016
1:40PM, L.65.08NB

Attendees
Brian Carvajal, student
Agha Khan, student
Michael Martinez-Sachs, Assistant Vice President & Dean of Students
Danielle Officer, Director of Center for Student Involvement & Leadership (CSIL)
Rachel Brown (recorder), Assistant to Dean of Students

Chair Michael Martinez-Sachs convened the meeting at 1:45PM.

Motion 1: Motion to approve November 3, 2016 meeting minutes– Danielle Officer
Second: Brian Carvajal
Vote: Favor [4] Opposed [0] Abstained [0]
Action: Motion passed

Update on OohLaLa app: The technology proposal has been submitted to CUNY Central's IT department. Approval can take up to three months. The Vice President of Student Council will meet with President Jeremy Travis to determine a stable source of funding for the app.

New Business, weightlifting gym and Fitness Center: Lack of student awareness that these facilities exist. Facilities are also dusty and have outdated equipment. The Fitness Center is going to be moved from the 6th to the 4th floor in Haaren Hall, so after the move the committee will revisit the cleanliness issue and check on capital funding for equipment.

New business, metrocards: Low income students are interested in getting metrocards through the College. The Wellness Center already distributes metrocards through the Emergency Funding program. The Committee discussed getting additional funding for metrocards and increasing student awareness of the program.

New business, Greek Life: Greek Life (fraternities and sororities) are not permitted at CUNY Schools. Danielle Officer will email the Committee the original lawsuit that caused the implementation of this policy.

New business, payphones on campus: Payphones are too expensive to maintain and there are cell phone charging stations around campus for students' use. The Committee went to the station outside of the CSIL offices, and found that the stations do not have charging cords. There is a vending machine with charging cords by the station. Danielle Officer suggested that CSIL have a couple of spare cords that students can borrow if they need to charge their phones at the station.

Meeting adjourned at 2:22PM

Next meeting: Wednesday, February 8 at 1:40PM in L.65.08NB

Committee on Student Interests (COSI) meeting
Tuesday, February 7, 2017
1:40PM, L.65.08NB

Agenda

1) Approve minutes from December 6, 2016 COSI meeting
2) Update on OohLaLa app
3) New Business

MINUTES FOR:

Committee on Student Interests meeting (COSI)
Tuesday, February 7, 2017
1:40PM, L.65.08NB,

Attendees
Alexa Capeloto
Carol Kashow
Agha Khan
Michael Martinez-Sachs
Laura Rubio
Nicole Elias (on phone)
Rachel Brown (recorder)

Chair convened the meeting at 1:45PM by Michael Martinez-Sachs.

Update on Oohlala app: The Dean of Students and the Vice President of Student Council presented the Oohlala app proposal to the President's cabinet. Funds from the Student Activities Association surplus, the Technology Fee, and Student Council are hopefully forthcoming to pay for the app.

Update on North Hall: The first floor has been re-opened for student use. The International Student Lounge is open, as is the Meditation Room, which needs decoration. The Graduate Student Lounge is not yet open, as it is awaiting furniture. Athletics and Recreation has some North Hall space for programming and meetings. The computer lab and the MBJ kiosk are both operational. Eventually, there will be some academic space on the first floor. The second floor of North Hall is leased by the Department of Corrections.

Update on Fitness Center: There are plans to move the Fitness Center from the 6th floor to the 3rd floor of Haaren Hall, though because it is a project overseen by the Dormitory Authority of the State of New York (DASNY), it will take a while for approval and execution. Athletics and Recreation are responsible for the maintenance and upkeep of their facilities, and they plan to re-paint the Fitness Center this summer. They will also submit a proposal for Student Activities Association surplus funds for another treadmill for the Fitness Center.

Meeting adjourned at 2:15PM

Next meeting: Wednesday, March 8, 2017 at 1:40PM in L.65.08NB

MINUTES FOR:

Committee on Student Interests (COSI) meeting
Wednesday, March 8, 2017
1:40PM, L.65.08NB

Attendees
Brian Carvajal
Gabby Dominguez
Michael Martinez-Sachs
Sara Shaw (recorder)

Chair convened the meeting at 1:50PM.

Quorum was not achieved.

For the next COSI meeting, Danielle Officer will provide CUNY's official policy on Greek Life, and Carol Kashow will provide information about the layout of the new Fitness Center.

Meeting adjourned at 2PM.

Next meeting: Wednesday, April 5, 2017 at 1:40PM in L.65.08NB

Faculty-Student Disciplinary Committee

Faculty-Student Disciplinary Committee 2016-2017

During the 2016-2017 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 16, 2016
Room 630T Haaren Hall
9:30 am-1:00 pm

Closed Business 9:30 am

FPC REVIEW COMMITTEE A ***9:30 am –9:45 am***

I. **Fellowship Leave**
Vote (slate vote by disciplinary review committee)

FULL FPC COMMITTEE ***10:00 am – 1:00 pm***

I. **Welcome**
Introduction of New Members

II. **Initial Appointments**
Vote (slate)

III. **Fellowship Leave**
Vote (votes on slates put forward by review committee)

Meeting Open to the Public 11:00 am – 1:00 pm

I. **Discussion of Appeals Process**

II. **Faculty Personnel Process Analysis of Outcomes**

III. **New Business**

Fall 16 FPC Meetings

Full FPC	**Friday, December 9, 2016**
FPC Review Committees	**Friday, October 14, 2016 (1st meeting)**

Notes:

Appeals Process for Faculty Personnel Actions,
effective Fall 2015

II.E. Appeals Process

II.E.1. All candidates for reappointment, tenure, certificate of continuous employment and/or promotion who receive a negative action from the review committee have the right to appeal to the FPC.

II.E.2. Any candidate wishing to appeal a negative decision of the review committee shall notify the Provost of his or her intention to appeal within 14 calendar days of receipt of the Provost's written notice of the negative action.

II.E.3. Within 14 days following notice of the intention to appeal, the candidate may submit a written statement in support of his or her appeal. The written statement shall be restricted to information contained within the File, but may include any updates to the status of scholarly contributions referenced in the File with supporting documentation. For example, a candidate could offer evidence that a paper already referenced in the File had been accepted for publication, but could not include a newly published paper that was not referenced in the File as in progress.

II.E.4. The appeal shall be considered by the entire membership of the FPC with the exceptions noted below in II.E.5 and II.E.6. The appeal shall be chaired by the President or, in his or her absence, the Provost.

II.E.5. The chairperson of the appealing candidate's department and the candidate shall each individually appear before the committee to answer questions.

II.E.6. The chairperson of a candidate's department will neither make a presentation to the committee, nor be present for discussion of the candidate, nor be eligible to vote on the appeal. A candidate's chairperson will be asked to leave the room during the discussion of his or her department's candidate, and shall not vote on the candidate. In the case of candidates with dual departmental affiliations, this will apply to both chairpersons.
Any FPC member who is affiliated with the same department as the candidate will be asked to leave the room during the discussion of the candidate, and he or she will not vote on the candidate. This includes:

- The candidate's department chairperson
- All members of the candidate's Departmental Personnel and Budget Committee (inclusive of externally appointed members).
- Any at-large and alternate members who are affiliated with the candidate's department.

II.E.7. The members of the review committee that decided a candidate's action shall not participate in the appeal, except for a presentation by the Primary Reporter, as provided in II.E.8 below. These members shall be replaced by an equivalent number of members of the Appeals Panel selected by the President. Appeals Panel shall be comprised of twelve faculty members who are not current members of the FPC. The Appeals Panel members shall be elected by the faculty to staggered three-year terms. (One-third of the panel shall be up for re-election each

Faculty Personnel Process
Analysis of Outcomes
Eight Year Look-Back

Year	Negative Outcomes as a Percentage of Total Cases prior to Appeal	Appeals as a Percentage of Negative Outcomes	Types of Actions Represented in Negative Outcomes and Appeals (those who chose to appeal)	Successful Appeals as a Percentage of All Appeals	*Overall Negative Outcomes of All Cases - Post Appeal
2008-2009	3/129 =2.3%	3/3=100%	Appealed: 1 Promotion 1 Reappointment 1 Tenure	2/3=66%	1/129 = 0.8%
2009-2010	5/142=3.5%	5/5=100%	Appealed: 1 CCE 3 Promotions 1 Tenure	4/5=80%	1/142 = 0.7%
2010-2011	8/162=4.9%	7/8=88%	Appealed: 1 CCE 1 Promotion 4 Reappointments 1 Tenure Not appealed: 1 Promotion	5/7=71% 1 Negative Outcome Overturned by President	2/162 = 1.2%
2011-2012	17/166=10.24%	12/17=71%	Appealed: 2 CCE 4 Promotions 6 Reappointments Not appealed: 2 Promotions 1 Reappointment 2 Tenure (early)	11/12=92%	1/166 = 0.6%
2012-2013	10/167=5.99%	8/10=80%	Appealed: 2 Promotion 5 Reappointments 1 Tenure Not appealed: 1 Reappointment 1 Tenure (early)	6/8=75% 1 Positive Rec. Overturned: Non-reappointment by President	2/167 = 1.2%
2013-2014	12/245=4.9%	8/12= 66.7%	Appealed: 1 CCE 5 Promotions 1 Reappointment 1 Tenure Not appealed: 2 Promotions 1 Reappointment 1 Tenure (early)	5/8= 62.5%	3/245 = 1.2%

Fall 2016 Committee on Faculty Personnel
Friday, 9/16/2016

Attendance

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

	Members of Committee	Signature	Left at (time)	Returned (time)
1	Adamczyk, Amy – SOC		12:30pm	
2	Adams, Carlton Jama – AFR			
3	Allen, Valerie – ENG			
4	Barberet, Rosemary –SOC, **At Large**			
5	Bowers, Jane – PROVOST			
6	Byrne, Dara – UGRAD			
7	Carpi, Anthony – OAR		12:23	
8	Cauthen, James – POL			
9	Collins, Kathleen – LIB, **At Large**			
10	Crossman, Angela – PSY			
11	Curtis, Richard – LPS		12:25	
12	D'Agostino, Maria – PAD			
13	Dapia, Silvia – MLL			
14	Hamilton, Jay – ECO			
15	Haw, Richard – DIS			
16	Jacobs, Jonathan – PHI			

	Members of Committee	Signature	Left at (time)	Returned (time)
17	Kavey, Allison – HIS *(excused absense)*			
18	Kobilinsky, Lawrence – SCI			
19	Lapidus, Benjamin – AMU			
20	Lopes, Anne – GRAD			
21	Mandery, Evan – CRJ			
22	Marcus, Anthony – ANT		12:25	
23	Mulder, Catherine – ECO, **At Large**			
24	Natarajan, Mangai - CRJ, **Alternate**			
25	Nemeth, Charles – SFEM			
26	Perez, Lisandro – LLS			
27	Pfeifer, Michael – HIS, **Alternate**			
28	Salane, Douglas – MTH			
29	Sanchez, Caridad – CSL			
30	Sullivan, Larry – LIB			
31	Terry, Karen – CRJ, **Alternate**			
32	Travis, Jeremy – PRESIDENT	Jeremy TRAVIS		
33	Umeh, Davidson – HPE			
34	Velazquez-Torres, Nancy – SEEK			
35	Wallenstein, Martin – CTA			

	Visitors	Signature	Left at (time)	Returned (time)
	Allison Pease			
	MARJORIE SINGER			

FACULTY PERSONNEL COMMITTEE
September 16, 2016
Room 630T (Haaren Hall)

Open Meeting Minutes
NOT YET APPROVED – will be voted on at the 12/9/16 FPC Meeting

Open Meeting called to order at 11:05 AM
Non FPC Members in attendance: Ned Benton (PAD), Allison Pease (ENG), and Marjorie Singer (Office of Legal Counsel)

I. Appeals Process

a) Review of journey to current appeal process.
b) Question: Should FPAC vote on appeals given that members of the Appeals Panel serving on FPAC are not members of the FPC.
c) Concern raised over summer 2016 regarding JJCJC charter and CUNY bylaws as they pertain to FPAC
d) FPAC does not violate substantive right of faculty to appeal to the President
e) Recommendation (JT): To keep the current structure and process, adding a step to the decision process in which the FPC ratifies FPAC decisions this year only while simultaneously reviewing the appeal process for possible changes for the next academic year. This would be a temporary fix.
f) Alternative is to keep current process without any change and to discuss possible changes for next year.
g) Floor open for questions/observations
    - Extremely upsetting to faculty if process changes substantially, particularly for those currently going through the process. Whatever we do, we must allow time to review, discuss, rewrite circulate and publish whatever changes we make.
    - How do we prevent ratification from becoming a de novo review? The ratification vote would be in deference to the FPAC.
    - Expand composition of the FPC committee
    - CUNY consulted (Rick Schaffer), agreed telephonically that there was a problem and agreed with initial solution of the ratification vote
    - Recommendation to not change process
    - Adding second year of data on how the Appeals process has an impact on outcomes would help in our decision-making
    - Clarification of President's proposal (ratification)
    - Ratification vote would occur on the same day as the appeals committee vote. FPC would convene to review and ratify that day's FPAC votes.
        - What are the logistics involved

- Feeling this is a step back to previous process
- In lieu of a ratification vote, suggestion to adopt action minutes (of all minutes related to that year's actions) as a recommendation to the President. This would not change the process.
  - Would we have to wait to inform the candidates of the decision of the committees if we have to wait for the action minutes?
  - Minutes cannot be adopted electronically for confidentiality so FPC would have to convene for this purpose
- No change should be made at all because there is actually no issue with the current process. There is nothing in the Charter that speaks to how appeals are to be conducted.
- Threshold question – Is there a problem? What is it?
- Clarification: The issue raised is that non-members of the FPC are voting on cases and participating in recommendations to the President.
  - Can the Appeals Panel become limited purpose members of the FPC? This would be a JJCCJ bylaws change, not change to the Charter.
- Agreed to do nothing today, take today's discussion as advisement, JB convenes a small group to review the issues and to create a proposal to circulate to the FPC committee and discuss. Any changes would be prospective. Email JB if volunteering to join the subcommittee.

II. Analysis of Outcomes (Faculty Personnel Process)

a) Suggestion to remove promotions from the discussion and analysis of all actions as they do not have the same implications as reappointment or tenure.
b) 8 year look-back
c) Annual update
d) This is not a cohort analysis; it addresses the impact of the promotion and tenure process for those going through it.
   - Can we conduct a Cohort Analysis? Future project (KB)
   - Can we provide a breakdown by gender and racial identity of faculty denied
e) Data suggests that we hire well, nurture faculty and retain our faculty.
f) Provost Office wants to share data with faculty. What is the best way?
   - Intranet
   - Email communication with attachment
     - Added note as to the genesis of the document and JB's thoughts on the data
   - Chairs may share the document with faculty during upcoming departmental meeting.
   - Curiosity about how the data will be perceived by faculty
g) Given the new two-year and three-year adjunct appointments, will FPC review adjunct appointments/reappointments. No, these decisions will remain within the department. Those appeals would go straight to the union.

III. New Business

a) Jim Cauthen – looking at streamlining process for the reappointment, promotion and tenure. Particularly the 1st, 2nd, and 3rd reappointments that are pro forma. How should we address?

b) Reduced Form C for 2nd and 3rd year
    - Potentially revise form to make it more helpful for faculty (Allison Pease volunteered to consider).
    - Self-evaluation becoming the central piece
c) What are other CUNY institutions doing?
d) How can we help reduce junior faculty anxiety?
e) Stress to Chairs the importance of the Annual Evaluation
f) Should be streamlined only for tenure track. Lecturers have a shorter clock. Teaching is paramount. Need evidence annually.
g) Faculty voice needs to remain in the process, that may manifest in the way of goals statements which can be embedded in the chair's annual evaluation
h) Investigate feasibility of two-year initial appointments.
i) Recommendation –
    - Creation of a subcommittee to discuss and clarify teaching, scholarship, and service for reappointment, promotion and tenure
    - future discussion

Meeting adjourned at 12:29pm

FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, December 9, 2016
Room 630T, Haaren Hall
9:30 am-1:00 pm

Meeting Open to the Public 9:30 am – 11:00 am

I. **Welcome**
II. **Approval of Minutes**
III. **Pre-Tenure Review**
IV. **Form C Revision**

Executive Session – Full Faculty Personnel Committee 11:15 am – 1:00 pm

I. **Update on FPC Actions**

II. **Fellowship Leave**
Vote on recommendation put forward by review committee

III. **Professor Emeritus - Special Case**
Vote

Spring 2017 FPC Meetings

Full FPC/Faculty Personnel Appeals Committee	**Friday, February 10, 2017**
Faculty Personnel Appeals Committee	**Friday, February 24. 2017**
Faculty Personnel Appeals Committee	**Friday, March 10, 2017**
Full FPC	**Friday, April 7, 2017**
Full FPC	**Friday, May 5, 2017**

Notes:

Updated 12/02/16

Fall 2016 Committee on Faculty Personnel
Friday,12/09/2016

Attendance

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

	Members of Committee	Signature	Left at (time)	Returned (time)
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2	Adams, Carlton Jama – AFR			
3	Allen, Valerie – ENG			
4	Barberet, Rosemary –SOC, **At Large**			
5	Bowers, Jane – PROVOST	JANE BOWERS		
6	Byrne, Dara – UGRAD			
7	Carpi, Anthony – OAR			
8	Cauthen, James – POL			
9	Collins, Kathleen – LIB, **At Large**			
10	Crossman, Angela – PSY			
11	Curtis, Richard – LPS			
12	D'Agostino, Maria – PAD			
13	Dapia, Silvia – MLL			
14	Hamilton, Jay – ECO			
15	Haw, Richard – DIS	EXCUSED ABSENCE		
16	Jacobs, Jonathan – PHI			

	Members of Committee	Signature	Left at (time)	Returned (time)
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31	Terry, Karen – CRJ, **Alternate**			
32	Travis, Jeremy – PRESIDENT	(ABSENT)		
33	Umeh, Davidson – HPE			
34	Velazquez-Torres, Nancy – SEEK	(EXCUSED ABSENCE)		
35	Wallenstein, Martin – CTA			

	Visitors	Signature	Left at (time)	Returned (time)
	Albon Pease			

Resolution: December 9th FPC Proposals

The Senate offers the following comments on the proposals coming before the Faculty Personnel Committee on December 9, 2016.

Pre-Tenure Review Change in Timing

Clarification of the rationale for the proposal is needed. CUNY Policy 5.151.calls for the review of the candidate's record should take place "at the end of his or her third year of service." The "Pre-Tenure Review Policy and Protocol" uses the same language. But the other document called "Proposal to change the timing of the Pre-Tenure review' quotes the CUNY policy incorrectly: "The CUNY Board of Trustees 2011 Pre-tenure Review Policy mandates that every college conduct an administrative review of tenure track faculty in the spring of the third year of service." The proposal calls for the review of the file to begin sometime during the Spring Semester before the end of the third year of service. It says "B. Dean reviews the personnel file of each untenured tenure-track faculty in the spring of his/her third year of service. The Dean may consult with chairperson."

The proposal should be revised so that there is one complete proposal document not two duplicative documents. The proposal should state a) the existing CUNY policy, b) the existing JJCCJ implementation protocol; c) the proposed revised JJCCJ implementation protocol in an add/strikeout format, and d) the rationale for the change including whether it is required by CUNY policy.

The proposal should be circulated to all faculty members for comment, with special notice to faculty members who will be immediately and subsequently affected by the change.

Immediately affected faculty members, those appointed in fall 2013 and fall 2014 should be extended the opportunity to opt-out of the change and retain the current schedule.

The Form C Amendments

While the Senate supports improvements in clarity and transparency of expectations for reappointment, tenure and promotion, and while the Senate supports balance in teaching, service and scholarship expectations particularly in light of the COACHE survey findings, the Senate finds that this proposal does not advance either goal, and recommends that the proposal not be approved.

The Senate identifies the following additional concerns:

- The additional materials conflict with the guidelines. The Guidelines suggest options, while the proposal requires a list of specific and detailed items. (See comparison

attached.) It is preferable to place the guidance in the Guidelines, and inappropriate to have conflicting statements in the Guidelines and on the Form C.

- The recommendations are overly specific and mandatory, compared to the existing language of the Guidelines.

- Placing the new language in the Form C itself effectively modifies the Guidelines language. The new instructions are featured in the Form C right next to where the candidate answers the question and the FPC member reads what the candidate wrote.

- The additional materials for teaching documentation effectively raise standards and expectations for candidates for FPC actions. This requires College Council approval, based on the September 2013 memorandum from former CUNY Legal Counsel Schaffer to President Travis. Schaffer explicitly said that the FPC could adopt its own procedural changes but not "standards for appointment, reappointment or tenure" which are clearly substantive. These would have to be approved by the College Council.

Additional changes to the Form C or Form C advice in the FPC Guidelines should be deferred until the approval process requirements for such changes are clarified, or the changes are approved by the College Council.

The Form C Changes:

Section III.B.2 of the Faculty Personnel Guidelines are as follows:

III.B.2. Evidence that may be presented in making the case for the candidate's effectiveness as a teacher includes but is not limited to those activities listed below.

Evidence of Originality and Creativity in Teaching Practice:
- *Development of new and well-received courses and innovative pedagogy (relevant syllabi should be included in the file);*
- *Development of effective techniques for teaching and academic support;*
- *Use of outcomes assessment strategies to measure student learning and enhance teaching;*
- *Effective use and incorporation of technology when appropriate.*

Evidence of Mentoring:
- *Sponsoring of students for awards, scholarships, student competitions; inclusion of students' writings in John Jay's Finest and other publications;*
- *Mentoring McNair or other undergraduate research scholars;*
- *Supervising senior theses, advising CUNY BA students, and directing independent studies;*
- *Seeking grants to promote research opportunities for students and to address students' academic needs (grant application/narrative must be in the file);*
- *Advising students (beyond major advisors who get released time for this activity);*
- *Mentoring and supervision of adjuncts and Graduate Teaching Fellows;*
- *Mentoring undergraduate and graduate students (including both master's and doctoral students) in scholarly and professional activities.*

Evidence of Professional Development:
- *Organizing and/or attending and participating in faculty development programs;*
- *Participating in the programs offered by the Center for the Advancement of Teaching and integrating the best practices learned into the courses taught; and*
- *Participation in and presentation at conferences on teaching and learning*

Evidence of Teaching Breadth:
- *Variety of courses taught;*
- *Engagement of students at differing levels of ability and preparation;*
- *Variety of teaching formats (e.g. hybrid, large lecture sections, small capstone seminar)*

The proposed changes to be added to the Form C are as follows

Current 15. List efforts that you have taken to improve and inform your teaching.

Proposed 15. Provide evidence of teaching effectiveness and contributions to student learning

- List all courses taught in past five years and # of students enrolled.
- Upload 2-4 syllabi to FIDO and provide, here, a brief description that calls attention to what you believe has proven particularly effective about the syllabi.

- Upload to FIDO the one-sheet summary form of the Student Evaluation of Faculty from each semester since your last action. In this space provide a brief description of those evaluations that calls attention to relevant aspects of the survey results. You may include a select few student comments.
- Provide examples of how you have used student evaluations, peer observations, and/or course outcomes to make improvements to courses.
- List any new courses developed.
- List any participation in professional development activities related to teaching, and including any contributions you have made such as conference presentations, publications, workshop facilitations, etc.
- Provide any other information that demonstrates teaching effectiveness and student learning.

Current 16. List other teaching related activities and provide details.

Proposed 16. Provide evidence of student mentoring and advising

- List the number of formal undergraduate advisees, master's thesis students, doctoral thesis students
- Describe any mentoring activities, formal and/or informal, and their outcomes (undergraduate research, First-Year or Transfer Student Seminars, honors theses, student awards, graduate program or job placements, etc.)
- Provide any other relevant evidence or information about student mentoring and advising.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

CUNY The City University of New York

PROPOSAL TO CHANGE THE WORDING OF THE TEACHING SECTION OF THE FORM C

FALL 2016

Rationale for Proposed Changes:

Currently John Jay's "Faculty Personnel Process Guidelines" list a number of criteria for demonstrating "clearly discernible effectiveness as a teacher" that are not reflected in the directives given about describing one's teaching on the Form C, lines 15 and 16. The proposed changes to the Form C are to re-word lines 15 and 16 to achieve the following two goals: (1) to align the Form C questions more overtly to the college's stated criteria, and (2) to provide faculty personnel reviewers with more specific and consistent information about teaching and mentoring that allow them to better understand the teaching effectiveness and mentoring/student advising contributions of faculty candidates. The proposed revision to line 16 regarding mentoring and advising of students is consistent with the guidelines, but is also in response to the June 2016 COACHE faculty report that identified large sections of the professoriate – faculty of color, Associate Professors, and women – who identify mentoring of students as "hidden" to the college. The intention to make mentoring and advising activities explicit on the Form C is to render this work visible.

Proposed changes:

<u>Current</u> 15. *List efforts that you have taken to improve and inform your teaching.*

<u>Proposed</u> 15. Provide evidence of teaching effectiveness and contributions to student learning

- List all courses taught in past five years and # of students enrolled
- Upload 2-4 syllabi to FIDO and provide, here, a brief description that calls attention to what you believe has proven particularly effective about the syllabi.
- Upload to FIDO the one-sheet summary form of the Student Evaluation of Faculty from each semester since your last action. In this space provide a brief description of those evaluations that calls attention to relevant aspects of the survey results. You may include a select few student comments.
- Provide examples of how you have used student evaluations, peer observations, and/or course outcomes to make improvements to courses.
- List any new courses developed.

- List any participation in professional development activities related to teaching, and including any contributions you have made such as conference presentations, publications, workshop facilitations, etc.
- Provide any other information that demonstrates teaching effectiveness and student learning.

Current 16. *List other teaching related activities and provide details.*

Proposed 16. Provide evidence of student mentoring and advising

- List the number of formal undergraduate advisees, master's thesis students, doctoral thesis students
- Describe any mentoring activities, formal and/or informal, and their outcomes (undergraduate research, First-Year or Transfer Student Seminars, honors theses, student awards, graduate program or job placements, etc.)
- Provide any other relevant evidence or information about student mentoring and advising.

APPENDIX – Faculty Personnel Guidelines Regarding Teaching (pp. 24-26)

III.B. Teaching

III.B.1. Reappointment, tenure, and promotion depend upon the candidate having achieved clearly discernible effectiveness as a teacher. The two external criteria most frequently used in evaluating teaching effectiveness are student evaluations (written comments as well as numerical evaluations) and departmental peer observations. In addition, the candidate may present evidence of professional recognition for teaching in the form of awards and other professional honors. The candidate is also expected to demonstrate teaching effectiveness in the form C by providing evidence of achievement across a range of teaching-related activities.

III.B.2. Evidence that may be presented in making the case for the candidate's effectiveness as a teacher includes but is not limited to those activities listed below.

Evidence of Originality and Creativity in Teaching Practice:

- Development of new and well-received courses and innovative pedagogy (relevant syllabi should be
- included in the file);
- Development of effective techniques for teaching and academic support;
- Use of outcomes assessment strategies to measure student learning and enhance teaching;
- Effective use and incorporation of technology when appropriate.

Evidence of Mentoring:

- Sponsoring of students for awards, scholarships, student competitions; inclusion of students'
- writings in John Jay's Finest and other publications;
- Mentoring McNair or other undergraduate research scholars;
- Supervising senior theses, advising CUNY BA students, and directing independent studies;
- Seeking grants to promote research opportunities for students and to address students' academic
- needs (grant application/narrative must be in the file);
- Advising students (beyond major advisors who get released time for this activity);
- Mentoring and supervision of adjuncts and Graduate Teaching Fellows;
- Mentoring undergraduate and graduate students (including both master's and doctoral students) in
- scholarly and professional activities.

Evidence of Professional Development:

- Organizing and/or attending and participating in faculty development programs;

- Participating in the programs offered by the Center for the Advancement of Teaching and
- integrating the best practices learned into the courses taught; and
- Participation in and presentation at conferences on teaching and learning

Evidence of Teaching Breadth:

- Variety of courses taught;
- Engagement of students at differing levels of ability and preparation;
- Variety of teaching formats (e.g. hybrid, large lecture sections, small capstone seminar)

III.B.3. Department chairs are encouraged to incorporate discussion of the above factors when applicable into annual evaluations that can then be included in the candidate's personnel file. Candidates are urged to discuss their teaching philosophy and effectiveness in the Form C self-evaluation narrative.

III.B.4. Factors which might negatively affect a personnel action and suggest that a candidate needs to pay more attention to his/her teaching are:

- below average student numerical evaluations for the discipline and course involved, or consistently
- negative written comments;
- peer observations indicating less than effective competence/interest in teaching;
- inattention to persistent problems in teaching;
- lack of co-operation in meeting departmental scheduling needs;
- being unavailable to students during posted office hours;
- a record of coming late to class, leaving early, giving finals early etc. as this is registered in writing to
- the chair, dean, or Provost; and
- late submission of grades or inattention to incomplete grades.

FACULTY PERSONNEL COMMITTEE
December 9, 2016
Room 630T (Haaren Hall)

Open Meeting Minutes
NOT YET APPROVED – will be voted on at the 2/10/17 FPC Meeting

Open Meeting called to order at 9:37 AM
Non FPC Members in attendance: Allison Pease (ENG)
President unable to attend meeting; meeting chaired by Provost Bowers.

I. Updates from last meeting (9.16.16)

a. Two- year appointments not an option, checked with CUNY (the union will not approve) college will retain one-year appointment. Perhaps discussing streamlining process and application in spring 2017
b. Concerns about appeals process- small committee met, recommended to do nothing as no change was necessary. EM- changes would not create major impact, but it would be perceived as a change, it is best to wait until after current cycle
c. Six appeals in Spring 2017 – 2 cases a meeting (3 meeting dates to review). Plan to attend. Instructions and appeals assignments will follow by the new year (after the holidays).
d. Clarify appeals process (committee has question about assignments and instructions) – KB will send and clarify.

II. Approval of Meetings

a. Motion called and seconded
b. Unanimously approved

III. Proposal to change timeline to pre-tenure review

a. At the suggestion of the deans; the reviews come later than CUNY suggests; candidates expressed concern with lack of time to implement recommendations
b. No changes to the materials being reviewed first 3 years of service. Memo is entered into the file at the same time. Dean's review does not being after the annual evaluation conference.
c. Changes include the scheduling of the dean's timing.
d. Feedback – (JC) – timing before the file closes in September. Candidates concerns for incomplete files being reviewed. (AL) Review begins earlier, but it is not completed until fall, which is after the file close date. This provides Deans more time to conduct a thorough review of candidates. (RB) sharing Faculty Senate's feedback (handout shared with committee). (RC) Supporting of an early reading of candidates that submit completed files earlier, perhaps added a "check box" to permit candidates to provide notice that they are ready for a review. (JH) what happens if someone receives a non-reappointment and the dean provides guidance for tenure (AL – confirms the dean's review is meant to be an independent review). (VA) make sure the dean that reviews the candidate should

not be on the faculty's review committee. (EM) We either move to spring of 3rd year or start after the 3rd form C. (AL) Suggests the pre-tenure review begins mid-September after the 3rd file closing. (DB) supports the later due date, but the early reading in the summer gives more time to review the files giving the load of the deans more manageable.

e. Summary suggestions– (JB) moving the file review until after the close of the 3rd form c in September; the dean will not review a faculty that is assigned to their review committee; move up the review just one semester; including the feedback and considering the later due date requested by the deans; taking comments under advisement and adjust the proposal/timetable and return to committee at the February 10, 2017 meeting.

IV. Changes to the Form C – Allison Pease

a. Background/goal - arose from form c workshops, there lacked clarity to line 15, will help candidate and reviewers
   i. Open to removing given feedback and pushback
   ii. Feedback – (AC) supports the detailed/structure. (JC) Great intention; implementation problematic. Micromanages the information candidates have to submit. Supports the change in the question.

b. Background/goal for mentorship portion- COACHE survey, making it more visible
   iii. Feedback- (JC) clarity needed about "formal advisee" are faculty expected to keep a formal log and tracking. (BL) Quantifying and qualifying mentorship can be problematic.

c. Overall feedback – (AK) Elimination of the Form C and strongly opposes proposal. (LS) Library not included in the new proposal. Statement from library read that includes the work and support of the library. Will forward statement to Provost for review and inclusion. (RS) Faculty Senates resolution – opposes. (DB) overly preferences faculty with majors or undergraduate programs due to the nature of the programs. Adjusting the language to address the perception that these suggestions are not mandatory.

d. Summary of Suggestions- (JB) consensus against the bulleted lists (perhaps make them suggestions – EM); change language to questions line 15 and 16. (JJ) Combine both 15 and 16. (AM) Line 16 request "evidence" and that can become prescriptive. AP will revise and come back.

Open meeting adorned at 10:48am

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

CUNY The City University of New York

FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, February 10, 2017
Room L.61, New Building
9:30 am-1:00 pm

Meeting Open to the Public 9:30 am – 10:30 am

I. **Welcome**
II. **Approval of Minutes**
III. **Pre-Tenure Review**
IV. **Form C Revision**
V. **Addition to Faculty Personnel Process Guidelines (Statement Regarding Librarianship)**

Executive Session –Faculty Personnel Appeals Committee 10:30 am – 1:00 pm

I. **Appeals Case #1**
   a. **Deliberation**
   b. **Vote**

II. **Appeals Case # 2**
   a. **Deliberation**
   b. **Vote**

Spring 2017 FPC Meetings

Faculty Personnel Appeals Committee	**Friday, February 24. 2017**
Faculty Personnel Appeals Committee	**Friday, March 10, 2017**
Full FPC	**Friday, April 7, 2017**
Full FPC	**Friday, May 5, 2017**

Notes:

Updated 02/03/17

Spring 2017 Committee on Faculty Personnel
Friday, 2/10/2017

Attendance

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

	Members of FPC Committee	Signature	Left at (time)	Returned (time)
1	Adams, Carlton Jama – AFR			
2	Barberet, Rosemary – SOC, **At Large**			
3	Baumrin, Seth – CTA			
4	Bowers, Jane – PROVOST			
5	Byrne, Dara – UGRAD			
6	Carbonell, Bettina – MLL			
7	Carpi, Anthony – OAR			
8	Cauthen, James – POL			
9	Collins, Kathleen – LIB, **At Large**			
10	Crossman, Angela – PSY			
11	Curtis, Richard – LPS			
12	D'Agostino, Maria – PAD			
13	Gates, Jay – ENG			
14	Guastaferro, Wendy – PAD, **Alternate**			
15	Hamilton, Jay – ECO			
16	Haw, Richard – DIS			

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27	Pfeifer, Michael – HIS, **At Large**			
28	Pontell, Henry – SOC EXCUSED			
29	Salane, Douglas – MTH			
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32	Terry, Karen – CRJ, **Alternate**			
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34	Umeh, Davidson – HPE			
35	Velazquez-Torres, Nancy – SEEK			

	Members of Faculty Appeal Panel	Signature	Left at (time)	Returned (time)
1	Adamczyk, Amy –SOC	Amy Adamczyk		
2	Allen, Valerie – ENG	Valerie Allen		
3	Cheng, Shu-Yuan – SCI	Shu-Yuan Cheng		
4	Colvin, Roderick – PAD EXCUSED			
5	Garfield, Gail – SOC	ABSENT		
6	Gentile, Kathleen – DIS	Kathleen Gentile		
7	Jokic, Olivera – ENG EXCUSED			
8	Kazemian, Lila – SOC	Lila Kazemian		
9	Kucharski, Thomas – PSY EXCUSED			
10	Lents, Nathan – SCI EXCUSED			
11	Markowitz, Gerald – DIS	NOT ASSIGNED		
12	Trinch, Shonna – ANT	Shonna Trinch		

	Visitors	Signature	Left at (time)	Returned (time)
	Allison Pease	APR		

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

CUNY The City University of New York

FACULTY PERSONNEL APPEALS COMMITTEE
AGENDA

Friday, February 24, 2017
Room L.61 New Building
10:30am-1:00pm

I. **President's Appeals Committee Charge**

II. **Appeal: Promotion to Associate - Case #3**
   a. **Vote**

III. **Appeal: Promotion to Associate - Case #4**
   a. **Vote**

Spring 2017 FPAC/FPC Meetings

3/10/2017
4/7/2017
5/5/2017

Notes:

Spring 2017 Committee on Faculty Personnel
Friday, 2/24/2017

Attendance

Meeting Begin Time: 10:30 AM
Meeting End Time: 1:00 PM

	Members of Committee	Signature	Left at (time)	Returned (time)
1	Adams, Carlton Jama – AFR			
2	Barberet, Rosemary – SOC, **At Large**			
3	Baumrin, Seth – CTA	Absent		
4	Bowers, Jane – PROVOST			
5	Byrne, Dara – UGRAD			
6	Carbonell, Bettina – MLL			
7	Carpi, Anthony – OAR EXCUSED			
8	Cauthen, James – POL			
9	Collins, Kathleen – LIB, **At Large**			
10	Crossman, Angela – PSY			
11	Curtis, Richard – LPS	Absent		
12	D'Agostino, Maria – PAD			
13	Gates, Jay – ENG			
14	Hamilton, Jay – ECO			
15	Haw, Richard – DIS			

	Members of Committee	Signature	Left at (time)	Returned (time)
16	Jacobs, Jonathan – PHI (LEAVES @ 11:30)			
17	Kavey, Allison – HIS			
18	Kobilinsky, Lawrence – SCI			
19	Lapidus, Benjamin – AMU EXCUSED			
20	Lopes, Anne – GRAD			
21	Mandery, Evan – CRJ			
22	Marcus, Anthony – ANT			
23	Natarajan, Mangai – CRJ, **Alternate**			
24	Nemeth, Charles – SFEM			
25	Perez, Lisandro – LLS			
26	Pfeifer, Michael – HIS, **At Large**			
27	Pontell, Henry – SOC			
28	Salane, Douglas – MTH			
29	Sanchez, Caridad – CSL			
30	Sullivan, Larry – LIB			
31	Terry, Karen – CRJ, **Alternate**			
32	Travis, Jeremy – PRESIDENT			
33	Umeh, Davidson – HPE			
34	Velazquez-Torres, Nancy – SEEK			

	Members of Faculty Appeals Panel	Signature	Left at (time)	Returned (time)
1	Adamczyk, Amy – SOC			
2	Allen, Valerie – ENG			
3	Cheng, Shu-Yuan – SCI			
4	Garfield, Gail – SOC ABSENT			
5	Gentile, Kathleen – DIS			
6	Jokic, Olivera – ENG			
7	Kazemian, Lila – SOC			
8	Kucharski, Thomas – PSY			
9	~~Lents, Nathan – SCI~~ EXCUSED			
10	Markowitz, Gerald – DIS			
11	Trinch, Shonna – ANT			

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

CUNY The City University of New York

FACULTY PERSONNEL APPEALS COMMITTEE
AGENDA

Friday, March 10, 2017
Room L.61 New Building
9:30am-12:30pm

I. **President's Appeals Committee Charge**

II. **Appeal: Promotion to Associate - Case #5**
   a. **Vote**

III. **Appeal: Promotion to Associate - Case #6**
   a. **Vote**

Spring 2017 FPC Meetings

4/7/2017
5/5/2017

Notes:

Spring 2017 Committee on Faculty Personnel
Friday, 3/10/2017

Attendance

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

	Members of Committee	Signature	Left at (time)	Returned (time)
1	Adams, Carlton Jama – AFR			
2	Barberet, Rosemary – SOC, **At Large**			
3	Baumrin, Seth – CTA (EXWSED)	—	—	—
4	Bowers, Jane – PROVOST	Jane Bowers		
5	Byrne, Dara – UGRAD			
6	Carbonell, Bettina – MLL			
7	Carpi, Anthony – OAR			
8	Cauthen, James – POL (EXCUSED)	—	—	—
9	Collins, Kathleen – LIB, **At Large**			
10	Crossman, Angela – PSY			
11	Curtis, Richard – LPS			
12	D'Agostino, Maria – PAD			
13	Gates, Jay – ENG			
14	Hamilton, Jay – ECO			
15	Haw, Richard – DIS			

	Members of Committee	Signature	Left at (time)	Returned (time)
16	Jacobs, Jonathan – PHI			
17	Kavey, Allison – HIS			
18	Kobilinsky, Lawrence – SCI			
19	Lapidus, Benjamin – AMU			
20	Lopes, Anne – GRAD			
21	Mandery, Evan – CRJ			
22	Marcus, Anthony – ANT			
23	Natarajan, Mangai – CRJ, **Alternate**			
24	Nemeth, Charles – SFEM [redacted]			
25	Perez, Lisandro – LLS			
26	Pfeifer, Michael – HIS, **At Large**			
27	Pontell, Henry – SOC (EXCUSED)			
28	Salane, Douglas – MTH			
29	Sanchez, Caridad – CSL			
30	Sullivan, Larry – LIB			
31	Terry, Karen – CRJ, **Alternate**			
32	Travis, Jeremy – PRESIDENT	Jeremy TRAVIS		
33	Umeh, Davidson – HPE			
34	Velazquez-Torres, Nancy – SEEK			

	Members of Faculty Appeals Panel	Signature	Left at (time)	Returned (time)
1	Adamczyk, Amy – SOC			
2	Allen, Valerie – ENG			
3	Cheng, Shu-Yuan – SCI			
4	Garfield, Gail – SOC			
5	Gentile, Kathleen – DIS			
6	Jokic, Olivera – ENG			
7	Kazemian, Lila – SOC			
8	Kucharski, Thomas – PSY			
9	Lents, Nathan – SCI (EXCUSED)			
10	Markowitz, Gerald – DIS (EXCUSED)			
11	Trinch, Shonna – ANT			

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

CUNY The City University of New York

FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, April 7, 2017
Room 630T, Haaren Hall
9:30 am-1:00 pm

Meeting Open to the Public 9:30 am – 12:30 pm

I. **Welcome**
II. **Approval of Minutes**
III. **Faculty Personnel Process Outcomes**
IV. **Adjunct Professor Emeritus Policy**
V. **Distinguished Professor Nomination Process**
VI. **Faculty Senate Statement on Faculty Personnel Process**
VII. **Appeals Process**

Spring 2017 FPC Meeting

Full FPC **Friday, May 5, 2017**

Notes:

Updated 4/5/17

Spring 2017 Committee on Faculty Personnel
Friday, 4/07/2017

AS of 4/03

Attendance

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

	Members of Committee	Signature	Left at (time)	Returned (time)
1	Adams, Carlton Jama – AFR EXCUSED			
2	Barberet, Rosemary – SOC, **At Large** EXCUSED			
3	Baumrin, Seth – CTA			
4	Bowers, Jane – PROVOST	Jane Bowers		
5	Byrne, Dara – UGRAD			
6	Carbonell, Bettina – MLL	B. Carbonell		
7	Carpi, Anthony – OAR EXCUSED			
8	Cauthen, James – POL			
9	Collins, Kathleen – LIB, **At Large**			
10	Crossman, Angela – PSY			
11	Curtis, Richard – LPS		9:38 AM	
12	D'Agostino, Maria – PAD			
13	Gates, Jay – ENG			
14	Hamilton, Jay – ECO			
15	Haw, Richard – DIS			

	Members of Committee	Signature	Left at (time)	Returned (time)
16	Jacobs, Jonathan – PHI			
17	Kavey, Allison – HIS EXCUSED			
18	Kobilinsky, Lawrence – SCI			
19	Lapidus, Benjamin – AMU EXCUSED			
20	Lopes, Anne – GRAD			
21	Mandery, Evan – CRJ			
22	Marcus, Anthony – ANT			
23	Natarajan, Mangai – CRJ, **Alternate**			
24	Nemeth, Charles – SFEM EXCUSED			
25	Perez, Lisandro – LLS			
26	Pfeifer, Michael – HIS, **At Large** EXCUSED			
27	Pontell, Henry – SOC			
28	Salane, Douglas – MTH			
29	Sanchez, Caridad – CSL EXCUSED			
30	Sullivan, Larry – LIB			
31	Terry, Karen – CRJ, **Alternate**			
32	Travis, Jeremy – PRESIDENT	Jeremy TRAVIS		
33	Umeh, Davidson – HPE			
34	Velazquez-Torres, Nancy – SEEK			

	Visitors	Signature	Left at (time)	Returned (time)
	Mark Bouton			

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

CUNY The City University of New York

FACULTY PERSONNEL COMMITTEE
April 7, 2017
Room 630 (Haaren Hall)

Open Meeting Minutes
NOT YET APPROVED – will be voted on at the 5/5/17 FPC Meeting

OPEN MEETING CALLED TO ORDER 9:37 AM

Non-FPC members in attendance: Ned Benton (PAD), Allison Pease (ENG)

I) Approval of Minutes:

a. Motion to approve called and seconded
b. Unanimously approved

II) Faculty Personnel Process Outcomes (Provost Bowers):

a. Provost's report reviewed, Provost JB confirmed the following:
- outcomes for 2016-2017 are consistent with prior years
- Reports will continue to be generated, shared with faculty and posted to Faculty Services website
- Low rate of appeal suggests evidence of good hiring and nurturing.

III) Adjunct Professor Emeritus Policy (Provost Bowers)

a. Revisiting discussion from previous meeting, CUNY indicates this is allowable. Does the committee want to proceed with this distinction? What are the requirements?
b. Discussion, question, concerns and clarifications:
- Question: How many faculty would meet the criteria (LK)? Nationwide this seems to be an exception.
- Question: What is done at other CUNY schools? What is done outside of CUNY at other schools? What are the current standards in process for full-time? More information needed (JC).
- Clarification: FPPG does not state "full time"; if adjunct emeritus policy is adopted, revision to FPPG is required. Suggestion: "Exception" list expanded to list "adjuncts" (JB).
- Adjunct Faculty should submit letter to department P&B explaining the reason for their request (AM).
- Concerns: We must be mindful of the creditability of the title associated (EM/JB). FPC does address the adjunct personnel review process and that is a concern with bestowing the title of Emeritus (JT).

c. Proposal to gather more information withdrawn (JC).Committee unanimously agreed to keep process and policy the same.

IV) Distinguished Professor Nomination Process (Provost Bowers):

a. Continuation of 4/07/17 meeting agenda item. How do nomination/cases come before the FPC? Provost Bowers summarized current JJ DP nomination process. Provost and President review the candidate's CV, speak with the candidate; both are required to write the nomination letters. Provost also described the CUNY review process and what materials are provided for CUNY review. There was concern that an external body does not review nominations before the case is brought to FPC – e.g., a committee comprised of current DPs to advise the FPC (Advisory Review Committee of DP or a subcommittee of the FPC.

b. Discussion:

- As a matter of practice the President and Provost informally prescreen interested candidates and find it has been helpful to candidates. Inclination to leave things where they are (JT).
- Clarification: Total number of DPs appointed allocated across CUNY; numbers are not allocated by campus (JB, JT).
- DP distinction is not as clear as other ranks. Reviewer should combine the expertise of the discipline and an individual who has a clear understanding of the DP distinction. Not in favor of a new committee to advise on DP recommendations (AM).
- Advisory committee composed of DPs can play a role in the screening process, can improve the quality of the process, advise re trajectory of one who wants to ascend to DP (EM).
- Clarification: FPC sees the case after the Dept. P&B and Provost/President reviews and with the nomination letters (JB).
- Concern: BOT upset with gender and ethnic representation. Current pool of DPs tend to represent specific demographic; calling upon them to serve as advisory/review committee would perpetuate lack of diversity in DP candidates – a deep concern (JB, DB)
- Clarification: DP reviews must occur every 5 years and information about the reviews are forthcoming (communication from KB).
- Restatement of Options: Draft a policy statement for insertion in FPPG to reflect DP advisory committee review prior to Presidential support of nomination (II.J.4) OR keep things the way they are (JT).
  - Suggestion: Insert in II.J.1Initial conversation – >DP Advisory Committee reviews with exception to DP upon hire (EM).
- Concern: DP committee is appearing to be both mentoring and advisory – problematic. They should be separate (AL)
- Clarification: DP criteria calls for productivity and impact on the field, which is why the external evaluator letters are important (JB).
  - Perhaps a nomination process by with faculty receives a nomination letter from a tenured full professor (AM).
  - No external evaluation before department reviews. Perhaps it should start with an external evaluation/assessment first (DS).

- Perhaps a pre-assessment process for those who are not self-nominating is needed? The current process lends itself to those who are the most active and pursuer "self-promoters" (JT).
    - The current process is fine, but an advisory committee to review files and identify certain markers could serve as a good screening group (HP).
- Recommendation: Draft policy proposal to establish a "committee of...,"position the committee as a step before formal nomination, discuss committee composition (DP only? A mixed group of DPs, disciplinary members and race /gender diversity?)(JT).
    - Consider inclusion of external person in that field for feedback (DB). Examine the external letter solicitation process; who selects the 10 evaluators? (LP) Advisory Committee could comprise DPs, Deans and another administrator or faculty (EM). AP to Provost as an appointed person to the advisory committee (BD)
- Full Professor mentoring suggested (L)
- There should be a separate group that solicits or nominate; no self-nomination (JC).

c. Committee is advisory. Revisit at 5/05/2017 meeting. EM will assist in creating draft policy document for discussion (JT).

V. Faculty Senate Statement on Faculty Personnel Process: (Ned Benton, representing Faculty Senate)

a. NB provided background re the generation of the Statement. Statement addresses concerns identify by the concerns by members of the Senate. Acknowledges FPC is working on some of the concerns.

- Could FPC make information available via the Faculty Senate Chronicle (JT)? NB agreed that would be fine. Those who are affected by the decision should have opportunity to participate either via sending comments or some other mechanism. Some schools have a governance website/page.
- The two- reading rule used by UCASC could be applied; clarification of the rule required (JB).
    - The two-reading rule would necessitate more meetings (LP).
- Progress has been made because FPC is now open when it was initially always a closed meeting. The open meeting segments was a major step in transparency (EM)
- Agendas posted well in advance of meeting; FPPG guidelines revisions were published well before the next FPC action review process; publishing outcomes; we can do the cohort analysis; the gender and race report is not information available to this; CUNY has indicated we cannot create department/discipline-specific criteria with exception of Library, Journalism and Counseling. Revising service and teaching balance and will be carried on with next Provost (JB).
- Item 6 requires a holistic discussion about the role of service in faculty (EM,AC, JT)
    - Item 6 will be more about changing habits versus formulating criteria (JJ). Item 6 Teaching and Service balance. Progress made on teaching but not much has been made on defining/recognizing/balancing and fine tuning service requirements. Holistic discussion required to continue this work (JT).

b. Invitation to draft a response to the Faculty Senate; anyone on the committee is welcomed to work with President and Provost. To be presented at the May 5th meeting

VI. Appeals Process:

a. Unresolved question from fall 2016 and Faculty Senate Statement, item 5 re the Faculty Personnel Appeals Committee composition. Subcommittee assigned to review (Evan Mandery, Jim Cauthen, Jane Bowers, Marjorie Singer) determined appeals process was not in violation of College Charter or Bylaws (JB

- History of how FPC got to current process. Best practice would be to adjust JJC Bylaws of the Charter, to maintain current appeals process as we go through that process (EM).
- Provost reads summary statement sent by EM in October 2016 JB

b. To be revisited at next and last meeting (5/5/17). Obtain legal view and determine if an item should be written to add the bylaws (JT).

OPEN MEETING ADJOURNED 11:52 AM

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

CUNY The City University of New York

FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, May 5, 2017
Room 630 T, Haaren Hall
9:30 am-12:00 pm

Meeting Open to the Public 9:30 am – 10:45 am

I. **Welcome**

II. **Approval of Minutes**

III. **Revision of Distinguished Professor Nomination Process**

IV. **Review and Feedback on Response to Faculty Senate Statement**

Executive Session –Faculty Personnel Committee 10:45 am – 12:00 pm

I. **Initial Appointments (Fall 2017)**
- Slate vote on initial appointments to date

II. **Fellowship and Scholar Incentive Award Leaves**
- Vote on recommendation put forward by review committee

III. **Year in Review**

Notes:

Spring 2017 Committee on Faculty Personnel
Friday, 5/05/2017

Attendance

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

	Members of Committee	Signature	Left at (time)	Returned (time)
1	Adams, Carlton Jama – AFR			
2	Barberet, Rosemary – SOC, **At Large**			
3	Baumrin, Seth – CTA			
4	Bowers, Jane – PROVOST			
5	Byrne, Dara – UGRAD			
6	Carbonell, Bettina – MLL			
7	Carpi, Anthony – OAR			
8	Cauthen, James – POL			
9	Collins, Kathleen – LIB, **At Large**			
10	Crossman, Angela – PSY			
11	Curtis, Richard – LPS			
12	D'Agostino, Maria – PAD			
13	Gates, Jay – ENG			
14	Hamilton, Jay – ECO			
15	Haw, Richard – DIS			

	Members of Committee	Signature	Left at (time)	Returned (time)
16	Jacobs, Jonathan – PHI			
17	Kavey, Allison – HIS			
18	Kobilinsky, Lawrence – SCI			
19	Lapidus, Benjamin – AMU			
20	Lopes, Anne – GRAD			
21	Mandery, Evan – CRJ			
22	Marcus, Anthony – ANT			
23	Natarajan, Mangai – CRJ, **Alternate**			
24	Nemeth, Charles – SFEM			
25	Perez, Lisandro – LLS EXCUSED		—	—
26	Pfeifer, Michael – HIS, **At Large**			
27	Pontell, Henry – SOC			
28	Salane, Douglas – MTH			
29	Sanchez, Caridad – CSL			
30	Sullivan, Larry – LIB			
31	Terry, Karen – CRJ, **Alternate**			
32	Travis, Jeremy – PRESIDENT Absent			
33	Umeh, Davidson – HPE			
34	Velazquez-Torres, Nancy – SEEK			

	Visitors	Signature	Left at (time)	Returned (time)
	Allison Pease			
	Ned Benton			

Budget and Planning Committee

Budget and Planning Committee
Meeting Agenda – Monday, May 23, 2016
12:00 to 1:00 pm
Room 610 Haaren

1. Approval of Minutes for January 19, 2016. Proposed minutes are attached.
2. Chair's Report. Comments from President Travis
3. Budget Report. Mark Flower will provide an update on the current budget and financial plan for FY2017.
4. Responses to CUNY Master Plan Draft. The following agenda information on this item was provided to BPC members on May 9: "The Chancellor has just released a draft of the next CUNY Master Plan for 2016-2020, and he is seeking responses to it from all constituencies. The President has asked me to coordinate those campus responses, which will be both individual and institutional. To facilitate the latter, we are asking that the Budget and Planning Committee review the proposed Master Plan and a draft response to it at our next meeting. I expect that the BPC planning subcommittees—scheduled to meet on May 19—will also provide comments for consideration at the BPC meeting. Given the closing date for comments to CUNY of May 25, the time for getting back to the University is very tight. . . .In the meantime, you can find the draft Master Plan and the site for offering individual comments at http://cuny.edu/masterplan . Please solicit ideas on the Master Plan from your constituents for discussion at the BPC meeting and encourage them to reply as individuals on the CUNY Master Plan website."

The BPC planning subcommittees met today and proposed the following responses to CUNY:

a) **We oppose the idea of a system-wide requirement that every student take a basic computer concepts course; such decisions reside with campus faculty and this one would have major implications for funding.** From the draft: "In this context CUNY aspires to have every student take a basic computer concepts course to assure a strong foundation for their studies." p. 71

b) **The draft should propose a reduction of the faculty workload since there is a plan to address the COACHE results "identified as pervasive" with particular attention to the concerns of Associate Professors.** From the draft: "In December 2015, a CUNY-wide Faculty Affairs Advisory Board (FAAB), comprised of faculty and administrators with expertise in faculty development, advancement and satisfaction, was established to advise OAA about the ways in which the university can provide the resources necessary to continue to attract, retain and advance an outstanding faculty, and to provide a forum for sharing best practices in faculty development across the university. With guidance from the FAAB, OAA has begun to address issues that the 2015 COACHE survey identified as pervasive, including the need for better support for associate professors." p. 75

c) **Equity should be a factor in the allocation of funds to campuses**. Chapter 5 in the draft argues broadly for the efficient operation of the University, in part by "Ensuring the prudent use of resources through standardization, consolidation and automation." p. 89 in draft)

d) **There is a good section in the draft on faculty support: "Recruiting and Supporting an Outstanding Faculty" (p. 71 in draft). Make a similar commitment of support with regard to staff.**

e) **The draft should propose a plan to attract more financial support from New York State.**

The administration proposed the following:

f) **The draft should include a strong commitment to the ACE program** [the four-year John Jay version of ASAP] **as an extension of *ASAP***. Here is the reference to ACE in the draft: "In addition to serving more associate degree students, ASAP is also beginning to broaden its scope to meet the needs of students seeking bachelor's degrees. CUNY received funding from the Robin Hood Foundation to adapt the ASAP model to a four-year college setting. John Jay College launched John Jay ACE (Accelerate, Complete, and Engage) in fall 2015 with a pilot cohort of 262 students." p. 38

g) **The draft should include a strong commitment to the CUNY Justice Academy as a substantial realization of the integrated university.** There is no mention of the CJA in the draft.

Budget and Planning Committee Meeting
Minutes
May 23, 2016

Attendees: Jeremy Travis, Jane Bowers, Kinya Chandler, Angela Crossman, Sandrine Dikambi**,** Mark Flower, Jonathan Jacobs, Karen Kaplowitz, Lawrence Kobilinsky, Thomas Kucharski, James Llana, Bonnie Nelson, Allison Pease, Douglas Salane, Raj Singh, Charles Stone, Larry Sullivan, Robert Troy, Davidson Umeh, Nancy Velazquez-Torres, Alison Orlando (Recorder)

1. Approval of Minutes for January 19, 2016. Minutes were approved as proposed.
2. Chair's Report. The President stated that due to recent progress the college is in a good place to develop a multi-year plan. The President expects that the plan would be put together over the summer by the Vice Presidents and presented to the BPC in the fall. The plan will act as a guide for the college to show where it wants to be in the future, how to get there and how the college can finish its trajectory in becoming a senior college. The plan will be a college-wide document that encompasses both faculty and staff together, and will act as a reset for the college in the fall. Allison P. asked about the rationale behind there being a reversal of our financial situation. The President explained that looking forward there should be an increase in tuition, and state support either by itself or through maintenance of effort, which are our biggest forms of revenue. Also, hopefully the contract situation will be resolved. The idea is that if this all falls into place, the plan will allow us to do what is best for John Jay.
3. Budget Report. Mark F. presented the Budget Report. He explained that for FY 2016 we are ending with a higher surplus than originally projected. This is due to the Strategic Investments Initiative and OTPS spending being less than anticipated. This has left us with a $1.1 million surplus that can be rolled over to next year. He then explained that for FY 2017 the college will have a deficit of $4.5 million if nothing is done differently than FY 2016; this is in part due to a 2% reduction in base allocation. However, due to initiatives with the Department of Corrections and the NYPD along with reducing the total number of sections the deficit is expected to be $3.5 million. The President spoke about how these programs point the way to diversifying our revenue and are a source of revenue the college helped to build. Bonnie N. asked about the costs associated with these programs. The President said that the costs have been taken into account, and these numbers are net revenue. Mark F. then talked about closing the gap for FY2017. He spoke about the all-funds budget and explained that it is clear that we need to focus on closing the gap on the tax-levy side. He said that we can increase revenue by increasing the following: enrollment, alternative revenue sources, non-tax levy revenue, energy savings and carry-over from the previous year's budget. He also spoke about the successful NYC Partnerships and the revenue they will bring in over the upcoming Fiscal Years. He then moved on to our expenditures. It was explained that the college can decrease expenditures by reducing OTPS and PS spending, and also by increasing expense offsets from non-tax levy sources. He explained that expenditures have already been lowered by reducing sections, and that he is going to introduce Zero-based Budgeting for OTPS for FY2017 as another measure to reduce expenditures. Tom K. asked about the impact of reducing sections. Jane B. said that they worked on cutting non-essential courses and electives along with courses that are often under enrolled. Bob T. also explained that he doesn't think there will be a significant impact. Mark F. then explained that zero-based budgeting is when you start with a zero base and expenses need to be justified. He then spoke to other cost savings measures including reducing temp services

and maintaining section reduction for spring 2017. The potential savings for all of the above mentioned measures would be $1.89 million. Lastly, Mark spoke to the impact of revenue target reduction. One argument that could be used is that our revenue target does not reflect our enrollment plan so the revenue target should be lowered.

4. Responses to CUNY Master Plan. Jim L. then spoke about the CUNY Master Plan, and how the President would like feedback from the different constituencies in the college community. Jim circulated the agenda, which had the proposed feedback to CUNY from the SPS-FPS subcommittees. He asked if anyone would like to make changes or add to these suggestions. Allison P. said that she felt in regards to student success that there was an over reliance on city funding and no effort to help senior college in regards to retention and graduation rates. She said she would like to see more ASAP-like measures supported by CUNY. Jim L. asked if anyone else had any other suggestions and there were none. He explained that he would forward the suggestions to the President.

Budget and Planning Committee
May 23, 2016

Attendance Sheet

Adams, Carlton Jama	
~~Baumrin, Seth~~ W ALLTNSTE IN, MARTIN	
Benton, Ned	
Bowers, Jane	Jane Bowers
Byrne, Dara	
Carpi, Anthony	
Cauthen, James	
Chandler, Kinya	Kinya Chandler
Cook-Francis, Lynette	
Crossman, Angela	Angela M Crossman
Curtis, Ric	
Dapia, Silvia	
DiKambi, Sandrine	DiKambi
Janice Dunham	
Farmer, Crystal	
Flower, Mark	
Gonzalez, Betsy	
Hamilton, Jay	
Hancock-Nicholson, Nikki	
~~Hauss, Kevin~~ Lenore	
Haw, Richard	
Jacobs, Jonathan	
Kavey, Allison	
Kabir, Faika	
Kaplowitz, Karen	
Kobilinsky, Lawrence	
Kucharski, Thomas	

Budget and Planning Committee

May 23, 2016

Attendance Sheet

Llana, James	
Lopes, Anne	
Mandery, Evan	
Marcus, Anthony	
Nemeth, Charles	
Pease, Allison	
Perez, Lisandro	
Pontell, Henry	
Rehman, Muhammad	
Roberts, Kyle	
Salane, Douglas	
Scaduto, Michael	
Singh, Raj	
Stone, Charles	
Sullivan, Larry	
Travis, Jeremy	
Troy, Robert	BTV
Umeh, Davidson	
Velazquez-Torres, Nancy	
Visani, Roberto	
Guests	
Bonnie Nelson	

Financial and Strategic Planning Subcommittee

BPC Planning Subcommittees
REVISED Meeting Agenda – May 19, 2016
11 am – 12:30 pm
Room 610 Haaren

1. **Approval of Minutes for March 28, 2016**. Proposed minutes attached to original agenda.
2. **Budget Report**. Mark Flower will provide an update on the budget situation and on the next financial plan. Report to follow.
3. **CUNY Master Plan**. CUNY has asked for feedback on the draft Master Plan for 2016-2020, and we want to work through the planning committees to help shape an institutional response. There will be only days between the time that CUNY receives comments from campuses and the submission of the plan to CAPPR for review, so it's clear there will be no extensive revisions. In that light, it probably makes sense to think about a very short list of additions or other changes. We will submit whatever we come up with to BPC for consideration at the May 23 meeting. You may consult the full draft at http://cuny.edu/masterplan and please note the useful four-page summary at the beginning. To offer a sense of what's in the draft, I pulled a list of actions out of the narrative (attached) that I thought interesting, but it represents only my personal take in that respect. You are encouraged to make individual comments at the Master Plan website. I have met with the Student Council to solicit feedback and asked the HEO Council and Faculty Senate to respond as well.
4. **New Proposal for Online Program Incentives**. Since I proposed (in email of May 12) that we defer discussion of online program incentives, pending further consideration, I have received a proposal that reflects that consideration. Therefore, we will discuss the proposal (attached).
5. **New Business**.

Joint Meeting: SPS – FPS
Minutes
May 19, 2016

Present: Jane Bowers, James Llana *(SPS Chair)*, Ric Anzaldua, Ned Benton, Kinya Chandler, Janice Dunham, Mark Flower, Jay Hamilton, Nikki Hancock - Nicholson, Karen Kaplowitz, Virginia Moreno, Bonnie Nelson, Douglas Salane, Bob Troy, Alison Orlando *(Recorder)*

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1. **Approval of Minutes from March 28, 2016.** Minutes were approved as proposed.
2. **Budget Report.** Mark presented a report on the budget. He announced that John Jay will be ending FY 2016 with a larger surplus then originally projected. This is due to funding for the Strategic Investments Initiatives and OTPS spending being lower than expected. However, FY 2017 will be a challenge with a 2% reduction in base allocation and a projected deficit of $4.6 million if no action is taken. However, the actual deficit is expected to be $3.5 million because of initiatives with the Department of Corrections and the NYPD and assuming a reduction in the number of sections being offered. Mark then spoke to how we can close the remaining gap for FY 2017. He first went over the all funds budget; it is clear that we need to close the gap on the tax levy side. He said revenue can be increased by increasing the following: enrollment, alternate revenue sources, non-tax levy revenue, energy savings and carry-overs from previous years. He then spoke about NYC Partnerships and the revenue they will generate for the college over the next three years. Jay asked how stable the programs are. Mark explained that once they are in the Mayor's Budget we can count on them for the next three years. Mark went on to talk about how we can reduce expenditures by reducing OTPS spending, PS spending, and increasing expense offsets from non-tax levy sources. We can hopefully reduce OTPS spending through zero based budgeting. This gives us an opportunity to plan and understand our expenses. Other strategies we can employ are maintaining the section reductions for spring 2017 and reducing temp service spending. A 15% reduction in the number of College Assistants would yield a savings of $740,000. All together these strategies could yield a potential $1.89 million in savings. That is still not enough to remove the deficit, but CUNY has committed to helping us over the next two years. One argument we could present to CUNY is that our revenue target does not reflect our lowered enrollment targets. The floor was then opened to questions. There was a discussion on what motivates CUNY to have a revenue target that does not match our enrollment plan. Bonnie asked if the zero-based budget was a proposal or if it is scheduled to go into effect. Mark said that it is going to go into effect for FY 2017. Ned thought that personnel services need to be addressed and some hard decisions need to be made. Jim asked what the next steps are and if we are going to go back to the university before making recommendations for the financial plan. Mark said we should wait to hear from the university, and he thinks the college will be meeting with them within the next couple of weeks.
3. **CUNY Master Plan.** Jim spoke about the Master Plan. CUNY released a draft of the Master Plan, and asked for feedback. The President asked that Jim work on getting responses from the different constituencies on campus. Jim noted that the administration's comments on the draft call for the inclusion of the Justice Academy in the plan and to have a strong commitment to ACE. Jim then asked for suggestions from the SPS-FPS. Karen spoke about centralized graduate admissions; Bob explained that this is happening and he doesn't think it's necessarily a bad thing. Karen also felt that it was not CUNYs place to propose a system-wide requirement for students to take a basic computer concepts course. The committee agreed with this suggestion. Ned suggested that allocation of equity should be included in the plan, which is the idea that equity should be a factor in allocation of funds

to campuses. Ned also felt that the Master Plan should address faculty workload. Jane said we CUNY could address this in the context of the COACHE results, since it is looking at those results. Another observation was the absence of concern for staff in the draft; Jane agreed that there was an absence of workforce other than faculty and it was decided to include this suggestion.

4. **New Proposal for Online Program Incentives.** Ned spoke about this proposal. He explained that it adopted the same model as summer/winter but with a greater incentive percentage. The college made a commitment to provide this incentive, and now is the chance to do it. Jane said she supported this incentive. Doug asked if this is for only new programs, and Ned said it was. Mark supported the notion but was struggling on where the incentive would come from. Ned said it could be built into the financial plan, and this is just a recommendation. Kim asked why 8% of net and Ned explained that it is more of an undertaking than summer/winter because it is adding entire programs, not only courses. A vote was taken to recommend the proposal to the BPC. It passed with a vote of Y - 7, N - 0, A- 0.
5. **New Business.** Karen spoke about the COACHE survey results and how the University Faculty Senate decided to share the results among the senior colleges with the understanding that when each senior college received the results the other colleges would not be identified. She went over the results, and explained how John Jay faculty are more unhappy then other senior colleges in some respects. She then passed out a statement on workload mitigation with the context of the COACHE survey results. Jane said that she and the President have discussed this recently, and she has changed her position and he was thinking along the same lines. Jane is preparing an analysis with a three year plan on how to get a 3-3 workload across the board without sacrificing faculty lines.

Strategic and Financial Planning Subcommittees
Meeting Agenda – August 3, 2016
Room 610 Haaren, 2:00 – 3:00 pm

1. Approval of Minutes for May 19, 2016. Proposed minutes are attached.
2. Budget Report. Mark Flower will report on the state of the budget for FY2016 and FY2017. He will review options that the subcommittees may want to recommend for taming the deficit for the coming year. The formal discussion of recommendations, which may include spending as well as cutting, will come later on.

Joint Meeting: SPS – FPS
Minutes
August 3, 2016

Present: Jane Bowers, James Llana *(SPS Chair)*, Ric Anzaldua, Ned Benton, Kinya Chandler, Angela Crossman, Sandrine Dikambi, Mark Flower, Jay Hamilton, Nikki Hancock - Nicholson, Karen Kaplowitz, Tom Kucharski, Douglas Salane, Charles Stone, Alison Orlando *(Recorder)*

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1. **Approval of Minutes from May 19, 2016.** Minutes were approved as proposed.
2. **Budget Report.** Mark gave the Budget Report and started by trying to give a clear picture on FY 2016 and how the year ended. He first spoke about the FY 2016 allocation plan: where the allocation comes from and how it is spent. There are a lot of unknowns built into the allocations, but they came fairly close to what was projected. He then spoke about FY 2016 Revenue. In fall 2015, the revenue was $39,849,000 and in spring 2016 the revenue was $36,619,384. He also mentioned that there has been some additional revenue because of summer session growth. However, the college still missed its revenue target. Originally the revenue target for FY 2016 was missed by 1.9 million; however, CUNY applied $826,503 of FY 2017 revenue to FY 2016. This closed the revenue gap to $1,134,846. Mark said this gap is the result of enrollment, FTE worth and the missed collection rate by the college. Kim asked if the $826,000 transferred to FY 2016 will increase our deficit for the upcoming year. Mark said that it would. There was also a conversation on what caused the collection rate to drop.
   Mark then spoke about the expenditure side of FY 2016. He first talked about the total cost of full-time personnel and how the expense to the college was reduced $4 million due to refunds of appropriations. This leaves the total expense to the college to be $71,774,180 for full time personnel and $93,580,814 for total personnel services. He then stated how the total expenditures for the college in FY 2016 were $100,076,354, which includes personnel services, OTPS and expenses related to the Strategic Investments Initiative. This has left the college with a year-end balance of $1,441,251 which can be rolled into next year.
   Mark then spoke about FY 2017. He explained that CUNY has reduced allocations to all of its campuses by 2%, which will affect John Jay by decreasing our base allocation. He then spoke about additional allocations to the base budget and allocations outside the operating budget. Mark also went over the FY 2017 Allocation Plan and Revenue Projections. He explained that we are projected to have a $2,062,120 revenue shortfall. He also spoke about expenditures for FY 2017, and how our total expenditures for FY 2017 are projected to be $101,892,228. We are looking at a deficit of $3,943,018 for FY 2017. Jim asked Mark if we should be worried, and if he had any ideas on how to approach the situation. Mark said that he was worried and that we are not far enough along in the zero-based budgeting to see how it will affect the budget situation. He also explained that he had a meeting with CUNY where he made the argument for our revenue target to be lowered because it does not reflect our enrollment. However, CUNY made it clear that they were not going to lower the revenue target. Ned spoke about having to go through an exercise with a spread sheet where we look at all areas and see where we can save. Jim agreed with Ned. Ned asked for the following additional information: results from last year's reduction targets, net revenues/expenditures this year from online and estimate for next year, net revenues/expenditures this year from professional training and estimate for next year, summary of enrollment revenues last year by student level and residence category, with dollar estimates for next year. Nikki asked if we change vendors for OTPS can we save money. Mark said yes, but we are obligated to use 30 percent MWBE vendors who are

allowed to charge more. Karen asked for data on Peace Officers. Jim said the data is there and we can benchmark this data against other schools. It was then decided we should meet two more times this summer, and to see the new Vice President's perspective on this situation.

Meeting Agenda for August 15, 2016
BPC Subcommittees on Strategic and Financial Planning
12 noon to 1:30 pm - Room 610 Haaren

1. Approval of Minutes for August 3, 2016. Proposed minutes to follow.
2. Discussion of Budget and Introduction of SVP Steve Titan. Mark Flower will update.
3. Enrollment Report. Jim Llana will provide an update on enrollment for Fall 2016. Numbers from last week are attached.
4. PMP Review. Time permitting we'll review the summary distributed at the last meeting and attached here.

Joint Meeting: SPS – FPS
Minutes
August 15, 2016

Present: Jane Bowers, Steven Titan *(FPS Chair)*, James Llana *(SPS Chair)*, Grace Theresa Agalo-os, Ric Anzaldua, Ned Benton, Mark Flower, Karen Kaplowitz, Tom Kucharski, Virginia Moreno, Douglas Salane, Charles Stone, Alison Orlando *(Recorder)*

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1. **Approval of Minutes from August 3, 2016.** Minutes were approved as proposed.
2. **Discussion of Budget and Introduction of VP Steve Titan.** The meeting started out with the introduction of Steve Titan, the new Vice President for Finance and Administration. He spoke about the budget, the challenges that affect the budget and that we have to do the best we can without the expectation of assistance from CUNY. Mark then gave the budget report. Mark explained that the projection for FY 2017 has slightly changed to a deficit of $3,656,091. He then talked about the results of zero-based budgeting and how if it was put into effect it would increase the deficit to $5,133,892. Mark said that going forward they will be tweaking the zero-based budgeting process and putting constraints on it. He also spoke about how adjunct costs have decreased. There was a discussion on the effect of the workload plan on adjunct costs. Steve asked if sections are cut if enrollment is down. Jane explained that this is done section by section and that sections with an enrollment under 10 for undergraduate classes are subject to cancellation after a review. Mark then went over how the college can work to make-up the deficit for FY 2017. Items included keeping OTPS at the FY16 actual spending rate, increasing projected energy savings and to have the college assistant allocation based on FY 2016 spending actuals. Mark also proposed a hiring freeze of selected current vacancies. He handed out a sheet with the approved vacancies and the ones he proposed freezing were highlighted. He also explained that a bigger discussion was necessary surrounding this item. There was a conversation on the six Campus Peace Officer positions and why none of them was proposed to be cut. Mark said that public safety provided a shift chart and it would be less expensive to hire the full-time workers than covering the over-time of the current employees. Karen explained that for many decades there were mainly students who worked in security, and that we recently opted into the CUNY public safety program. She thought that perhaps it was time for an analysis to see if there have been improvements since this change since there is a high cost difference. The next item Mark proposed was for there to be a hiring freeze on anticipated vacancies. He said this would be a freeze for the year and not a delay. Karen brought up the point that this is not planning and that who leaves determines the function not being replaced.
3. The last two items Mark proposed were increased refunds of appropriation for professional development IFR expenses and reduced public safety coverage due to the closure in North Hall. Ned asked if professional development was producing net revenue. Mark said that he believes it is, and he needs to look at how the money is being divided between RF and IFR. Ned requested the information he asked for in the previous meeting. [See August 3 Minutes] Mark explained that with all these measures the college will still have a deficit of $588,502 for FY 2017. He then went over the enrollment targets and the effect they would have on the budget if they are missed. Ned asked if the incentive programs were in the budget; Mark said that they are not. Steve said they would have to be incorporated. There was then a discussion of the allocation of the incentives, whether to instructors or the department. It was decided this conversation was for another venue. Jim asked about next steps in the budget process. Mark explained that they have a meeting with Matt Sapienza this week but Steve has little hope for help. One idea proposed was

skipping a year of merit raises and starting them again next year. However, reclassification would still need to be considered. Jim said that this will come up in the discussion of recommendations. Ned felt that we should start working on this sooner rather than later. He also spoke about two items that were on his list of options to close the gap that were not on Mark's list. These include increased disbursements from Aux Corp, and seeing if there are any functions/programs that should be stopped and have their resources reallocated. Tom explained that we have a continual reliance on not filling positions that become vacant. Jim agreed with Tom on the fact that we keep looking at the short-term but not a long term solution. Jim said that if the committee wants to schedule a meeting where we can go over possible long-term strategic solutions, he would be happy to do so. Charles asked about the new marketing plan and the effect it will have on enrollment. Jim replied that it has not yet been promoted externally. Jim said that by Sept. 7 we should have the answers for Ned's questions, a better sense of enrollment, an updated report from the budget office, and we will know CUNYS position. Ned asked about the enrollment tracking sheet Jim passed out. Jim said that they come out every week and he can send them out to the SPS/FPS committee members. Karen asked for the planning of BPC meeting in late September; it was decided we will start planning that meeting as soon as possible. Tom asked about the space plan. Steve said that John Jay is now in the process of doing its own assessment of our space, and that he is not comfortable with the report that was done by the consultants.

4. **Enrollment Report.** Jim gave an enrollment report. He said that we are in good shape for freshmen and transfer students. This will hopefully balance somewhat the deficit for grad and continuing students. Jim further explained that John Jay and CUNY in general are down in continuing students. Possible explanations for this include the large number of graduates in June and that CUNY stopped accepting credit cards so students are late registering for the CUNY payment plan. However, the cause is not absolutely clear. In sum, Jim is concerned.
5. **PMP Review.** There was no time to review the PMP document, but it is self-explanatory.

Strategic and Financial Planning Subcommittees
Meeting Agenda
September 7, 2016
12 to 1:30 pm -- Room 610 Haaren

1. Approval of Minutes for August 15.

2. Enrollment Report. The numbers are looking better than a week ago but still lagging for continuing undergraduates.

3. Budget Update and Discussion of Closing the Gap for FY17. The Budget Office is trying to generate some information on international recruitment, although it looks as if the information requested for John Jay Online will take another week or so. Our responsibility over the next couple weeks will be to draft recommendations to BPC on the Financial Plan for FY17. The Financial Plan is due to CUNY on Sept. 21, the day the BPC meets. The Budget Office will have a proposal to discuss next week, and we'll have to see if we want to adopt it or wait for further information.

Joint Meeting: SPS – FPS
Minutes
September 7, 2016

Present: Jane Bowers, Steven Titan *(FPS Chair)*, James Llana *(SPS Chair)*, Ric Anzaldua, Ned Benton, Jim Cauthen, Angela Crossman, Sandrine Dikambi, Mark Flower, Karen Kaplowitz, Tom Kucharski, Virginia Moreno, Bonnie Nelson, Vincent Papandrea, Charles Stone, Janet Winter Alison Orlando *(Recorder)*

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1. **Approval of Minutes from August 15, 2016.** Minutes were approved as proposed.
2. **Enrollment Report.** Vincent Papandrea, Director of Admissions gave the enrollment report. As of this morning, compared to our enrollment goals we are ahead 98 for freshmen, down 5 for new transfer and up 30 for readmits. He explained that we did not meet our goal for graduate students. One of the main reasons being that the Online Masters in Criminal Justice started late, and this did not give us enough time to fulfill our goal. Continuing Students have the largest gap and we are down 336 from our goal. We need to avoid having a gap this large next year. Ned asked when we would see the IR report on which continuing students did not return. Ric explained that he would have some data is about a week. Jim said that he was concerned about the implications this will have on the current and future budget. Tom said it's important to know what portion of students are likely to graduate and in effect not continue at John Jay. Ric agreed. Vinny brought up that the higher summer/winter enrollment may have affected the number of continuing students as they were able to graduate faster. Vinny also noted that this is a CUNY-wide problem with enrollment down for the university.
3. **Budget Update and Discussion of Closing the Gap for FY17.** Steve started by explaining the meeting he had with Matt Sapienza. Steve said that Matt spoke about the possibility of resizing John Jay, as the cost structure cannot support the enrollment. Steve also explained that he was told that collective bargaining would be covered for this year but it is unknown what will happen for FY 2018. There was then a presentation on the FY2017 Financial Plan Recommendations. Steve introduced the budget presentation by explaining the current financial state of the college and how options are limited to make changes. Mark spoke to how in FY 2016 we ended with a year-end balance of $1,444,590 because of increased energy savings but for FY2017 we are looking at a projected deficit of $4,824,505. This number is higher than previously projected because of our missed enrollment target. This projected deficit also assumes that we hit our spring enrollment targets as they are.

   Mark then went over the plan to overcome the deficit. The plan includes increasing our projected energy savings to $2,000,000, eliminating merit increases for this year, adding the actual fall adjunct savings from the section reductions, and anticipated spring adjunct savings from section reductions. Jane spoke about the process surrounding the adjunct savings that occurred in the fall. Charles asked if class size was impacted. Jane said that it was not. Other measures in the plan include reducing Collage Assistant and CET expenses, freezing OTPS at 2016 levels, a partial hiring freeze and a reduction in off-hours coverage by Campus Peace Officers in some areas. This plan would leave John Jay with an anticipated surplus of $55,495. Mark then went over the risks associated with this plan. For example, with the increased energy savings we are assuming a mild winter that will allow us to have the savings we had in FY 2016.

Ned then asked for the status of the information he requested in the August 3rd meeting. These requests include questions about the incentive programs, aux corp, professional studies, and online. Mark said that he is working on these questions. However, he needs to talk to Henry Chan who is returning from leave before he can answer Ned's questions about the online program. Tom asked if Mark could get information on the theatre and if is producing net revenue. Mark said he could do that. Mark then spoke about the impact of not filling all existing vacancies. Steve explained there are specific situations when positions will have to be filled. This includes vacancies that fulfill safety and compliance requirements, vacancies that are created when an employee is terminated due to performance, and vacancies that are funded by grants. He also explained that the President can decide to fill any vacancies he thinks necessary. Mark then went over the proposed shift coverage reductions in public safety. Virginia was concerned about the proposed changes in the BMW building. Steve explained that if there is a problem they will adjust the schedule.

Mark then went over International Recruitment. Ned brought up that it seems that we are losing international students instead of gaining them when looking over the data Mark is presenting. Vinny also explained that those hired for international recruitment were hired late last fall, and they need at least one full recruitment season to see results. Mark then finished the presentation by talking about other savings opportunities, such as reducing catering costs and using the college print shop instead of outside vendors. There was then a discussion of what the next steps would be. Ned said that he had posed questions, and the answers may have consequences for the numbers in financial plan recommendations; he felt that we should meet one more time. Kim felt we should be more honest about the gap. There was a discussion about the revenue, and how this should be made more accurate. It was decided that there should be another SPS-FPS meeting before recommendations are made to the BPC.

Budget and Planning Subcommittees
Meeting Agenda – September 15, 2016
10:30 am – noon Room 610 Haaren

1. **Approval of Minutes for September 7, 2016**. Proposed minutes are attached.
2. **Discussion of Budget Recommendation for FY2017**. The purpose of the meeting is to develop a proposal to BPC for the Financial Plan for FY2017. The Budget Office will present updated information that will advance our conversation from last time.

SPS/FPS Meeting Minutes
September 15, 2016

Present: J. Bowers, S. Titan, J. Llana, M. Flower, N. Benton, K. Kaplowitz, T. Kucharski, C. Stone, A. Crossman, J. Cauthen, D. Salane, K. Chandler, Ashley Hunte (filling in for Student Council President)

1. Approval of Minutes for September 7, 2016. Minutes were approved as proposed.
2. Discussion of Budget Recommendation for FY2017. In response to comments at the last meeting, Steve announced that we lowered our expectation for spring enrollment to 93.2% of the fall, in line with the five-year average. There was some discussion about the possibility of greater enrollment in online programs in the spring. Any unexpected gains would be very welcome, given the aggressive assumptions made about the financial plan. M. Flower described the new budget proposal (see attached). There are no incentives for online participation built into the budget, because there was simply no time to do it. The new annual revenue target is based on 10,794 FTE's with an anticipated $1.8 million drop in revenue. If spring 17 is the same as spring 16 (1362 sections) we'll save $600 thousand. Mark explained that they looked at the Research Foundation distribution model, and the Office for the Advancement of Research will allow a $600 thousand refund of appropriation to help close the budget gap. The hiring freeze amount has been reduced to $970 thousand. In response to a comment by J. Cauthen, Mark explained that the money from the RF was mostly from one grant that closed out with a significant balance. It was a contract grant for training and the balance has restrictions on it, so it can't be used in the ways a research grant might be.
   T. Kucharski introduced a motion to approve the plan from the Budget Office as a recommendation to the Budget and Planning Committee for the FY2017 Financial Plan. The vote was unanimous, 10 in favor, the motion carried.
3. Spontaneous Discussion of Space. Tom asked about the space study conducted some time ago. Steve responded that it does not provide what is needed. Raj Singh and Marc Harary are doing a new study, first to inventory all the spaces we have. There was some discussion of factors that will shape space needs in the future. The Westport project is going out to bid at the end of the month and it will be quite a while before a contract is secured and the work started. Regarding North Hall, no one, including CUNY, seems to know anything.

Planning Subcommittees of the Budget and Planning Committee
Meeting Agenda – November 10, 2016
10:00 -- 11:30 a.m.
Rm. 610 Haaren Hall

1. **Approval of Minutes for Sept. 15, 2016.** Proposed minutes are attached.
2. **Integrated Plan.** The "Strategic Enrollment Group" (SEG) has spent several months working on a proposal for an "integrated plan" that combines the key planning initiatives into a single framework. A "narrative" provides a broad overview of the plan, while a table contains the sometimes very detailed strategies designed to achieve the goals and objectives of the plan; both documents are attached. While one of the major goals is to achieve fiscal stability, there is as yet no detailed plan for doing so, other than our usual approach familiar to subcommittee members. To meet the challenge of a balanced budget, SEG is now looking at ways to increase and diversify enrollment as a means to increase revenue. The group welcomes your feedback on any aspect of the plan. On November 15, SEG will be presenting the integrated plan to the Cabinet, again looking for feedback. The plan is and will be a work in progress as things change.
3. **Report from Finance and Administration.**

SPS/FPS Meeting Minutes
November 10, 2016

Present: J. Llana, K. Chandler, R. Anzaldua, N. Benton, C. Stone, J. Cauthen, V. Moreno, J. Bowers, N. Hancock-Nicholson, S. Dikambi, A. Crossman, K. Kaplowitz, S. Titan, D. Salane, M. Flower

1. Approval of Minutes for September 15, 2016. Minutes were approved as offered.
2. Integrated Plan. Jim described the process for creating the plan. Copies of the draft plan had been circulated, but there was no substantial discussion at this time. Members of the subcommittee were invited to share comments at any time.
3. Budget Report. Steve Titan acknowledged our structural deficit and the challenges to addressing it. If the approach is through growth, we'll need about 1,000 additional students to close the gap. Ned doesn't expect the budget to change very much going forward. There was a general discussion of how we might strengthen enrollment. Jim pointed to the new emphasis on attracting freshmen--where we saw success this fall—since they are with us longer than transfer students. Some argued for the importance of advising in retaining students. The issue of a default major came up, specifically the B.S. in Criminal Justice; Ned argued that we should study this and intervene with those who fall by default into that major. The question came up of how many freshmen fall into a default major.

   Angela asked that we consider amending our name to include "social justice." There was some agreement and a suggestion for a discussion of this later on. Jane cautioned about leaving potential CJ students behind, noting the attractions of our CJ-related majors. Ned suggested we think about schools without new infrastructure. Ric thought we should embrace the "cop college" image but say that we're much more. Doug was cautious about backing away from our image and traditional mission. All agreed we need careful marketing strategies.

   Mark continued with a formal presentation. We are not hitting our administrative cost reductions; there are not as many separations as we anticipated. But costs are down somewhat. We now have a $90K surplus compared with $17K earlier. On North Hall, Steve reported that we're close to a relationship—one-year but possibly two--with the Department of Corrections, which will fund the operating costs and occupy the second floor. We will retain the first floor. We will make money on the DOC deal. Steve reported that he hoped to have a report on office space in early December.

Budget and Planning Subcommittees
Meeting Agenda
January 10, 2017
1:15 pm – Room 610 Haaren

1. **Approval of Minutes for November 10, 2016.** Proposed minutes are attached.
2. **Budget Presentation and Discussion.** Steve and Mark will review the Powerpoint sent to all previously, and attached here**.**
3. **New Business.**

Joint Meeting: SPS – FPS
Minutes
January 10, 2017

Present: Jane Bowers, James Llana (SPS Chair), Steven Titan (FPS Chair), Ric Anzaldua, Ned Benton, Jim Cauthen, Kinya Chandler, Angela Crossman, Sandrine Dikambi, Mark Flower, Jay Hamilton, Nikki Hancock - Nicholson, Ashley Hunte, Roman Gressier, Tom Kucharski, Karen Kaplowitz, Virginia Moreno, Charles Stone, and Alison Orlando (Recorder)

1. **Approval of Minutes from November 10, 2016.** Minutes were approved as proposed.

2. Enrollment Report. Jim L. gave a brief update on Spring 2017 enrollment. He feels that the college is reasonably on track to meet our targets for spring. We are ahead in both new graduate students and new transfer students compared to this time last year. However, we are behind in continuing students in comparison to last year.

3. Budget Presentation and Discussion. Steve T. introduced the budget presentation. He explained that the budget was approved in the fall for FY17 and there was a projected year-end balance of $17,426. However, there have been some changes that have resulted in a projected year-end deficit of $632,329. Steve T. also noted that there have been some positive changes, including a $2.5 million dollar deal with the Department of Corrections (DOC) that allows the DOC to use North Hall for their training program. Mark F. then went over the changes to the budget in more detail. He first explained that there has been a projected increase in revenue from $1,717,875 to $2,068,540. This is due to an increase in Fall FTE net worth of $80 per FTE, energy savings that resulted in increased CUTRA, and the DOC training program deal. The deal with the DOC is worth $1.45 million in FY17. Mark F. then went on to explain the changes to expenses. The plan approved by the BPC accounted for $97,400,487 in expenditures; however, there is now $103,166,288 in projected expenses. Some of the college's expenses went down such as actual faculty costs. Also, CA and NTA costs are lower than planned. OTPS was also below planned spending. However, most of the changes resulted in additional expenses. These changes include payment of the trade's collective bargaining retro which was not in the original budget, and additional public safety costs contributed to the DOC program. Adjunct expenses were also increased due to an increased number of sections because of the workload settlement agreement, the inability to achieve section reduction and additional CET costs due to the DOC program.

Mark F. moved on to talk about the status of the planned salary savings. The college expected to have around 90 separations for FY17 but there have only been 25 separations since 9/1/2016. Also, the replacement rates have been at the same rate as the separations; this has resulted in fewer savings then predicted. Ned B. asked about who made the decision to replace 25 vacancies as this should not have been done. Steve T. explained the process is that VP's review the vacancies and determine what vacancies are essential to be replaced. The positions the VP's disagree about are brought to the president. Ned B. said that representatives of this committee need to be part of this process. Tom K. said that there is a long-term agreement that the positions were always brought to this committee for approval and then were brought to the president. Karen K. commented that as a member of this committee she was able to explain to

faculty why administrators were hired but now she won't be able to do that. Ned B. made a motion that all requests to hire or replace employees before the end of the fiscal year be presented to the SPS-FPS Committee as a package to be voted on as a recommendation to the President. There was some discussion on this motion. It was seconded, and approved unanimously. Mark F. then continued with the presentation and spoke about bursar holds. Progress has been made but there is still $3.59 million owed to the school from Fall 16. He also spoke about an initiative the college has started with students who owe $500 or less for Fall 16. This program allows students to register for spring semester if they sign an agreement they will pay by a set time. Mark F. noted there has not been a high response rate. He also noted we are behind in collections compared to last year.

Mark F. then talked about the capital projects. John Jay is currently engaged in 20 major projects through 2019. Steve T. explained that the lease is up on 54th street in 2018, and a decision needs to be made on whether to stay in the current location or move closer to campus. Ned B. felt that SPS-FPS should participate in the space planning process and be informed about decisions to allocate space. Steve T. said that he has a survey of office space that he will share at the next meeting. Ned B. said that he felt we should know who the decision makers are, what the process is, and how decisions are made. Steve T. said facilities can share what they are proposing with the committee. Ned B. felt that others should participate as well and not only facilities. Tom K. agreed; he elaborated that he just found out about the possible move from 54th street, and that the people there need to be taken into consideration. Jane B. said that she was in support of a more inclusive and transparent discussion of space. Mark F. then briefly talked about the town hall requests for space, and how they are looking to fulfill those needs. Mark F concluded the presentation by talking about the future financial situation. We are now facing a $7 million deficit for FY 2018, and a $10 million deficit for FY 2019. These numbers would be greatly reduced if CUNY's proposed tuition increase is put into effect. Mark F. then went over the required additional enrollment that would be needed to close the budget gap for the upcoming years.

Budget and Planning Subcommittees
Meeting Agenda
March 29, 2017
1:45 -3pm – Room 610 Haaren Hall

1. **Approval of Minutes for January 10, 2017.** Proposed minutes are attached.
2. **Budget and Enrollment Presentation and Discussion.** Steve and Mark will review the Powerpoint attached here**.**
3. **Space Utilization Task Force Presentation.**

Joint Meeting: SPS – FPS
Minutes
March 29, 2017

Present: Jane Bowers, Steven Titan *(FPS Chair),* Catherine Alves, Ric Anzaldua, Ned Benton, Jeffrey Brown, Jim Cauthen, Kinya Chandler, Brian Cortijo, Angela Crossman, Cheryl D' Antonio, Dana Davies, Sandrine Dikambi, Jay Hamilton, Karen Kaplowitz, Tom Kucharski, Anne Lopes, Virginia Moreno, Jenise Reyes, Alena Ryjov, Michael Sachs, Douglas Salane, Will Simpkins, Raj Singh, Chinua Thomas and Alison Orlando *(Recorder)*

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1. **Approval of Minutes from January 10, 2017.** Minutes were approved as proposed.
2. **Budget and Enrollment Presentation and Discussion.** Steve T. began the presentation by updating the committee on the budget. He explained that the college is projected to have a surplus of $482,443 for FY 2017. This is a change from the FY 2017 Plan that was approved by the BPC that projected a surplus of $17,426. The main reason for the increased surplus is $2,273,000 in revenue that the college will receive from the Department of Corrections (DOC) for the use of North Hall. Steve T. then explained the surplus is not more than $482,443 because the college did not realize savings for the proposed hiring freeze or for the reduced number of sections for adjuncts. Jim C. asked why the FY 2017 Plan approved by the BPC accounted for $30,648,206 in administrative costs but the updated 2017 projections account for $35,483,968 in costs and the projections for FY 2018 rise to $38,173,494. Steve T. said that he would come back to the committee with an answer to this question. Steve T. then spoke about the FY 2018 budget. We are looking at a $5.6 million deficit if the tuition increase does not go into effect and a $2.5 million deficit if the increase is implemented. He explained that the proposed $250 annual tuition increase will only yield $166 for John Jay due to the TAP Gap. Steve T. then spoke about balancing the budget; possible ways to increase revenue include increasing enrollment and retention rates.
   Dana D. then presented the enrollment section of the presentation. She first spoke about recruitment, and the demographics of New York State (NYS) where most of our students are from. She explained that the high school graduate trends in NYS reflect national trends, and there are shrinking demographics which reflects the challenge of recruiting. However, the number of non-white graduates from NYS Public Schools is increasing. This is a positive for John Jay as we are a diverse institution, and can take advantage of this growing population. Dana D. went over the enrollment summary for spring along with our fall new student enrollments and targets. Tom K. explained that there have been instances where we have hit our enrollment targets but lost money because of the type of students that enrolled. He said it would be helpful if we could break down this information by in-state and out-of-state students. Dana D. said this was a good point, and that we are doing a lot of work with out-of-state and international students. She then spoke about summer and winter enrollments which are up. She finished the presentation by going over slides that focused on admissions applications. She explained that she is cautiously optimistic about undergraduate admissions applications for fall, and that we are up 4% in transfer applications from this point last year. There was then a brief discussion on retention.
3. **Space Utilization Task Force Presentation.** Raj S. introduced Jeff B. who gave the presentation. Jeff B. started with an introduction and an explanation on why the task force came to fruition. He then went over a series of slides that in sum explained what the taskforce learned about space at the college, and recommendations by the task-force. Recommendations from the task force included adding classrooms and conference rooms to VEMS, having an events handbook along with a FAQ about reserving space, and having

an Events Review Committee. Anne L. commented that these recommendations represent one view and not all of the task force agreed on these recommendations. In particular, she feels the event review committee could be problematic. Angela C. gave feedback from the Council of Chairs. She explained the academic department conference rooms are heavily used and that having these conference rooms allows the departments not to use other space in the college. She explained that the flexibility for the departments to use their conference rooms is important, and this would be hindered if the conference rooms were on VEMS. Jim C. agreed and suggested starting with putting the classrooms on VEMS and see how that works out. Ned B. said feedback from the Faculty Senate included that they were not in favor of putting the conference rooms on VEMS and there was puzzlement on how this approach happened without SPS engagement. He explained that it is frustrating that an ad-hoc committee was created to bypass the governance structure. He also wanted to know how this approach was decided as the college has big space problems that are not being engaged. Steve T. explained that there has been a complete inventory of space; he understands it is a big issue and there is a space shortage. However, this is a separate space issue. Jay H. said that a title change for the taskforce would distinguish that this is a separate issue. He also felt that the issues coming up could have been avoided if the department chairs, and SPS committee was involved from the start. Raj S. said this was a learning experience, but a lot of work went into the process and some of it can be used. Angela C. suggested putting up a list on VEMS of space that is available but cannot be booked through VEMS along with contact information on who to call to book those rooms. Raj S. said that what they are trying to do is to encourage some sharing to make the space we have work. It was decided that there would be an ad-hoc meeting of the SPS to discuss these issues before the taskforce takes their findings to the President.

Budget and Planning Subcommittees
Meeting Agenda
April 19, 2017
1:45 -3pm – Room 610 Haaren Hall

1. **Approval of Minutes for March 29, 2017.** Proposed minutes are attached.
2. **State Budget FY 2018.** Steve and Mark will review the documents attached here**.**
3. **Space Utilization Report.** Events Handbook and SUTF presentations are attached.

Joint Meeting: SPS – FPS
Minutes
April 19, 2017

Present: Jane Bowers, Steven Titan *(FPS Chair)*, Ric Anzaldua, Ned Benton, Jeffrey Brown, Jim Cauthen, Kinya Chandler, Brian Cortijo, Angela Crossman, Dana Davies, Sandrine Dikambi, Mark Flower, Jay Hamilton, Karen Kaplowitz, Tom Kucharski, Anne Lopes, Virginia Moreno, Alena Ryjov, Raj Singh, Charles Stone, Chinua Thomas and Alison Orlando *(Recorder)*

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1. **Approval of Minutes from March 29, 2017.** Minutes were approved as proposed.
2. **State Budget FY 2018.** Steve T. started by explaining that the State Budget was approved. He noted that included in the state budget is the Excelsior Scholarship program where a student can be awarded up to $5,500 a year. Students who receive this award must complete 30 credits a year but the minimum GPA needed is unclear. Steve T. then reported on the budget projection for FY 2018. He explained that we are facing a deficit of $3.3 million. The deficit could be reduced to $2.3 million if the freshman class size is increased to 1,700 FTE. Steve T. explained that these numbers do not include the possible extension of the deal with the DOC, which would reduce the deficit further. Ned B. asked about administrative staff costs. In the plan approved by the BPC for FY 2017 the costs were projected to be $30 million but they have now risen to a projected $38 million in FY 2018. Steve T. explained that this is because the college never had the attrition we thought we would have; our current run rate is $35.4 million and that does not account for the 10.4% increase due to collective bargaining. Mark F. then explained that this year the state funded the retroactive and collective bargaining increases, however, next year collective bargaining will not be covered by the state and this is part of the reason on why there is a large deficit.
3. **Space Utilization Report.** Raj S. spoke about the Space Utilization Report. He said that the concerns were heard about the presentation from the March 29 meeting and changes were made. He first clarified that the offices of the Provost, Registrar, Chairs and Program Directors have developed a collaborative approach for classroom assignments which will continue. He then explained that one change from the initial presentation is that the academic conference rooms will not be managed on VEMS. However, the events handbook will include the location, capacity, and contact information of the department chair and coordinator. This will allow others in the college community to contact them to see if the space is available. Another change is that the student conference rooms will also not be on VEMS. The events handbook will list information on the Student Life and Student Government Conference rooms along with who can be contacted to see if the space is available for use. The administrative conferences rooms are still being planned to be managed on VEMS. There was then a discussion regarding the events handbook being the source of implementation for these plans. Ned B. felt that the handbook needed to be legitimized and voted on by the SPS-FPS. Jim C. inquired if there is a hierarchy in the use of space. Raj S. explained they are trying to have student events in classrooms which will free-up other space for other activities. Raj S. asked when is the next opportunity to meet to present the committee with the revised handbook. Steve T. said that the next meeting will be in May. Ned B. said that we should also be developing the financial plan, and Tom K. agreed. Ned B. said another option would be to circulate the handbook and approve it by e-mail pending the next meeting. Ned B. made a motion, which after amendment was as follows: to recognize that the SPS-FPS be the starting point for space processes and to support the recommendations made by the Space Utilization Taskforce at this meeting in respect to putting the administrative conference rooms on VEMS, maintaining the

collaborative approach for assigning classrooms, putting the classrooms on VEMS, not including the department and student conference rooms on VEMS, and submission of the final handbook to the SPS-FPS to be approved. The motioned was seconded. The motion was approved unanimously.

Tom K. explained that this still doesn't resolve the larger space issues at hand, and there needs to be a prioritization system. Steve T. explained that they did their own inventory and there are only a handful of vacant offices; we are running at full capacity. Raj S. said another problem is when the space is available it is often not in the home area of the department that needs it. Kim C. said that is an issue when trying to find space for new faculty. There was then a discussion on offering incentives for faculty to share offices. Mark F. said that any additional incentive would be a struggle to pay in our current financial situation.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
May 19, 2016

	SPS-FPS Membership	Name	Signature
1.	Provost and Senior Vice President for Academic Affairs	Jane Bowers	JB ✓
2.	Associate Provost for Institutional Effectiveness	James Llana *(SPS Chair)*	J.L ✓
3.	Interim, AVP for Finance	Mark Flower	
4.	Interim, AVP for Administration	Raj Singh	
5.	Vice President of Enrollment Management*	Robert Troy	
6.	President of the Faculty Senate	Karen Kaplowitz	
7.	Faculty Senate Representative	Janice Dunham	
8.	Faculty Senate Representative	Tom Kucharski	
9.	Faculty Senate Representative	Charles Stone	
10.	Chair of the Council of Chairs	Jay Hamilton	
11.	Council of Chairs Representative	Warren (Ned) Benton	
12.	Council of Chairs Representative	Douglas Salane	
13.	President of the Higher Education Officers Council	Sandrine Dikambi	← NIKKI IN FOR SANDRINE
14.	Student Representative	Muhammad Rehman	
15.	Director of Operations - Provost's Office (*SPS only*)*	Kinya Chandler	

(*) = *Non-voting staff/guest of the subcommittee.*

16. Director of Institutional Research *(SPS only)** — Ricardo Anzaldua

17. Director of Outcomes Assessment *(SPS only)** — Virginia Moreno — VMV

18. Office of the Associate Provost *(SPS only)** — Alison Orlando

Guest(s)

19. Bonnie Nelson — B. Nelson

20. Nikki Hancock-Nicholson — HED Council

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(*) = Non-voting staff/guest of the subcommittee.

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

August 3, 2016

	SPS-FPS Membership	Name	Signature
1.	Provost and Senior Vice President for Academic Affairs	Jane Bowers	
2.	Associate Provost for Institutional Effectiveness	James Llana *(SPS Chair)*	
3.	Interim, Associate Vice President for Finance	Mark Flower	
4.	President of the Faculty Senate	Ned Benton	
5.	Faculty Senate Representative	Karen Kaplowitz	
6.	Faculty Senate Representative	Tom Kucharski	
7.	Faculty Senate Representative	Charles Stone	
8.	Chair of the Council of Chairs	Angela Crossman	
9.	Council of Chairs Representative	Jay Hamilton	
10.	Council of Chairs Representative	Douglas Salane	
11.	President of the Higher Education Officers Council	Sandrine Dikambi	
12.	Student Representative	Muhammad Rehman	
13.	Director of Operations - Provost's Office *(SPS only)**	Kinya Chandler	
14.	Director of Institutional Research *(SPS only)**	Ricardo Anzaldua	
15.	Director of Outcomes Assessment *(SPS only)**	Virginia Moreno	

(*) = Non-voting staff/guest of the subcommittee.

16. Office of the Associate Provost *(SPS only)** Alison Orlando

Guest(s)

17. Nikki Hancock-Nicholson

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(*) = *Non-voting staff/guest of the subcommittee.*

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

August 15, 2016

	SPS-FPS Membership	Name	Signature
1.	Provost and Senior Vice President for Academic Affairs	Jane Bowers	
2.	Vice President for Finance and Administration	Steven Titan *(FPS Chair)*	
3.	Associate Provost for Institutional Effectiveness and Interim, Vice President for Enrollment Management	James Llana *(SPS Chair)*	
4.	Interim, Assistant Vice President for Finance	Mark Flower	
5.	President of the Faculty Senate	Ned Benton	
6.	Faculty Senate Representative	Karen Kaplowitz	
7.	Faculty Senate Representative	Tom Kucharski	
8.	Faculty Senate Representative	Charles Stone	
9.	Chair of the Council of Chairs	Angela Crossman	
10.	Council of Chairs Representative	Jay Hamilton	
11.	Council of Chairs Representative	Douglas Salane	
12.	President of the Higher Education Officers Council	Sandrine Dikambi	
13.	Student Representative	Grace Theresa Agalo-os	phone
14.	Director of Operations - Provost's Office (*SPS only*)*	Kinya Chandler	

(*) = *Non-voting staff/guest of the subcommittee.*

15. Director of Institutional Research *(SPS only)** Ricardo Anzaldua RA ✓

16. Director of Outcomes Assessment *(SPS only)** Virginia Moreno VM ✓

17. Office of the Associate Provost *(SPS only)** Alison Orlando Alison Orlando

Guest(s)

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(*) = *Non-voting staff/guest of the subcommittee.*

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
September 7, 2016

	SPS-FPS Membership	Name	Signature
1.	Provost and Senior Vice President for Academic Affairs	Jane Bowers	
2.	Vice President for Finance and Administration	Steven Titan *(FPS Chair)*	
3.	Associate Provost for Institutional Effectiveness and Interim, Vice President for Enrollment Management	James Llana *(SPS Chair)*	
4.	Interim, Assistant Vice President for Finance	Mark Flower	
5.	President of the Faculty Senate	Ned Benton	
6.	Faculty Senate Representative	Karen Kaplowitz	KKV
7.	Faculty Senate Representative	Tom Kucharski	
8.	Faculty Senate Representative	Charles Stone	
9.	Chair of the Council of Chairs	Angela Crossman	
10.	Vice Chair of the Council of Chairs	Jim Cauthen	
11.	Council of Chairs Representative	Jay Hamilton	
12.	Council of Chairs Representative	Douglas Salane	
13.	President of the Higher Education Officers Council	Sandrine Dikambi	
14.	Student Representative	Grace Theresa Agalo-os	

(*) = Non-voting staff/guest of the subcommittee.

15. Director of Operations - Provost's Office *(SPS only)** — Kinya Chandler

16. Director of Institutional Research *(SPS only)** — Ricardo Anzaldua

17. Director of Outcomes Assessment *(SPS only)** — Virginia Moreno

18. Office of the Associate Provost *(SPS only)** — Alison Orlando

Guest(s)

19. Dirctr of Admissions — Vincent Papantzia

20. Janet Winter

21. Bonnie Nelson

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(*) = *Non-voting staff/guest of the subcommittee.*

SPS/FPS Attendance 11/10/16

Jim Llama
KINYA CHANDLER
Ric Arzaldua
Ned Benton
T. Flower
M. Flower
Charles Stone
Jim Carthen
Virginia Moreno
Jane Bauer
Sandrine DiLAMBO
Angela M Grossman
Karen Taylor

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
January 10, 2017

	SPS-FPS Membership	Name	Signature
1.	Provost and Senior Vice President for Academic Affairs	Jane Bowers	
2.	Vice President for Finance and Administration	Steven Titan *(FPS Chair)*	
3.	Associate Provost for Institutional Effectiveness and Interim, Vice President for Enrollment Management	James Llana *(SPS Chair)*	
4.	Assistant Vice President for Finance	Mark Flower	
5.	President of the Faculty Senate	Ned Benton	
6.	Faculty Senate Representative	Karen Kaplowitz	
7.	Faculty Senate Representative	Tom Kucharski	
8.	Faculty Senate Representative	Charles Stone	
9.	Chair of the Council of Chairs	Angela Crossman	
10.	Vice Chair of the Council of Chairs	Jim Cauthen	
11.	Council of Chairs Representative	Jay Hamilton	
12.	Council of Chairs Representative	Douglas Salane	
13.	President of the Higher Education Officers Council	Sandrine Dikambi	
14.	Student Representative	Grace Theresa Agalo-os	Ashley Hunter

(*) = *Non-voting staff/guest of the subcommittee.*

15. Director of Operations - Provost's Office (*SPS only*)* Kinya Chandler Kinya Chandler

16. Director of Institutional Research *(SPS only)** Ricardo Anzaldua

17. Director of Outcomes Assessment *(SPS only)** Virginia Moreno

18. Office of the Associate Provost *(SPS only)** Alison Orlando Alison Orlando

Guest(s)

19. Ashley Hunte (student council)

20. Roman Gressier (")

21. N. Thacorle-Nicholson

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(*) = *Non-voting staff/guest of the subcommittee.*

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
March 29, 2017

	SPS-FPS Membership	Name	Signature
1.	Provost and Senior Vice President for Academic Affairs	Jane Bowers	
2.	Vice President for Finance and Administration	Steven Titan *(FPS Chair)*	
3.	Interim, Vice President for Enrollment Management	Dana Davies	
4.	Assistant Vice President for Finance	Mark Flower	
5.	President of the Faculty Senate	Ned Benton	
6.	Faculty Senate Representative	Karen Kaplowitz	
7.	Faculty Senate Representative	Tom Kucharski	
8.	Faculty Senate Representative	Charles Stone	
9.	Chair of the Council of Chairs	Angela Crossman	
10.	Vice Chair of the Council of Chairs	Jim Cauthen	
11.	Council of Chairs Representative	Jay Hamilton	
12.	Council of Chairs Representative	Douglas Salane	
13.	President of the Higher Education Officers Council	Sandrine Dikambi	
14.	Student Representative	Grace Theresa Agalo-os	
15.	Director of Operations - Provost's Office (*SPS only*)*	Kinya Chandler	

(*) = *Non-voting staff/guest of the subcommittee.*

16. Director of Institutional Research *(SPS only)** Ricardo Anzaldua [signature]

17. Director of Outcomes Assessment *(SPS only)** Virginia Moreno [signature]

18. Office of the Associate Provost *(SPS only)** Alison Orlando [signature]

Guest(s)

19. Assoc Prov / Dean — Ann Lopes

20. [signature] — [signature]

21. Jeff Brown TESS — Cat Alves, Athletics

22. Chinua Thomas TESS — Will Simpkins, Career Center

23. Alena Ryjov — Cheryl D'Antonio TESS

24. Brian Cortijo Asst. Registrar — Michael C. Sachs

Jenise Reyes Admissions

(*) = *Non-voting staff/guest of the subcommittee.*

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
April 19, 2017

	SPS-FPS Membership	Name	Signature
1.	Provost and Senior Vice President for Academic Affairs	Jane Bowers	
2.	Vice President for Finance and Administration	Steven Titan *(FPS Chair)*	
3.	Interim, Vice President for Enrollment Management	Dana Davies	
4.	Assistant Vice President for Finance	Mark Flower	
5.	President of the Faculty Senate	Ned Benton	NB ✓
6.	Faculty Senate Representative	Karen Kaplowitz	
7.	Faculty Senate Representative	Tom Kucharski	TK ✓
8.	Faculty Senate Representative	Charles Stone	
9.	Chair of the Council of Chairs	Angela Crossman	
10.	Vice Chair of the Council of Chairs	Jim Cauthen	
11.	Council of Chairs Representative	Jay Hamilton	JH ✓
12.	Council of Chairs Representative	Douglas Salane	
13.	President of the Higher Education Officers Council	Sandrine Dikambi	
14.	Student Representative	Grace Theresa Agalo-os	
15.	Director of Operations - Provost's Office (*SPS only*)*	Kinya Chandler	

(*) = *Non-voting staff/guest of the subcommittee.*

16. Director of Institutional Research *(SPS only)** Ricardo Anzaldua

17. Director of Outcomes Assessment *(SPS only)** Virginia Moreno

18. Office of the Associate Provost *(SPS only)** Alison Orlando

Guest(s)

19.

20. JEFF BROWN

21. Alena Ayjou

22. Chinna Thomas

23. Brian Cajo

24. Anne Lopes

(*) = *Non-voting staff/guest of the subcommittee.*

Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
May 30, 2017

	SPS-FPS Membership	Name	Signature
1.	Provost and Senior Vice President for Academic Affairs	Jane Bowers	
2.	Vice President for Finance and Administration	Steven Titan *(FPS Chair)*	
3.	Interim, Vice President for Enrollment Management	Dana Davies	
4.	Assistant Vice President for Finance	Mark Flower	
5.	President of the Faculty Senate	Ned Benton	
6.	Faculty Senate Representative	Karen Kaplowitz	
7.	Faculty Senate Representative	Tom Kucharski	
8.	Faculty Senate Representative	Charles Stone	
9.	Chair of the Council of Chairs	Angela Crossman	
10.	Vice Chair of the Council of Chairs	Jim Cauthen	
11.	Council of Chairs Representative	Jay Hamilton	
12.	Council of Chairs Representative	Douglas Salane	
13.	President of the Higher Education Officers Council	Sandrine Dikambi	
14.	Student Representative	Grace Theresa Agalo-os	
15.	Director of Operations - Provost's Office (*SPS only*)*	Kinya Chandler	

(*) = *Non-voting staff/guest of the subcommittee.*

16. Director of Institutional Research *(SPS only)** — Ricardo Anzaldua

17. Director of Outcomes Assessment *(SPS only)** — Virginia Moreno

18. Office of the Associate Provost *(SPS only)** — Alison Orlando

Guest(s)

19. Anne LOPES ✓ — MLopes

20. ✓

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24. Fatime Uruci

(*) = *Non-voting staff/guest of the subcommittee.*

Committee on Graduate Studies

Committee on Graduate Studies

September 13, 2016

1:40 pm – 3:00 pm
6.55.33 NB

1. **Announcements**
2. **Minutes of May 4, 2016**
3. **Review of proposed graduate faculty candidates:**

Program	Full-time	Part-time
FORENSIC SCIENCE		Mircea Comanescu Gail Cooper

4. **Addition of distance-education delivery to ICJ MA**
5. **Curriculum Proposals**
   - Changes in the CRJ MA Comprehensive Exam
   - Change in prerequisites: CRJ 730
6. **Early Admission to the MPA Programs**
7. **Addition of NC grade**
8. **New Business**

Committee on Graduate Studies

Meeting Minutes

September 13, 2016

1:40 PM – 3:00 PM

6.65.33 NB

Attendees: Professors Jana Arsovska, Avram Bornstein, Jennifer Dysart, Diana Falkenbach, Charles Nemeth, Mechthild Prinz, Marilyn Rubin, Douglas Salane, James Wulach; Associate Dean and Professor Larry Sullivan; Interim VP of Enrollment Management Jim Llana; Dean of Students Michael Sachs; graduate student Gabriele Trupp; Dean Anne Lopes, Associate Dean Roblin Meeks

Absentees: Professor Ned Benton; graduate student members Mohammed Alam and Joanna Callen

1. **Announcements**
    - Dean Lopes welcomed the committee to the fall semester and introduced two new members: Interim VP of Enrollment Management Jim Llana and Dean of Students Michael Sachs.
    - Dean Lopes announced that the new online MA program in Emergency Management will begin during the spring semester.
    - The new Criminal Justice Executive Master's Program is also set to begin during the spring semester; however, state approval is still pending. In the meantime, students will be enrolled in the existing CRJ MA program and transferred over once approval is granted. Dean Lopes mentioned that development of a new executive MPA program for the fire department is also under development.
    - The next Graduate Community Social Hour will be held on September 21st from 5:30 p.m. to 6:30 p.m. in room L.61.

2. **Review of Minutes of May 4, 2016**
    - Assoc. Dean Sullivan clarified that he did not abstain from the vote on the proposals to change the course names of CRJ 703, 716, 728, 749, 756, and 771. He asked that the minutes of the May 4 meeting be amended to reflect that he was present non-voting. The minutes were **approved as amended 11-0-1** (Interim VP Llana abstained).

3. **Review of proposed graduate faculty candidates:** Prof. Prinz put forward Gail Cooper (part-time) and Mircea Comanescu (part-time) to be approved for teaching in the Forensic Science MS program. The faculty members were **approved 10-0-2** (Interim VP Llana and Dean Sachs abstained).

4. **Addition of distance-education delivery to ICJ MA:** Prof. Arsovska presented the proposal to add a distance-education delivery option to the ICJ MA program as a potential solution to issues related to low enrollment. Details regarding the launch of the online program are still under discussion by program faculty, but Prof. Arsovska wanted to bring the proposal to the committee first due to the long process of earning state approval. Prof. Arsovska sent the proposal to ICJ faculty for their review, but no formal vote was held on the option. Profs. Nemeth and Wulach expressed concern regarding holding a committee vote on the proposal prior to a faculty vote. Prof. Arsovska clarified that she received informal consent from faculty to add the option of distance-education delivery, regardless of whether they would approve development of an actual online program. Dean Lopes suggested holding a vote to approve the proposal contingent upon a formal positive vote from ICJ faculty, and the committee agreed. The proposal to add a distance-education delivery option to the ICJ program was **approved 12-0-0 contingent upon a formal positive vote of ICJ faculty**.

5. **Curriculum Proposals**

    - **Changes in the CRJ MA Comprehensive Exam**
      Prof. Bornstein presented the proposal to change the CRJ MA Comprehensive Exam so that each part of the exam may be taken separately after the relevant classes, which would allow students to only retake the part they failed rather than the entire exam. The proposal also included changing the name of the Comprehensive Exam to the "Qualifying Exam" to better reflect the intent and nature of the exam. The committee discussed at length whether students should be allowed to take each part of the new Qualifying Exam twice, which would effectively increase the number of attempts students have to pass the exams before they are dismissed from the program. The committee ultimately agreed to keep the number of attempts as proposed; however, there was some confusion regarding the language related to what happens to students who fail the exam twice. Prof. Dysart suggested changing "unusual circumstances" to "extraordinary circumstances" and adding the phrase "you must pass this exam to continue in the program." This amendment prompted another change to earlier language. It was suggested that, under Qualifying Exam prerequisites, "must be taken" be changed to "must be passed." The committee agreed to let the CRJ MA program make further minor changes in the language before the proposal moves to College Council. The proposal was **approved as amended 12-0-0**.

    - **Change in prerequisites for CRJ 730**
      Prof. Bornstein presented this proposal as a change to the course prerequisites necessitated by the new CRJ MA Qualifying Exam. The prerequisite for CRJ 730 is now "Qualifying Exam parts A and B" rather than the "Comprehensive Exam." The proposal was **approved 12-0-0**.

6. **Early Admission to the MPA Programs:** Prof. Rubin presented the proposal to allow John Jay undergraduates who have accumulated more than 75 credits and have GPAs over 3.2 to apply early to MPA programs. Acceptance and matriculation into these

programs would be conditional upon the undergraduate students fulfilling their degree requirements at a level consistent with the programs' regular admission standards. The committee engaged in a lengthy discussion regarding the qualifications students should meet to be eligible for early admission and the language of the proposal. Profs. Dysart and Falkenbach expressed concern that not all aspects of the admission application would be required at the time of early admission. Prof. Dysart also suggested that the phrase "credits accumulated" be changed to "credits completed" to clarify that credits in progress cannot be applied. Interim VP Llana proposed that "early decision" would be a more accurate name for the process than "early admission," and the committee agreed. The committee also suggested that the GPA requirement be raised from 3.2 to 3.3. Dean Lopes thought it would be beneficial to open this "early decision" process to undergraduates outside of John Jay as well. Prof. Bornstein indicated that discretionary language should be added to provide some flexibility regarding admission decisions. Prof. Rubin agreed to have the MPA programs consider these changes, and the proposal was **tabled until the next meeting**.

7. **Addition of NC Grade:** Assoc. Dean Meeks presented the proposal on behalf of the Office of Graduate Studies, resubmitting the proposal after being tabled at the May 4 meeting for further consideration. This proposal would allow INC grades older than one year to automatically resolve into NC grades (No Credit Granted). This process would allow students to register themselves for classes where they have permanent INCs, which must be manually performed under the current system. At the May 4 meeting, the committee was concerned that the description of the grade and its role sounded too final. Assoc. Dean Meeks addressed this issue by changing the language so that it would be clear to students that a change of grade may still be performed and a grade of NC does not affect GPA. The revised proposal was **approved 12-0-0**.

8. **New Business:** No new business was presented.

The meeting was adjourned at 2:47 p.m.

Committee on Graduate Studies

October 18, 2016

1:40 pm – 3:00 pm
6.55.33 NB

1. **Announcements**
2. **Minutes of September 13, 2016**
3. **Review of proposed graduate faculty candidates:**

Program	Full-time	Part-time
DIGITAL FORENSICS AND CYBERSECURITY	Sven Dietrich	

4. **NYSED updates**
5. **Adult learning: Graduate Studies programs and policies**
6. **Early Admission Decision to John Jay Graduate Programs (revised)**
7. **New Business**

Committee on Graduate Studies

Meeting Minutes

October 18, 2016

1:40 PM – 3:00 PM

6.65.33 NB

Attendees: Professors Jana Arsovska, Avram Bornstein, Kathleen Collins, Glenn Corbett, Jennifer Dysart, Mechthild Prinz, Douglas Salane, and James Wulach; Dean of Students Michael Sachs; Graduate Student Representatives Mohammed Alam and Joanna Callen; graduate student Gabriele Trupp; Dean Anne Lopes, Associate Dean Roblin Meeks

Absentees: Professors Ned Benton, Diana Falkenbach, Charles Nemeth, and Marilyn Rubin; Associate Dean and Chief Librarian Larry Sullivan; Interim Vice President of Enrollment Management James Llana

1. Announcements

- Dean Lopes welcomed the committee introduced new members: Professor Glenn Corbett and Graduate Student Representatives Mohammed Alam and Joanna Callen.
- Final candidates for the position of Assistant Provost for Undergraduate Retention and Dean of Undergraduate Students will be visiting campus to meet with members of the John Jay community.
    - Angela Haddad
        - Monday, October 24th, 610H
        - 1:00-1:40 – Chairs, Major and Minor Coordinators, Faculty; 1:40-2:20 – Students; 2:20-3:00 – Open Forum
    - Dara Byrne
        - Tuesday, October 25th, 610H
        - 1:00-1:40 – Open Forum; 1:40-2:20 – Faculty, Chairs and Major Coordinators; 2:20-3:00 – Students
    - Timothy Lynch
        - Thursday, October 27th, 610H
        - 11:45-12:30 – Open Forum; 1:30-2:10 – Chairs, Major and Minor Coordinators, Faculty; 2:15-3:00 – Students
    - Patrick Valdez
        - Friday, October 28th, 431H
        - 1:10-1:45 – Chairs, Major and Minor Coordinators, Faculty; 1:45-2:30 – Students; 2:30-3:00 – Open Forum
- Professor Wulach announced that the new Forensic Psychology MA/JD program with CUNY Law has been approved and will begin classes next fall.
- Student Representative Alam announced that the Graduate Professional Development Mixer will take place on Thursday, October 27th from 6:00-8:00 PM in 9.64 NB.

2. Review of Minutes of September 13, 2016

- The minutes were **approved 9-0-1** (Student Representative Callen abstained).

3. Review of proposed graduate faculty candidates:

- Prof. Salane put forward Sven Dietrich (full-time) to be approved for teaching in the Digital Forensics & Cybersecurity program. The faculty member was **approved 10-0-0**.
- Prof. Salane had an additional faculty candidate to propose; however, as materials regarding this faculty member were not provided to the committee prior to the meeting, consideration of this candidate was postponed until the November meeting.

4. NYSED updates

- Proposals for new programs are under strict scrutiny by the state, which is delaying approval of these initiatives. Reviewers are especially concerned with issues regarding rigor and delivery. Programs submitting proposals should be extra diligent in following guidelines in order to expedite the approval process.
- Assoc. Dean Meeks related that it is now required that responses to external review comments be included in a separate memo as well as the narrative of the proposal.
- Contact time was discussed and Dean Lopes indicated that she would pass along Middle States review requirements regarding scheduling as a reference.
- The following programs have been recently approved by NYSED: Advanced Certificate in Transnational Organized Crime, Economics MA, Forensic Psychology MA/JD, and online delivery of the International Criminal Justice MA.
- A new Immigration Migration Studies program is currently under consideration and would become part of the Social Justice cluster.

5. Adult learning: Graduate Studies programs and policies

- John Jay has the youngest students in CUNY, which could be problematic in the future as the demographics of the city continue to change. Therefore, the college is very interested in improving programming for adult learners.
- Dean Lopes has been authorized to investigate this issue and a working group has been convened to assess the policy issues and potential changes involved in increasing adult enrollment.
- The committee discussed two central policy concerns related to adult learners: credit for prior learning and readmission guidelines. Currently, credit for prior learning is capped at 6 credits and rarely granted. Changes to this policy were first brought up last semester, but there has not been a final decision regarding where to set the limit for these credits while still ensuring academic rigor.
- Assoc. Dean Meeks explained that John Jay currently has no policy requiring readmitted graduate students to retake past credits once they have been absent from the college for a significant amount of time. Eight years is the time limit for degree completion and transfer credits, but this threshold has not been extended to readmissions. Committee members offered several means of determining students' current state of skills and learning, including assessment of work history, portfolios, certifications, etc. Although specific policy suggestions differed, committee members generally agreed that sensitivity to currency concerns varies by program and solutions involving competency based learning should be explored.
- Prof. Dysart also raised the question of how to define "adult" in the context of adult learning.

6. Early Admission Decision to John Jay Graduate Programs (revised)

- Dean Lopes recommended striking the phrase "matriculation deferred" because this proposal relates exclusively to conditional acceptance and has no bearing on matriculation.

- Committee members also agreed that the last sentence of the proposal should be revised to require maintenance of a 3.0 GPA because students awarded early admission should not be held to a higher standard than general applicants once conditional acceptance has been granted.
- Profs. Bornstein, Arsovska, and Prinz requested that their programs be added to the proposal; therefore, the Criminal Justice MA, International Criminal Justice MA, and Forensic Science MS programs will also be offering early acceptance options.
- This **proposal was tabled** pending revision of the language.

7. **New Business:** No new business was presented.

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

Committee on Graduate Studies

November 9, 2016

1:40 pm – 3:00 pm
6.55.33 NB

1. **Announcements**

2. **Minutes of October 18, 2016**

3. **Review of proposed graduate faculty candidates:**

Program	Full-time	Part-time
DIGITAL FORENSICS AND CYBERSECURITY	Shweta Jain	

4. **Curriculum Proposals**
   - Proposal for a new BS/MS program in Protection Management
   - New course proposal: ICJ 7xx Environmental Crime
   - New course proposal: ICJ 7xx Human Trafficking

5. **New Business**

Committee on Graduate Studies

Meeting Minutes

November 9, 2016

1:40 PM – 3:00 PM

6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Kathleen Collins, Glenn Corbett, Jennifer Dysart, Charles Nemeth, Catherine Mulder, Mechthild Prinz, Marilyn Rubin, Douglas Salane, and James Wulach; Interim VP of Enrollment Management Jim Llana; Graduate Student Representative Joanna Callen; Inez Brown; Dean Anne Lopes, Associate Dean Roblin Meeks

Absentees: Professor Diana Falkenbach; Dean of Students Michael Sachs; Associate Dean and Chief Librarian Larry Sullivan; Graduate Student Representative Mohammed Alam

1. **Announcements**
   - Dean Lopes introduced the committee to Catherine Mulder, who is the director of the new Economics MA program launching in Fall 2017.

2. **Review of Minutes of October 18, 2016**
   - The minutes were **approved 12-0-1** (Prof. Mulder abstained).

3. **Review of proposed graduate faculty candidates:**
   - Prof. Salane put forward Shweta Jain (full-time) to be approved for teaching in the Digital Forensics & Cybersecurity program. The faculty member was **approved 13-0-0**.

4. **Curriculum Proposals**
   - **Proposal for a new BS/MS program in Protection Management**
     - Prof. Nemeth presented the proposal to create a new BS/MS dual-degree program in Protection Management, which would be modeled after the existing dual-degree programs in Graduate Studies.
     - Assoc. Dean Meeks stated that the only item missing from the proposal is the state form, which requires an explanation of how a student would move through the new program.
     - Additionally, the proposal must be submitted to the Undergraduate Curriculum and Academic Standards Committee (UCASC) once approved by the Committee on Graduate Studies.
     - Based on her experience with dual-degree programs, Prof. Dysart indicated that she had some specific advice for Prof. Nemeth regarding the proposal. Profs. Dysart and Nemeth agreed to have a meeting about these details before the proposal is submitted to UCASC.
     - The BS/MS program in Protection Management was **approved 13-0-0**.

   - **New course proposals: ICJ 7XX Environmental Crime and ICJ 7XX Human Trafficking**

- Prof. Arsovska presented the proposals to formally approve the ICJ courses Environmental Crime and Human Trafficking. Both courses have been taught on an experimental basis for several years.
- The new courses were **approved 13-0-0**.

5. **New Business:** No new business was presented.

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

Committee on Graduate Studies

December 7, 2016

1:40 pm – 3:00 pm
6.55.33 NB

1. **Announcements**
2. **Minutes of November 9, 2016**
3. **Proposed Revision to Policy on Graduate Readmission**
4. **Preferred Name Policy**
5. **Curriculum Proposals**
   - Forensic Mental Health Counseling MA: Addition of Victim Counseling Specialization
   - New graduate courses: ECO 713, ECO 720, ECO 750
   - Change in graduate course name and description: ICJ 701
6. **New Business**

Committee on Graduate Studies

December 7, 2016

1:40 pm – 3:00 pm

6.55.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Glenn Corbett, Catherine Mulder, Mechthild Prinz, Douglas Salane, and James Wulach; Interim VP of Enrollment Management Jim Llana; Associate Dean and Chief Librarian Larry Sullivan; Graduate Student Representatives Mohammed Alam and Joanna Callen; Inez Brown, Dean Anne Lopes, Associate Dean Roblin Meeks

Absentees: Professors Jennifer Dysart, Diana Falkenbach, Charles Nemeth, and Marilyn Rubin; Dean of Students Michael Sachs

1. **Announcements**
   - The ICJ program unanimously passed the Environmental Crime and Human Trafficking courses that were formally approved during the committee's last meeting.
   - The status of the Victimology certificate is still pending.
   - This is the final meeting for Interim VP of Enrollment Management Jim Llana and Student Representative Mohammed Alam.
   - Prof. Catherine Mulder will be represented by Prof. Jay Hamilton during the Spring 2017 semester while she is on sabbatical.

2. **Minutes of November 9, 2016**
   - The minutes were **approved 11-0-0**.

3. **Proposed Revision to Policy on Graduate Readmission**
   - Assoc. Dean Meeks presented the proposal on behalf of Graduate Studies.
   - Currently, there is no policy regarding the validity of past credits for students who readmit after long absences.
   - The proposal from Graduate Studies would address this issue by consolidating from the "Academic Standards" and "Admission and Registration" sections of the Graduate Bulletin and adding the statement that credits older than 8 years from first matriculation would not count towards the program unless approved by the program director.
   - Prof. Prinz asked which version of the curriculum returning students would be subject to in order to graduate. According to the proposal, students "may be subject to changes in curricular requirements since their last term of attendance."
   - The committee discussed whether to strengthen this statement and require readmitted students to be subject to the current catalogue/curriculum.
   - Prof. Prinz expressed some concern that strengthening this language would create complications for programs with more stable curricula.
   - Taking this concern into account, the committee moved to amend the statement "may be subject" to "shall be subject" and add the qualification "unless waived by the program director."

- The proposal was **approved as amended 12-0-0**.

4. Preferred Name Policy

- Graduate Studies proposed that the Preferred Name Policy adopted for undergraduate students be extended to graduate students as well.
- Under this policy, students could specify the name that they prefer to be called and include it as part of their official student record.
- The proposal was **approved 11- 0 -1** (Student Rep. Callen abstained).

5. Curriculum Proposals

- **Forensic Mental Health Counseling MA: Addition of Victim Counseling Specialization**
  - Prof. Wulach proposed adding a specialization within the FMHC program that would concentrate on victim services and training. This concentration would allow students to become licensed counselors in this field.
  - Most of the courses that would become part of this specialization already exist.
  - Two new courses in Child Abuse and Neglect and Advanced Issues in Victim Counseling and Psychotherapy would also be included.
  - The proposal was **approved 12-0-0**.

- **New graduate courses: ECO 713, ECO 720, ECO 750**
  - Prof. Mulder presented the proposal to establish three new courses for the Economics program: ECO 713 Political Economy, ECO 720 Macroeconomics, and ECO 750 Mathematics for Economists.
  - Assoc. Dean Meeks noted that including the recommended course ECO 213 under pre-requisites for ECO 713 would create a programming issue in CUNYfirst.
  - Prof. Mulder agreed to strike the recommended course from the proposal.
  - A motion was made to slate the three proposals for a single vote.
  - The slate was **approved as amended 12-0-0.**

- **Change in graduate course name and description: ICJ 701**
  - Prof. Arsovska presented the proposal to change the existing title and description of ICJ 701 to better reflect the course content.
  - The existing title and description suggest that the course covers issues related to global economy, but the class actually focuses more on markets and the field of International Criminal Justice.
  - The proposal to change the name and description of ICJ 701 was **approved 12-0-0**.

6. New Business

- Graduate Studies proposed the adoption of a Preferred Gender Policy in addition to the Preferred Name Policy.
  - Prof. Corbett expressed concern that the programming of CUNYfirst may not be compatible with a Preferred Gender Policy.
  - Dean Lopes indicated that she would explore this issue further.
  - The proposal was tabled pending additional information.

The meeting was adjourned at 2:12 pm.

Committee on Graduate Studies

February 16, 2017

1:40 pm – 3:00 pm
6.65.33 NB

1. **Announcements**
2. **Minutes of December 7, 2016**
3. **Program Bylaws: Master of Arts in Economics Program**
4. **Review of proposed graduate faculty candidates:**

Program	Full-time	Part-time
ECONOMICS	Geert Dhondt Michelle Holder Joshua Mason Catherine Mulder Joseph Rebello Ian Seda-Irizarry	David Laibman

5. **Curriculum Proposals**
   - New course proposals: PAD 766, PAD 767
   - Clarification of MPA Specializations
   - Change to existing course: ICJ 703
6. **New Business**

Committee on Graduate Studies

February 16, 2017

1:40 pm – 3:00 pm

6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Glenn Corbett, Jennifer Dysart, Diana Falkenbach, Jay Hamilton, Marilyn Rubin (by conference call), Douglas Salane, and James Wulach; Dean of Students Michael Sachs, Student Representative Joanna Callen; Dean Anne Lopes, Associate Dean Roblin Meeks

Absentees: Professors Charles Nemeth and Mechthild Prinz; V.P. of Enrollment Management; Associate Dean and Chief Librarian Larry Sullivan; Student Representative Jeffrey Cunningham

1. Announcements

- Dean Lopes alerted the committee to several upcoming announcements.
  - CUNY will be releasing an announcement regarding snow days and emergency days.
  - President Travis will be releasing a memo on John Jay's workplace violence policy.
    - Human Resources will now be the investigating agent of these claims instead of Public Safety.
  - Findings from the Interim Inspector General's report on CUNY will be published soon.
    - A central theme of this report is decreasing centralization and increasing federation.
    - The report also discusses increasing oversight of fiscal operations and identifying opportunities for collaboration between CUNY schools.
- Student Rep. Callen announced two upcoming events: a networking event for graduate students and an information session for John Jay juniors and seniors.
  - Student Rep. Callen requested help from program directors and Graduate Studies in promoting the networking event.
  - She also asked program directors (or designated representatives) to attend the information session to introduce their programs and answer student questions.
  - Assoc. Dean Meeks asked Student Rep. Callen to send the event details to Graduate Studies.
- Dean Lopes announced the continuation of Graduate Studies' co-curricular workshops and introduced the new financial planning workshop, which was first held at Graduate Orientation and will be repeated throughout the semester.
  - The financial planning workshop is part of ongoing retention efforts.
  - Continuing student retention numbers are up, so these efforts are producing results.
  - An additional step to increase retention of students with personal issues is to advertise John Jay's counseling services.
- Dean Lopes welcomed Prof. Jay Hamilton to the committee as interim director of the Economics MA program during Prof. Mulder's sabbatical leave.

2. **Minutes of December 7, 2016**
   - The minutes were **approved 12-0-0**.

3. **Program Bylaws: Master of Arts in Economics Program**
   - Prof. Hamilton presented the proposed bylaws for the new Economics MA program.
   - The bylaws were **approved 12-0-0**.

4. **Review of proposed graduate faculty members**
   - Prof. Hamilton put forward David Laibman (part-time) and Geert Dhondt, Michelle Holder, Joshua Mason, Catherine Mulder, Joseph Rebello, and Ian Seda-Irizarry (full-time) to be approved for teaching in the Economics MA program.
   - The faculty members were **approved 12-0-0**.

5. **Curriculum Proposals**
   - **New course proposals: PAD 766, PAD 767**
     - Prof. Benton presented the proposals for PAD 766 and PAD 767.
     - Prof. Benton indicated that he would like to change the term paper language to be less restrictive and will be contacting Assoc. Dean Meeks with minor changes.
     - Prof. Hamilton recommended that language in the PAD 767 proposal should be changed from conditional tense to present tense.
     - The proposals were **approved as amended 12-0-0**.
   - **Clarification of MPA specializations**
     - Prof. Benton introduced a proposal to clarify the language regarding MPA specializations in order to resolve a misinterpretation issue between Financial Aid and veteran students.
     - The proposal was **approved 12-0-0.**
   - **Change to existing course: ICJ 703**
     - Prof. Arsovska presented the proposal to change the title and description of ICJ 703.
     - This proposal represents an ongoing effort by the ICJ program to increase the relevance of course titles/descriptions.
     - Dean Lopes raised the issue that the proposed revisions may reflect a substantive change to the course by shifting the focus from theory to law.
     - Student Rep. Callen, who had previously taken the course, indicated that many of the themes and readings remained the same despite the proposed changes.
     - After some discussion, the committee agreed that the proposal reflected a course change and not a new course proposal.
     - The proposal was **approved 12-0-0**.

6. **New Business**
   - Prof. Rubin reiterated her request to find a means of capturing graduating students' personal email addresses in order to maintain communication.
   - Dean Lopes stated that she would discuss this issue with Institutional Research.

The meeting was adjourned at 2:12 pm.

Committee on Graduate Studies

March 14, 2017

1:40 pm – 3:00 pm
6.65.33 NB

1. **Announcements**
2. **Minutes of February 16, 2016**
3. **Revised CUNY Uniform Grade Symbols**
4. **International-Intensive Courses**
5. **Curriculum Proposals**
   - Change to existing program: ICJ MA
   - New course proposals: PSY 773, PSY 774
   - New course proposals: ECO 725, ECO 751
6. **New Business**

Committee on Graduate Studies

March 21, 2017

1:40 pm – 3:00 pm

6.65.33 NB

Attendees: Professors Jana Arsovska, Avram Bornstein, Glenn Corbett, Jennifer Dysart, Diana Falkenbach, Jay Hamilton, Charles Nemeth, Mechthild Prinz, Marilyn Rubin, Douglas Salane, and James Wulach; Associate Dean and Professor Larry Sullivan; Interim VP of Enrollment Management Dana Davies; Dean of Students Michael Sachs; Student Representatives Joanna Callen and Jeffrey Cunningham; Dean Anne Lopes, Associate Dean Roblin Meeks

Absentees: Professor Ned Benton

1. **Announcements**
   - Dean Lopes introduced new Interim VP of Enrollment Management Dana Davies and Student Representative Jeffrey Cunningham to the committee.
   - Student Rep. Callen reminded committee members of the upcoming networking event for John Jay juniors and seniors.
     - The tentative date for the event is April 3rd during community hour.
     - Once the date is confirmed, Student Rep. Callen will send an invitation to all graduate program directors requesting that they (or a designated representative) attend the event to give a 5 minute presentation about their programs.

2. **Minutes of February 16, 2017**
   - The minutes were **approved 13-0-3** (Assoc. Dean Sullivan, VP Davies, and Student Rep. Cunningham abstained).

3. **Revised CUNY Uniform Grade Symbols**
   - Assoc. Dean Meeks presented the new CUNY uniform grade symbol policy. CUNY implemented this policy to address grade discrepancies across CUNY campuses.
     - The main change to the current grade policy concerns INCs and WUs. Students would now have one semester (instead of two) to resolve INCs before they become permanent.
   - Assoc. Dean Meeks discussed the impact of this policy with the Registrar. The Registrar indicated that graduate programs can choose to interpret the new policy in accordance with current grade symbol usage.
     - There was general consensus among committee members to maintain the present grade symbol interpretations for graduate programs.

4. **International-Intensive Courses**
   - Dean Lopes introduced a forthcoming proposal on behalf of the International Advisory Board (IAB).

- The IAB is drafting a proposal that would designate courses with a significant amount of international content as "international-intensive." Students who accumulated these credits would be able to have this designation represented on their transcript.
    - The international-intensive designation would be analogous to the current writing-intensive designation.
    - Achieving this designation would make students more competitive job applicants.
- There was some discussion among committee members regarding how "significant international content" would be defined and the number of credits students would need in order to achieve the transcript designation.
    - Dean Lopes suggested that courses should contain at least 51% international content in order to be considered international-intensive.
    - Additionally, students would need 12 international-intensive credits in order to receive the transcript designation.
- The governance committees of each program would decide whether to include the international-intensive designation.
- Dean Lopes stated that she would send the proposal to committee members once it has been finalized by IAB. The official proposal will be presented for a vote at the next CGS meeting.

5. Curriculum Proposals

- **Change to existing program: ICJ MA**
    - Prof. Arsovska presented three changes to the ICJ program as part of ongoing efforts to increase enrollment.
        - First, the program would remove the GRE requirement for admission.
            - Instead applicants would be required to write a 500 word personal statement, submit a 5-10 page writing sample, and participate in an interview.
        - Second, the program would remove the foreign language requirement.
        - Third, the program would discontinue the comprehensive exam and make the thesis and internship tracks into electives.
            - The capstone would be considered the culminating experience of the program.
    - Prof. Wulach suggested editing the language of the proposal to shift focus onto the academic motives behind the suggested changes instead of primarily discussing enrollment incentives.
        - Dean Lopes offered to work with Prof. Arsovska to adjust the language.
    - Prof. Rubin recommended adding the word "successfully" to the requirement that students should have completed an undergraduate statics course. She also suggested changing the language regarding internships to "1 or 2" instead of "1 or more."
        - Prof. Dysart commented that another way to state this recommendation would be "3-6 internship credits."
    - Student Rep. Callen clarified that students would be required to follow the bulletin under which they were admitted, unless the program director provided an option for students to follow the new bulletin.
    - The proposals **passed as amended 16-0-0**.

- **New course proposals PSY 773, PSY 774**

- Prof. Wulach presented the proposals to establish courses PSY 773 Child Abuse and Neglect and PSY 774 Advanced Issues in Victim Counseling and Psychotherapy. These courses would become part of the new Victim Counseling Specialization.
- Prof. Rubin pointed out that the fifth learning outcome on page 2 is technically an activity.
  - Prof. Bornstein noted this issue on pages 5 and 10 as well.
- The committee discussed whether PSY 742 and PSY 773 should remain co-requisites of PSY 774.
  - Prof. Dysart suggested that having two co-requisites would be too restrictive in terms of scheduling.
  - Based on the committee's recommendation, Prof. Wulach agreed to change these courses to pre-requisites instead.
- The proposals **passed as amended 15-0-0** (Dean Sachs left the meeting).

- **New course proposals: ECO 725, ECO 751**
  - Prof. Hamilton presented the proposals to establish two new courses for the Economics program: ECO 725 Microeconomics and ECO 751 Research Methods I-Quantitative Analysis.
  - Prof. Rubin recommended moving the name of the required textbook to the first page of the PSY 725 syllabus and changing the word "texts" to "readings."
  - Assoc. Dean Meeks suggested that the course description for PSY 751 was too generic and recommended adjusting the language.
  - The proposals **passed as amended 15-0-0**.

6. New Business

The meeting was adjourned at 2:42 PM.

Committee on Graduate Studies

March 14, 2017

1:40 pm – 3:00 pm
6.65.33 NB

1. **Announcements**
2. **Minutes of March 21, 2017**
3. **IAB Proposal to Create an International Designation on the Official Transcript**
4. **Emergency Management MS program bylaws**
5. **Curriculum Proposals**
   - BX/MA in Criminal Justice refresh
6. **New Business**

Committee on Graduate Studies

April 20, 2017

1:40 pm – 3:00 pm

6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Glenn Corbett, Diana Falkenbach, Jay Hamilton, Marilyn Rubin, and Douglas Salane; Associate Dean and Professor Larry Sullivan; Interim VP of Enrollment Management Dana Davies; Student Representative Joanna Callen; Dean Anne Lopes, Associate Dean Roblin Meeks

Absentees: Professors Jennifer Dysart, Charles Nemeth, Mechthild Prinz, James Wulach; Dean of Students Michael Sachs; student representative Jeffrey Cunningham

1. **Announcements**
   - Student Rep. Callen reminded committee members of the upcoming networking event for John Jay juniors and seniors.
     - The event is scheduled for May 1 during community hour in Haaren 630.
     - An invitation went out to all graduate program directors requesting that they (or a representative) attend the event to give a 5 minute presentation about their programs.

2. **Minutes of March 20, 2017**
   - The minutes were **approved 10-0-0.**

3. **IAB Proposal to Create an International Designation on the Official Transcript**
   - Dean Lopes presented the proposal on behalf of the International Advisory Board (IAB). The IAB proposal suggests designating certain graduate courses as "internationally intensive" and reflecting this designation on a student's transcript, much like a designation for writing-intensive. The proposal also suggested that after a student had completed a certain number of these courses that the student receive a notation on her transcript.
   - The committee agreed that for a course to be considered internationally intensive, it must contain a minimum of 51% of internationally focused content.
   - Dean Lopes suggested that program curriculum committees could determine which of their programs' courses met this minimum standard.
   - After some discussion, the committee agreed that for a student to receive a transcript designation overall, she would need to complete 12 credits, the average number required for advanced certificates at John Jay.
   - Professor Benton suggested that the committee consider a strategic approach to noting competencies on student transcripts.
   - The proposal to designate graduate courses with at least 51% internationally focused content, as determined by program curriculum committees, and to add a transcript notation to students who complete 12 credits in courses designated in this way, was **approved 10-0-0**.

4. **Emergency Management MS program bylaws**
   - Professor Corbett presented the bylaws. The proposed bylaws were common to those for most graduate programs. Due to the nature of the curriculum, core faculty would be drawn from Protection Management, Security Management, and MPA programs.
   - The bylaws were **approved 10-0-0**.

5. **Curriculum Proposals**

   - **BX/MA in Criminal Justice programs**
     - Associate Dean Meeks presented the proposal. In the past, John Jay's BA/MA programs have not had an elucidated curriculum, and Undergraduate and Graduate Studies have been working together to clarify requirements for these degrees so that they can be usefully included in the bulletin. Since all BA/MA students must complete all master's requirements for their degree, the proposal was before the committee for informational purposes.
     - The updated proposals for the BX/MA programs in Criminal Justice will go before UCASC this month, and the Psychology and MPA accelerated programs will likely go through governance in the fall.
     - VP Davies pointed out that these programs could be an effective marketing tool for drawing high-performing students to the college, and she suggested that we consider offering admission into these programs to first-time freshmen.

6. **New Business** None

The meeting was adjourned at 2:10 PM.

Committee on Graduate Studies

May 10, 2017

1:40 pm – 3:00 pm
6.65.33 NB

1. **Announcements**
2. **Minutes of April 20, 2017**
3. **Curriculum Proposals**
   - Changes to master's program: MA in International Crime and Justice
   - Changes to existing graduate courses: ICJ 704 and ICJ 715
   - Changes to master's program: MS in Digital Forensics and Cybersecurity
   - Changes to existing graduate course: FCM 780
4. **New Business**

Committee on Graduate Studies

May 10, 2017

1:40 pm – 3:00 pm

6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Avram Bornstein, Kathleen Collins; Diana Falkenbach, Klaus von Lampe; Mechthild Prinz, Marilyn Rubin, and Douglas Salane; James Wulach; Interim VP of Enrollment Management Dana Davies; Dean of Students Michael Sachs; Student Representative Jeremy Cunningham; Dean Anne Lopes, Associate Dean Roblin Meeks

Absentees: Professors Glenn Corbett, Jay Hamilton, Charles Nemeth, Associate Dean and Professor Larry Sullivan

1. **Announcements**
   - Associate Dean Meeks thanked program directors for their feedback on the survey of graduate students' experience with academic advising. He added that the survey and said that survey results would be shared with the group.
   - Associate Dean Meeks mentioned that this semester is the first term that thesis students in all programs will deposit their theses electronically instead of via the traditional clearance process.

2. **Minutes of April 20, 2017**
   - The minutes were **approved 11-0-1** (Professor Prinz abstained).

3. **Curriculum Proposals**
   - **Changes to master's program: MA in International Crime and Justice**
     - Professor Arsovska presented the proposal. The changes proposed continue the program's evolution based upon their recent self-study. Presently, students take two research methods courses – ICJ 715 and CRJ 716 – but CRJ 716 is only partially relevant to the ICJ program's focus. Accordingly, program faculty redesigned ICJ 715 to incorporate key elements of CRJ 716 into the course but in a way directly related to program content. CRJ 716 will remain an elective course for students who seek additional, more general coursework in statistics and quantitative research.
     - Removing CRJ 716 from the ICJ MA core frees up space for ICJ 706 Transnational Crime to be included in the core. The inclusion of this course in the core will better prepare all students for the ICJ field.
     - The proposal was **approved 12-0-0.**

   - **Changes to existing graduate courses: ICJ 704 and ICJ 715**
     - Professor Arsovska presented these proposals. The changes to ICJ 715 reflected its reconfiguration as the primary, inclusive research methods course for the ICJ MA. The program also proposes changing the name of ICJ 704 from Culture and Identity in Global Context to Crime, Justice, and Cultural Struggles. The faculty voted to

change the name so that students would have a better sense of course content. No other changes to the course are proposed.
    - The changes to ICJ 704 and ICJ 715 were **approved 12-0-0**.

- **Changes to master's program: MS in Digital Forensics and Cybersecurity**
    - Professor Salane presented the proposal to streamline the culminating options for the program. At present, the total required credits for the program varies between 33 and 39 credits, depending upon whether students first pursue an advanced certificate. Students also had multiple options within each culminating track, which proved confusing for students and faculty alike. The program also proposed doing away with its qualifying exam; the exam has not accurately assessed student learning and preparation for a culminating element. As a result of these changes, student path to graduation will be clearer and the required amount of credits will be the same for all students.
    - The proposal was **approved 12-0-0**.

- **Changes to existing graduate course: FCM 780**
    - Professor Salane put forward this proposal as related to the changes to the MS in D4CS. FCM 780 now has the qualifying exam as a prerequisite; this proposal removes that prerequisite to reflect the program's decision to discontinue the qualifying exam.
    - The proposal was **approved 12-0-0**.

4. New Business

- Professor Arsovska asked the committee to consider an additional proposal to add electives to the Advanced Certificate in Transnational Organized Crime Studies. Given that the committee did not have a proposal in hand to consider, the committee agreed to consider the proposal via email vote.
    - The proposal to add electives from the Advanced Certificate in Terrorism Studies to the Advanced Certificate in Transnational Organized Crime Studies was emailed to the committee on 5/14/17 for a vote. Votes were tallied on 5/17/17. The proposal was approved **14-0-0**.

The meeting was adjourned at 2:05 PM.

Committee on Student Evaluation of the Faculty

SEOF Meeting
Minutes
Monday, November 7, 2016

Agenda

1. Membership
2. Fall 2016 meeting schedule
3. Goals for Fall 2016
4. Analysis of behavioral anchor survey data (qualitative)
5. Other business

Meeting Members: Keith Markus, Aída Martínez-Gómez Gómez, and Valerie Negron (recorder)

Faculty Membership

Faculty Senate circulated an email asking for volunteers to fill seats on the SEOF Committee

- KM and AMGG have already accepted membership
- Francis Sheehan resigned from the committee because Max Bean had expressed interest in continuing, but then Max Bean declined to continue this term.
- KM believes Daniel Yaverbaum is still on the committee
    - AMGG has had recent contact with him and will reach out to him during the next College Council meeting

Student Membership

In the past getting students to join has been a challenge for the Committee

- AMGG will reach out to a former student in student council for possible volunteers
    - If the committee finds interested students we will refer them to the Dean of students and Student Council for the appropriate vetting process or a potential waiver of this process

Fall 2016 Meeting Schedule

KM and VN were present for the first Fall 2016 meeting on September 14, 2016. They briefly discussed their roles in SEOF.

Final Meeting for Fall 2016

Monday, November 28th, 2016 at 2:00pm. – Provost Conference Room 620T

SEOF Committee Goals (from SEOF Form Blueprint Document)

Aim to Make Current Evaluation Content More Reliable

- Reorganize the content
  - Stick to questions that students can reasonably answer based on what they really know (e.g. students are not in a position to judge a faculty's expertise)
- Expand the options on the Agree – Disagree Scale
  - The current 1 -5 scale poses a reliability issue. The new survey would be have a 1-9 scale for increased reliability
- Add behavioral anchors to the scale
  - Using examples along the scale ensures students will be on the same page and using the same frame of reference when selecting rates
    - Agree-disagree scales have lower reliability because this scale can mean different things to different people
    - With a 9-point scale the selected questions will have a low, middle, and high anchor to discourage students from selecting an extreme high or low response
    - Only select questions will use behavioral anchors to minimize reading for each question and overall completion time

Analysis of behavioral anchor survey data (qualitative)

Students of committee members were asked to complete surveys

- The 15-item survey was broken up into three smaller surveys, A, B, & C – 5 survey items each
  - Students were asked to provide three examples for each item
    - Poor Teaching
    - Average Teaching
    - Exemplary Teaching
- Only 13 responses were received for all three surveys

Goals for Fall 2016

AMGG will recreate the survey previously used through the google forms platform and share a sample survey with KM and VN by next week

- AMGG will look into whether or not the surveys can be randomized for student participants through google forms
- KM and AMGG will try to recruit their own students as participants to raise responses
  - AMGG will also reach out to two or three colleagues for help with recruiting additional student participants
  - KM would like to start with a small student sample and build up participants so as not to overwhelm committee members with data analysis
- KM and AMGG would like to get the survey out to students before Thanksgiving

Other business

- There is a small qualitative study of open ended responses from Fall 2014 that KM is looking over and will post to Blackboard after a final revision

SEOF Meeting
Minutes
Monday, November 28, 2016

Agenda

1. Survey
2. Behavioral Anchors
3. Communication within the committee
4. Other business

Meeting Members: Keith Markus, Aída Martínez-Gómez Gómez, and Valerie Negron (recorder)

Survey

AMGG & KM would like to have responses by January 15th, 2017.

- AMGG has not shared the survey with her students yet because it is a stressful time near the end of the semester
- KM has posted the survey on BlackBoard for his students but will discuss the survey with his students and ask that they complete the survey outside of class

They will send reminders to students over the break. The reminder to students will:

- State a clear deadline for participation, January 15, 2017
- Remind students that they are just providing examples of behavioral anchors and not all items may be relevant to their current/past instructors

Google Survey will collect all data as one file, but can easily be divided into three data sets reflective of the three smaller surveys administered to students.

- KM would like to break up results into three separate data sets
- AMGG will be sure to have data sorted into three files and uploaded to the same file as the previously collected data folder in BlackBoard by January 15th, 2017
    - KM & AMGG will keep an eye out for special characters in students responses to ensure that it does not cause conflict when the data is ready for content analysis

Behavioral Anchors

The scale aims to be general enough to be applied to any course, but specific enough that it will have specific examples.

KM suggests the best way to call from the data which information will be used in creating behavioral anchors through:

1) A Thematic Analysis – Review the data and check for what type of content comes up frequently
    a. search by computer for what words come up most often
    b. assess coding themes (e.x. searching for words that can mean the same thing)
2) Behavioral Anchors Criteria – Create a criteria of what good behavioral anchors should consist of and sort through the data

- AMGG agrees with trying a content analysis and seeing what is found before looking for other data analysis methods
- AMGG & KM agree to combine previously collected data with any new incoming data during the winter break. They will start with a mechanical analysis and then check content

Communication within the Committee

KM & AMGG will try to call what they can from the survey and attempt to polish the language of the examples and come up with draft items to present to the committee.

If the committee feels the items are acceptable AMGG and KM will attempt a pilot of the revised items

- The first attempt will likely be made with 1/3rd of the survey to see what works and doesn't work before applying it to other parts.

Other Business

The first Spring 2017 SEOF Committee meeting is scheduled for Wednesday, February 1st, 2017, 2pm – 3pm, in the Provost's conference room (621T Haaren Hall).

Provost Advisory Council

Provost's Advisory Council

February 15, 2017

2:00pm – 4:00 p.m., Room 610T

Agenda

1. Approval of October 19, 2016 minutes
2. Provost's announcements
3. Chairs/Faculty matters
4. Investing in Faculty
5. Space Utilization Report – Jeffrey Brown
6. Faculty Hiring Plan

Provost's Advisory Council
February 15, 2017
2:00pm – 4:00 p.m., Room 610T
Minutes

1. October 19, 2016 minutes: Approved
2. Provost's announcements- Welcome/Welcome back
    - Jay Gates, New Chair of English
    - Henry Pontell, Chair of Sociology
    - Bettina Carbonell, Chair of Modern Languages
    - Samantha Majic, sitting in for Jim Cauthen
3. Chairs/Faculty matters

Workload Mitigation
Clarification on the Workload mitigation program: Concern with the timing in which the courses is allocated.

Chair Statement/Question: Based on the new program, starting this year, we would look at last years ending balance as it applies to next year. This year's starting balance will apply to next years. For the faculty to understand, the programs do not overlap this one starts after the second year?

Kinya C. – If you look in the prior years and if you look in your workload report for that particular year, you will see the 1.5 added into the year in which you applied, so if you applied in the Spring 2016 you will see the credit added at the end of Spring 2016. The Fall information has been reconciled against CUNYFirst, if you need to make changes it should be done in the Spring semester so that all of our changes are contained to this particular semester.

Provost Bowers- The number of eligible faculty for workload reallocation this year for credit next year is 72. At a cost of about $4100 a piece and $319,836 or more now that we have added another person. We kept two vacant faculty lines to cover the old workload mitigation and that does not cover all of what this is going to cost us this year, there is about $87,000 or $91,000 dollars we are short. I have not discussed this yet with the VP of Finance (Steve Titan), I am not sure what he will say about it. I am prepared to keep another line vacant to cover this while we figure this out and while we are in the settlement payment mode. We could probably cover this with the adjunct budget and not have to keep a third line vacant. But, I have not sat down with Steve yet. There is quite an emphasis on reallocation on teaching classroom hours to this program, because the idea is to demonstrate that this is going towards the support of students.

You are not eligible up to 9 hours of administrative release time, but if it is less, you are eligible. If people are getting 9 or more hours a year of administrative duties that they should

not be starting with a 3/3 base load. This is a decision I made about the program. We are trying to contain cost and do not want to get into the territory of overload of hours.

*Faculty should step up and serve their administrative roles to contribute to the college. Faculty are very generously compensated for their administrative assigned time.

In keeping with classroom teaching relief, teachers can take some of that classroom time and use it to mentor students.

4. Investing in Faculty

The office for the Advancement of Research and Office of Sponsored programs provided FT faculty with at least $803,000 in direct financial support during the 2015-2016 academic year, an increase of over 8% on the prior year's total. This comes out of the Research Distribution formula this money is used to support Departmental Conference Travel ($336,900), some of it is reinvested in Department Allocations ($53,000), Recovery-Derived Competitive awards ($248,900) this is all of the awards that come out of the office of Advancement of Research, and PI reinvestment ($163,800). To note, the Provost gets a share for startup which comes from the Conference Travel, also Doctoral student tuition comes from the Provost share. OAR did this at the suggestion of the advisory council to share where the money goes from grants, the Provost encourages you to share this with other faculty and encourage them to go after grants.

Provost: At the Provost retreat, I was asked to present on how we approach our spike in our external funding compared to other schools, we are now number 4 in terms of grants funding and closing in on number 3 on funded programs. This is extraordinary, I learned from the presentation that this is not common in CUNY, the sharing in indirect way, the commitment to putting money back into faculty research. JJAY is a stand out in this regard.

5. Faculty Hiring Plan

We are in year one of the Faculty hiring plan, some departments are in this plan and some are not. It is clear that for at least the first couple of years, Fall 2017 and Fall 2018 and maybe Fall 2019, these appointments will be made based on departures of the college and the reallocation of resources. Every department will have its faculty replaced as they leave, also please note that this is subject to annual review based on programmatic development we may not see at this moment and enrollment. The goal of the faculty hiring plan (the beginning stages) is to acknowledge the fact that some departments are way out of whack based on the students to faculty ratio, and need to be brought into closer alignment with the large faculty to student ratio at the college which is 28 students to each faculty member. From major to major, one of the goal is to collapse the number so that there are fewer students to faculty. Ex. LPS.155:1-to 90:1.

There is some allocation for replacing faculty who are not reappointed, so encourage chairs to make sound personnel decisions.

Lastly, in our desire to build our curriculum health and the health within our faculty, we are slated to get additional lines. I want to check in with you all later on in the Spring and have you give me feedback on the Faculty hiring plan and also if you have any request it can be considered.

Meeting adjourned 3:00pm

Provost's Advisory Council
March 16, 2017
2:30pm – 4:00 p.m., Room 610T
Agenda

1. Approval of February 15, 2017 minutes
2. Provost's announcements
3. Update on Program Developments- Anne Lopes
4. Space Utilization Report – Jeffrey Brown & Raj Singh

Provost's Advisory Council
March 16, 2017
Minutes

Present: C. Adams, N. Benton, S. Baumrin, K. Chandler, M. D'Agostino, J. Bowers (Chair), J. Cauthen, J. Gates, J. Hamilton, J. Jacobs, L. Kobilinsky, B. Lapidus, C. Nemeth, L. Perez, D. Salane, C. Sanchez, L. Sullivan, D. Umeh.
Guests: J. Brown, C. Dantonio, M. Harary, A. Lopes, B. Pangburn, R. Singh

The meeting began at 2:30pm.

Provost's Announcements – There were no specific announcements. Regarding her leaving, the Provost indicated that she would be working with AP Lopes in the next four months on a smooth transition. She and AP Lopes will be interacting with the Chairs either individually or collectively to make this transition.

The provost indicated that she and VP Lopes had not discussed the Chair Evaluations in detail, but that instead of having them, she would probably ask the Chairs to write a transition memo to Anne indicating the Departments' challenges and thoughts for the future and that perhaps AP Lopes might want to meet individually with the Chairs in August or September. Nothing specifically has been decided yet.

The Chairs of course will still have the opportunity to review the institutional research and the numbers (generated by the office of Institutional Assessment).

The 2/15/17 minutes were approved.

Space Utilization Report
Prior to the presentation of the (draft) Report by the Space Utilization Committee, J. Cauthen expressed that the consensus among the Chairs is that the process should start over through the governance structure of the College. The Chairs feel strongly that the task force should be created through the governance system. The provost explained that the task force was formed because the president wanted to address the HEOs concerns, as he heard on his listening tour, about the difficulty of reserving spaces for meetings and small events, since the reservation system usually would not allow staff to book the larger spaces like the Moot Court, and how to access smaller places like classrooms and small conference rooms that can be available. The task force was set up by the president and deliberately kept at the staff level as opposed to deans, vice presidents or faculty as perhaps the president did not envision that the task force will come back saying that the Departments would have to give up their conference rooms to their scheduling system. The provost indicated that the president considers that the report is just a draft.

Raj Singh stated that the task force was charged with coming up with ideas on how to better utilize the available space. He indicated that certain groups (Faculty Senate, Student Council, some Faculty and Staff) had already seen the presentation and after listening to them, they had already made some changes.

Jeff Brown gave an overview of the Task Force findings. Some members of PAC voiced their concerns that there are/were no faculty members on the task force, and that it is presenting its findings to the group (Chairs) that controls a large portion of the space in the academic sphere without ever meeting with them. J. Brown indicated that they approached the issue from an administrative standpoint and that now they see that Chairs should have had representation. J. Cauthen indicated that Chairs and their departmental secretaries already have a system, and they manage their spaces and every day other people use them. They would have been happy to participate in the discussions. R. Singh stated that this is learning experience and he will make sure that in the future he will include faculty and chairs if he were to be involved with a similar project.

Chairs also expressed their concerns regarding the notion that they hoard space. They also asked that the College use North Hall, if it's still available. R. Singh indicated that he was asked to be out of NH by July 1st. CUNY is supposed to do an analysis and decide what they're going to do with that space.

Regarding the "increase in programming/events requiring space" stated in slide #7 of the presentation, Cheryl D'Antonio indicated this refers to programs like AAPLE Corps and a variety of grants and student-driven events sponsored by the City. R. Singh added that there is a demand for more offices, classroom space, conference space and research programs, so space is needed for everyone.

J. Bowers stated that our success in getting money to fund new student centered programs, student success and degree completion and getting research dollars is tied to space. However, the alternative would be for the College to say that we're not going to do any of those things, such as apply for grants, hire additional faculty, or get money for new programs for students. There is more pressure on our space by virtue of our successes.

N. Benton expressed that the College should advocate to the University for more space, since in its 5-year plan for space we are at 1/5th of 1% of the monies when our needs are substantially more. He also does not recall having a discussion in the Space Planning Subcommittee about our 5-year plan being to the University. R. Singh responded that what Ned was referring to was not a space utilization report. It's the Capital Projects Report that CUNY issued, which is a separate thing, and currently John Jay has 17 of these, including 4 or 5 to renovate different areas of Haaren Hall. He added that JJ went to the University earlier this year to ask for space. However, Benton sits on the Strategic Planning Subcommittee and does not remember any conversation about us going to the University to ask about space or coming back from the University and being told that our 17 projects were sufficient to address what they perceived to have been our need.

K. Chandler expressed that although it is appreciated that the task force has spent a tremendous amount of time working on our space needs, it reached the wrong conclusion about our space needs because it only looked at certain spaces and the conversations did not include members of this group and its needs. In order for the task force to have a complete understanding about all our space needs, everyone who manages space must be included in the conversations and discuss space in its totality and the priorities of the Institution.

J. Brown indicated that last year there were 473 reservations, most of them from students, governance, academic affairs, research centers, CUNY and outside. People have learned that they have to secure space months in advance in order to have an event. Some people give up on having events altogether. It is being recommended that during community hour people use classroom space since these are empty. However, because sometimes the event includes food, classrooms cannot be used for these events.

The Task Force is suggesting that the Departments conference rooms be part of the space utilization, but that the Chairs would still manage the space. J. Cauthen indicated that Chairs already let other people use their space, and since the bulk of the space requests at the College are from students, they should be using classrooms for their events. C. D'Antonio clarified that the need for small conference room space is not necessarily for students, but for others that

bring people in in smaller groups. J. Cauthen added that people can go directly to the Chairs as they do now and ask for space. There is no need to include Department conference rooms in the VEMS system. L. Perez stated that the three conference rooms on his floor are shared by 4 Departments.

A step-by-step handbook for space reservation is being developed and will be available online. The Task Force also recommends that there should be an event review committee that will decide which events take place based on criteria (mission, cost, revenue generating, etc.).

As time was running short, J. Bowers suggested that a group of Chairs meet with the Task Force to continue the conversation where they can share the Chairs point of view.

The Chairs are concerned about the process and agreed that whatever decision is made must go through the normal process of college governance.

Update on Graduate Programs

A. Lopes provided an outline on the happenings of Graduate Programs since last year, adding that these are the accomplishments of the faculty who have been involved in these programs, especially the MPA online programs that had been launched. Also launched were an NYPD Executive Master's program in Criminal Justice and the MA in Economics. Other programs are either awaiting approval at Albany or are being developed. Much more workshops for graduate students are being developed as well.

The programs in Professional Studies have grown from 30 launched in Anne's first year to 66 as of this year, and 77 are expected for next year. Certificate Programs have been launched and are doing very well with $200k revenue projected for next year. Certificate Programs in Immigration Law will also be developed. John Jay Online is 72K in the black this year and hopefully will be better next year. It is the hope that the online programs will be taught by full time faculty.

International Programs have grown significantly with revenues for next year expected at 1.5M and with several additional agreements currently on the works.

In terms of Strategic Initiatives, a lot of fundraising has been done and we're waiting for the money to provide infrastructure. Efforts are being made to develop pipeline programs in cybersecurity and other programs including joint degrees with community colleges.

There will be a transition structure plan. A. Lopes will reach out to the Chairs to meet and listen to their priorities. There will be further discussion about the summer chair evaluations and steps for a smooth transition.

Meeting adjourned at 4:00pm

Provost's Advisory Council
3-16-17
Attendance Sheet

1. C. Jama Adams
2. Ned Benton
C 3. Seth Baumrin
C 4. Jane Bowers, Chair
5. James Cauthen
C 6. Kim Chandler
7. Kimberly Charles
X 8. Angela Crossman
X 9. Ric Curtis
X 10. Silvia Dapia
X 11. Alison Kavey
12. Jay Hamilton
13. Richard Haw
X 14. Debi Koetzle
15. Larry Kobilinsky
X 16. James Llana
X 17. Evan Mandery
18. Anthony Marcus
19. Charles Nemeth
X 20. Allison Pease
21. Lisandro Perez
22. Henry Pontell
23. Douglas Salane
24. Cary Sanchez
25. Larry Sullivan
26. Davidson Umeh
X 27. Nancy Velazquez-Torres
X 28. Roberto Visani
29. Jonathan Jacobs
X 30. Martin Wallenstein
31. BEN LAPIDUS
32. Bethina Carbonell (R)

→ Jay Gates, English
Jonathan Jacobs
Anne Lopes

Raj Singh
Maria D'Agostino
Cheryl Dantonio

Jeff Brown
Marc Harrary
Bill Pangburn

Provost's Advisory Council
April 24, 2017
2:30pm – 4:00 p.m., Room 610T
Agenda

1. Approval of March 16, 2017 minutes
2. Provost's announcements
3. Chair/Faculty Matters
4. Faculty Hiring Plan – Part II
5. Summer/Winter Incentives – Part II
6. Chair Transition Memos
7. Summer Conferences

Provost's Advisory Council
April 24, 2017
Minutes

Present: J. Bowers (Chair), Kimberly Charles (Assistant), C. Adams, J. Cauthen, A, Crossman, A. Kavey, J. Hamilton, R. Haw, D. Koetzle, S. Chen, Nemeth, A. Marcus, H. Pontell, C. Sanchez, L. Sullivan, J. Jacobs, A. Lopes, B. Lapidus, B. Carbonell, M. D 'Agostino, J. Gates. L. Perez

Approval of March 16, 2017 minutes- Approved

Provost's announcements

- May's PAC meeting will be cancelled.
- There will be new Chairpersons entering Fall 2017:
  - Science- Shu Yuan Cheng
  - History- Matthew Perry
  - ISP- Amy Green
  - PAD-?
- Interim Appointments:
  - Interim Dean of Graduate Studies-Avery Bornstein
  - Interim Associate Provost for Strategic Initiative- Roblin Meeks
- Fall Recognition Awards will be on Wednesday April 26th at 3:30pm in the President's office. Provost Bowers encourages all Chairs to attend this event.
- State of the College address will be President Travis last one. He plans to sum up everything that has been accomplished at the college over the years. Provost Bowers encourages everyone to attend.
- Provost Bowers Farewell reception will be held on May 16th at 3:30pm in the Shiva Gallery.

Provost Bowers takes a moment to acknowledge Chairpersons their hard work. They oversee, support, and nourish faculty and administration.

Chair/Faculty Matters-

- B. Lapidus- The business office sent out a message that E-procurements are due by April 14th and that if we need something it has to be in before that date. It is an academic issue because we have to buy stuff for our classes and students, it is not enough time.
  - Provost comment- That date will change and it will more than likely be extended. This is what I was told by Raj Singh. I am not sure but something is freezing. This year it is early, so I will check on this and send an email to Chairpersons about procurement.

Faculty Hiring Plan – Part II-
C:\Users\Kcharles\Desktop\FiveYearFacultyHiringPlanYear.docx

- The five year hiring plan will be evaluated every year, and we did a plan for Fall 2018. We did an analysis on section count as another way to do a load on teaching departments.
- LPS and Psychology stays in high priority because they have lines shared of enrollment and need the most resources and have a high faculty need.
- Anthropology has a heavy teaching commitment. They took on a different character and was considered heavily about who should have priority for faculty lines. In the old analysis, Anthropology was not getting any new lines except for placement.
- Public Management and Science has moved up.

- Provost Bowers and Anne have discussed allocations, especially since Provost Bowers will be leaving, there needs to be an agreement on allocation between the two of them for next year.
- There is a practice of replacing people who are non-reappointed in the personnel process and it will continue on an incremental basis. Therefore, Philosophy might be receiving a line this year based on that principle.
- There is a need for health specialists. Some departments stated that they will try to hire in that area. This is a plan that will evolve overtime, when you hear the President's State of the College address, you will learn that the college needs 86 new lines in the next four years, not replacements, in order to bring it to the senior college full-time average FTE. This is a fact, we cannot go on just replacing faculty, we need new lines, more faculty in the college as a whole. This plan must find a way to hire new faculty for the college. Provost Bowers believes that Interim Provost Anne is determine to make that happen.

J. Hamilton- One of the issues that is a burden on small departments is whether the analysis is being looked at with sensitivity. When I looked at the analysis and it was the same across the border, some departments do not have a lot of members, so this is not necessarily reflected in the results.

Provost Comment: Departments have a hard time maintaining health and stability. I agree with you. Numbers is not the whole game when thinking about departments and allocating lines. As these new numbers came in, I also looked at the old numbers, and it is about what, I know about the department and what their situation is and the curriculum and how it does not always reflect in numbers. The allocation always tries to be sensitive to those matters and to the small departments that have crisis and trauma. Economics will be okay for a while; you have received quite a few lines over the last few years. Your department has not been put to the back burner, but we can now step away and look at other departments and their needs.

J. Cauthen- I feel like there has been different signals that have been put out. There has to be consistency. How is this done? Last year, we talked about cutting adjuncts, and we did. We cut a lot of adjuncts/sections in our departments because we needed to get new lines and reach the numbers. I don't think it is fair to our students to do that.

Provost comment- I can see that there is a conflict in the two messages. We don't just want chairpersons to just add sections to get adjuncts to teach so that the can look good in numbers. It is something that we should think about. we have an analysis on head count that we could adapt to those purposes. I was disturbed by the fact that we could not have faculty in non-departmental majors. That is why we created faculty affiliation because CUNY does not recognize joint appointment. You cannot work in two different departments. In my opinion, the faculty do not stay, it happens. They have the right, once they received tenure, to change their minds as to what they wanted to teach. Art and Music- it says that you need 10 new faculty that is a lot and honestly I am not sure how that will happen but this is something that we need to look at.

A. Lopes- We can look at number of seats and courses, there are a lot of variables to add in here. There is data from Spring 2016 in what faculty teach. The average senior colleges are 86%. it would be nice that all the departments can reach that state. We would be likely to get to 32 or 33. The target is based on numbers of coverage.

J. Cauthen- All of my faculty teach in different departments, they are borrowed. If all my faculty taught at my department it would be fine. I will not let my faculty teach at The Graduate Center unless they call me and get permission. Everyone should be doing that, it is professional and 99% of the time I will say yes it is just curtesy. There needs to be a balance when faculty are assigned to a department, so that the allocation has to be somewhat rational.

A. Kavey- These numbers are a little out of whack because some of the faculty are on release time there can be some negotiations about faculty teaching in other departments.

H. Pontell- Where does the reinforcement happens?

Provost Comment- Maybe something needs to change in our structure. It is to bring these various planning entities together.

Summer/Winter Incentives – Part II-

Doug Boettner who oversees summer and winter sessions has calculated total incentive awards for Summer and Winter. After July 1, 2017, the money will be available and put into your accounts automatically and you

can spend it as you please. It is based on growth-the comparison on Summer and Spring. You have to experience growth or maintain. The formula will be sent out to you via email. If you don't have money you can think about having summer classes.
Provost Comment- If you received an incentive into your OTPS it is tax levy money and it has to be spent within the year.

Chair Transition Memos/Summer Conference-
Since Provost Bowers' last day is July 31st, she will not be here for all of the summer chair evaluations. Therefore, in place of the evaluations, Anne will meet with each of the Chairs individually. It would be useful to get basic information about your department and its challenges and strengthens. Also, what differentiates you from other Chairs. Anne created a template for the Chairs to fill out so that she can be aware of your data, but most importantly, she wants the Chairs perception, qualitative information, then look at the data together. Also, going forward, what are the Chairs plans for next year in regards to faculty, curriculum, faculty life, coach survey and how it relates to you as a Chair, and how you view your job. This will be a specific, useful and valuable discussion. This will create a baseline for Anne and give her an idea of where you are. Mary Colon will reach out to each of the Chairs to schedule the individual meetings. Anne encouraged outgoing chairs to attend the conference as well as the incoming chairs. There is information that can be passed on between old and new chairpersons.

Lastly, Anne would like for Chairs to think about all of the administrative tasks that they hold and see if it can be relieved to create a more balance work environment.

Meeting adjourned at 4:00pm

Provost's Advisory Council
4-24-17
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. Debi Koetzle
15. Larry Kobilinsky
16. Rosemary Barberet
17. Evan Mandery
18. Anthony Marcus
19. Charles Nemeth
20. Jay Gates
21. Lisandro Perez
22. Henry Pontell
23. Douglas Salane
24. Cary Sanchez
25. Larry Sullivan
26. Davidson Umeh
27. Nancy Velazquez-Torres
28. Francis X. Sheehan
29. Jonathan Jacobs
30. Anne Lopes
31. Ben Lapidus
32. Bettina Carbonell
33. Maria D'Agostino
34. ~~Vallerie Allen~~

35 Jay Gates

36 [illegible] Anne Lopes

Council of Undergraduate Program Coordinators

Council of Academic Program Major and Minor Coordinators Meeting Minutes

September 14th, 2016

Attendees: Andrea Balis, Dara Byrne, Jean Carmalt, Shu-Yuan Cheng (Demi), Lyell Davies, Sven Dietrich, Louise Freymann, Wendy P. Guastaferro, Katherine Killoran, Kimora, Johanna Lessinger, Cyriaco Lopes-Pereira, Samantha Majic, Aida Martinez Gomez, Mary Ann McClure, Mickey Melendez, Jayne Mooney, Virginia Moreno, Jose Luis Morin, Catherine Mulder, Mangai Natarajan, Richard Ocejo, Karen Okamoto, Hyunhee Park, Jason Rauceo, Stephen Russell, Ed Snadjr, John Staines, Jessica Stevens, Sandra Swenson, Kate Szur, Robert Till, Maria R. Volpe, Charlotte Walker-Said, Daryl Wout

Guests: Daniel Matos, Ray Patton

Agenda

1. **Greetings and Dean's Announcements**
    - Greetings and welcome.
    - Personal introduction from *Interim* Dean Dara Byrne. *6 months on the job*. [Applause] Introductions from attendees.
    - Dara
        - A closer look at *Assessment* within UGS. Streamline approach to assessment. General Education and the majors—closer relationship. Informed way of thinking on how to revise our curriculum.
            - Elective credits
            - John Jay is Multi-Disciplinary
            - Finding a way to frame our curriculum in *themes*.
            - Students report to having *found* courses by accident.
            - Build a more robust way to make use of Bulletin, students must become more *actively* involved in their learning.
            - Informed choices on why they are following a particular path of learning
            - Transparency, and easier tools, for transfer students.
        - Experiential Learning
            - Collaboration on Research projects done well.
            - *Field schools* and *Field work* with faculty.
            - Get them get credit on transcript (for financial aid purposes).
            - Recognized in the work of Major or Faculty mentor.
        - Closer look at research from 100-400 level. Capstone is approached in different ways.
            - We don't share a definition of capstone on what it should be—the end result.

        - Capstone is a proof of concept for the major.
        - Faculty needs to say what a capstone means to them.
        - Students choose whether or not they want to do a capstone. Not based on relationships to advisors.
        - Questions?

2. **Student Evaluation of the Majors Survey 2015 (Dara Byrne)**
    - Summary of Report
        - Advisement and how it can work for more students effectively.
        - Major advisement is challenging.
        - How do we make it work for students?
        - Faculty constraints noted.
        - Survey shows it makes a difference.
        - Consumer driven questions from students (i.e. "What do I do with a History major?").
    - Kathy
        - *Intentionality* in messaging to students.
        - Tell them early and often what kind of skills does a major do for you, if done well.
        - Lots of mentoring, but not a high capacity.
    - Dara
        - Top down, and bottom up.
        - Programs reviews—distribution of Resources.
            - Students of Color are not represented in Research.
    - Nembhard
        - Africana Minor is having a fair (Spring Invitation) beginning with Alumni to discuss what they are doing with their minor.
        - McNair has a model that can be expanded.
    - Mulder
        - Professors: make yourselves available to the students—let them know they can come in and meet.
    - Mangai
        - ICJ Capstone has 4 sections
        - In ICJ students must schedule one on one meeting, ½ hour, with professor.
        - Job advisement, Resume (Senior year experience).
    - Louise
        - Several departments record their panel presentations, and place them on website. Specifically, what students (alumni) do now! English department is doing it.
        - Follow your students.
    - Till
        - Should we be surveying students on the basis of income level? Thinks it is a good idea.
    - Dara

    - Important question.
    - Students get entry level occupations. Yet, need to do a better job at cultivating passions.
    - We haven't figured out how to connect (with students).
    - Take students in the lower economic spectrum.
    - Pathways post graduate.
- Morin
    - Expand in to faculty own personal interest.
    - We make real career choices and paths within our department.
    - Engage and get information to students, in new ways.
- Dara
    - Experiential Learning opportunities on this campus. (How to get the students plugged in)
    - Who are the students that are completely shut out of Information matrix?
    - This affects grades and academic choices.
    - Handoff between Gen-Ed and the majors.
- Cathy
    - Separate types of student e-mails.
    - Something other than e-mail to get out information.
- Sven
    - Twitter blast instead! Generation Y/Z reads 140 characters. Can we do that?
- Dara
    - Thought of this.
    - Making things more appealing to students is a different skillset.
    - No seven paragraph e-mails over how to register for classes.
    - Explains Bloodhound Central
- Till
    - Events are scheduled without Major/Minor Coordinator input. Sophomore year ahead.

3. What do you need to know about Assessment? (James Llana)

- With new major coordinators the handoff is not done well.
- Majors must have Assessment Plan
    - On *July 1st* Assessment Report is due. Some assessment is due every semester (for continuous record).
    - Website on Learning Assessment
    - Any Questions, ask Jim or Virginia.

4. Sophomore Year Ahead [Planning & Activities] (Kate Szur)

- Kate
    - 2 Years ago started supporting students in sophomore year!

- Career goals, but no follow up.
- Retention issues in sophomore year! Students transfer elsewhere.
- Started sophomore year initiative—workshops.
- Exploration, not just advising
- Letter from Dean about sophomore year.
- 2500 sophomores, 600 transfer students.

- Kathy
  - Have transfer student advisement.
  - 60% of transfer students get advisement (transfer credit issues)
  - Outreach to first semester transfer students

5. Major Advisement (Louise Freymann)

- Updated Major and Minors Advisors Handbook
- Registration Holds
  - Louise
    - Contact Louise
    - Open house in November
    - Updated handbook
    - *Major Advising Resource site*, early as possible, for pitfalls in a major.
  - Balis
    - CUNYFirst – Fact sheet.
    - Class permissions sheet.
  - Matos
    - 1 appointment good for both winter/spring registration.
    - October 1st is CUNY date for schedule of Spring/Winter courses.
    - Shopping Cart opens mid-November.
  - Kathy
    - Holds for 45-59 credits.
    - Oct 17th, released before Thanksgiving, Tuesday or Wednesday.

Important Dates:

- October 1st –Winter and Spring 2017 schedule viewable on CUNYFirst
- October 17th –Winter Registration Opens (Tentative)
- November 2nd –Spring Registration Opens (Tentative)

Graduation Application Deadlines:

Fall Graduates: *October 31, 2016*
Spring Graduates: *March 31, 2017*
Summer Graduates: *July 31, 2017*

Council of Academic Program Major and Minor Coordinators Meeting Minutes
October 13th, 2016

Attendees: Alexa Capeloto, Angela Crossman, Belinda Rincon, Catherine Mulder, Claudia Zuluaga, Daryl Wout, Edgardo Sanabria-Valentin, PhD, Hyunhee Park, James Llana, Jason Rauceo, Jennifer Rutledge, Jessica Stevens, Johanna Lessinger, John Staines, Jose Luis Morin, Katherine Killoran, Katie Gentile, Lawrence Kobilinsky, Lorraine Moller, Louis Kontos, Louise Freymann, Lyell Davies, Maria R. Volpe, Michael Yarbrough, Richard Ocejo, Robert McCrie, Robert Till, Samantha Majic, Sandra Swenson, Stephen Russell, Sven Dietrich, Virginia Morena, Yvonne Purdie

Agenda

1. **Greetings and Dean's Announcement**
    - Kathy updated Bulletin. Printed version should be ready next week.
2. **Experiential Learning (Will Simpkins)**
    - What is [Experiential Learning]? What are the best practices? Should every student get it? Incorporated in Academics.
    - We have to pay attention to who participates in Experiential Learning. Who does service and who does research with faculty?
    - Focus on how to make it meaningful for department, faculty and students.
    - Administrative side of the college to support *Experiential Learning*.
    - Latino and Asian students are not represented. Blacks 25% more likely to participate.
    - Sam:
        - There is no clear distinction between Private Sector Training or academic learning.
        - Skillset and not the name of the major.
        - Skillset and nuance of what is learned in a major. Career is not a fix for—
        - Unique ways each department views Experiential Learning.
        - Classroom base for Experiential Learning—group pedagogy.
    - Will Simpkins:
        - Away from vocational to practical.
        - *Create* an opportunity for every student to participate in Experiential Learning. Some students might not.
    - Dara:
        - Students go into service, but not research—This says something. Those guided by Faculty rather by self. Trajectory is evident. Department level guidance, instead of guidance from Administration. Pg. 8-9 on Report (directly and indirectly).
    - Academic Internship Courses

- HJS: Reporting on Bad Internships
- Will:
  - We vet the internship and you can send them to career services for them to vet and post.
- John:
  - Learning objectives made for some existing courses (What we want them to have as Objectives vs. what the colleges want)
- Michael:
  - Actual Support for Administrative end of Experiential Learning.
- Dara:
  - Relationship between what students learn in the major, versus *out there.* PLI helps students in this way. Career Center focuses on others. Curricular learning.
  - Is the judicial internship appropriate for first-time employees? Scaffolding in regards to Experiential Learning.
- Define in a way that does the most for our students.
- Faculty ("Kathy"):
  - Biggest issue is with *unpaid* internships. Does not recommend them for that reason. Free labor leaves a bad taste. Students pay for the course, yet end up doing work for internship.
- Dara:
  - Students are looking for internship opportunities without faculty.
  - Letter of recommendation from a judge, for a prospective law student, very significant.
  - Does not like something where faculty is not involved.

3. **Update on Major Holds (Kathy)**
   - Advising holds (active from October 17th)— Released automatically on November 18th before Break.
   - Complicated with double-majors, students with GPAs below 2.0.
4. **November Major Advising Plans**
   - Students do not care whether or not you meet them in person. Just *contact by any means necessary.*
   - Horrible time for advising last fall, for Law and Society.
   - One department suggests student number (EMPLID) Sign-In Sheet. Consensus good idea.
   - Never met some of the students.
   - Kathy:
     - Make sure SEEK students are on track.
   - Dara:
     - Are Minors people still interested in a meeting?

Important Date:

Minor Meeting, Monday, October 17th

- October 1st—Winter and Spring 2017 schedule viewable on CUNYFirst
- October 17th Winter Registration Opens (Tentative)
- November 2nd Spring Registration—Opens (Tentative)

Graduation Application Deadlines:

Fall Graduates: October 31, 2016

Spring Graduates: March 31, 2017

Summer Graduates: July 31, 2017

Council of Academic Program Major and Minor Coordinators Meeting Minutes
November 9th, 2016

Attendees: Andrea Balis, Shu-Yuan Cheng (Demi), Angela Crossman, Sven Dietrich, Louise Freymann, Wendy P. Guastaferro, Louis Kontos, Samantha Majic, Aida Marinez-Gomez, Robert McCrie, Virginia Moreno, Jose Luis Morin, Mangai Natarajan, Richard Ocejo, Karen Okamoto, Hyunhee Park, Ray Patton, Belinda Rincon, Stephen Russell, Alexander Schultz, Francis Sheehan, John Staines, Jessica Stevens, Kate Szur, Robert Till, Maria R. Volpe, Kimora

Agenda

1. **Greetings and Dean's Announcement**
    - The new Undergraduate 2016-2017 College Bulletin is on the way.
    - First batch coming next week.
    - Everyone will have a copy by the end of the month.
    - Kathy
        - Notify if you are going to update *Pre-Requisites*.
        - Advisement experiences.
        - Handout for how to do course permissions on CUNYFirst; changed a little from before.
    - Any comments on course registration, or the computer system?
        - John (English)
            - There are different dates for class registration.
            - Some students say they cannot register.
        - Kathy
            - Registrar said it is a *pre-programmed* thing.
            - Plus, *we* want Winter students to sign-up as soon as possible.
2. **Spring 17 Major/minor exploration campaign planning**
    - Jessica
        - Associate Director for Sophomore programs, and SASP.
        - What is the difference between some of the majors?
        - Students want to know the difference between Criminal Justice and Criminology, for example.
        - What does work look like in the field? Spring break schedule question.
    - Kate
        - Major and Minor Exploration series is available to all students.
        - It is a three-week campaign where students can inquire about majors. When it gets closer to registration, the *focus* moves towards advising.
        - Open to suggestions and ideas, plus we want to work with career services.

- Kathy
    - If departments want to do something special, when do you want to know by?
- Kate
    - How would you guys like us to follow-up with you guys?

3. **Transfer student outreach in the majors: Current practices and future planning**
    - Dara
        - Want to know what the current process looks like.
        - Growing number of transfer students, future planning.
    - Kate
        - 600 transfer students are sophomores.
        - 1st semester sophomore transfer students have Gen-Ed questions and issues. We have trouble assisting them, how do you guys do it? I am listening.
    - Robert
        - Students ask a bunch of Gen-Ed questions, but I send them back to advising.
    - John
        - Students lost a year because they had not taken the right classes.
        - They are retaking stuff they had at community colleges.
    - Kathy
        - Two points of information
            - Only 60% of transfer students avail themselves to advising
            - Therefore 40% are self-advising, which is a *scary thing*.
        - Sorting out the transfer credit takes a lot of sophistication, sometimes.
    - Kate
        - For students who believe that what they are learning is a mistake, advising help should be available.
    - Katie
        - Thank you for the content you sent me.
    - Steven
        - How do History credits get transferred?
    - Kathy
        - Course equivalencies.
            - CUNY used to have something called the TIPPS database.
            - If you guys would review your own course equivalencies, that would be great, but it is a project.
    - Andrea
        - Do students receive the kind of questions they should ask advisors?

- Kate
    - What kind of communication is there between major advisors and students?
    - We give a little handout, "What to talk to your advisors about?" in the Spring, for the Fall.
- Andrea
    - Students do not read their mail, better include advice handout in offices.
- Kate
    - Handout was created two years ago, so some might want it to be updated.
    - Keep advice handouts in departments, make them specific for departments.
- Kathy
    - Transfer Credit Evaluation means course matching.
    - CUNYFirst does not apply courses to majors, that is what Degree Works does.
- Kate
    - Do students know that pre-requisites have to be taken *before* certain courses?
- Mangai (ICJ):
    - Students come with a lot of credits and the struggle is to advise them in aggregating those into a major.
    - Been working with them for 3 weeks prior. Students do not know about pre-requisites.
- Katie
    - Students who talked with an advisor or general advising, they should get a sheet that says *we* advised them.
- Mangai
    - Someone was told that there is no more ICJ major anymore.
- Kathy
    - Maybe they got yours confused with Legal Studies.
    - FYI, after summer 2017 no student can get a degree in Legal Studies.
- Katie
    - Sometimes with students information is passed along like a game of telephone.
- Kate
    - Justice Academy Transfer Students.
- Students are not sure that there are many *advisors*, because when they come from community college there was only one.

- Kate
    - "Who are the major advisors? Where do they reside?"
    - We will usually say "Go to this website".
- Jessica
    - Students do not know where the offices are.
- Kathy
    - I do not mind adding office locations, since offices are pretty stable *now.*
- Dara
    - Survey will be sent out to make a record of advisor info for students. We will collect this.

4. Experiential Learning transcript notations

- Dara
    - Been working on a survey for you guys, with Academic Standards.
    - We want our students to get Experiential Learning credit.
        - It is a CUNY wide move.
- Steven
    - Is it an option to assign a grade to Experiential Learning?
- Dara
    - You are synthesizing the student learning experience.
    - Play with the learning outcomes of your class.
- Kathy
    - Would be the same as a writing intensive course.
    - Grading table is what it is.
- Dara
    - Survey is coming.
    - If you have more courses in your department, that is okay.

Graduation Application Deadlines:

Spring Graduates: March 31, 2017

Summer Graduates: July 31, 2017

Council of Academic Program Major and Minor Coordinators Meeting Minutes
February 15th, 2017

Attendees: Shu-Yuan Cheng (Demi), John Childerley, Geert Dhondt, Louis Freymann, Katherine Killoran, Aida Martinez Gomez, Lorraine Moller, Jose Luis Morin, Hyunhee Park, Jason Rauceo, Ed Snadjr, John Staines, Jessica Stevens, Sandra Swenson, Katalin Szur, Robert Till, Maria R. Volpe, Martin Wallenstein

Agenda

1. **Greetings and Dean's Announcements**
    - The Registrar apologizes for not coming to the meeting today.
    - He (the Registrar) wants to move Fall registration *closer* to the month of May:
        - Only about 30% of students actually register during their appointment times.
        - Bursars issue several thousand holds.
        - Students need time to *resolve their bills*.
        - Students will rush to get a good class schedule.
        - Thus, some of them will opt out because class schedules conflict with their outside responsibilities.
        - Some students had not registered for classes because they were waiting to see what their grades were.
    - Kathy:
        - In May, students taking their final exams.
        - Moving registration up to then is a little *crazy*.
    - Kate:
        - May is not an option. The week after spring break is better. More opportunities for advisement.
    - Spring Break runs from April 10th-14th. 19th we come back.
    - Kathy:
        - We have to remove the advising holds before spring break.
        - Sophomores tend to register *towards the end*.
    - Dara:
        - Students have financial issues to take care of.
        - Work with students for financial planning.
        - We are trying to alert students to their registration status, but that is a semester or two away from coming to fruition.
    - What does this have to do with the advisement holds?
    - Kathy:
        - Plan was to put them on March 7th.
        - We can keep the holds on…
    - Dara:
        - A lot of students opted to not come back in the Spring because they would have gotten a bad schedule.
        - We have to respect the constraints that some of our students are in.

    - As an agenda item, we have to see how to get our students back *on track*.
- Make holds mean something; most holds get dropped anyway [and students know this].

2. **Updates:**
    - **Spring re-enrollment outcomes**
    - Dara:
        - 5000 students in December did not register for classes.
        - There are two sorts of reports that I get from Enrollment Management. Looks good for continuing students.
        - Inquired about stats for students who did not re-enroll from last spring.
        - Of the students who were with us in the fall, how many did not re-enroll for this spring?
        - Of students in good standing [who did not reenroll], the bulk of them are sophomore and above. Only 34 freshmen on this list.
        - A little disturbed by these numbers. Most of these students are *committed*, far enough along the journey.
        - Transferring [as a reason for these stats] is not likely with upper-level students.
        - Do we do outreach for students who do not re-enroll? A departmental question.
    - Kate:
        - Anecdotal response:
            - Students could be saving up the money for the classes they cannot afford to take. Financial Aid might have expired for them (ten semester limit).
    - Dara:
        - Are there students who changed their major here?
        - When is the cutoff point, for switching in or out, of a major?

3. **Off-Track students in major (Academic Review Process Built into upper sophomore curriculum)**
    - Dara:
        - Suggestions to students to get them *back on track.*
    - Students feel like they cannot get *advisement* until they *pay* money. Need to change that perception.
    - Students using AdvisorTrac is helpful, at least this past semester.
    - Dara:
        - The departments need to participate in the advisement [of students].
        - Holds will go on first week of March, until the 9th of April.
    - Kathy:
        - John Jay has its own dates. Thought they were universally set by CUNY.

- Dara:
    - I can identify who these [off-track] students are, from just looking at the no-show list.
    - What is happening with these pools of students?
    - I am not clear when things shut down around here?
- Snowball effect for off-track students.
- Advisement is an opportunity to meet people.
- Dara:
    - We have Financial Aid information that we provide students.
    - Are there any obvious problems with students, such as if they are off-track in a major?
- Not always are students incapable, but the workload of higher education surprises them/catches them off guard.
- A lot of students dealing with immigration status issues. Affecting student performance and attendance.

4. **Capstone Survey**
5. **Major and Minor event series: Jessica Stevens**
    - Students interested in minor or major exploration can do so on the *website*.
    - Minor speed networking event—February 28th, 2017. Students look at minors as an enhancement to their majors.
    - We will start plastering the campus so you will see our stuff everywhere.
    - Katie:
        - Major & Minor resource pages; rewarding project.
        - Students will be able to visualize their educational career.
        - Thank you for your patience with my questions and suggestions.
        - The resource pages are supposed to help both students and faculty.

Important Dates:

Fall Registration Begins First Week in April (TBD)

Graduation Application Deadlines:
Spring Graduates: March 31, 2017
Summer Graduates: July 31, 2017

Minutes
Major / Minor Coordinators
Tuesday, March 28th, 2017
Room L.61
Community Hour: 1:40-2:55pm

Attendees: Jason Rauceo, Sven Dietrich, Yilu, Yvonne Purdie, Geert Dhondt, Daryl Wout, Shu Yuan Cheng (Demi), Katie Gentile, Stephen Russell, Hyunhee Park, Jose Luis Morin, Mary Ann McClure, Jennifer Rutledge, Robert McCrie, Maria Julia Rossi, Mickey Melendez, Lyell Davies, Belinda Rincon, Lorraine Moller, Dara Byrne, Louise Freymann, Katherine Killoran, Daniel Matos, Jessica Stevens
Guests: Kenneth Yanes, Sumaya Villanueva

1. **Greetings and Dean's Announcements**
    - No show students—need data on why they *no show*
        - **i.** Why do they switch?
    - Student performance in the major
        - **i.** What can we do about those things?

Discussion:

2. **Demo of the Major Advisement Webpages (Sumaya & Louise)**
    - General information
        - **i.** Sumaya
            1. Thank you for this opportunity, we are excited about this
            2. Louise started to speak about webpages when she first came to the college
            3. First, we'll start with the navigation pane, and how to locate it
            4. All of the pages follow a similar structure
            5. Go to the search box and enter *Academic Advisement*
                a. *On the left hand side there is* major-advisement and resources. Click to take you to our landing page
            6. There are ways to customize your own site's information
        - **ii.** Louise
            1. Basic pages are done
            2. Every page has an intro paragraph, so students will know what kind of content they will find there
            3. Sometimes, students do not remember when they declared their major—but that information is available now, via a tab. Thus they know the academic requirements that they have for their start year
            4. Yet, students have the responsibility to *monitor* their own progress in a major
            5. Through these sites, students will be able to make an advisement appointment
            6. The English Department has their own *careers* pages
                a. Really helpful advice

b. Shows what fields alumni are *now* in

7. Ideas to include are: Grad-school strategies, tips

3. Fall Registration (Daniel Matos)

- 2½ weeks for registration
  - **i.** Carts open on April 3rd, 2017
  - **ii.** Registration (priority) begins April, 19th, 2017.
- Dara:
  - **i.** Thousands of students encountering the same kinds of issues
  - **ii.** Really interested in the students who are close to finishing but do not
- Procedure for Students who want to Attend Commencement but Finishing in Summer
  - **i.** Rethinking permission process for those upper-level seniors who have not finished their degrees, but want to walk
  - ***ii.*** *6 tickets available for eligible students—through an online process*

4. Study Abroad (Kenneth Yanes)

- See handout
- More graduate students are taking courses abroad
- Excited to announce that we have had an increase of participation by 43%
- Funding has helped
- Studying abroad is rewarding. Good to step out of the bubble of *New York*
- Cross-cultural competence. Raises the profile of the campus community that is studying abroad
- Year 3 of the *new* team at John Jay
- Students are studying abroad through e-permits, but John Jay still requires a traditional paper permit
- Please be flexible (department heads)
- We also have exchange programs running through CUNY, such as the *Paris Exchange*.

5. Social Justice Distinction (Dara)

- Hoping to get some feedback on this idea
- Kind of tricky defining social justice
- Want students to be able to connect with this
- No matter where you are at this college, you can have a connection with social justice
- Dean Carpi was disappointed the social justice courses shown did not include science classes

Important Dates:

No Show Student Analysis data feedback for next M&m meeting *Wednesday, April 26th*
Summer Registration started March 20th
Shopping Cart Opened March 14th
Fall Registration starts April 19th (2½ weeks of Registration)
Shopping Cart Opens April 3rd
Upper sophomore registration holds will be removed May 15th

Graduation Application Deadlines:

Spring Graduates: March 31st, 2017

Summer Graduates: July 31st, 2017

Minutes
Major / Minor Coordinators
Monday, April 24th, 2017
Room L.61
Community Hour: 1:40-2:55pm

Attendees: Louis Kontos, Ed Snadjr, Maria Volpe, Geert Dhondt, Jon Childerley, John Staines, Hyunhee Park, Jose Luis Morin, Jean Carmalt, Mary Ann McClure, Samantha Majic, Alexander Schlutz, Louise Freymann, Jessica Stevens, Dara Byrne, Daniel Yalisove

Guests: Sumaya Villanueva

1. Greetings and Dean's Announcements
    - Kathy is in an interview session with an Associate Provost candidate, this is why she is not here

Discussion:

2. Instructions for Summer Advisement (Dara)
    - What do you want us to tell the students who are seeking information?
    - Sometimes there is a referral to your website
    - We are not saying that you are advising in the summer
3. Excelsior Scholarship (Sumaya)
    - Daily the information keeps unfolding about this aid
    - Some of you may get asked questions from students about this
    - We have been asked not to circulate anything, as of yet.
    - Registrar gave me something that was for *administrator eyes only*
    - Sumaya:
        - Good afternoon
        - Information is not to be sent to students until after May 25th, HESC meeting
        - Students must complete FAFSA/TAP applications
        - Should enroll for 15 credits
        - What students will not be covered?
            - Students who take 12 credits or less
        - We have been told to tell freshmen and transfer students that they are more likely to receive the scholarship if they are enrolled for those 15 credits.
        - There is speculation that summer & winter courses can be used to complete the *30* credit per year target of the scholarship.
    - Dara:
        - Many of our students fluctuate from full-time to part-time, likely hurting their eligibility

    - Some students make use of 4 semesters (per year) instead of two, in order to stay on track
    - Scholarship misses the mark on what *our* students deserve—better suited for SUNY students who drive
- Sumaya:
    - Students that pay out of pocket and make less than $100,000 (family income) are the only ones to benefit from this. Students that already qualify for financial aid will not be able to receive the scholarship.
    - Scholarships only can be applied to tuition, no external expenses, such as transportation, food, books.
    - The CUNY Central communications office sent a message to all incoming students about the Excelsior scholarship.

4. DegreeWorks Update (Sumaya)
    - Sumaya:
        - New updated version of DegreeWorks
        - Update happening currently.
        - Teams from each college receiving training about it.
        - What is interesting about this new edition are:
            - Gives us a report telling us all of the students in a major that are missing a *certain* course.
            - New planner (which you must scribe) that lets students see a *model* course schedule for a given semester
        - There is no sample model for how transfer students can be advised through DegreeWorks, because they all come in with different credit totals
    - Can we get a list of people who signed up for graduation?
        - Sumaya:
            - Some folks get *that* list from Registrar.
        - Would like to do something to honor those students.
5. Re-Enrollment Report (Jessica Stevens)
    - Jessica:
        - Majority of students either owe very little or very much.
    - Dara:
        - Our communications with the students right now is—take 15 credits, just in case. Do not want to prevent them from obtaining *any* opportunity.

Important Dates:

Upper sophomore registration holds will be removed May 5th

Graduation Application Deadlines:
Summer Graduates: July 31, 2017

Minutes
Major / Minor Coordinators
Wednesday, May 10th, 2017
Room L.61
Community Hour: 1:40-2:55pm

Attendees: Johanna Lessinger, Louis Kontos, Ed Snadjr, Maria R. Volpe, John Staines, Shu-Yuan Cheng (Demi), Sandra Swenson, Stephen Russell, Hyunhee Park, Karen Okamoto, Samantha Majic, Aida Martinez Gomez, Kimora, Lorraine Moller

Guests: Louise Freymann, Katherine Killoran, Daniel Matos, Jessica Stevens, Sumaya Villanueva

1. Greetings and Dean's Announcements
    a. Only 22% of students still have an advising hold
    b. Treat reenrollment like an admissions funnel
    c. Students are getting information from a number of offices at the same time.
    d. E-mails need action steps in order to address problems (for students)
    e. Registration in Upper Sophomore group 60%

2. Degree Works Update (Sumaya)
    a. Nothing better than new DegreeWorks platform!
    b. Sumaya:
        i. Planner function new and improved.
        ii. Go live date July 10th (new version).
        iii. 2 new add-ons in Degree Works.
            1. Individual planner study
            or
            2. Create templates
        iv. Run reports off of planner
            1. Eg. If students are off-track.
        v. Though it goes live July 10th, everyone only sees it after live date. Degree Works training October approximately.
        vi. Flexible and nimble system makes it easier to have a more detailed report
        vii. Planner can be shared with students who can update their own plans.
        viii. Right now only administrators will have the ability to interface with planners.

3. Upper Sophomore Advising and release of Major Holds update (Sumaya)
    a. Holds will be removed May 15th.

b. Swenson:
    i. Seen many more students, working well

4. Timeliness of Final Grades (Daniel)
    a. Rosters open on 19th for final grades
    b. Final grades are due June 1st.
    c. Need to have in on time because:
        i. Probation dismissal meeting begin in the middle of June. Need grades in order to have a complete comprehensive list.
        ii. Needs to clear students for Graduation
    d. Excelsior:
        i. Please get grades in by June 1st.

5. Graduation Approved Students for SP 2017
    a. List provided.
        i. Spring 2017 candidates by Majors.
    b. 4000 students cleared for graduation
    c. There will be a link with names:
        i. As of September 1st, no other students will graduate from Legal Studies
    d. Macaulay Honors, first graduating class
    e.

Important Dates:

Upper sophomore registration holds will be removed **May 15th**

Faculty Grade Rosters are opening on **May 19**,

- Last Day to Submit Final Grades for SPRING term is Thursday, **June 1**.
- Summer I Sessions begin **June 5**.

Graduation Application Deadlines:
Summer Graduates: **July 31, 2017**

Council of Academic Program Major and Minor Coordinators Meeting
Attendance

September 14th, 2016

Attendees: Andrea Balis, Dara Byrne, Jean Carmalt, Shu-Yuan Cheng (Demi), Lyell Davies, Sven Dietrich, Louise Freymann, Wendy P. Guastaferro, Katherine Killoran, Kimora, Johanna Lessinger, Cyriaco Lopes-Pereira, Samantha Majic, Aida Martinez Gomez, Mary Ann McClure, Mickey Melendez, Jayne Mooney, Virginia Moreno, Jose Luis Morin, Catherine Mulder, Mangai Natarajan, Richard Ocejo, Karen Okamoto, Hyunhee Park, Jason Rauceo, Stephen Russell, Ed Snadjr, John Staines, Jessica Stevens, Sandra Swenson, Kate Szur, Robert Till, Maria R. Volpe, Charlotte Walker-Said, Daryl Wout

Guests: Daniel Matos, Ray Patton

October 13th, 2016

Attendees: Alexa Capeloto, Angela Crossman, Belinda Rincon, Catherine Mulder, Claudia Zuluaga, Daryl Wout, Edgardo Sanabria-Valentin, PhD, Hyunhee Park, James Llana, Jason Rauceo, Jennifer Rutledge, Jessica Stevens, Johanna Lessinger, John Staines, Jose Luis Morin, Katherine Killoran, Katie Gentile, Lawrence Kobilinsky,
Lorraine Moller, Louis Kontos, Louise Freymann, Lyell Davies, Maria R. Volpe, Michael Yarbrough, Richard Ocejo, Robert McCrie, Robert Till, Samantha Majic, Sandra Swenson, Stephen Russell, Sven Dietrich, Virginia Morena, Yvonne Purdie

November 9th, 2016

Attendees: Andrea Balis, Shu-Yuan Cheng (Demi), Angela Crossman, Sven Dietrich, Louise Freymann, Wendy P. Guastaferro, Louis Kontos, Samantha Majic, Aida Marinez-Gomez, Robert McCrie, Virginia Moreno, Jose Luis Morin, Mangai Natarajan, Richard Ocejo, Karen Okamoto, Hyunhee Park, Ray Patton, Belinda Rincon, Stephen Russell, Alexander Schultz, Francis Sheehan, John Staines, Jessica Stevens, Kate Szur, Robert Till, Maria R. Volpe, Kimora

December 13th, 2016

Attendees: Shu-Yuan Cheng (Demi), John Childerley, Geert Dhondt, Louis Freymann, Katherine Killoran, Aida Martinez Gomez, Lorraine Moller, Jose Luis Morin, Hyunhee Park, Jason Rauceo, Ed Snadjr, John Staines, Jessica Stevens, Sandra Swenson, Katalin Szur, Robert Till, Maria R. Volpe, Martin Wallenstein

February 15th, 2017

Attendees: Shu-Yuan Cheng (Demi), John Childerley, Geert Dhondt, Louis Freymann, Katherine Killoran, Aida Martinez Gomez, Lorraine Moller, Jose Luis Morin, Hyunhee Park, Jason Rauceo, Ed Snadjr, John Staines, Jessica Stevens, Sandra Swenson, Katalin Szur, Robert Till, Maria R. Volpe, Martin Wallenstein

March 28th, 2017

Attendees: Jason Rauceo, Sven Dietrich, Yilu, Yvonne Purdie, Geert Dhondt, Daryl Wout, Shu Yuan Cheng (Demi), Katie Gentile, Stephen Russell, Hyunhee Park, Jose Luis Morin, Mary Ann McClure, Jennifer Rutledge, Robert McCrie, Maria Julia Rossi, Mickey Melendez, Lyell Davies, Belinda Rincon, Lorraine Moller, Dara Byrne, Louise Freymann, Katherine Killoran, Daniel Matos, Jessica Stevens

Guests: Kenneth Yanes, Sumaya Villanueva

April 24th, 2017

Attendees: Louis Kontos, Ed Snadjr, Maria Volpe, Geert Dhondt, Jon Childerley, John Staines, Hyunhee Park, Jose Luis Morin, Jean Carmalt, Mary Ann McClure, Samantha Majic, Alexander Schlutz, Louise Freymann, Jessica Stevens, Dara Byrne, Daniel Yalisove

Guests: Sumaya Villanueva

May 10th, 2017

Attendees: Johanna Lessinger, Louis Kontos, Ed Snadjr, Maria R. Volpe, John Staines, Shu-Yuan Cheng (Demi), Sandra Swenson, Stephen Russell, Hyunhee Park, Karen Okamoto, Samantha Majic, Aida Martinez Gomez, Kimora, Lorraine Moller

Guests: Louise Freymann, Katherine Killoran, Daniel Matos, Jessica Stevens, Sumaya Villanueva

A G E N D A
Major / Minor Coordinators
Wednesday, September 14th, 2016
Room L.61
Community Hour: 1:40-2:55pm

1. Greetings and Dean's Announcements
2. Student Evaluation of the Majors Survey 2015 (Dara Byrne)
3. What you need to know about Assessment? (James Llana)
4. Sophomore Year Ahead [Planning & Activities] (Kate Szur)
5. Major Advisement (Louise Freymann)
   - Updated Major and Minors Advisors Handbook
   - Registration Holds

5. Important Dates:

- October 1st- Winter and Spring 2017 schedule viewable on CUNYFirst
- October 17th Winter Registration Opens (Tentative)
- November 2nd Spring Registration- Opens (Tentative)

Graduation Application Deadlines:

Fall Graduates: October 31, 2016

Spring Graduates: March 31, 2017

Summer Graduates: July 31, 2017

A G E N D A
Major / Minor Coordinators
Thursday, October 13, 2016
Room 630T
Community Hour: 1:40-2:55pm

1. Greetings and Dean's Announcements
2. Experiential Learning (Will Simpkins)
3. Update on Major Holds (Kathy)
4. November Major Advising Plans

Important Dates:

Minor Meeting, Monday, October 17th

- October 1st- Winter and Spring 2017 schedule viewable on CUNYFirst
- October 17th Winter Registration Opens (Tentative)
- November 2nd Spring Registration- Opens (Tentative)

Graduation Application Deadlines:

Fall Graduates: October 31, 2016

Spring Graduates: March 31, 2017

Summer Graduates: July 31, 2017

A G E N D A
Major / Minor Coordinators
Wednesday, November 9, 2016
Room L.61
Community Hour: 1:40-2:55pm

1. Greetings and Dean's Announcements
2. Advisement experiences
3. Spring 17 Major/minor exploration campaign planning
4. Transfer student outreach in the majors: Current practices and future planning
5. Experiential Learning transcript notations

Important Dates:

Graduation Application Deadlines:

Spring Graduates: March 31, 2017

Summer Graduates: July 31, 2017

AGENDA
Major / Minor Coordinators
Tuesday, December 13th, 2016
Room L.61
Community Hour: 1:40-2:55pm

1. Greetings and Dean's Announcements
   a. Spring Semester Assessment Discussions

2. Updates:

   a. Unregistered Students
   b. Experiential Learning Survey/Course Attribute

3. Major and Minor Planning (Jessica Stevens)
4. Grade Clarification Memo (Daniel Matos)

Important Dates:

Last Day to register for Spring Semester Friday, February 3rd
Fall Registration Begins First Week in April (TBD)

Graduation Application Deadlines:
Spring Graduates: March 31, 2017
Summer Graduates: July 31, 2017

A G E N D A
Major / Minor Coordinators
Wednesday, February 15th, 2017
Room L.61
Community Hour: 1:40-2:55pm

1. Greetings and Dean's Announcements

2. Updates:
    - Spring re-enrollment outcomes

3. Off-Track students in major (Academic Review Process Built into upper sophomore curriculum)
4. Capstone Survey
5. Major and Minor event series: Jessica Stevens

Important Dates:

Fall Registration Begins First Week in April (TBD)

Graduation Application Deadlines:
Spring Graduates: March 31, 2017
Summer Graduates: July 31, 2017

AGENDA
Major / Minor Coordinators
Tuesday, March 28th, 2017
Room L.61
Community Hour: 1:40-2:55pm

1. Greetings and Dean's Announcements

Discussion:

2. Demo of the Major Advisement Webpages (Sumaya & Louise)
3. Fall Registration (Daniel Matos)
    - Procedure for Students who want to Attend Commencement but Finishing in Summer
4. Study Abroad (Kenneth Yanes)
5. Social Justice Distinction (Dara)

Important Dates:

No Show Student Analysis data feedback for next M & m meeting
Wednesday, April 26th

Summer Registration started March 20th
Shopping Cart Opened March 14th

Fall Registration starts April 19th
Shopping Cart Opens April 3rd

Upper sophomore registration holds will be removed May 5th

Graduation Application Deadlines:
Spring Graduates: March 31, 2017
Summer Graduates: July 31, 2017

A G E N D A
Major / Minor Coordinators
Monday, April 24th, 2017
Room L.61
Community Hour: 1:40-2:55pm

1. Greetings and Dean's Announcements

Discussion:
2. Instructions for Summer Advisement (Dara/Kathy)
3. Excelsior Scholarship (Sumaya)
4. DegreeWorks Update (Kathy/Sumaya)
5. Re-Enrollment Report (Jessica Stevens)

Important Dates:

Upper sophomore registration holds will be removed May 5th

Graduation Application Deadlines:
Summer Graduates: July 31, 2017

A G E N D A
Major / Minor Coordinators
Wednesday, May 10th`, 2017
Room L.61
Community Hour: 1:40-2:55pm

1. Greetings and Dean's Announcements
2. Degree Works Update (Sumaya)
3. Upper Sophomore Advising and release of Major Holds update (Sumaya)
4. Timeliness of Final Grades (Daniel)
5. Graduation Approved Students for SP 2017

Important Dates:

Upper sophomore registration holds will be removed **May 15th**

Faculty Grade Rosters are opening on **May 19**,

- Last Day to Submit Final Grades for SPRING term is Thursday, **June 1**.
- Summer I Sessions begin **June 5**.

Graduation Application Deadlines:
Summer Graduates: **July 31, 2017**

Committee on Honors, Prizes, and Awards

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

Agenda
February 21, 2017
L.65.08 NB

- Introductions
- Review of Nomination Letters: Faculty Service to Students Award

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

Minutes for February 21, 2017

Presiding Chair: Lynette Cook-Francis, Vice President of Student Affairs

Member Present:
Michael Sachs, AVP/Dean of Students,
Danielle Officer, Director of Center for Student Involvement and Leadership
Marta Conchiero-Guisan, Faculty
Vijay Sampath, Faculty
Sara Shaw, Recorder

Order: The meeting was called to order by VP Cook-Francis at 1:43pm. Quorum was achieved.

Introductions:
Members present introduced themselves.

Late Nominations:
Danielle Officer that there were a few late nominations sent in for this award by students. It was also mentioned that she had turned away a few students who had missed the deadline and thought it unfair to accept nominations after the deadline.

Motion #1: Motion to uphold deadline date of February 16, 2016 – Danielle Officer
Second: Michael Sachs
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed

Faculty Service to Students Award:
It was noted that the student's submitted their votes by proxy to Danielle Officer.

All members present noted their top picks from the faculty members nominated. All members noted that the only nominee who had a great impact on a number of students was Christen Madrazo.

Motion #2: Motion to recommend Christen Madrazo as the winner for the Faculty Service to Students Award – Danielle Officer
Second: Michael Sachs
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion Passed

Meeting adjourned at 2:10pm.

Committee on Honors, Prizes, and Awards
L72.23 @ 11:00am
March 23, 2017

Agenda:

- Call to Order
- Incomplete Applications
- Vote for the awards recipients for the:
    - Graduate Achievement Awards (3)
    - Graduate Student Service Award
    - Graduate Peer Mentoring Award (2)
    - Graduate Veteran Award
    - Undergraduate Veteran Award
    - Leonard E. Reisman Award
    - Howard Mann Humanitarian Award
    - Scholarship and Service Award
    - Distinguished Service Award

John Jay College of Criminal Justice
Committee on Honors, Prizes, and Awards
L72.23 at 11:00am
Minutes for March 23, 2017

Presiding Chair: Lynette Cook-Francis, Vice President of Student Affairs

Member Present:
Danielle Officer, Director of Center for Student Involvement and Leadership
Brian Carvajal, Student Representative
Mahtab Khan, Student Representative
Marta Conchiero-Guisan, Faculty

Recording Secretary:
Sara Shaw, Office of Student Affairs

Visitor:
Brandon Tilgheman, Office of the Provost

Order: The meeting was called to order by VP Cook-Francis at 1:43pm. Quorum was achieved.

Introductions:
Members present introduced themselves.

Late Applications:
Sara Shaw reported that two applications were submitted incomplete, one missing the personal statement and the second missing the application form and recommendation letters. It was noted that the application deadline was March 10, 2017 and the applications were completed ten days after the deadline.

Motion #1: Motion to uphold deadline date of March 10, 2017 – Danielle Officer
Second: Brian Carvajal
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed

It was noted that Faculty member Vijay Sampath submitted his votes by proxy to Sara Shaw.

Graduate Achievement Awards
It was noted that one applicant did not meet the requirements for this award. Alyza Anderson, Ren Murrell and Sawsan Osman were selected for this award.

Graduate Student Service Award
Muhammad Rehman was selected out of three applicants to receive this award.

Graduate Peer Mentoring Awards

Bikens Pierre and Sara Conqvist was selected out of three applicants to receive this award.

Graduate Veteran Award

While there were no applicants for this award, it was noted that one student did qualify to apply. The committee voted to select Alyza Anderson for this award.

Undergraduate Veteran Award

Rondell Holland was selected out of two applicants to receive this award.

Leonard E. Reisman Medal

Kadeem Robinson was selected out of nineteen applicants to receive this award.

Scholarship and Service Award

Sanjida Afrin Meem was selected out of twenty-one applicants to receive this award.

Howard Mann Humanitarian Award

Jessica Jean was selected out of twenty-one applicants to receive this award.

Distinguished Service Award

Oluwatobi Adeleke, Seonae Byeon, Tami Eisenreich, Faika Kabir and Izabela Qafa were selected out of twenty-four applicants.

Meeting adjourned at 12:00pm.

College-Wide Assessment Committee

College-Wide Assessment Committee (CWAC) Meeting
September 28, 2016

Present: Marie-Helen (Maria) Maras (Co-Chair); Denise Thompson (Co-Chair); Virginia Moreno; Maureen Richards; Allison Orlando

Regrets: Mechthild (Mecki); Deborah Washington James Llana, Lizette Delgado-Cruzata

The meeting was called to order at 1:40 p.m.

Item	Discussion
Assessment outreach	**There are a number of projects in the pipeline**: Faculty Development Day: Maria and Denise discussed their meeting with Gina from Teaching and Learning and Ray from Gen. Ed. about potential collaborative projects. Development Projects: In collaboration with Teaching and Learning (Gina) we will develop guidelines for two to three outcomes assessment projects. The award specifically targets 300-level courses, and perhaps capstone classes as well. Departments will have to apply to be awarded funding. General Education: Maria and Denise also met with Ray from the Curriculum Committee and the Director of General Education about making assessment meaningful and useful to their process. There is consistency between Ray's plans and those from the Center for Teaching and Learning to begin work on the 300 level justice core. Ray is also interested in using Big Data to better plan our programs and/or projects. He wants CWAC to discuss ways that he and the Curriculum Committee can be involved in assessment. Targeting departments: • CWAC members discussed a desire to target departments that are not doing well in assessment. We will visit with those working on assessment in these departments. • We also want to target those departments doing well in assessment to be ambassadors for assessment. In that way we do not lose those doing well as we focus on those struggling. • Training Sessions: Offer departments their own training sessions. We will have to determine how to do this. The committee will use the two meetings in October to plan and devise a strategy for how to proceed.

Marketing and promoting Assessment	Our vignettes on assessment will be done between October 2016 and June 2017. We will discuss at the October 13, 2016 meeting. We could have a conversation with Kelli Green, a former member of the Committee and works in the Marketing Department.
Tentative Fall 2016	Tentative dates for CWAC meetings in Fall 2016: Tuesday, October 13, 2016 Tuesday, October 26, 2016 Tuesday, November 9 or 10, 2016 Tuesday, December 7 or 8, 2016
Next Meeting	The next committee meeting will be held on October 13, 2016.

The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Denise Thompson and Maria Maras

CWAC Attendance

September 28, 2016

Present:

Marie-Helen (Maria) Maras (Co-Chair)

Denise Thompson (Co-Chair)

Virginia Moreno

Maureen Richards

Allison Orlando

Regrets:

Mechthild (Mecki)

Deborah Washington

James Llana

Lizette Delgado-Cruzata

College-Wide Assessment Committee (CWAC) Meeting
October 26, 2016

Present: Marie-Helen (Maria) Maras (Co-Chair); Denise Thompson (Co-Chair); Maureen Richards; Mechthild (Mecki); Deborah Washington; Lizette Delgado-Cruzata; Virginia Moreno; James Llana

Regrets: Alison Orlando

The meeting was called to order at 1:40 p.m.

Item	Discussion
Faculty Development Day	The committee discussed a potential panel topic for Faculty Development Day: "The state of assessment at John Jay." Allison Pease (Associate to the Provost for Faculty) and Gina Foster asked Maria and Denise to meet with them to discuss Faculty Development Day (FDD). The proposed FDD panel will provide a broad assessment overview in 5-10 minutes (perhaps with a 1-3 page handout that captures the information) and then feature a "model" program whose assessment efforts have made a critical difference in student learning. Members of that program could explain what they found lacking in student outcomes and how, using what they learned, they successfully closed the loop and improved student outcomes. After CWAC's presentation, Andrew Sidman and Judy-Lynne Peters of the Gen Ed Subcommittee will talk about general education assessment. Maria and Denise are meeting with Allison Pease (Associate to the Provost for Faculty), Gina Foster (Director of Teaching and Learning Center), Andrew Sidman (Gen Ed Subcommittee), and Judy-Lynne Peters (Gen Ed Subcommittee) at 3:30 pm on October 26, 2016, to discuss Faculty Development Day.
CWAC Activities and Commitments	Denise distributed a list of activities for CWAC members to work on for the 2016-2017 academic year. The following is a list of the activities and the members that will be working on these activities. 1) **Faculty Development Day** (January 25, 2017): planning and coordination with Associate to the Provost for Faculty, Director of Teaching and Learning Center, and Gen Ed Subcommittee. Maria and Denise will work on these activities.

	2) **Faculty Assessment Fellows** (encouraging and promoting assessment). Denise, Lissette and Jim will work on this. 3) **Assessing Feedback Reports**. Review assessment reports from the previous years to uncover common themes or gaps in assessment. Maureen, Mecki, and Lissette will work on this activity. 4) **Review of Bylaws**. Assess the committee's roles and responsibilities at the college. Maureen and Maria will work on this activity. 5) **Educating CWAC on Assessment** (ongoing). Virginia will work on this activity. 6) **Vignettes.** Review different colleges' marketing of assessment and recommend best practices for use by CWAC in marketing assessment activities. Maureen will work on this activity. 7) **Outreach to New Department Assessment Coordinators.** Dara Byrne can help with this activity. Denise will be working on this. 8) **Institutional Learning Outcomes.** Review methods and approaches to assessing institutional learning outcomes. Alison and Mecki will be working on this. 9) **Administrative Assessment.** HEOs could guide this process. Research assessment plans of departments and programs will be evaluated. Alison and Deborah will be working on this; Virginia will assist them. Members will report back to the committee about their progress in these areas throughout the 2016-2017 academic year.
Assessment Awards - Program Improvement Grants	The Teaching and Learning Center will sponsor program improvement grants for faculty to "close the loop" on their outcomes assessment findings in order to strengthen student learning. Maria and Denise are meeting with Allison Pease, Gina Foster, Andrew Sidman, and Judy-Lynne Peters at 3:30 pm on October 26, 2016, to discuss these grants.
Marketing and Promoting Assessment	*Increasing CWAC Visibility*. In addition to Faculty Development Day and the CWAC Activities and Commitments for 2016-2017, Maria discussed the possibility of CWAC members meeting with department Chairs and academic coordinators to discuss evaluations of departments' annual assessment reports in Spring 2017.
Assessment Journey	CWAC will develop an infographic on the assessment journey. Maria will create the infographic and distribute it to CWAC members for comment.

Remaining Meeting Dates for Fall 2016	Meeting dates for CWAC meetings in Fall 2016: Thursday, November 10, 2016 Thursday, December 8, 2016
Next Meeting	The next committee meeting will be held on November 10, 2016.

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

Respectfully submitted,

Maria Maras and Denise Thompson

CWAC Attendance

October 26, 2016

Present:

Marie-Helen (Maria) Maras (Co-Chair)

Denise Thompson (Co-Chair)

Maureen Richards; Mechthild (Mecki)

Deborah Washington

Lizette Delgado-Cruzata

Virginia Moreno

James Llana

Regrets:

Alison Orlando

AGENDA

CWAC Meeting

November 10, 2016

1. Approval of minutes of October 26, 2016
2. Program Improvement Grants
3. Faculty Development Day
4. Infographics
3. Feedback reports
4. Other business

College-Wide Assessment Committee (CWAC) Meeting
November 10, 2016

Present: Denise Thompson (Co-Chair); Virginia Moreno; James Llana; Maureen Richards; Lizette Delgado-Cruzata; Mechthild (Mecki);

Regrets: Marie-Helen (Maria) Maras (Co-Chair); Allison Orlando; Kelisha Layne; Deborah Washington

The meeting was called to order at 1:40 p.m.

Item	Discussion
Faculty Development Day (FDD)	Denise provided an update on the last Faculty Development Day planning meeting with Gina Foster, Center for Teaching and Learning; Allison Pease, Judy Lynne Peters and Andrew Siydman ~~(Gen. Ed.)~~ and Raymond Patton ~~X~~(Gen. Ed.) ~~XXX.~~ More to come on this as we get closer to the January 25th event.
Infog ~~G~~raphic	The committee discussed the draft info graphic created by Maria to be ready for the FDD in January 2017.~~.~~ Our discussions centered on clarifying the milestones in the assessment journey. Virginia pointed out that the infographic began at the wrong place and that we really ought to begin with the program goals and the curriculum map. Then from there we should develop an assessment plan to determine what to assess and when. Steps in the journey discussed in meeting yesterday: 1. Work with departmental team including major coordinators - this is a collaborative, NOT an individual journey only, conversations are important 2. Review/start with Program Learning Goals (are they still current) 3. Develop/revise curriculum map 4. Distill Student learning outcomes for each course from the Map 5. Develop Syllabi to reflect the relevant student learning outcomes per course based on stated performance expectations 6. Develop an Assessment Plan >>>>>Decide on the assessment schedule, what courses will be assessed when, assessment tools/rubrics

	7. Assess Program improvement (closing the loop) - spell out changes involved, implement the changes, START OVER - Assessment is a continuous cycle of improvement 8. Managing student learning TIES all these together - it is the purpose of why we do assessment. Managing student learning is an ACTIVE process of engaging with faculty to direct and oversee all aspects of the teaching and learning process. The JOURNEY ends at an assessment culture at the program, unit and institutional levels **Everyone liked the image Maria developed so we agreed to work at adopting that to fit the steps outlined above. The images were appealing and colorful, and members believed that these would appeal to those beginning or continuing the assessment process. The committee agreed to present two sides to the infographic - the Journey on the frontside, and XXXXX on the backside. Mecki volunteered to develop something The members agreed to brainstorm some more in an effort to improve upon the draft infographic circulated during the meeting. Maureen volunteered to do some research and share ideas/graphics on what is currently existing at other colleges.
Next Meeting	The next committee meeting will be held on December 8, 2016 (right??).

The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Denise Thompson and Maria Maras

AGENDA

College-wide Assessment Committee Meeting

February 23, 2017

1. Assessment Reports
2. Spring 2017 Project(s)
    - learning from assessment reports
    - Best practices (e.g. in critical thinking, general education, analysis, capstone)
3. Fall 2017 events
    - Lunch and Learn Fall 2017
    - Newsletter
4. Other business

College-Wide Assessment Committee (CWAC)
Meeting Minutes
February 23, 2017

Present: Denise Thompson (Co-Chair); Maureen Richards; Mechthild (Mecki) Prinz; Lucia Velotti Garcia; Allison Orlando; Virginia Moreno;

Regrets: Marie-Helen (Maria) Maras (Co-Chair); Keylisha Layne

The meeting was called to order at 1:40 p.m.

Item	Discussion
Minutes	Approval of minutes.
New member	Lucia Velotti, our newest member was brought up-to-speed on feedback reports. Virginia also agreed to forward a few important documents to her to get her acquainted with the work of the committee. Virginia will add Lucia to the CWAC website. She will also send Lilliana assessment resources to get her started. In the meantime, Lilliana was encouraged to access the CWAC site via the JJay Website
Feedback reports	Virginia noted that in our feedback reports, we should speak to what has been done to improve programs and/or strengthen courses assessed the previous year. Ideally, feedback reports should mention when improvements were made as a result of the previous feedback reports.
Reviewing the CWAC's responsibilities per the Bylaws	We discussed the fact that CWAC was the only committee with broad view of assessment across the college. Our reporting, including our End -of-Year report, then, should provide a panoramic view of assessment across the college - i.e. a state of assessment at the college view. The report should also include lessons learned, and best practices on selected aspects of assessment. The End-of-Year report should be shared with the committee members and feedback solicited prior to submission in July. We should also solicit feedback from major coordinators about the usefulness of feedback reports. Moreover, the Committee should also contact major coordinators and deans to see if they use the reports, whether they looked forward to getting the report, and whether they use it.

	In that vein, the committee decided to dedicate its March 30, 2017 meeting to reviewing current and past reports to pull out what lessons we learned about assessment at the college. Virginia will review the rubrics she has received over the last five years and extract trends and improvement needs. These will assist us to prepare a more relevant 2016/2017 End-of-Year report.
Members' continued Absences	The committee is struggling because certain members consistently do not show up for meetings or participate in the Committee's activities. This means that we are limited in what we are able to undertake or complete. The committee has been struggling for some time. It was suggested that we report derelict members to their chairs, even as we continue to list their names under the "regrets" section of the Committee's meeting minutes. As we brainstormed how to leverage the few members that are active to execute our charge, it was suggested that we join with other college-wide centers and committees that are closely aligned with CWAC's mission, such as the Teaching and Learning Center, to get things done.
Technology	The committee had a discussion about whether software that would help us aggregate data at multiple levels and produce our End-of-Year report, or perhaps even the assessment reports, was available. Software may help us to compensate for the lack of HR and might help us to review more feedback reports. We will revisit this question going forward.
Other Business	We will dedicate the next CWAC meeting to learning from the reports that the committee has reviewed over the last several years. The end-of-year report will be compiled using the findings of this review
Next Meeting	The next committee meeting will be held on March, 30, 2017.

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

Respectfully submitted,

Denise Thompson and Maria Maras (Co-chairs).

CWAC Attendance

February 23, 2017

Present:

Denise Thompson (Co-Chair);

Maureen Richards;

Mechthild (Mecki) Prinz;

Lucia Velotti Garcia;

Allison Orlando;

Virginia Moreno;

Regrets:

Marie-Helen (Maria) Maras (Co-Chair);

Keylisha Layne

AGENDA

College-wide Assessment Committee Meeting

March 30, 2017

1. Approval of Minutes of February 23, 2017
2. Lessons learned - Review of Feedback Reports
3. Other business

CWAC Attendance

October 26, 2016

Present:

Marie-Helen (Maria) Maras (Co-Chair)

Denise Thompson (Co-Chair)

Maureen Richards; Mechthild (Mecki)

Deborah Washington

Lizette Delgado-Cruzata

Virginia Moreno

James Llana

Regrets:

Alison Orlando

February 23, 2017

Present:

Denise Thompson (Co-Chair);

Maureen Richards;

Mechthild (Mecki) Prinz;

Lucia Velotti Garcia;

Allison Orlando;

Virginia Moreno;

Regrets:

Marie-Helen (Maria) Maras (Co-Chair);

Keylisha Layne

CWAC Attendance

March 30, 2017

Present:

Denise Thompson (Co-chair);

Maria Maras (Co-chair);

Virginia Moreno;

Maureen Richards;

Alison Orlando

Lucia Veotti

Lisette Delgado Cruzata;

Mecki Prinz

Regrets

College-Wide Assessment Committee

John Jay College of Criminal Justice

End-of-Year Report: Fall 2016 - Spring 2017

With an endorsement from the Strategic Planning Sub-Committee, the College Council approved the creation of the College-Wide Assessment Committee (CWAC) in May 2011. The College-wide Assessment Committee (CWAC) completed its sixth year of work in May 2017, by continuing to build on the solid foundation laid by the committee's first five years. This report covers the activities of the Committee in the 2016/2017 academic year.

It is fitting to start by reiterating the Committee's goals:

1. Receive assessment plans and reports from academic departments and other units of the college in order to make recommendations about them and to identify best practices for the College.

2. Propose to the Strategic Planning Subcommittee, for its approval, broad policy recommendations on the conduct and use of assessment.

3. Promote assessment activities and a "culture of assessment" across the campus through dissemination of information and best practices.

4. Propose to the strategic Planning Subcommittee (College Budget and Planning Committee) broad recommendations on the conduct and use of assessment.

5. In collaboration with the Director of the Center for the Advancement of Teaching, recommend faculty development programs on the practice of assessment.

6. Guide the development of a website for campus assessment with the support of the office of Associate Provost for Institutional Effectiveness.

7. At the end of each academic year, prepare an annual report to Strategic Planning Sub-committee and to all units of the college including the college council.

8. Significant, ongoing assessment activities, with recommendations for the next year.

This year the CWAC focused its efforts on the following activities covering items 1, 3, and 5 of our charge. Highlights follow:

Goal 1: Receive assessment plans and reports from academic departments and other units of the college in order to make recommendations and identify best practices for the College.

Of the reports received, the CWAC has reviewed around 46% (12 reports) annually since 2014. This year the committee reviewed reports from the following majors plus Jay-Express

Humanities and Justice, Forensic Psychology, Law and Police Science, Latin American Studies, Criminal Justice BA, Mathematics and Computer Science, Criminology, Cultural and Deviance Studies BA, BA in International Criminal Justice, Fire Sciences, Law Police, Criminal Justice Administration and J-Express:

In addition to the reviews noted above, CWAC's March 30, 2017 meeting was dedicated to an in-committee focused review of Feedback Reports to gain a better appreciation of the state of assessment across the College. The CWAC would like to report on the following lessons on the state of assessment at the College.

Since the inception of the committee, there have been significant improvements in assessment across most departments. The findings show that:

- More departments are currently doing assessment regularly, at least every other year.
- More people are involved in assessment at the departmental level leading to an improved culture for assessment departmentally.
- More detailed and contextualized responses in reports from departments. More details assist reviewers with formulating more meaningful review and suggestions for improvement in departmental assessment.
- Many departments are doing a good job integrating data into their assessment reports, but some still have a long way to go in this regard.

However, challenges that permeate every level of the institution remain. Below are key weaknesses at the departmental, and institutional levels.

Departmental:

- More than half of all departments are still missing linkages between learning objectives being assessed and the program goals. For instance, departments are not sufficiently linking their reports to recommendations/issues raised in CWAC's feedback reports. Many are still not explaining how they are building on previous assessment efforts.
- There is still little alignment between the Assessment Plan and current round of assessments -i.e. how does the current assessment efforts match up with the assessment plan–i.e. what should be assessed, highlight deficiencies, compare with prior assessment reports.
- Mapping objectives to unit goals and mapping learning objectives to program goals is still not effectively done by some departments.
- Explanation of assessment tool needs to be more fully detailed in some reports.

Institutional

- There is no indication of how institutional assessment efforts are being linked to departmental assessment efforts. For instance, the College's strategic plan should be carefully aligned with departmental/program learning components and the services that

support these components. These in turn should be linked to program development, faculty hiring, labs, scholarship, and so on. Clear articulation of these components and their integration is needed at the college level.

- There is no acknowledgement of the limitations that the CWAC faces in building and sustaining assessment efforts -- membership remains a challenge.

Together, our various examinations show that we have made progress in assessment; however, there is still much to be done to create an assessment culture at John Jay. There remain systemic issues regarding assessment that need to be addressed from the departmental level up. The committee needs to assist departments in building a culture of assessment so that our assessment efforts will be sustainable. And, it needs help and support from the institution to do so effectively. One of the new initiatives to support CWAC is a collaboration with the Center for the Teaching and Learning. The director of the center has recommended faculty development programs on the practice of assessment, as well as work to promote a culture of assessment at the College (Items 3 and 5).

Goal 3: Promote assessment activities and a "culture of assessment" across the campus through dissemination of information and best practices.

General Education: Denise and Maria also met with Ray Patton from the Curriculum Committee and the Director of General Education about making assessment meaningful and useful to the General Education process. There is consistency between Ray's plans and those from the Center for Teaching and Learning to begin work on the 300-level justice core. Ray is also interested in using Big Data to better plan our programs and/or projects. He wants CWAC to discuss ways that he and the Curriculum Committee can be involved in assessment.

Infographic: The committee created an infographic outlining steps in the assessment process along with ideas on how to begin the process. This infographic was disseminated at the Faculty Development Day event in the Spring of 2017, and is available for anyone interested in starting their assessment journey.

Goal 5: In collaboration with the Director of the Center for the Advancement of Teaching, recommend faculty development programs on the practice of assessment.

After initial contacts by the CWAC, Gina Foster from the Center for Teaching and Learning, and Allison Pease, Administrator with responsibility for Teaching and Learning convened a meeting to discuss assessment. Also at the meeting were representatives from UCASC, General Education Committee, and the Director for Gen. Ed. and member of the Curriculum Committee at the College, Ray Patton. Several issues were put on the table at this useful exchange, and this process needs to continue as part of CWAC's outreach efforts.

Faculty Development Day (FDD) activity: CWAC co-chairs Denise Thompson and Maria Maras discussed the committee's ideas for a panel on assessment at the Fall 2016 FDD event. The ideas were well received and along with Gina Foster and Allison Pease planning ensued. The full CWAC committee participated in organizing a panel that took place during the Lunch Hour plenary and

drew wide attendance across departments. Based on our lessons from the FDD event, the CWAC will consider the following activities in its 2017/2018 academic year's activities:

- Work to create a list of lessons learned about assessment, which should also contain some best practices in assessment
- Make a list of readily available assessment tools to aid departments in their assessment process.
- Work to get resources to improve the assessment website to make it useful, relevant and accessible to all department and programs across the college.

Program Improvement Grants (PIGs): In collaboration with Teaching and Learning Center (Dir. Gina Foster), Gen. Ed. and UCASC, CWAC worked to develop guidelines for new funding opportunities for departments and programs wanting to improve their assessment process and their reporting. The group developed guidelines for two to three outcomes assessment projects. The award specifically targeted 300-level courses, and/or capstone classes. Departments will have to apply to be awarded funding under the Program Improvement Grant initiative (PIGs). PIGs were announced in the Spring of 2017, and the first set of funded projects are now being implemented.

Persistent Membership challenges

The CWAC has consistently lacked the full complement of members since we continue to struggle with attracting members, and also because of high attrition rates among its existing membership. This has consistently been the case over the last five years or so. The CWAC therefore has not been able to do the level of outreach or analyses required to effectively guide assessment efforts at the college, despite our best intentions.

The CWAC is one of the mandated college-wide committees and we must do a better job of building and supporting it generally, not only in the run-up to Middle States visits.

Recommendations to the Strategic Planning Committee

Institutional

- Find an "Assessment Champion". This individual should be a high level administrator who will publicly champion the cause at the College. The Assessment Champion will clearly articulate how the College's strategic plan aligns with departmental/program learning components and the services that support these components.
- Carefully link institutional assessment efforts to departmental assessment efforts.
- Acknowledgement of the membership challenges that CWAC faces in building and sustaining assessment efforts.
- Work with the Faculty Senate to recruit members to the CWAC. It is one of the college's mandated committees and can only be as effective as its membership. The committee should be supported in the meaningful work that it continues to do across the college in assessment.
- Commit resources to improve the CWAC website so that it is more helpful and accessible to departments.

CWAC

In the CWAC's 2017/2018 programming, focus should be placed on the following efforts to increase the number of CWAC active members:

- Outreach: Implement a more robust recruitment drive to bring the committee to its full complement-visiting related committees including General Education, meetings with major and minor coordinators, senior administrators including Office for Institutional Effectiveness, Finance, and so on.
- Continue to work with the Director of General Education and the Center for Teaching and Learning on making assessment meaningful and useful to the General Education process. Find ways that all can mutually benefit from activities.
- Review its feedback report rubric: To better assist departments in streamlining their feedback assessment reports, the Committee now plans to review its current feedback reporting rubric currently in use by programs and departments to report on their assessment activities. The review is necessary to ensure that all relevant information is included in feedback reports. These changes will also help the CWAC to standardize feedback reports and clarify what it deems important in such reports.

Meeting Dates - Fall 2017/Spring 2018

Meeting dates for the upcoming academic year will be finalized in the first fall meeting.

College-Wide Assessment Committee Members 2016/2017

Denise Thompson, Public Management, Co-chair
Marie-Helen Maras, Security, Fire, and Emergency Management, Co-chair
Mechthild (Mecki) Prinz, Science
Maureen Richards, Library
Lucia Velotti, Security, Fire, and Emergency Management (started Spring 2017)
Allison Orlando, Institutional Effectiveness
Lissette Delgado Cruzata, Science
Virginia Moreno, Director of Outcomes Assessment (ex officio)
Jim Llana, Associate Provost for Institutional Effectiveness (ex officio until Fall 2016))

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of
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