COLLEGE COUNCIL COMMITTEES

AGENDAS

ATTENDANCE

MINUTES

2017-2018
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NA: Not Attending  
Alternates are Italicized  
Student Council is Bolded  

Attendance: _____  
Total: 69  
Q: 36
The College Council held its first meeting of the 2017-2018 academic year on Tuesday, September 12, 2017. The meeting was called to order at 1:51 p.m. and the following members were present: Schevaletta (Chevy) Alford, Rael Almonte, Wanda Baldera, Andrea Balis, Andrew Bandini, Rosemary Barberet, Elton Beckett, Ellen Belcher, Warren (Ned) Benton, Avram Bornstein, Dara Byrne, Andrew Candia, Anthony Carpi, Brian Carvajal, James Cauthen, Helen Cedeno, Katarzyna Celinska, Diana Chacon, Kinya Chandler, Lynette Cook-Francis, Dana Davies, Sven Dietrich, Sandrine Dikambi, Lisa Farrington, Jarrett Foster, Joel Freiser, Jonathan Gray, Jill Grose-Fifer, Vanessa Gutierrez, Maki Haberfeld, Bianca Hayles, Asia M. Johnson, Karen Kaplowitz, Erica King-Toler, Anru Lee, Johanna Lessinger, Anne Lopes, Vincent Maiorino, Isaac Xerxes Malki, Peter Mameli, Maria Jose Martinez, Aida Martinez-Gomez, Karol Mason, Mickey Melendez, Brian Montes, Steven Pacheco, Frank Pezzella, Belinda Rincon, Lauren Shapiro, Francis Sheehan, Nicholas Smith, Dante Tawfeeq, Steve Titan, Fatime Uruci, Hung-Lung Wei, Rebecca Weiss, Janet Winter, Melinda Yam, Guoqi Zhang


*Alternates

I. Adoption of the Agenda

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

II. Election of Interim Secretary to the College Council

A motion was made to elect Alison Orlando as Interim Secretary to the College Council. The motion was seconded and approved unanimously.

III. Minutes of the May 15, 2017 College Council

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

In Favor: 55 Oppose: 0 Abstentions: 1

IV. College Council Orientation

Interim Provost Anne Lopes presented a PowerPoint presentation.
V. Approval of the Members of the College Council Committees

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

**College Council**
- Joel Freiser is the at-large adjunct representative of the Faculty Senate.*
- Veronica Hendrick was nominated to serve as a faculty at-large member.*
- Artem Domashevskiy was removed as a faculty at large member.
- Vanessa Gutierrez was nominated to serve as a graduate student representative on the committee.

**Executive Committee of the College Council***
- Ned Benton, Karen Kaplowitz, Francis Sheehan, Schevaletta (Chevy) Alford, Andrea Balis, Stephen Russell and Sven Dietrich were nominated to serve as full-time faculty on the committee.

**Committee on Student Interests**
- Ellen Belcher and Nicole Elias were nominated to serve as members of the faculty on the committee.*
- Leslie Rodriguez was nominated to serve as a student representative on the committee.

**Faculty-Student Disciplinary Committee***
- Robert McCrie, Thurai Kugan, and Peggilee Wupperman were nominated to serve as the rotating chairs.
- Heath Grant, Liliana Soto-Fernandez and Jaime Cory were nominated to serve as faculty members on the panel.

**Committee on Faculty Personnel**
- Vanessa Gutierrez was nominated to serve as a student representative on the committee.

**Budget and Planning Committee***
- Michael Brownstein replaces Francis Sheehan as the Vice President of the Faculty Senate.
- Karen Kaplowitz replaces Thomas Kucharski as the Chair of the Faculty Senate Fiscal Affairs Committee.
- Charles Stone replaces Karen Kaplowitz as the Vice Chair of the Faculty Senate Fiscal Affairs Committee.
- Karen Kaplowitz and Maki Haberfeld were nominated to serve as the Faculty Senate Representatives on the Strategic Planning Subcommittee.

**Committee on Graduate Studies**
- Tyresa Jackson was nominated to serve as the student representative on the committee.

**Committee on Student Evaluation of the Faculty***
- Keith Markus, Aida Martinez-Gomez and Daniel Yaverbaum were nominated to serve as full-time faculty members on the committee.
**Provost Advisory Council**
- Michael Brownstein replaces Francis Sheehan as the Vice President of the Faculty Senate.

**Council of Undergraduate Program Coordinators**
- Applied Mathematics: Data Science and Cryptography should be added to the list. Samuel Graff is the coordinator.
- Brian Lawton is the coordinator for the Criminal Justice BA.
- The concentrations in Economics should be removed from the list.
- Silvia Mazzula replaces Angela Crossman as coordinator of Forensic Psychology.
- Isabel Martinez replaces Jose Luis Morin as coordinator of Latin American and Latina/o Studies.
- Veronica Michel and Monica Varsanyi replace Jean Carmalt and Michael Yarbrough as coordinators of Law and Society.
- Legal Studies should be removed from the list.
- Remove concentrations in Spanish. Aida Martinez-Gomez is the coordinator.
- Robert Garot is coordinator for the fall and Richard Ocejo is coordinator for the spring for Sociology.
- Ellen Belcher is coordinator for the fall and Karen Okamoto is coordinator for the spring for the Library
- Michael Pfeifer is the coordinator for Global History.

**Committee on Honors, Prizes and Awards**
- Vijay Sampath and Marta Concheiro-Guisan were nominated to serve as full-time faculty members on the committee.

**College-Wide Grade Appeals Committee**
- Toy-Fung Tung and Thurai Kugan were nominated to serve as tenured faculty members on the committee.

**College-Wide Assessment Committee**
- Lisette Delgado-Cruzata, Jennifer Rutledge, Maureen Richards, Lucia Velotti, and Dante Tawfeeq were nominated to serve as full-time faculty members on the committee.
- Kelly Greene was nominated to serve as a HEO Representative on the committee.

**Committee on Faculty Elections**
- Maria Kiriaikova, Chelsea Binns, and Schevaletta (Chevy) Alford were nominated to serve as full-time faculty members on the committee.

* Received prior to the meeting but not in time for printing of agenda.

**VI. COACHE Status Report**

Interim Provost Anne Lopes gave a status update on the “Provost’s Plan for Implementation of COACHE Working Group Recommendations.”
VII. **Report from the Undergraduate Curriculum and Academic Standards Committee**
(attachments D1-D6)

A motion was made to adopt new courses marked D1-D4 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked D1-D4:

D1. AFR 1XX (145) Introduction to Community Justice  
D2. AFR 3XX (325) Research Methods in Human Services & Community Justice  
D3. ESA 3XX (360) Response to Large-Scale Disaster & Mass Casualty Incidents  
D4. PSC 3XX (337) Chinese Americans in Policing

The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked D5-D6 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt course revisions marked D5-D6:

D5. ANT 325 Ethnographic Research Methods in Anthropology  
D6. POL 409 Colloquium for Research in Government and Politics

The motion was seconded and approved unanimously.

VIII. **Report from the Committee on Graduate Studies** (attachments E1-E6)

A motion was made to adopt program revisions marked E1 - E3 and course revisions marked E4-E6 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt program revisions marked E1 - E3 and course revisions marked E4-E6:

E1. Changes to MA program in International Crime and Justice  
E3. Changes to the MS program in Digital Forensics and Cyber Security  
E4. ICJ 704 Culture and Identity in a Global Context  
E5. ICJ 715 Research Methods in International Organized Crime Studies  
E6. FCM 780 Capstone Seminar and Fieldwork

The motion was seconded and approved unanimously.

The meeting was adjourned at 2:43 p.m.
I. Adoption of the Agenda

II. Minutes of the September 12, 2017 College Council (attachment A), Pg. 2

III. Approval of the Members of the College Council Committees (attachment B), Pg. 6
   - Glenn Corbett was elected as a faculty alternate on the College Council, Pg. 8
   - Stephen Russell was elected as an at-large faculty member on the College Council, Pg. 8
   - Janice Carrington was elected as a Higher Education Officer representative on the College-Wide Assessment Committee, Pg. 19

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

IX. Announcements from the HEO Council – President Sandrine Dikambi
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Total Members: 69

Quorum: 36

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Quorum: 36  
Attendance: ____
The College Council held its second meeting of the 2017-2018 academic year on Wednesday, October 11, 2017. The meeting was called to order at 1:47 p.m. and the following members were present: Schevaletta (Chevy) Alford, Rael Almonte, Jasmine Awad*, Wanda Baldera, Andrea Balis, Rosemary Barberet, Elton Beckett, Ellen Belcher, Warren (Ned) Benton, Avram Bornstein, Dara Byrne, Anthony Carpi, Brian Carvajal, James Cauthen, Helen Cedeno, Katarzyna Celinska, Kinya Chandler, Lynette Cook-Francis, Dana Davies, Sven Dietrich, Sandrine Dikambi, Anila Duro*, Lisa Farrington, Joel Freiser, Robert Garot*, Heath Grant, Vanessa Gutierrez, Bianca Hayles, Veronica Hendrick, Asia M. Johnson, Karen Kaplowitz, Erica King-Toler, Maria Kiriakova, Johanna Lessinger, Anne Lopes, Yue Ma, Vincent Maiorino, Isaac Xerxes Malki, Peter Mameli, Maria Jose Martinez, Aida Martinez-Gomez, Mickey Melendez, Brian Montes, Frank Pezzella, Belinda Rincon, Stephen Russell, Lauren Shapiro, Francis Sheehan, Nicholas Smith, Dante Tawfeeq, Steve Titan, Fatime Urucci, Hung-Lung Wei, Janet Winter, 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 September 12, 2017 College Council**

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

   In Favor: 47   Oppose: 0   Abstentions: 1

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

A motion was made to approve the membership list with the following changes.

* Jasmine Awad was nominated to serve as a student representative on the Undergraduate Curriculum and Academic Standards Committee.
Wanda Baldera was nominated to serve as a student representative on the Committee on Faculty Personnel. The motion was seconded and passed.

In Favor: 50   Oppose: 0   Abstentions: 1

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

A motion was made to adopt the academic policy revision marked “C. Proposal to Designate 9 Credits as Minimum Credit Load for Full-Time Graduate Status.” The motion was seconded and approved unanimously.

V. New Business

Interim Provost Anne Lopes explained the “Guidelines for Declaration of Vacancy by the Executive Committee of the College Council.”

The meeting was adjourned at 2:12 p.m.
I. Adoption of the Agenda

II. Minutes of the October 11, 2017 College Council (attachment A), Pg. 3

III. Election of the Secretary to the College Council

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1 - B14) – Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, Dara Byrne

   New Courses

   B1. ANT 3XX (327) Writing for a Multi-cultural World: Ethnographic Writing, Pg. 5

   Course Revisions

   B2. ACC 308 Auditing, Pg. 15
   B3. CRJ 255 Computer Applications in Criminal Justice, Pg. 17
   B4. GEN 205 Gender and Justice, Pg. 19
   B5. GEN/HIS 364 History of Gender and Sexuality: Prehistory to 1650, Pg. 21
   B6. ISP 100-level Course Prerequisite Bulk Request (ISP 101,110,112,134,145,147,160), Pg. 23
   B7. PSC 216 Crime Mapping Pg. 24
   B8. SEC 378 Security Management Internship, Pg. 26
   B9. SOC 210/ANT 210/PSY 210 Sex and Culture, Pg. 28
   B10. SOC 251 Sociology of Human Rights, Pg. 29
   B11. SOC 252 Environmental Sociology, Pg. 31
   B12. SOC 305 Sociology of Law, Pg. 33
   B13. SOC 327 Advanced Sociological Methodology, Pg. 35
   B14. SOC 364 Food Justice, Pg. 37

V. Report from the Committee on Graduate Studies (attachment C1 - C9) – Interim Dean of Graduate Studies, Avram Bornstein

   New Courses

   C1. HR 700 Introduction to Human Rights, Pg. 39
   C2. HR 701 International Human Rights: Organizations and Institutions, Pg. 50
   C3. HR 702 Human Rights: International and Domestic Legal Frameworks, Pg. 63
   C4. HR 705 Philosophy of Human Rights, Pg. 76
   C5. HR 706 Human Rights Advocacy and Activism, Pg. 88
C6. HR 750 Advanced Seminar in Human Rights, Pg. 99

Course Revision

C7. CRJ 750 Security of Information Technology, Pg. 113

Program Revision

C8. Changes to the MA program in Criminal Justice, Pg. 115

Academic Policy

C9. Transfer of credits between the BA/MA Program in Forensic Psychology Graduates and the MA Program in Forensic Mental Health Counseling, Pg. 121

VI. 2017-2018 College Council Calendar (attachment D), Pg. 122

VII. New Business

VIII. Administrative Announcements – President Karol Mason

IX. Announcements from the Student Council – President Fatime Uruci

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

XI. Announcements from the HEO Council – President Sandrine Dikambi
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Total Members: 69  
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**Alternates**

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Total Members: 69  
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<td>Marjorie Singer</td>
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The College Council held its third meeting of the 2017-2018 academic year on Thursday, November 9, 2017. The meeting was called to order at 1:48 p.m. and the following members were present: Schevaletta (Chevy) Alford, Jasmine Awad*, Andrea Balis, Rosemary Barberet, Elton Beckett, Ellen Belcher, Warren (Ned) Benton, Avram Bornstein, Michael Brownstein, Dara Byrne, Andrew Candia, Anthony Carpi, Brian Carvajal, Jim Cauthen, Helen Cedeno, Katarzyna Celinska, Diana Chacon, Kinya Chandler, Lynette Cook-Francis, Glenn Corbett*, Dana Davies, Sven Dietrich, Sandrine Dikambi, Lisa Farrington, Jarrett Foster, Joel Freiser, Robert Garot*, Katie Gentile, Heath Grant, Jonathan Gray, Jill Grose-Fifer, Maki Haberfeld, Bianca Hayles, Veronica Hendrick, Karen Kaplowitz, Maria Kiriakova, Louis Kontos, Anru Lee, Johanna Lessinger, Anne Lopes, Yue Ma, Vincent Maiorino, Isaac Xerxes Malki, Karol Mason, Brian Montes, Steven Pacheco, Joseph Rebello, Belinda Rincon, Stephen Russell, Lauren Shapiro, Francis Sheehan, Charles Stone, Dante Tawfeeq, Steve Titan, Fatime Uruci, Hung-Lung Wei, Rebecca Weiss, Janet Winter, Melinda Yam, 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 October 11, 2017 College Council

A motion was made to adopt the minutes with the following change:

Professor Lisa Farrington was present at the October 11 meeting.

The motion was seconded and passed.

In Favor: 51  Oppose: 0  Abstentions: 1

III. Election of the Secretary to the College Council

A motion was made to elect Debra Hairston as Secretary to the College Council. The motion was seconded and approved unanimously.
IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments B1-B14)

A motion was made to adopt new course marked “B1. ANT 3XX (327) Writing for a Multi-Cultural World: Ethnographic Writing.” The motion was seconded and approved.

In Favor: 55  Oppose: 0  Abstentions: 2

A motion was made to adopt the course revisions marked B2-B14 as a slate. The motion was seconded and approved.

A motion was made to adopt course revisions marked B2-B14.

B2. ACC 308 Auditing
B3. CRJ 255 Computer Applications in Criminal Justice
B4. GEN 205 Gender and Justice
B5. GEN/HIS 364 History of Gender and Sexuality: Prehistory to 1650
B6. ISP 100-level Course Prerequisite Bulk Request (ISP 101,110,112,134,145,147,160)
B7. PSC 216 Crime Mapping
B8. SEC 378 Security Management Internship
B9. SOC 210/ANT 210/ PSY 210 Sex and Culture
B10. SOC 251 Sociology of Human Rights
B11. SOC 252 Environmental Sociology
B12. SOC 305 Sociology of Law
B13. SOC 327 Advanced Sociological Methodology
B14. SOC 364 Food Justice

The motion was seconded and approved.

V. Report from the Committee on Graduate Studies (attachments C1-C9)

A motion was made to adopt new courses marked C1-C6 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked C1-C6.

C1. HR 700 Introduction to Human Rights
C2. HR 701 International Human Rights: Organizations and Institutions
C3. HR 702 Human Rights: International and Domestic Legal Frameworks
C4. HR 705 Philosophy of Human Rights
C5. HR 706 Human Rights Advocacy and Activism
C6. HR 750 Advanced Seminar in Human Rights

The motion was seconded and approved unanimously.

A motion was made to adopt course revision marked “C7. CRJ 750 Security of Information Technology.” The motion was made to pass. The motion was seconded and passed unanimously.
A motion was made to adopt program revision marked “C8. Changes to the MA program in Criminal Justice.” The motion was made to pass. The motion was seconded and passed unanimously.

A motion was made to adopt academic policy marked “C9. Transfer of credits between the BA/MA Program in Forensic Psychology Graduates and the MA Program in Forensic Mental Health Counseling.” The motion was made to approve. The motion was seconded and approved unanimously.

VI. New Business

A motion was made to nominate Thurai Kugan as a faculty alternate to the College Council. The motion was seconded and passed unanimously.

The meeting was adjourned at 2:31 p.m.
I. Adoption of the Agenda

II. Minutes of the November 9, 2017 College Council (attachment A), Pg. 3

III. Amendment to the College Council Bylaws
   a) Proposal and resolution to add Provost and Senior Vice President, Chairperson of the Strategic Planning Subcommittee (SPS) of the Budget and Planning Committee (attachment B) – The Faculty Senate and The Council of Chairs presented by Professor Ned Benton, Pg. 6
   b) Proposal and resolution to add one student representative to the Financial Planning Subcommittee (FPS) of the Budget and Planning Committee (attachment C) – President of the Student Council Fatime Uruci and the Vice President for Finance and Administration Steve Titan and presented by Fatime Uruci, Pg. 9

IV. Approval of Members of the College Council Committees (attachment D), Pg. 11
   - Sheeba John-Johnson was elected as a faculty alternate, Pg. 14
   - Thurai Kugan was elected as a faculty alternate, Pg. 14

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments E1 - E12) – Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, Dara Byrne

Programs

E1. Proposal to Revise the BA/MA Program in Forensic Psychology, Pg. 27
E2. New Minor in Cybercrime, Pg. 32

New Courses

E3. MAT 3XX Mathematics of Signal Processing, Pg. 47
E4. SEC 1XX Introduction to Cybercrime: Theories and Applications, Pg. 56
E5. SEC 2XX Cybercrime Investigations, Pg. 70
E6. SEC 2YY Cyberlaw and Cyberliberties, Pg. 85
E7. SEC 3XX Cyberfraud and Identity Theft, Pg. 100
E8. SEC 3YY Cyberpredators, Pg. 116
E9. SEC 3ZZ Cybervice, Pg. 132
E10. SEC 3WW Hospital Security, Pg. 148
Course Revisions

E11. PSC 255 Research Methods for Police Studies, Pg. 159
E12. SCI 114 Principles of Forensic Science, Pg. 161

VI. Report from the Committee on Graduate Studies (attachment F1 – F7) – Interim Dean of Graduate Studies, Avram Bornstein

New Courses

F1. HR 711 Human Rights and Humanitarianism, Pg. 163
F2. HR 712 Civil and Political Rights and Civil Liberties, Pg. 177
F3. HR 713 Economic, Social, and Cultural Rights, Pg. 189
F4. HR 714 Human Rights and Corporate Social Responsibility, Pg. 200
F5. HR 718 Health as a Human Right, Pg. 215
F6. HR 780 Internship in Human Rights, Pg. 225

Program Revision

F7. MA in International Crime and Justice, Pg. 243

VII. New Business

VIII. Determination of Need of the December 12, 2017 College Council Meeting

IX. Administrative Announcements – President Karol Mason

X. Announcements from the Student Council – President Fatime Uruci

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

XII. Announcements from the HEO Council – President Sandrine Dikambi
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Total Members: 69  
Quorum: 36  
Attendance: _____
The College Council held its fourth meeting of the 2017-2018 academic year on Monday, December 4, 2017. The meeting was called to order at 1:50 p.m. and the following members were present: Schevaletta (Chevy) Alford, Jasmine Awad*, Wanda Baldera, Andrea Balis, Rosemary Barberet, Elton Beckett, Ellen Belcher, Warren (Ned) Benton, Avram Bornstein, Michael Brownstein, Dara Byrne, Anthony Carpi, Helen Cedeno, Kinya Chandler, Lynette Cook-Francis, Dana Davies, Sven Dietrich, Sandrine Dikambi, Jarrett Foster, Robert Garot*, Katie Gentile, Heath Grant, Jill Grose-Fifer, Vanessa Gutierrez, Maki Haberfeld, Bianca Hayles, Sheeba John-Johnson*, Asia Johnson, Karen Kaplowitz, Thurai Kugan*, Anru Lee, Johanna Lessinger, Anne Lopes, Yue Ma, Vincent Maiorino, Isaac Xerxes Malki, Peter Mameli, MariaJose Martinez, Aida Martinez-Gomez, Karol Mason, Mickey Melendez, Steven Pacheco, Frank Pezzella, Joseph Rebello, Lauren Shapiro, Francis Sheehan, Charles Stone, Dante Tawfeeq, Steve Titan, Fatime Uruci, Rebecca Weiss, Janet Winter, Melinda Yam, 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 9, 2017 College Council

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

Under item IV, “B10. SOC 251 Sociology of Rights” should read as “B10. SOC 251 Sociology of Human Rights.”

III. Amendment to College Council Bylaws

The following proposals were discussed and will be voted at the next regular College Council meeting:

a) Proposal and resolution to add Provost and Senior Vice President, Chairperson of the Strategic Planning Subcommittee (SPS) of the Budget and Planning Committee – The Faculty Senate and The Council of Chairs presented by Professor Ned Benton
b) Proposal and resolution to add one (1) student representative to the Financial Planning Subcommittee (FPS) of the Budget and Planning Committee – President of the Student Council Fatime Uruci and the Vice President for Finance and Administration Steve Titan and presented by Fatime Uruci

IV. Approval of the Membership for the College Council Committees

A motion was made to amend the membership list with the following change. The motion was seconded and approved unanimously.

- Christopher Cazares was nominated to serve as a student representative on the Undergraduate Curriculum and Academic Standards Committee (UCASC)

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments E1-E12)

A motion was made to adopt a program revision marked “E1. BA/MA Program in Forensic Psychology.” The motion was seconded and approved.

A motion was made to adopt a program marked “E2. New Minor in Cybercrime.” The motion was seconded and approved unanimously.

A motion was made to adopt the new courses marked E3 – E10 as a slate. The motion was seconded and approved.

A motion was made to adopt the new courses marked E3 – E10.

E3. MAT 3XX Mathematics of Signal Processing
E4. SEC 1XX Introduction to Cybercrime: Theories and Applications
E5. SEC 2XX Cybercrime Investigations
E6. SEC 2YY Cyberlaw and Cyberliberties
E7. SEC 3XX Cyberfraud and Identity Theft
E8. SEC 3YY Cyberpredators
E9. SEC 3ZZ Cybervice
E10. SEC 3WW Hospital Security

The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked E11 – E12 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt the course revisions marked E11 – E12.

E11. PSC 255 Research Methods for Police Studies
E12. SCI 114 Principles of Forensic Science

The motion was seconded and approved unanimously.

VI. Report from the Committee on Graduate Studies (attachments F1-F7)
A motion was made to adopt new courses marked F1-F6 as a slate. The motion was seconded and approved unanimously.

A motion was made to adopt new courses marked F1-F6.

F1. HR 711 Human Rights and Humanitarianism
F2. HR 712 Civil and Political Rights and Civil Liberties
F3. HR 713 Economic, Social, and Cultural Rights
F4. HR 714 Human Rights and Corporate Social Responsibility
F5. HR 718 Health as a Human Right
F6. HR 780 Internship in Human Rights

The motion was seconded and approved unanimously.

A motion was made to adopt a program revision marked “F7. MA in International Crime and Justice.” The motion was seconded and approved unanimously.

VII. **Determination of need for additional College Council meeting on December 12, 2017**

After some discussion, the decision was made to cancel the meeting on December 12, 2017.

The meeting was adjourned at 2:35 p.m.
I. Adoption of the Agenda

II. Minutes of the December 4, 2017 College Council (attachment A), Pg. 3

III. Amendment to the College Council Bylaws
   a) Vote to add Provost and Senior Vice President, Chairperson of the Strategic Planning Subcommittee (SPS) of the Budget and Planning Committee (attachment B) – The Faculty Senate and The Council of Chairs presented by Professor Ned Benton, Pg. 6
   b) Vote to add one student representative to the Financial Planning Subcommittee (FPS) of the Budget and Planning Committee (attachment C) – President of the Student Council Fatime Uruci and the Vice President for Finance and Administration Steve Titan and presented by Fatime Uruci, Pg. 9

IV. Approval of Members of the College Council Committees (attachment D), Pg. 11
   - Professor Lucia Trimbur replaces Professor Rosemary Barberet as representative for the Department of Sociology on the College Council, Pg. 13
   - Christopher Cazares was elected as a student representative to the Undergraduate Curriculum and Academic Standards Committee, Pg. 17
   - Serguei Cheloukhine was elected as the Criminal Justice (BS) coordinator on the Council of Undergraduate Coordinators, Pg. 24
   - Katie Gentile replaces Amy Green as Interim Chairperson for Interdisciplinary Studies, Pg. 19
   - Carmen Solis replaces Nancy Velazquez-Torres as the Interim Chairperson for the SEEK department, Pg. 19

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments E1 – E8) – Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, Dara Byrne

Programs
   E1. Proposal to Revise the BS/MPA Programs in Public Administration (Inspection and Oversight) and (Public Policy and Administration), Pg. 27
   E2. Proposal to Revise the Minor in Criminology, Pg. 41
   E3. Proposal to Revise the Minor in Human Services, Pg. 43
New Courses

E4. CHS 3XX Program Planning and Development, Pg. 50
E5. LLS 2XX U.S. Latinx Identity in the 21st Century, Pg. 62
E6. MAT 4XX Mathematical Cryptography, Pg. 83
E7. PSC 3XX International Police Cooperation, Pg. 93

Course Revisions

E8. PHY 101 College Physics I, Pg. 104

VI. College Council Calendar for 2018-2019, Pg. 106

VII. New Business

VIII. Administrative Announcements – President Karol Mason

IX. Announcements from the Student Council – President Fatime Uruci

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

XI. Announcements from the HEO Council – President Sandrine Dikambi
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Total Members: 69
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The College Council held its fifth meeting of the 2017-2018 academic year on Tuesday, February 13, 2018. The meeting was called to order at 1:47 p.m. and the following members were present: Schevaletta (Chevy) Alford, Catherine Alvarado, Jasmine Awad*, Wanda Baldera, Andrea Balis, Andrew Bandini, Elton Beckett, Ellen Belcher, Warren (Ned) Benton, Avram Bornstein, Dara Byrne, Brian Carvajal, Jim Cauthen, Helen Cedeno, Katarzyna Celinska, Kinya Chandler, Lynette Cook-Francis, Glenn Corbett*, Sven Dietrich, Sandrine Dikambi, Lisa Farrington, Jarrett Foster, Heath Grant, Vanessa Gutierrez, Maki Haberfeld, Asia Johnson, Karen Kaplowitz, Erica King-Toler, Maria Kiriakova, Louis Kontos, Anru Lee, Johanna Lessinger, Anne Lopes, Yue Ma, Vincent Maiorino, Isaac Xerxes Malki, Maria Jose Martinez, Aida Martinez-Gomez, Karol Mason, Mickey Melendez, Steven Pacheco, Stephen Russell, Lauren Shapiro, Francis Sheehan, Charles Stone, Lucia Trimbur, Fatime Uruci, Hung-Lung Wei, Janet Winter, Melinda Yam, 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 December 4, 2017 College Council

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

III. Amendment to College Council Bylaws

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

a) Proposal and resolution to add Provost and Senior Vice President, Chairperson of the Strategic Planning Subcommittee (SPS) of the Budget and Planning Committee – The Faculty Senate and The Council of Chairs presented by Professor Ned Benton
b) Proposal and resolution to add one (1) student representative to the Financial Planning Subcommittee (FPS) of the Budget and Planning Committee – President of the Student Council Fatime Uruci and the Vice President for Finance and Administration Steve Titan and presented by Fatime Uruci

IV. **Approval of the Membership for the College Council Committees**

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

- Roblin Meeks will be the eighth (8) representative on the administration.
- Rael Almonte resigned as the junior representative on the College Council.
- Paula Caceres will be replacing Nicholas Smith as the sophomore representative on the College Council.
- Christopher Cazares was approved as the student representative on the Undergraduate Curriculum and Academic Standards Committee at the last scheduled College Council meeting on December 4, 2017.

V. **Report from the Undergraduate Curriculum and Academic Standards Committee** (attachments E1-E8)

A motion was made to adopt a program revision marked “E1. Proposal to Revise the BS/MPA Programs in Public Administration (Inspection and Oversight) and (Public Policy and Administration).” The motion was seconded and approved.

A motion was made to adopt a program revision marked “E2. Proposal to Revise the Minor in Criminology.” The motion was seconded and approved unanimously.

A motion was made to adopt a program revision marked “E3. Proposal to Revise the Minor in Human Services.” The motion was seconded and approved unanimously.

**Correction to minutes:** No vote was taken to approve new courses E4-E7 as a slate. A vote will be taken on March 19, 2018 and will be effective to February 13, 2018.

A motion was made to adopt the new courses marked E4 – E7.

E4. CHS 3XX Program Planning and Development  
E5. LLS 2XX U.S. Latinx Identity in the 21st Century  
E6. MAT 4XX Mathematical Cryptography  
E7. PSC 3XX International Police Cooperation

The motion was seconded and approved unanimously.

A motion was made to adopt a course revision marked “E8. PHY 101 College Physics I.” The motion was seconded and approved unanimously.

VI. **College Council Calendar for 2018-2019**

After some discussion, it was decided that the calendar would remain flexible pending further discussion before being finalized.
President Mason exited meeting at 2:17 p.m. and was replaced by Provost and Senior Vice President Anne Lopes.

The meeting was adjourned at 2:29 p.m.
I. Adoption of the Agenda

II. Minutes of the February 13, 2018 College Council (attachment A), Pg. 3

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

   - Catherine Alvarado is replacing Rael Almonte as the junior class representative. Pg. 10
   - Paula Caceres is replacing Nicholas Smith as the sophomore class representative. Pg. 10
   - Jean-Marie Col is replacing Peter Mameli as the full-time faculty member from Public Management. Pg. 8
   - Veronica Hendrick has resigned as a faculty member allotted according to any method duly adopted by the Faculty Senate. Pg. 8

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

Programs

C1. Proposal to New BA in International Criminal Justice/ MA in International Crime and Justice (also approved by the Committee on Graduate Studies, 2/21/18), Pg. 22
C2. Proposal to Revise Learning Outcomes for the College Option: Justice-Core II area of the Gen Ed Program, Pg. 56

New Courses

C3. AFR 2XX (243) Africana Youth and Social Justice Struggles (Ind & Soc), Pg. 58
C4. MAT 4YY Data Analysis, Pg. 80

Course Revisions

C5. CSCI 271 Introduction to Computer Science, Pg. 90
C6. HIS 240 Historiography, Pg. 92
C7. ISP 160 The Twentieth Century: A Decade in Depth (already appd: Learn fr Past), Pg. 94
Academic Standards

C8. Revision to the Bulletin Language on Baccalaureate Majors, Pg. 104
C9. Revision to the Bulletin Language on Double Majors, Pg. 106

Clean Up

Procedural vote to approve and ratify vote on New Courses E4-E7 as a slate to be effective for the February 13, 2018 Agenda.

V. Report from the Committee on Graduate Studies (attachment D1 – D3) – Interim Dean of Graduate Studies, Avram Bornstein

New Courses

D1. PSY 770 Positive Psychology: The Science of Well-Being & Flourishing, Pg. 108

Other

D2. Proposal for Budgeting and Development of Special Funds, Pg. 126
D3. Proposal for Excellence Funding for the Criminal Justice Master of Arts Program and Programs, Pg. 129

VI. Review of the 2018-2019 College Council Calendar, Pg. 132

VII. New Business

VIII. Administrative Announcements – President Karol Mason

IX. Announcements from the Student Council – President Fatime Uruci

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

XI. Announcements from the HEO Council – President Sandrine Dikambi
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**Alternates:**

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**Total Members:** 69  
**Quorum:** 36  
**Attendance:** ___
## College Council Attendance Sheet
### March 19, 2018

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<td>Kyle Roberts</td>
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<td>Kathy Miller</td>
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**Total Members:** 69  
**Quorum:** 36  
**Attendance:** ___
The College Council held its sixth meeting of the 2017-2018 academic year on Monday, March 19, 2018. The meeting was called to order at 1:53 p.m. and the following members were present: Schevaletta (Chevy) Alford, Jasmine Awad*, Wanda Balderas, Andrea Balis, Andrew Bandini, Elton Beckett, Ellen Belcher, Warren (Ned) Benton, Avram Bornstein, Micheal Brownstein, Dara Byrne, Anthony Carpi, Helen Cedeno, Katarzyna Celinska, Diana Chacon, Kinya Chandler, Jean-Marie Col, Lynette Cook-Francis, Sandrine Dikambi, Jarrett Foster, Joel Freiser, Robert Garot*, Katie Gentile, Heath Grant, Jill Grose-Fifer, Vanessa Gutierrez, Maki Haberfeld, Sheeba John-Johnson*, Karen Kaplowitz, Erica King-Toler, Maria Kiriakova, Louis Kontos, Thurai Kugan*, Anru Lee, Johanna Lessinger, Anne Lopes, Yue Ma, Vincent Maiorino, Isaac Xerxes Malki, Aida Martinez-Gomez, Karol Mason, Roblin Meeks, Mickey Melendez, Brian Montes, Steven Pacheco, Frank Pezzella, Stephen Russell, Lauren Shapiro, Francis Sheehan, Charles Stone, Dante Tawfeeq, Steven Titan, Fatime Urucli, Rebecca Weiss, Janet Winter, and Melinda Yam.


* Alternates

I. Adoption of the Agenda

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

- Paula Caceres is to be removed because she was approved at the February 13th College Council meeting.
- Remove C1. Proposal to New BA in International Criminal Justice / MA in International Crime and Justice (also approved by the Committee on Graduate Studies, 2/21/18).
- Remove D3. Proposal for Excellence Funding for the Criminal Justice Master of Arts Program and Programs.

II. Minutes of the February 13, 2018 College Council

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

III. Approval of the Membership for the College Council Committees

A motion was made to amend the membership list with the following change. The motion was seconded and approved.
- Brent Stoudt was nominated as the fourth full-time member of the faculty on
the Committee on Student Evaluation of the Faculty.

IV. Report from the Undergraduate Curriculum and Academic Standards Committee
(attachments C2-C9)

A motion was made to adopt a program marked “C2. Proposal to Revise Learning Outcomes for the College Option: Justice-Core II area of the Gen Ed Program.” The motion was seconded and approved.

A motion was made to adopt the new courses marked C3 – C4 as a slate. The motion was seconded and approved.

A motion was made to adopt the new courses marked C3 – C4.

C3. AFR 2XX (243) Africana Youth and Social Justice Struggles (Ind & Soc)
C4. MAT 4YY Data Analysis

The motion was seconded and approved.

A motion was made to adopt the course revisions marked C5 – C7 as a slate. The motion was seconded and approved.

A motion was made to adopt the course revisions marked C5 – C7.

C5. CSCI 271 Introduction to Computer Science
C6. HIS 240 Historiography
C7. ISP 160 The Twentieth Century: A Decade in Depth (already appd: Learn fr Past)

The motion was seconded and approved.

A motion was made to adopt the academic standard marked “C8. Revision to the Bulletin Language on Baccalaureate Majors.” The motion was seconded and approved.

A motion was made to adopt the academic standard marked “C9. Revision to the Bulletin Language on Double Majors.” The motion was seconded and approved.

A motion was made to adopt the cleanup marked “Procedural vote to approve and ratify vote on New Courses E4 – E7 as a slate to be effective for the February 13, 2018 Agenda.” The motion was seconded and approved.

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

A motion was made to adopt new course marked “D1. PSY 770 Positive Psychology: The Science of Well-Being & Flourishing.” The motion was seconded and approved.

A motion was made to adopt a program revision marked “D2. Proposal for Budgeting and Development of Special Funds.” The motion was seconded and approved.
A motion was made to amend the policy with the following change:
- There shall be an advisory group consisting of a representative from each program with special funds, along with a student who is enrolled in one of the special fund programs and appointed by the student council, to review and monitor the administration of the funds to assure compliance with fund principles and budgets, and to purpose and refine reporting of revenues and expenditures to assure timely and transparent fund administration.

The motion was seconded and approved.

A motion was made to further amend the policy with the following change:

- The Office of Graduate Studies is allocated up to 4% of all special funds revenues, or a lesser amount sufficient to support the cost of the salary for a Higher Education Officer series position to support the administration of these funds.

In Favor: 52   Oppose: 0   Abstentions: 2

The motion was seconded and approved.

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

II. Approval of the Minutes of the March 19, 2018 College Council (attachment A), **Pg. 3**

III. Approval of Members of the College Council Committees (attachment B), **Pg. 6**
- Susan Pickman was nominated as a full-time faculty member on the Committee on Honors, Prizes and Awards, **Pg. 20**
- Ekaterina Korobkova replaced Chelsea Binns as a full-time faculty member on the Committee on Faculty Elections, **Pg. 21**
- Andrew Candia resigned as the freshman representative on the College Council designated according to a method duly adopted by the Student Council, **Pg. 10**
- Bianca Hayles resigned as the elected sophomore class representative on the College Council, **Pg. 10**
- Masarrant Lamia was nominated by the Student Council to serve on the Committee on Honors, Prizes and Awards, **Pg. 20**
- Bianca Hayles was nominated by the Student Council to serve on the Committee on Honors, Prizes and Awards, **Pg. 20**

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1 – C5) – Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, Dara Byrne

Programs

C1. Proposal for New BA in International Criminal Justice/ MA in International Crime and Justice (also approved by the Committee on Graduate Studies, 2/21/18), **Pg. 22**

C2. Proposal to Revise the Minor in Humanities and Justice, **Pg. 55**

New Courses

C3. AFR 2XX (241) Poetic Justice: Spoken Word Poetry and Performance (Creative Expression), **Pg. 60**

C4. MAT 3YY Data Analysis, **Pg. 75**

Course Revisions

C5. AFR 270 History of African-American Social and Intellectual Thought, **Pg. 84**
V. Report from the Committee on Graduate Studies (attachment D1 – D6) – Interim Dean of Graduate Studies, Avram Bornstein

Programs

D1. Revisions to the Master of Arts program in Criminal Justice, Pg. 87
D2. Revisions to the Master of Arts program in Human Rights, Pg. 91

New Courses

D3. ECO 711 Economic History, Pg. 94
D4. ECO 740 Community Economic Development, Pg. 103
D5. ECO 752 Research Methods II, Pg. 123
D6. ECO 760 Political Economy of the Environment, Pg. 134

VI. Proposal to amend the Bylaws for the Faculty Personnel Committee to designate appeal panel member as members of the FPC when hearing appeals (attachment E) – President Karol Mason, Pg. 148

VII. Update on the Proposal to Evaluate All Courses Online (attachment F) – Provost Anne Lopes, Pg. 151

VIII. New Business

IX. Administrative Announcements – President Karol Mason

X. Announcements from the Student Council – President Fatime Uruci

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

XII. Announcements from the HEO Council – President Sandrine Dikambi
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Total Members: 69
Quorum: 36
Attendance: ___
The College Council held its seventh meeting of the 2017-2018 academic year on Thursday, April 19, 2018. The meeting was called to order at 1:45 p.m. and the following members were present: Schevaletta (Chevy) Alford, Catherine Alvarado, Jasmine Awad*, Wanda Baldera, Andrea Balis, Elton Beckett, Warren (Ned) Benton, Avram Bornstein, Micheal Brownstein, Dara Byrne, Paula Caceres, Anthony Carpi, Brian Carvajal, Jim Cauthen, Diana Chacon, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Anila Duro*, Jarrett Foster, Joel Freiser, Jonathan Gray, Jill Grose-Fifer, Vanessa Gutierrez, Maki Haberfeld, Asia M Johnson, Karen Kaplowitz, Erica King-Toler, Maria Kiriakova, Anru Lee, Anne Lopes, Yue Ma, Vincent Maiorino, Isaac Xerxes Malki, MariaJose Martinez, Karol Mason, Roblin Meeks, Mickey Melendez, Brian Montes, Steven Pacheco, Joseph Rebello, Stephen Russell, Lauren Shapiro, Francis Sheehan, Charles Stone, Steven Titan, Fatime Uruci, Hung-Lung Wei, Rebecca Weiss, Janet Winter, Melinda Yam, and Guoqi Zhang.


* Alternates

I. Adoption of the Agenda

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

II. Minutes of the March 19, 2018 College Council

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

III. Approval of the Membership for the College Council Committees

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

IV. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments C1-C5)

A motion was made to adopt a program marked “C1. Proposal for New BA in International Criminal Justice/MA in International Crime and Justice.” The motion was seconded and approved unanimously.

A motion was made to adopt a program marked “C2. Proposal to Revise the Minor in Humanities and Justice.” The motion was seconded and approved unanimously.
A motion was made to adopt the new courses marked C3 – C4 as a slate. The motion was seconded and approved.

A motion was made to adopt the new courses marked C3 – C4.

C3. AFR 2XX (241) Poetic Justice: Spoken Word Poetry and Performance (Creative Expression)
C4. MAT 3YY Multivariate Analysis

The motion was seconded and approved unanimously.

A motion was made to adopt the course revision marked “C5. AFR 270 History of African-American Social and Intellectual Thought.” The motion was seconded and approved unanimously.

V. Report from the Committee on Graduate Studies (attachments D1-D6)

A motion was made to adopt a program marked “D1. Revisions to the Master of Arts program in Criminal Justice.” The motion was seconded and approved unanimously.

A motion was made to adopt a program revision marked “D2. Revisions to the Master of Arts program in Human Rights.” The motion was seconded. A motion was made to table the program revision marked “D2. Revisions to the Master of Arts program in Human Rights.” The motion was seconded and approved unanimously.

A motion was made to adopt the new courses marked D3 – D6 as a slate. The motion was seconded and approved.

A motion was made to adopt the new courses marked D3 – D6.

D3. ECO 711 Economic History
D4. ECO 740 Community Economic Development
D5. ECO 752 Research Methods II
D6. ECO 760 Political Economy of the Environment

The motion was seconded and approved unanimously.

The meeting was adjourned at 2:53 p.m.
I. Adoption of the Agenda

II. Approval of the Minutes of the April 19, 2018 College Council (attachment A), Pg. 4

III. Proposal from the Committee on Honors, Prizes, and Awards (attachment B) – Vice President for Enrollment Management and Student Affairs, Lynette Cook-Francis, Pg. 6

IV. Approval of the 2017-2018 Graduates (attachment C) – Registrar, Daniel Matos, Pg. 7

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments D1 – D13) – Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, Dara Byrne

Programs

D1. Proposal for a Degree Completion Program for the BA in English, Pg. 8

D2. Proposal for a Degree Completion Program for the BA in Global History, Pg. 17

D3. Proposal for a New Minor in Community Justice, Pg. 24

Program Revisions

D4. Proposal to Revise the BS in Criminal Justice Management/ MPA in Public Administration (Inspection and Oversight & Public Policy and Administration), Pg. 30

D5. Proposal to Revise the BA in Anthropology, Pg. 44

D6. Proposal to Revise the BA in Culture and Deviance Studies, Pg. 53

D7. Proposal to Revise the Minor in Africana Studies, Pg. 68

D8. Proposal to Revise the Minor in Digital Media and Journalism, Pg. 73

New Courses

D9. CSCI 2XX (262) Linux System Administration and Security, Pg. 76
Course Revisions

D10. ANT 325 Ethnographic Research Methods in Anthropology, Pg. 86

D11. PHI 204 Logic (Sci World), Pg. 88

D12. PHI/LAW 310 Ethics and Law, Pg. 101

Academic Standards

D13. Bulletin Language for Policy on Change of Major After Earning 45 Credits, Pg. 103

VI. Report from the Committee on Graduate Studies (attachment E1 – E6) – Interim Dean of Graduate Studies, Avram Bornstein

Academic Standards

E1. Revision to Policy on Grading Method for Graduate Students Taking Undergraduate Courses, Pg. 105

E2. Revision to Graduate Grade Appeal Policy, Pg. 106

Programs

E3. Revision to the Advanced Certificate in Forensic Accounting program, Pg. 108

E4. Revisions to the Master of Arts program in Human Rights (Tabled on April 19, 2018), Pg. 112

New Courses

E5. PAD 768 Governing the Just City: Urban Policy & Politics, Pg. 115

Other

E6. Proposal for Excellence Funding for the Criminal Justice Master of Arts Program and Programs, Pg. 131

VII. Proposal to amend the Bylaws for the Faculty Personnel Committee to designate appeal panel member as members of the FPC when hearing appeals (attachment F) – President Karol Mason (Tabled on April 19, 2018), Pg. 134

VIII. New Business

- Proposal to adopt Institutional Learning Goals, Pg. 137

IX. Determination of Need of the May 15, 2018 College Council Meeting

X. Administrative Announcements – President Karol Mason
XI. Announcements from the Student Council – President Fatime Uruci

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

XIII. Announcements from the HEO Council – President Sandrine Dikambi
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Total Members: 69  Quorum: 35  Attendance: ___
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<td><strong>Alternates:</strong></td>
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**Quorum:** 35  
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<td>Kathy Killman</td>
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<td>Jessica Brooks-Nune</td>
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Total Members: 69
Quorum: 35
Attendance: ___
The College Council held its eighth meeting of the 2017-2018 academic year on Wednesday, May 9, 2018. The meeting was called to order at 1:44 p.m. and the following members were present: Schevaletta (Chevy) Alford, Wanda Baldera, Andrea Balis, Andrew Bandini, Elton Beckett, Ellen Belcher, Warren (Ned) Benton, Avram Bornstein, Michael Brownstein, Paula Caceres, Anthony Carpi, Jim Cauthen, Katarzyna Celinska, Jean-Marie Col, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Anila Duro*, Lisa Farrington, Jarrett Foster, Joel Freiser, Robert Garot*, Jonathan Gray, Jill Grose-Fifer, Vanessa Gutierrez, Maki Haberfeld, Karen Kaplowitz, Erica King-Toler, Maria Kiriakova, Louis Kontos, Thurai Kugan*, Johanna Lessinger, Anne Lopes, Yue Ma, Vincent Maiorino, Isaac Xerxes Malki, Aida Martinez-Gomez, Karol Mason, Roblin Meeks, Mickey Melendez, Brian Montes, Joseph Rebello, Stephen Russell, Francis Sheehan, Charles Stone, Dante Tawfeeq, Steven Titan, Lucia Trimbur, Fatime Uruçi, Hung-Lung Wei, Rebecca Weiss, Janet Winter, and Guoqi Zhang.

Absent: Catherine Alvarado, Andreina Avalos*, Jasmine Awad*, Brian Carvajal, Helen Cedeno, Diana Chacon, Kinya Chandler, Glenn Corbett*, Katie Gentile, Heath Grant, Sheeba John-Johnson*, Asia M. Johnson, Anru Lee, MariaJose Martinez, Steven Pacheco, Frank Pezzella, Lauren Shapiro, and Melinda Yam.

* Alternates

I. **Adoption of the Agenda**

A motion was made to adopt the agenda with the following correction.

- Add the Proposal to Continue Online Student Evaluations under New Business.

The motion was seconded and approved unanimously.

II. **Minutes of the March 19, 2018 College Council**

A motion was made to adopt the minutes with the following correction.

- A motion was made to adopt a program revision marked “D2. Revisions to the Master of Arts program in Human Rights.” The motion was seconded. A motion was made to table the program revision marked “D2. Revisions to the Master of Arts program in Human Rights” and will be voted on the May 9, 2018 College Council meeting. The motion was seconded and approved unanimously.

The motion was seconded and approved.

III. **Proposal from the Committee on Honors, Prizes, and Awards**

A motion was made to approve the proposal. The motion was seconded and approved.
IV. Approval of the 2017-2018 Graduates

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

V. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments D1-D13)

A motion was made to adopt a program marked “D1. Proposal for a Degree Completion Program for the BA in English.” The motion was seconded and approved.

A motion was made to adopt a program marked “D2. Proposal for a Degree Completion Program for the BA in Global History.” The motion was seconded and approved.

A motion was made to adopt a program marked “D3. Proposal for a New Minor in Community Justice.” The motion was seconded and approved.

A motion was made to adopt the new courses marked D4 – D8 as a slate. The motion was seconded and approved.

A motion was made to adopt the new courses marked D4 – D8.

D4. Proposal to Revise the BS in Criminal Justice Management/MPA in Public Administration (Inspection and Oversight & Public Policy and Administration)

D5. Proposal to Revise the BA in Anthropology

D6. Proposal to Revise the BA in Culture and Deviance Studies

D7. Proposal to Revise the Minor in Africana Studies

D8. Proposal to Revise the Minor in Digital Media and Journalism

The motion was seconded and approved.

A motion was made to adopt a new course marked “D9. CSCI 2XX (275) Linux System Administration and Security.” The motion was seconded and approved.

A motion was made to adopt the course revisions marked D10 – D12 as a slate. The motion was seconded and approved.

D10. ANT 325 Ethnographic Research Methods in Anthropology

D11. PHI 204 Logic (Sci World)

D12. PHI/ LAW 310 Ethics and Law

The motion was seconded and approved.
A motion was made to adopt the academic standard marked “D13. Bulletin Language for Policy on Change of Major after Earning 45 Credits.” The motion was seconded and approved.

VI. Report from the Committee on Graduate Studies (attachments E1-E6)

A motion was made to adopt the academic standard marked “E1. Revision to Policy on Grading Method for Graduate Students Taking Undergraduate Courses.” The motion was seconded and approved.

A motion was made to adopt the academic standard marked “E2. Revision to Graduate Grade Appeal Policy.” The motion was seconded and approved.

A motion was made to adopt a program marked “E3. Revision to the Advanced Certificate in Forensic Accounting program.” The motion was seconded and approved.

A motion was made to adopt a program marked “E4. Revisions to the Master of Arts program in Human Rights.” The motion was seconded and approved.

A motion was made to adopt the new course marked “E5. PAD 768 Governing the Just City: Urban Policy & Politics.” The motion was seconded and approved.

A motion was made to adopt item marked “E6. Proposal for Excellence Funding for the Criminal Justice Master of Arts Program and Programs.” The motion was seconded and approved.

VII. Proposal to amend the Bylaws for the Faculty Personnel Committee to designate appeal panel member as members of the FPC when hearing appeals

The motion was made for the Proposal to amend the Bylaws for the Faculty Personnel Committee to designate appeal panel member as members of the FPC when hearing appeals. The motion was seconded and failed.

VIII. New Business

- A motion was made for the Proposal to adopt Institutional Learning Goals. The motion was seconded and failed.

- A motion was made for the Proposal to Continue Online Student Evaluations. The motion was seconded and approved.

IX. Determination of Need of the May 15, 2018 College Council Meeting

After some discussion, the decision was made to cancel the meeting on May 15, 2018.

The meeting was adjourned at 2:53 p.m.
Interim Executive Committee
of the
College Council
I. Adoption of the Agenda for the Interim Executive Committee

II. Minutes of the May 3, 2017 Executive Committee of the College Council, Pg. 2

III. Review of Proposals Approved by the College Council on May 15, 2017, Pg. 3

IV. College Council Meeting Practices and Expectations
   a. Review of Orientation for College Council – Provost Lopes, Pg. 5
   b. Discussion of Open Meetings Law (OML) requirements – Associate Counsel Eric Doering, Pg. 6

V. Adoption of the Agenda for September 12, 2017 College Council Meeting, Pg. 19

VI. College Council Attendance Percentage for 2016-2017, Pg. 140

VII. New Business
The Executive Committee of the College Council held its first meeting of the 2017-2018 academic year on Thursday, August 31, 2017. The meeting was called to order at 1:50 p.m. and the following members were present: Schevaletta (Chevy) Alford, Warren (Ned) Benton, Michael Brownstein, Lynette Cook-Francis, Sandrine Dikambi, Nikki Hancock-Nicholson, Karen Kaplowitz, Anne Lopes, Karol Mason, Steven Pacheco, Francis Sheehan, Steven Titan and Fatime Uruci.

Guests: Eric Doering and Marjorie Singer.

I. Adoption of the Agenda for the Interim Executive Committee

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

II. Minutes of the May 3, 2017 Executive Committee of the College Council Meeting

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

In Favor: 7 Oppose: 0 Abstention: 4

III. Review of Proposals Approved by the College Council on May 15, 2017

The Committee reviewed the approved proposals.

IV. College Council Meeting Practices and Expectations

a. Review of Orientation for College Council

There was a review of the PowerPoint that will be presented at the College Council Meeting on September 12. There were suggestions for minor revisions.

b. Presentation of the Open Meetings Law

Eric Doering presented on the Open Meetings Law and went over a memo that will be distributed to the chairpersons of the committees who are subject to the law. There was an extensive discussion on if the subcommittees of the committees subject to the law are required to comply as well. The Office of Legal Counsel will investigate this matter and see what the law is.

V. Adoption of the Agenda for the September 12, 2017 College Council Meeting

A motion was made to approve the agenda with the following changes:
• Add “COACHE Status Report” as Item VI
• Add “College Council Orientation” as Item number IV

The motion was seconded and approved unanimously.

VI. College Council Attendance Percentage for 2016-2017

There was a discussion on the attendance policy of the College Council. It was decided that
the orientation at the September 12 meeting will include an explanation of the importance of
attending the College Council, and that a discussion of the attendance policy will be added to
the agenda of the next Executive Committee meeting.

The meeting was adjourned at 2:58 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  

September 27, 2017  
1:40 p.m.  
610HH

I. Adoption of the Agenda for the Executive Committee

II. Minutes of the August 31, 2017 Interim Executive Committee of the College Council, Pg. 2

III. Review of Proposals Approved by the College Council on September 12, 2017, Pg. 4

IV. Adoption of the Agenda for the October 11, 2017 College Council Meeting, Pg. 5

V. Review of College Council Attendance Policy, Pg. 27

VI. New Business
The Executive Committee of the College Council held its first meeting of the 2017-2018 academic year on Wednesday, September 27, 2017. The meeting was called to order at 1:45 p.m. and the following members were present: Andrea Balis, Warren (Ned) Benton, Lynette Cook-Francis, Sandrine Dikambi, Nikki Hancock-Nicholson, Asia M. Johnson, Karen Kaplowitz, Anne Lopes, Karol Mason, Steven Pacheco, Stephen Russell, Francis Sheehan, Steven Titan and Fatime Uruci.

Absent: Schevaletta (Chevy) Alford and Sven Dietrich.

Guests: Marjorie Singer.

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 August 31, 2017 Interim Executive Committee of the College Council Meeting

A motion was made to adopt the minutes with the following change:

Under Item IV, “The Office of Legal Council” should be spelled as “The Office of Legal Counsel”

The motion was seconded and approved.

In Favor: 9 
Oppose: 0
Abstentions: 2

III. Review of Proposals Approved by the College Council on September 12, 2017

After some discussion it was decided that this item will no longer be on the Executive Committee agenda.

IV. Adoption of the Agenda for the October 11, 2017 College Council Meeting

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

- Add “Janice Carrington was elected as a Higher Education Officer representative on the College-Wide Assessment Committee” and “Stephen Russell was elected as an at-large faculty member on the College Council” under Item III
The motion was seconded and approved unanimously.

VI. **College Council Attendance Policy**

Following discussion the consensus of the Committee members was that there should be guidelines for declaring a vacancy in accordance with Article I, Section 5d of the College Charter. Members agreed that vacancy declaration guidelines would contribute to better attendance by College Council members; create greater likelihood that quorum will be achieved at meetings; and ensure that the views of all constituencies at the College are represented at meetings. Members agreed that, at each meeting of the ECCC, members will review the attendance records of members of the College Council and will follow the guidelines in appropriate circumstances.

Upon motion duly made and seconded, the members of the ECCC agreed unanimously to the following guidelines:

> “Upon a member’s failure to attend two regularly scheduled consecutive College Council meetings during the academic year, the Executive Committee of the College Council (ECCC) will direct the Secretary of the College Council to notify the member of the consecutive absences and to invite the member to provide the ECCC with an explanation for the absences.

Whether or not the member offers an explanation, the ECCC will deliberate regarding what action, if any, will result upon the member’s third consecutive absence. The ECCC will notify the member of the action to be taken upon a third consecutive absence.

Upon the third consecutive absence, the ECCC will determine whether a vacancy has been created. If so, 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 2:40 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the September 27, 2017 Executive Committee of the College Council, Pg. 2

III. Adoption of the Agenda for the November 9, 2017 College Council Meeting, Pg. 4

IV. Review of College Council Attendance, Pg. 125

V. New Business
The Executive Committee of the College Council held its second meeting of the 2017-2018 academic year on Tuesday, October 31, 2017. The meeting was called to order at 1:48 p.m. and the following members were present: Schevaletta (Chevy) Alford, Andrea Balis, Warren (Ned) Benton, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Asia M. Johnson, Karen Kaplowitz, Anne Lopes, Karol Mason, Steven Pacheco, Stephen Russell, Francis Sheehan, Steven Titan and Fatime Uruci.

Guests: Marjorie Singer.

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 27, 2017 Executive Committee of the College Council Meeting

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

III. Adoption of the Agenda for the November 9, 2017 College Council Meeting

   A motion was made to approve the agenda with the following change:

   • Add “Election of the Secretary to the College Council” as Item III.

   The motion was seconded and approved unanimously.

IV. Review of College Council Attendance

   After some discussion, it was decided that before any formal actions are taken regarding attendance the leaders of each constituency will contact the individuals in their membership who have had two consecutive absences.

The meeting was adjourned at 2:05 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the October 31, 2017 Executive Committee of the College Council, Pg. 2

III. Adoption of the Agenda for the December 4, 2017 College Council Meeting, Pg. 3

IV. Review of College Council Attendance, Pg. 228

V. New Business
The Executive Committee of the College Council held its fourth meeting of the 2017-2018 academic year on Monday, November 20, 2017. The meeting was called to order at 1:47 p.m. and the following members were present: Schevaletta (Chevy) Alford, Andrea Balis, Warren (Ned) Benton, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Asia M. Johnson, Karen Kaplowitz, Anne Lopes, Karol Mason, Steven Pacheco, Francis Sheehan, Steven Titan and Fatime Uruci.

Absent: Stephen Russell.

Guests: Marjorie Singer.

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 31, 2017 Executive Committee of the College Council Meeting

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

III. Adoption of the Agenda for the December 4, 2017 College Council Meeting

A motion was made to approve the agenda with the following change:

- Add “Amendment to the College Council Bylaws.”
  a) Add the Provost and Senior Vice President, Chairperson of the Strategic Planning Subcommittee (SPS) of the Budget and Planning Committee.
  b) Add one (1) student representative to the Financial Planning Subcommittee (FPS) of the Budget and Planning Subcommittee.

The motion was seconded and approved.

A motion was made to approve the agenda as a whole. The motion was seconded and approved.

IV. Review of College Council Attendance

After some discussion of the attendance grid, it was found that attendance has improved.
The meeting was adjourned at 2:14 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the November 20, 2017 Executive Committee of the College Council, Pg. 2

III. Adoption of the Agenda for the February 13, 2018 College Council Meeting, Pg. 4

IV. Review of College Council Attendance, Pg. 110

V. Discussion for the College Council Calendar 2018-2019

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, January 31, 2018

The Executive Committee of the College Council held its fifth meeting of the 2017-2018 academic year on Wednesday, January 31, 2018. The meeting was called to order at 1:43 p.m. and the following members were present: Schevaletta (Chevy) Alford, Andrea Balis, Warren (Ned) Benton, Lynette Cook-Francis, Sandrine Dikambi, Karen Kaplowitz, Anne Lopes, Karol Mason, Steven Pacheco, Stephen Russell, Francis Sheehan, Steven Titan and Fatime Uruci.

Absent: Sven Dietrich and Asia M. Johnson.

Guests: Eric Doering.

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 20, 2017 Executive Committee of the College Council Meeting

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

III. Adoption of the Agenda for the February 13, 2018 College Council Meeting

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

IV. Review of College Council Attendance

After some discussion, it was decided that before any formal actions are taken regarding attendance the leaders of each constituency will contact the individuals in their membership who have had two consecutive absences.

The meeting was adjourned at 2:16 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the January 31, 2018 Executive Committee of the College Council, Pg. 2

III. Adoption of the Agenda for the March 19, 2018 College Council Meeting, Pg. 3

IV. Review of College Council Attendance, Pg. 134

V. Discussion for the College Council Calendar 2018-2019

VI. New Business
The Executive Committee of the College Council held its sixth meeting of the 2017-2018 academic year on Thursday, March 8, 2018. The meeting was called to order at 1:50 p.m. and the following members were present: Schevaletta (Chevy) Alford, Andrea Balis, Warren (Ned) Benton, Lynette Cook-Francis, Sandrine Dikambi, Karol Mason, Steven Pacheco, Francis Sheehan, Steven Titan and Fatime Urcui.


Guests: Marjorie Singer.

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 January 31, 2018 Executive Committee of the College Council Meeting

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

III. Adoption of the Agenda for the March 19, 2018 College Council Meeting

A motion was made to approve the agenda with the following changes.

- There will be a procedural vote to approve and ratify vote on New Courses E4-E7 as a slate to be effective for the February 13, 2018 Agenda.
- Catherine Alvarado will be replacing Rael Almonte as the junior representative on the College Council.

The motion was seconded and approved.

IV. Review of College Council Attendance

There was some discussion of the six (6) members that have missed two (2) or more consecutive College Council regularly scheduled meetings.

The College Council Secretary reported the following committee members will continue being a part of the membership and will be in attendance at the March 19th College Council meeting:

- Brian Montes, faculty member of the Department of Latin American Studies
- Joel Freiser, adjunct
- Diana Chacon, senior class representative
The College Council Secretary reported that the following committee members will not be in attendance at the March 19th College Council meeting:

- Jonathan Gray, faculty member of the English department, has to send a letter to the College Council Secretary to clarify his intentions for continued service as a council member.
- Veronica Hendrick, faculty member of the English department, has resigned. The Faculty Senate will find a replacement.
- Andrew Candia, freshman representative to the student council, is in the process of resigning. The official notification will be sent to the Secretary of the College Council.

V. Discussion of the College Council Calendar 2018-2019

After some discussion, it was decided that the revised College Council calendar for 2018-2019 will be presented at the March 19, 2018 College Council meeting.

A motion was made to adopt the revised College Council calendar. The motion was seconded and approved.

VI. New Business

A motion was made to approve the Department of Public Management’s revised Bylaws. The motion was seconded and approved.

The meeting was adjourned at 2:42 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the March 8, 2018 Executive Committee of the College Council, Pg. 2

III. Proposal to amend the Bylaws for the Faculty Personnel Committee to designate appeal panel member as members of the FPC when hearing appeals, Pg. 4

IV. Adoption of the Agenda for the April 19, 2018 College Council Meeting, Pg. 7

V. Review of College Council Attendance, Pg. 170

VI. New Business
The Executive Committee of the College Council held its seventh meeting of the 2017-2018 academic year on Monday, April 9, 2018. The meeting was called to order at 1:43 p.m. and the following members were present: Andrea Balis, Warren (Ned) Benton, Lynette Cook-Francis, Sandrine Dikambi, Asia M. Johnson, Karen Kaplowitz, Karol Mason, Steven Pacheco, Stephen Russell, Francis Sheehan, Steven Titan and Fatime Uruci.

Absent: Schevaletta (Chevy) Alford, Sven Dietrich and Anne Lopes.

Guests: Avram Bornstein and Marjorie Singer.

I. Adoption of the Agenda for the Executive Committee

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

II. Minutes of the March 8, 2018 Executive Committee of the College Council Meeting

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

III. Adoption of the Agenda for the March 19, 2018 College Council Meeting

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

- Approval of Members of the College Council Committees,
  - Andrew Candia resigned as the freshman representative on the College Council designated according to a method duly adopted by the Student Council.
  - Bianca Hayles resigned as the elected sophomore class representative on the College Council.
  - Masarrant Lamia was nominated by the Student Council to serve on the Committee on Honors, Prizes and Awards.
  - Bianca Hayles was nominated by the Student Council to serve on the Committee on Honors, Prizes and Awards.

- The proposal to amend the Bylaw for the Faculty Personnel Committee to designate appeal panel member as members of the FPC when hearing appeals shall be moved under the items from the Committee on Graduate Studies.

- Add “Update on the Proposal to Evaluate All Courses Online” after the Bylaw amendment.
• Report from the Undergraduate Curriculum and Standards Committee.
  o Item D2. Proposal to revise the BS in Computer Science & Informational Security shall be removed.
  o There was a revision in grammar for item D1’s title (Proposal for...).

The motion was seconded and approved.

IV. Review of College Council Attendance

There was some discussion of the four (4) members that have missed two (2) or more consecutive College Council regularly scheduled meetings.

The College Council Secretary reported that the following committee member would attend the April 19, 2018 College Council meeting:

• Jonathan Gray, faculty member of the English department.

The College Council Secretary has reported that the following committee members have resigned:

• Andrew Candia, freshman representative to the student council.
• Bianca Hayles, sophomore representative to the student council.

Joseph Rebello will be contacted via phone to ascertain his continued participation on the College Council.

The meeting was adjourned at 2:38 p.m.
I. Adoption of the Agenda for the Executive Committee

II. Minutes of the April 9, 2018 Executive Committee of the College Council,
   Pg. 2

III. Adoption of the Agenda for the May 9, 2018 College Council Meeting, Pg. 4

IV. Review of College Council Attendance, Pg. 136

V. New Business

VI. Determination of Need of the May 14, 2018 Executive Committee Meeting
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

MINUTES OF THE EXECUTIVE COMMITTEE OF
THE COLLEGE COUNCIL

Tuesday, May 1, 2018

The Executive Committee of the College Council held its eighth meeting of the 2017-2018 academic year on Tuesday, May 1, 2018. The meeting was called to order at 4:03 p.m. and the following members were present: Schevaletta (Chevy) Alford, Andrea Balis, Lynette Cook-Francis, Sven Dietrich, Sandrine Dikambi, Anne Lopes, Karol Mason, Stephen Russell, Francis Sheehan, Steven Titan and Fatime Uruci.


Guests: Marjorie Singer.

*Due to the event with Governor Cuomo at 1:30pm, the Executive Committee meeting time was moved to 4:00pm, which some members could not attend.

I. Adoption of the Agenda for the Executive Committee

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

II. Minutes of the April 9, 2018 Executive Committee of the College Council Meeting

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

III. Adoption of the Agenda for the March 19, 2018 College Council Meeting

A motion was made to approve the agenda with the following changes.

- Add item “Revision to the Master of Arts program in Human Rights” to programs in the Report from the Committee on Graduate Studies.
- Make a note that items “Revision to Graduate Grade Appeals” and “Proposal to amend the Bylaws for the Faculty Personnel Committee to designate appeal panel member as members of the FPC when hearing appeals” were tabled to take action at the next College Council meeting on May 9, 2018.
- Move items “Proposal from the Committee on Honors, Prizes, and Awards” and “Approval of the 2017-2018 Graduates” after Approval of the Minutes of the April 19, 2018 College Council.
- Add Resolution to the proposal to amend the Bylaws for the Faculty Personnel Committee to designate appeal panel member as members of the FPC when hearing appeals.
- Add subtitle Program Revisions to the report from the Undergraduate Curriculum and Academic Standards Committee.
The motion was seconded and approved.

A motion to approve the Agenda with the following change.

- Add item “Proposal to adopt Institutional Learning Goals” under New Business as an informational piece.

The motion was seconded and approved.

IV. Review of College Council Attendance

There was some discussion of the two (2) members that have missed two (2) or more consecutive College Council regularly scheduled meetings.

Lisa Farrington and Lucia Trimbur will be contacted, through a phone call, by the Secretary of the College Council.

V. Determination of Need of the May 14, 2018 Executive Committee Meeting

After some discussion, the decision was made to cancel the meeting on May 14, 2018.

The meeting was adjourned at 4:35 p.m.
Undergraduate Curriculum and Academic Standards Committee
1. **Introductions and Announcements** – Dean Byrne

2. **Approval of the minutes of May 19, 2017**

3. **Elections** – Dean Byrne

   - Vice Chairperson

   - Two Representatives to the Honors Program Advisory Committee
     
     Nominees: Prof. Olivera Jokic, English
     Prof. Gregory (Fritz) Umbach, History

4. **UCASC Subcommittees** – Description and sign up – Dean Byrne

   a. Program Review and Programs: New and Revised Subcommittee
   b. Academic Standards Subcommittee
   c. General Education and Courses: New and Revised Subcommittee

5. **New Business**

   **Dean’s Initiatives for the Academic Year** – Dean Byrne

   **Discussion on Helping Students Make Meaning of their Curriculum and Post-Graduate Opportunities** – Dean Byrne

**Attachments:**

Agenda for September 8th, 2017
Minutes of May 19, 2017
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Guests:

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CURRICULUM COMMITTEE  
September 8, 2017  
ATTENDANCE  
Quorum = 16 Voting Members

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The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, September 8 at 9:45 a.m. in room 630T. Dean Dara Byrne called the meeting to order.

**Present:** Andrea Balis, Dara Byrne, Susannah Crowder, Crystal Endsley, Demis Glasford, Maria Haberfeld, Sarah Hammond, Michelle Holder, Jane Katz, Katherine Killoran, Ma’at Lewis, Bettina Murray, Suzanne Oboler, Judy-Lynne Peters, Gohar Petrossian, Maria Julia Rossi, Ellen Sexton, Barry Spunt, Sandra Swenson, Erin Thompson, Robert Till.

**Absent:** Virginia Diaz-Mendoza, Jay Gates, Daniel Matos, Alexandra Moffet-Bateau, John Pittman, Michael Puls, Edward Snajdr.

**Guests:** Brian Lawton, Ray Patton, Katalin Szur, Sumaya Villanueva, Nadine Young.

1. **Announcements**

   Dean Byrne called the meeting to order. As it was the first meeting of the year, the members of the committee introduced themselves and spoke about what they look forward to this year. Common sentiments included praise for the efficiency of UCASC meetings last year, as well as appreciation for a forum to get to know the wider workings of the curriculum with people from across the college.

2. **Approval of the minutes of May 19, 2017**

   There was no discussion or changes necessary.

   A motion was made and seconded to approve the minutes of May 19, 2017. The minutes were adopted with 14 votes in favor and 5 abstentions.

3. **Elections**

   **Vice Chairperson**

   Dean Byrne explained that the Vice Chairperson would step in as chair in the case of Dean Byrne’s absence. Professor Judy Lynne Peters has been filling this position. Dean Byrne asked for nominations. Professor Peters was nominated and the nomination was seconded.

   A motion was made and seconded to elect Professor Peters as Vice Chairperson. Professor Peters was elected with 19 votes in favor.

4. **Two Representatives to the Honors Program Advisory Committee**
There were two nominees already, Professor Olivera Jokic of English and Professor Gregory (Fritz) Umbach of History. Professor Peters asked if these positions are for an outside body. Dean Byrne said they are. When the Honors Program Advisory Committee was established, it was decided that it would be made up of members from various other entities, which is why UCASC nominates two representatives.

**A motion was made and seconded to approve Honors Program Advisory Committee Members. The motion was approved unanimously with 19 votes in favor.**

**UCASC Subcommittees**

Dean Byrne introduced a proposal to collapse the number of subcommittees from six to three. She felt that a smaller number of committees with consolidated workloads might make the work more efficient for faculty. Kathy Killoran explained the various subcommittees. The Programs Subcommittee which looks at proposals for new and revised majors, minors and certificate programs will be combined with the Program Review Subcommittee. The Program Review subcommittee is responsible for reviewing departments’ self-study documents, which are generated by each department every five years. That subcommittee works with the majors or departments to get the self-study into the best shape possible to go to the outside reviewers. It is a negotiation between the administration and the department/program about the next steps to improve the major. When the self-study document is ready, it goes to UCASC for a vote to adopt it. This year there are likely to be four self-studies. The second subcommittee is Academic Standards, where there might be proposals about grading, academic honors, or any policies that affect students, such as policies about incompletes. Thirdly, the Courses subcommittee will now encompass both new and revised courses. Previously there was a separate General Education committee that reviewed Gen Ed courses, and this body was made up of members from UCASC and the Faculty Senate. While that committee was important and vital while the General Education revision was underway, since then the bulk of that work has dwindled. There was previously a requirement that General Education committee members were elected to their positions, but since this committee is changing, that is changing also. The Faculty Senate has left it up to UCASC to populate the subcommittee as it sees fit.

Professor Balis said that at the time the Gen Ed committee was established, the historical context was very different. Not only was it a lot of work, but it was also in all departments’ interest to keep an eye on how this new program was being rolled out. Now that the Gen Ed work is well underway, such vigilance is no longer required.

Dean Byrne asked for questions about the subcommittees. Professor Jane Katz asked how an experimental course should be brought to UCASC. Katherine Killoran said that experimental courses go through the Office of Undergraduate Studies not UCASC.

Professor Ellen Sexton was concerned that the larger committees would make scheduling more difficult. Kathy Killoran said she did not think that everybody necessarily would be at every meeting, and also that she is always open to getting feedback from members by e-mail. Dean Byrne said that if the new layout does not work, it could certainly be revisited later on. She said the goal is to make UCASC a little more faculty friendly and tie committees together to reduce redundancy. For the moment, it is a pilot project. Sign-up sheets were distributed.
New Business

Two Reading Rule

Dean Byrne said she learned from former provost Jane Bowers that the two-reading rule was not an official UCASC policy, but rather a practice that Provost Bowers introduced. The rule in place has been that everything brought to UCASC is brought in once and then brought in second time after time to reflect. Dean Byrne said she had seen a number of proposals for which the committee had very little feedback, or perhaps only commented on wording issues, typos, etc. She said she would like to have discretion to waive the two-reading rule or to apply it in instances when there is a lot of discussion and it needs to be visited again. Professor Suzanne Oboler moved that we apply the two-reading rule when common sense requires it. There was much head-nodding around the table. Professor Balis agreed fervently, noting that the subcommittees do a great deal of work with the proposers, which has been quite effective and means that there is less need for the time and space for thought after the initial UCASC proposal. Professor Peters said that there have been very few courses that really needed a second reading, and when there have been legitimate problems hindering a course’s speedy approval that has been very clear and obvious and UCASC has handled such courses appropriately.

Dean Byrne asked if a vote is needed, considering that it is not an official rule. Kathy Killoran said it is a practice, and the committee can vote on practices. Professor Crowder asked for clarification about how the group would decide which courses get a second reading. Dean Byrne said she would ask the sense of the committee.

Kathy Killoran noted that three student members should be joining UCASC after this year’s student elections happen at the first College Council.

A motion was made to propose that second readings are held based on common sense.

Professor Ma’at Lewis felt that perhaps such a vote should be held up until students join the committee. Dean Byrne felt this was fair, and said we could talk about this at the beginning of the next meeting and then take the vote and discuss the procedure.

Dean's Initiatives for the Academic Year

Dean Byrne said last year there was a great effort to connect Gen Ed to John Jay's big missions, such as post-graduate outcomes, global identity, and commitment to diversity in the curriculum. One of her priorities will be to improve and expand experiential learning. Another area she hopes to work on is capstone courses in majors and how they are scaffolded and what resources are available for faculty to work on them? To explore these questions, she is convening a group this year to talk to faculty about what is working and what is not about capstones in an effort to develop recommendations. She wants to clean up how majors conceive of the capstone, how to
support faculty in that effort, and how to signal to students that doing one is actually an accomplishment.

Another of the Dean's priorities for the year is to explore and strengthen what social justice looks like at this college. She referenced last year's proposal to create a Social Justice distinction in the majors. Much student work in this area is not recognized by the institution. Our students do a lot in the world of justice outside the classroom, advancing their learning independently.

Furthermore, she felt more attention could be paid to the connection between coursework and post-graduate outcomes. For example, there are adjuncts at John Jay with thriving careers in the field, but students may not be connecting the work they do in the classroom with the field itself to understand the way this justice work actually takes place. To address this, there are a few sophomore courses in the works where students are going to get a window onto what people with these degrees do. Those students will build a portfolio in order to hunt for internships in years three and four. They will develop appropriate writing samples that reflect the type of writing that might occur in the field, like briefing memos.

Another issue of concern is the way students develop writing skills from the 100-level to the 400-level. The writing intensive program has been changed, because there were not enough WI courses for the amount of professors receiving training. Instead, WI courses are now being distributed among departments so that they won't be all be consolidated in one department. Skills for transfers have been the number one point of discussion for professors who receive justice academy transfer students. Their ability to write at the 300-level when they enter the college is particularly challenging.

Additionally, ePortfolios are a new area of attention. Last year, over 3,000 students did ePortfolios. Fifty percent of the John Jay student population is doing some sort of digital writing. Dean Byrne said this is of particular interest to her because she is extremely interested in students' digital literacy skills. John Jay students are high-tech socially, but low-tech professionally, and if the college does not work on this, these students will be further disadvantaged when they graduate and look for employment. Ray Patton and Ellen Sexton are also working on a funded grant project from CUNY on using open educational resources (free) for course reading materials rather than expensive textbooks making college more affordable for students.

The college is also working on a Justice Reader, so that we can make better sense of what is/should be in our Justice Core courses in gen ed. This reader will lay out essential readings from various disciplines that could be used across sections of these courses. This initiative also provides an opportunity to connect more closely to our identity as a Hispanic-serving institution. Professor Balis asked if the reader would be updated periodically. Dean Byrne said absolutely.

Dean Byrne expressed that there was a great deal of discussion about assessment last year, at this body in particular, and now she’d like to work on figuring out how to use this assessment data about student success to shift the narrative about what we want for our students and how we get improvements in that. Last year's Gen Ed assessment revealed that it is primarily taught
by adjuncts, so outreach was done to cultivate understanding of the place of each course in the
Gen Ed among adjuncts who are actually teaching the courses. Assessments also revealed some
questions surrounding John Jay's position as a Hispanic Serving Institution. Latino studies here
are primarily U.S. based. While John Jay has been receiving HSI money, the college has not
been addressing these issues and ideas academically across the college. There has been no
collection around this problem, so Dean Byrne would like UCASC to address it. Katherine
Killoran said that a lot of the Latina/o oriented material is recent, but there are some courses
that have not been updated in a very long time. In particular, the language in course
descriptions and titles needs updating.

Professor Oboler said that she felt the U.S.-based question is a bit of a double-edged sword. She
said Puerto Ricans are often overlooked within U.S. society. To her, the problem is not Latina/o
courses that are U.S.-based, and in fact, we should study the U.S.-based Latina/o experience.
What she thought could be dangerous would be to study South America and international
studies to the exclusion of Mexican-Americans, Puerto Ricans, and other U.S.-born Latina/o
groups. Professor Oboler said she'd seen a shift like this happen at a previous institution, where
international studies eclipsed any attention to the U.S.-based Latina/os. Dean Byrne said she
appreciated the conversation, particularly because the college's intention as an HSI has not been
articulated or discussed. Professor Michelle Holder agreed with Professor Oboler's point. She
felt the conversation important, but she would caution that widening the tent should not mean
that Puerto Rican and U.S.-born Latinos are not then pushed out of the curriculum. Professor
Balis spoke to the HSI conversation, since she has been at John Jay for a long time and could
speak to the historical context. She said that every six months or so, somebody brings it up but
substantive conversation has been lacking, so it is time.

Sumaya Villanueva said she felt it is an important conversation and we do have data, and that
data even breaks down particular demographics. The highest proportion of John Jay students
are Dominican. However, there is very little in the curriculum that addresses this particular
population. Professor Oboler said it is extremely important for the college to hire a Dominican
professor, and we definitely need Dominican Studies at this institution.

Professor Spunt asked if this HSI funding is something the college can rely on, considering the
current national political trends. Dean Byrne said she would love for this committee to put out a
very short item for the college community around this topic with concrete ideas regarding John
Jay's HSI identity, the status of the curriculum, and gaps in various specialties. Professor Balis
said in her class on immigration, she offers the students the chance to choose which immigrant
community to research for a particular project. Many students choose the group of their own
background, which testifies further to the need for this. Professor Crystal Endsley asked if we are
talking about people or about curriculum, noting that these are two different approaches.
Professor Holder noted that there is overlap between Dominicans and African Americans, as
many Dominicans identify as black. Dean Byrne said that a lot of students chose to write about
Afro-Latino identity in their capstone projects last year, which points to deep interest.

Dean Byrne brought up the item from last year regarding globalizing the curriculum. Dean
Lopes' (now Interim Provost Lopes) proposal for some sort of recognition of global work as a
competency, etc. Dean Byrne said that she and Ray Patton and Katherine Killoran spent a good bit of time discussing how this sort of thing might actually roll out, in terms of the Registrar and student’s transcripts, etc. To begin this work, Undergraduate Studies received a small grant to look at John Jay’s learning outcomes in terms of global content.

Further issues the Dean wants to look at this year include expanding the Justice Academy to include humanities majors. The college will take a fresh look at dual degree BA/MA programs to find connections that will make sense, such as ICJ as a bachelor’s / master’s program. Students in these programs are strong; they arrive with a lot of AP credits, and are already great candidates for a John Jay Master’s. Other possible opportunities include Global History and the new Human Rights Master’s program. Psychology and Public Administration are already doing work to refresh their dual degree programs.

**Discussion on Helping Students Make Meaning of Their Curriculum and Post-Graduate Opportunities**

This topic was brought forward to discuss helping students understand the curriculum. Dean Byrne distributed a handout that explains General Education Outcomes, Draft Institutional Learning Goals, and Learning Outcomes for Undergraduate Education. The various lists overlapped, but not clearly, and the integration of the college's goals and the curriculum itself was a bit of a maze. Dean Byrne said that sometimes goals are established at the college, but those goals are not actually integrated into the curriculum by the body that builds it. When an outside person comes to the college, questions get asked that make you realize how it might look to a student. Dean Byrne wished to discuss all of this to clarify ten or so principles. All of the things on this map are saying the same things but using different terms, and the college needs a common language. Faculty cannot reinforce to new students what the curriculum is about and why it matters if everyone is speaking in different tongues.

Dean Byrne referenced Barnard’s Nine Ways of Knowing, which is a clear, concise statement of what Barnard is about that all students can quote. She would like something as clear and memorable as that to bring together John Jay’s goals and ways of working.

Katherine Killoran said that students struggle to make sense of how to use their general electives. Dean Byrne said students at the college switch majors not because they found a passion for something, but rather because they are running from another major. Often, they switch majors because they can, and there is no intervention step requiring them to speak with someone. She asked how the college can speak with students earlier about being intentional in switching and thinking and exploring. They may not know the difference between various disciplines, such as forensic science and forensic psychology. Sometimes a student is saying psychology but what they really mean is human services, and the college needs to help them understand that in the first three semesters. If they realize it in semester 7, and try to change then, they will run out of money. At other institutions, there are actual schools that make those divisions clear, but John Jay does not have such structures. Someone suggested an open house at which categories are discussed.
Professor Peters said she felt like the emphasis on choosing something at age 17 is dysfunctional, so one of the ways she has liked to frame it is by discussing competencies. In the first two years, the college should stress good competencies in writing and so forth, rather than emphasizing choosing a major. This way, students can be prepared to pivot for various careers. Dean Byrne loved this point, and agreed, but noted that every major should be teaching competencies, but every major approaches those competencies slightly differently. She wants to give students the space to consider what they are doing and why it matters, in particular why it matters that they are in the program they are in, so that they can go out into the world and be a champion of their own education. The college has the content, but the mission is not clear or digestible.

Professor Oboler said this effort will be super helpful. On the point of choosing a major, she said she learned when she arrived at John Jay that students do not necessarily choose their own majors. If they do not choose, they are defaulted into Criminal Justice. Dean Byrne said that is true, but the volume of students who are defaulted into a major is extremely small.

There was discussion of financial aid and changing majors, as there are consequences to choosing too late. Katherine Killoran noted that every freshman has mandatory advisement. During the sophomore year there is the major/minor fair. Freshman seminars talk about this. We can do a lot more work on transfer students as we get more resources. Professor Holder was concerned that students must choose a major right away. Katherine Killoran said this is a CUNY policy and not something we can change. Kate Szur echoed that, noting that their financial aid is wedded to proving that they are succeeding in their chosen program of study. Dean Byrne noted that some majors provide ways for students to get to know the major in those first three semesters, while others may not have a course until late in the sophomore year, at which point the financial aid consequences can be severe. Sumaya Villanueva noted that guidance is critical in this exploration.

Dean Byrne said we need to tie the major, the competencies, and what a graduate can do with the different majors. This is already written for some of the majors, but not for others. She said that messaging matters. The students need to understand the connection between the academic work and jobs. They should understand how following a program of study provides the skills to ascend in the path or career of choice.

The meeting concluded at 12:10.

Respectfully submitted,

Sarah Hammond, Scribe
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
October 20, 2017
9:45 A.M. – 12:00 P.M.
ROOM 630 Haaren Hall

1. Dean’s Announcements – Dean Byrne
   a. Welcome new student members: Paula Caceres and Jasmine Awad

2. Approval of the minutes of September 8, 2017

3. New Business
   • Using ePortfolio to Improve Student Learning – Daniel Auld, Christen Madrazo, Tara Pauliny and Sandra Swenson

Program Review / Programs Subcommittee
   • Self-Study for the BA in Gender Studies

General Education/Courses Subcommittee

New Course
   • ANT 3XX Writing for a Multi-cultural World: Ethnographic Writing

Course Revisions

1. ACC 308 Auditing
2. CRJ 255 Computer Applications in Criminal Justice
3. GEN 205 Gender and Justice
4. GEN/HIS 364 History of Gender and Sexuality: Prehistory to 1650
5. ISP 100-level Course Prerequisite Bulk Request (ISP 101, 110, 112, 134, 145, 147, 160)
6. PSC 216 Crime Mapping
7. SEC 378 Security Management Internship
8. SOC 210/ANT 210/PSY 210 Sex and Culture
9. SOC 251 Sociology of Rights
10. SOC 252 Environmental Sociology
11. SOC 305 Sociology of Law
12. SOC 327 Advanced Sociological Methodology
13. SOC 364 Food Justice

Attachments:
   Agenda for October 20
   Minutes of September 8
ANT 3XX Writing for a Multi-cultural World
Course revisions:
ACC 308 Auditing
CRJ 255 Computer Applications in Criminal Justice
GEN 205 Gender and Justice
GEN/HIS 364 History of Gender and Sexuality: Prehistory to 1650
ISP 100-level Course Prerequisite Bulk Request (ISP 101, 110, 112, 134, 145, 147, 160)
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Minutes of October 20, 2017

The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, October 20 at 9:45 a.m. in room 630T. Dean Dara Byrne called the meeting to order.


Absent: Ma’at Lewis, Daniel Matos, Suzanne Oboler, John Pittman.


Announcements

Dean Byrne called the meeting to order.

Approval of the minutes of September 8, 2017

There was no discussion.

A motion was made and seconded to approve the minutes of September 8, 2017. The minutes were adopted with 18 votes in favor and 1 abstention.

New Business

Using E-Portfolio to Improve Student Learning

Daniel Auld introduced a computer service the college now offers, which provides a platform for faculty to work with students to create online portfolios of their work. Tara Pauliny and Sandra Swenson demonstrated how they use the platform in their own classes, demonstrating how versatile it is for different types of subjects and assignments. Christen Madrazo emphasized that this does not need to create a lot of work for the professor, as the work is in the students’ hands. It has the added benefit of giving students agency over their work. She said that e-portfolio makes explicit the organization behind the syllabus for the students, and she has never seen students so aware of the organizing principle behind a class as when she used e-portfolio.

Sandra Swenson spoke about how this type of work can be integrated into her science classes. Instead of one big assignment, she scaffolded each step, which she thought makes it easier for the student. E-portfolio requires that students turn the word files in through TurnItIn.com,
which prevents plagiarism. Another nice thing about this format is it allows for images. It is very
easy to create graphs.

Daniel Auld spoke about the benefits for faculty. These portfolios provide evidence of student
learning from 100-400 level. Students can use these archives when they apply to graduate
school. It’s very empowering to enable students to curate demonstrations of their work. It also
allows for faculty assessment. E-portfolio also makes program review easier, since all that work
is collected in one spot and categorized in sortable ways.

Professor Balis asked how this might work if a professor is doing a project but does not yet know
the end. Is there a way to set up a template without knowing exactly what you are building
toward? Daniel Auld said that is absolutely possible, since the portfolio platform is adaptable.
You can set up the first few steps and leave the end open. Professor Madrazo noted that a new
tab can be set up in 15 seconds.

Professor Edward Snajdr asked how long the students have access to the portfolio after
graduation. Professor Auld said that they would have free access for as long as John Jay
maintains the site. He also noted that their John Jay work can be linked to their work at another
school that also has ePortfolio.

Daniel Auld distributed a folder with the article from AACU. Dean Byrne encouraged the
committee to contact Dan about the program review area, as department representatives, this
could be a critical tool as each department comes up for Program Review.

Katherine Killoran asked if this is adaptable to graduate student work. Daniel Auld confirmed
that it would be. Dean Byrne noted that the peer mentoring component is especially valuable,
and could be used in the graduate programs.

Program Review / Programs Subcommittee

Self-Study for the BA in Gender Studies

Katherine Killoran introduced the self-study, explaining that every major is required to do a self-
assessment once every five years to look at what is working well, what is missing, and so forth.
This is the first ever self-study for the Gender Studies major. The Programs/Program Review
Subcommittee reviewed the draft of this self-study last Spring, and found that the department
might have been focused on challenges in the program, and could devote more attention to their
successes, and that they could acknowledge the steps they already took on closing the loop due
to annual assessment activities in the self-study. At UCASC, we vote to “adopt” the self-study,
which signals that it is good enough to be shared with outside reviewers. Experts in the field are
invited to campus for one to two days to review the self-study and meet with faculty, after which
they write a review. The next step is for administrators and faculty to develop an action plan to
address the feedback.

Professor Balis complimented the assessment, noting that the record-keeping and
thoughtfulness was very good. Professor Katie Gentile said that they had put a lot of thought
into that because they are not a department, so they determined that they had to have their own
methods and organization.

Professor Gentile said that they focused a lot on the introductory course and the transition to the
200-level. GEN 205 had to do a bit of the labor to cover methods, since there was not a
dedicated methods course. She spoke about the growth in the program, which began with one
section of GEN 101 and now has grown to eight sections. Those students are not all majors or
minors, which she felt was a good thing in this case, as it meant they would take this lens into
their other majors.

Professor Jay Pastrana, co-presenter, spoke about their efforts to address the fact that this is a
Hispanic Serving Institution, as well as inclusion of sciences in the curriculum. Katherine
Killoran spoke of the Biology of Gender course, which serves a few populations, including Gen
Ed, Biology majors and minors, and Gender Studies majors and minors. There was an
enrollment hurdle because it was being offered to Gen Ed Students to the exclusion of the
Gender Studies students, and that has since been addressed by reserving some seats. Professor
Gentile said they had tried to create as many Gen Ed courses as possible in an effort to grow the
major, and that has had some unexpected challenges.

Professor Judy-Lynne Peters said that she thought this major was exceptionally well-thought
through from the very beginning. Secondly, she spoke of a previous UCASC discussion when this
program brought in a minor proposal. There had been a discussion about more advising about
minors, and she wanted to raise that again.

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

General Education / Courses Subcommittee

New Course

ANT 3XX Writing for a Multi-cultural World: Ethnographic
Writing

Dr. Ray Patton introduced this course. The Courses Subcommittee had suggested removing the
words “introduction to” in the title because the 300-level is a bit late for introductory courses.
They suggested working a definition of ethnography into the course description. The Courses
Subcommittee especially liked how this course showed this particular discipline’s approach to
the college’s commitment to writing across the curriculum.

Speaking for the Anthropology major, Professor Snajdr noted that this course is not sequenced
before or after the research methods course, and that decision was intentional because the
program is small and they want to make it available to students whenever it is taught. This
enables professors to focus on the writing, which is what this course is trying to do, without
necessarily requiring students to have great experience on the methods of data collection.
Ideally, it could be sequenced, and that is the long term plan, but at the moment it is nicely
flexible. He also noted that this course is very open to new forms of writing, such as blogging, or writing letters to field sites to get permission for research.

Dean Byrne was extremely excited about this course. She said upper level courses in writing are crucial for transfer students, both transferring from other schools and from other majors. She said we need more of these types of courses. Often, 1XX and 2XX level writing courses are good but not specific to the discipline or particular professions. This course asks students to write like anthropologists at the Bachelor's level. Right now, a number of majors do not have this opportunity for students to work towards that goal. She thought this particular course proposal would make a good example for other departments, if faculty wish to bring this idea back to their own departments.

Katherine Killoran complimented the exercises in the syllabus, which seem accessible to students, and scaffold well toward the final assignment.

A motion was made and seconded to adopt the new course. ANT 3XX was approved unanimously with 23 votes in favor.

Course Revisions

GEN 205 Gender and Justice
GEN/HIS 364 History of Gender and Sexuality: Prehistory to 1650

These are two proposal are simple changes to prerequisites. When the college created the new Gen Ed, the ISP department created a course that is similar to GEN 101, so that course has now been added as an alternative prerequisite (ISP 145 Why Gender Matters) to these two courses.

A motion was made and seconded to take the two GEN courses as a slate. The motion was approved unanimously with 24 votes in favor.

A motion was made and seconded to approve the course revisions. The course revisions were approved unanimously with 24 votes in favor.

ACC 308 Auditing

Katherine Killoran introduced this course, which is adjusting its prerequisites. Recently, the college has added Intermediate Accounting courses to the major so ACC 270 will become the pre-requisite for Auditing rather than another 300-level course.

A motion was made and seconded to approve the course revision. The course revision was approved unanimously with 24 votes in favor.
CRJ 255 Computer Applications in Criminal Justice
PSC 216 Crime Mapping

Katherine Killoran proposed taking these courses as a slate, since both courses are making the same revision to the course prerequisites to accommodate students in the older version of the Police Studies major. Those students did not necessarily have to take CRJ 101 or ICJ 101, so they were getting caught up in financial aid because they take PSC 101. It was a hidden prerequisite that was hindering TAP certification. Now that hidden prerequisite is being added to these two courses.

A motion was made and seconded to take the two courses as a slate. The motion was approved unanimously with 24 votes in favor.

A motion was made and seconded to approve the course revisions. The course revisions were approved unanimously with 24 votes in favor.

ISP 100-level Course Prerequisite Bulk Request (ISP 101, 110, 112, 134, 145, 147, 160)

Katherine Killoran explained the context of these changes, resulting from CUNY First's treatment of co-requisites. Now, there is a block programming for all freshmen to take ENG 101 so the co-requisite for these courses are unnecessary. The co-requisite is making it hard for students to register seamlessly for these courses.

A motion was made and seconded to approve the course prerequisite bulk changes. The bulk changes were approved unanimously with 23 votes in favor and 1 abstention.

SEC 378 Security Management Internship

Katherine Killoran said this revision is a bit more substantive. It has to do with the required internship course for the Security Management major. The department would like to expand the course focus allow for different variants, such as an internship at a current place of work, or a practicum project, etc. Students would still be required to meet at a class time and get the mentoring of a faculty member. This major does not have a huge amount of students so combining the practicum and the internship in one course makes sense. The department is trying to accommodate students who already work in the field or want to do their own research project to complete this requirement. The Courses Subcommittee thought this would be a good idea, though perhaps challenging to implement in the classroom.

A motion was made and seconded to approve the course revision. The course revision was approved unanimously with 24 votes in favor.
SOC 210/ANT 210/PSY 210 Sex and Culture

This revision results from overall work being done in the Sociology Department to refresh their courses. In their internal review, they are proposing to drop the SOC cross-listing for this course. Some of these cross-listings are vestiges from when the college had departments that did not have majors. So this revision represents a parting of ways, and this course primarily run by Anthropology will only be cross-listed with PSY. The Sociology Department has a new course that touches on similar subject matter, the Sociology of Sexualities. Professor Peters asked if removing this from the sociology minor would have any effect on the minor. Killoran said it is not a structured minor, and they have plenty of electives available.

A motion was made and seconded to approve the course revision. The course revision was approved unanimously with 23 votes in favor.

SOC 251 Sociology of Rights
SOC 252 Environmental Sociology
SOC 305 Sociology of Law
SOC 327 Advanced Sociological Methodology
SOC 364 Food Justice

Katherine Killoran proposed taking these courses as a slate, because they are all minor revisions to the course descriptions. On the back of each one, the changes have been highlighted in bold. She noted that they are quite minor tinkering with the wording. Professor Spunt said that a few of these course descriptions were extremely old and in dire need of revision, while the others are extremely minor wording changes.

A motion was made and seconded to take the SOC courses as a slate. The motion was approved unanimously with 24 votes in favor.

A motion was made and seconded to approve the course revisions. The course revisions were approved unanimously with 24 votes in favor.

The meeting concluded at 11 a.m.

Respectfully submitted,
Sarah Hammond, Scribe
AGENDA
November 17, 2017
9:45 A.M. – 12:00 P.M.
ROOM L.61 NB

1. Dean’s Announcements – Dean Byrne

2. Approval of the minutes of October 20, 2017

3. Old Business

4. New Business

Program Review / Programs Subcommittee
1. Proposal to Revise the BA/MA Program in Forensic Psychology
2. New Minor in Cybersecurity

General Education/Courses Subcommittee

General Education
• Gen Ed Assessment Report

New Courses
1. MAT 3XX Mathematics of Signal Processing
2. SEC 3WW Hospital Security
3. SEC 1XX Introduction to Cybercrime: Theories and Applications
4. SEC 2XX Cybercrime Investigations
5. SEC 2YY Cyberlaw and Cyberliberties
6. SEC 3XX Cyberfraud and Identity Theft
7. SEC 3YY Cyberpredators
8. SEC 3ZZ Cybervice

Course Revisions
1. PSC 255 Research Methods for Police Studies
2. SCI 114 Principles of Forensic Science

Attachments:
Agenda for Dec 15th
Minutes of Nov 17th
Gen Ed Assessment Report
Proposal to Rev the BA/MA in Forensic Psychology
New Minor in Cybersecurity
Courses:
MAT 3XX Mathematics of Signal Processing
SEC 3WW Hospital Security
SEC 1XX Introduction to Cybercrime
SEC 2XX Cybercrime Investigations
SEC 2YY Cyberlaw and Cyberliberties
SEC 3XX Cyberfraud and Identity Theft
SEC 3YY Cyberpredators
SEC 3ZZ Cybervice

Course revisions:
PSC 255 Research Methods for Police Studies
SCI 114 Principles of Forensic Science
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The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, November 17 at 9:45 a.m. in room L61NB. Dean Dara Byrne called the meeting to order.

Present: Andrea Balis, Dara Byrne, Paula Caceres, Angela Crossman, Crystal Endsley, Maria Haberfeld, Sarah Hammond, Jane Katz, Katherine Killoran, Ma’at Lewis, Daniel Matos, Bettina Murray, Judy-Lynne Peters, Gohar Petrossian, John Pittman, Michael Puls, Maria Julia Rossi, Ellen Sexton, Edward Snajdr, Sandra Swenson, Robert Till.


Guests: Douglas Boettner, Marie-Helen Maras, Ray Patton.

Announcements

Dean Byrne called the meeting to order. Douglas Boettner, the Director of Special Academic Sessions reminded everyone that Winter Session registration was underway, and he asked them to bring that information back to their departments. His office was finalizing the dates for summer sessions. There was some discussion of how many courses students are allowed to take during Winter session, since technically only three credits are permitted. Douglas Boettner said that the registrar can grant exceptions to the limit. Kathy Killoran said that exceptions are granted on an individual basis, and those are determined by a number of factors, including GPAs.

Katherine Killoran spoke about the timing of this meeting with the College Council monthly meetings. This month there would be a quick turnaround to meet the College Council deadline, so all revisions of this month’s courses have to be in by Monday.

Approval of the minutes of October 20, 2017

There was no discussion or changes requested.

A motion was made and seconded to approve the minutes of October 20, 2017. The minutes were adopted with 16 votes in favor and 1 abstention.

New Business

Program Review / Programs Subcommittee

New Minor in Cybercrime
Katherine Killoran introduced this proposal for a new minor, noting that it meets all of UCASC’s criteria for minors. Overall, she said this is an important addition to the John Jay curriculum because there is not a lot of obvious attention to this area in the current curriculum.

Professor Marie Maras was present to speak for the proposal. She spoke of how necessary this degree is in today's world. There is currently a national deficit of people equipped to work in this field. In addition, the minor will prepare students for further studies in master’s degrees.

Dean Byrne asked what the job opportunities are for students who minor in non-technical cybercrime issues, given that students often ask questions about jobs at Open House. The college is expecting a massive influx of students to be interested in these courses, and she wondered how she might explain possible job options to students. Professor Maras said that students who major in credit security go into the places like the commercial sector and the financial sector. She said that alums from the field have come back and said that they were asked by their employers what they knew about cybercrime, indicating how critical this content is for graduating job-seekers.

A motion was made and seconded to approve the new minor. The new minor was approved with 17 votes in favor.

General Education / Courses Subcommittee

Gen Ed Assessment Report

Ray Patton introduced the report, written by Professor Andrew Sidman. He thanked Professor Sidman for his detailed work. He also thanked the Science Department and Professor Sandra Swenson for producing their own analysis. He drew attention to the appendix page that addresses actions the college took in response to last year’s assessment report, such as work on 300-level courses, the Open Educational Resources grant, support for course design and pedagogy workshops, and 100 & 200-level scaffolding seminars, among other things.

He then discussed what the committee found out about Quantitative Reasoning in this year's assessment. Namely, that students typically encounter most quantitative reasoning skills in the general education curriculum in one course. After that introductory course, Quantitative Reasoning skills are rarely reinforced. Students are struggling to perform past the introductory level. The subcommittee has recommended that the college assemble a group of experts to discuss what quantitative skills students ought to be learning to succeed in their major and postgraduate aspirations. Someone asked if it is possible to employ the College Option to further develop these areas.

Dean Byrne said there is an ongoing discussion in her office about how to bring issues like this out to faculty and to students. Her office has been looking at tools that can make assessment of the curriculum more visible both to students and to the administration, such as milestone credentials. These credentials would provide a metric for the college to examine how many students are meeting the college’s institutional learning goals at various points within the degree. She noted a conversation she had had with a student who thought she had taken no
ethics courses, while Dean Byrne knew that this student had taken courses that contained ethics, but was unaware because that content was not made explicit. Dean Byrne also noted that now it is entirely possible for students to dodge the things they do not want, such as Quantitative Reasoning. She said the concern might not be limited to quantitative reasoning, and that the curriculum should be structured such that students cannot skirt methods. Regarding executing assessment, she said it has not always been clear when the improvements are made and we close the loop.

Professor Judy-Lynne Peters said this is the type of thing it would be good to talk about at Faculty Development Day. They could talk more about how to make use of what you learn. Professor Ma'at Lewis complimented Professor Peters' wording, “making use,” and said it might be a good title.

Professor Gohar Petrossian asked about requirements for math courses. Katherine Killoran said it varies by major and there is a national conversation now about how to scale quantitative skills beyond the 100-level. Professor Peters said if you require a STATs course, which we do, the learning is still relegated to one course, so the question is how to develop further quantitative work.

Paula Caceres asked if this will be evaluated in the minors and in the majors. Dr. Patton said the new faculty group has been assembled to examine that very question.

Professor Andrea Balis also spoke of the importance of developing more writing across the curriculum.

A motion was made and seconded to endorse the recommendations of the Gen Ed Subcommittee about the Gen Ed Assessment report. The proposal was endorsed with 16 votes in favor and 1 abstention.

New Course

MAT 3XX Mathematics of Signal Processing

Katherine Killoran introduced this course, which is for the new major in Applied Mathematics: Data Science and Cryptography. Professor Puls spoke a bit about the content of the course, providing an example of how photos are transmitted digitally by breaking down the whole file into smaller pieces.

Regarding UCASC procedure, Professor Lewis asked if we ever test course descriptions with students before finalizing them, and asked if that had been done with this description in particular. Professor Puls said this course description is a pretty standard math description. Katherine Killoran said this course was already taught experimentally as a selected topics course, which fourteen students completed. That is why the course proposal did not need as much vetting in the subcommittee. She agreed that the course description should be student-friendly and understandable but it also important for transfer purposes to explicitly state course content.
A motion was made and seconded to approve MAT 3XX Mathematics of Signal Processing. The course was approved with 18 votes in favor.

SEC 3WW Hospital Security

Professor Peters said this course came to the subcommittee in fairly good shape. The subcommittee asked for tweaks to the learning outcomes, development of the syllabus and the calendar.

Katherine Killoran noted that for this course and the next six courses, she would need to add the ENG prerequisite.

A motion was made and seconded to approve SEC 3WW Hospital Security. The course was approved with 18 votes in favor.

SEC 1XX Introduction to Cybercrime: Theories and Applications

Professor Peters said the next six courses are all for the newly approved minor. Professor Maras explained the thinking behind the design of the course.

Dean Byrne asked about the use of Professor Maras’ textbook as the main text for the course, noting that students filed complaints recently about another course in which the professor assigned their own text. Those students felt limited in that course, as though they could not comment on or question the material in the text because it was written by the professor. Professor Maras said that in her course, there is no existing text that would cover the needed material, which is why she had to create one. She also noted that creating such a textbook is a labor of love.

Dean Byrne offered a note of caution that research has found that students tend not to buy textbooks, especially when the course is not in their major. She said it is likely that students will wait several weeks into the course, to see how long they can make it without the text. She noted that this is not a comment on the professor, but on the consumer habits of students, who are known to move away from learning based on the prohibitive cost of the textbooks. She said this is a nationwide problem. John Jay is trying to remove the impediments for low-income students to succeed in college, and high-priced textbooks are one of those impediments. Dean Byrne noted that a huge volume of professors have made courses based on open-access content that is widely available via the library and other sources. Professor Maras said the reason those costs are extreme is because the bookstores raises the price, noting that if students buy the text from the publisher they can find them for $20. She also said books can be rented.

Professor Petrossian said she had also been curious about the textbook for this course. In her own courses, she has used textbooks to guide her structure without actually assigning the texts to students. She has found that students are quite lazy with texts and might not even to go the effort to download material.

Dean Byrne said that question is not in play when the text is the professor’s own book, when the professor is both author and instructor. Professor Maras noted the difference between existing cybersecurity texts, which are difficult to read, and her own text, which endeavors to make the material exciting for students. Dean Byrne remained curious about why students are not
exposed to other materials. Professor Maras said there are hundreds of sources for her text.

Dean Byrne said courses are often structured using multiple articles.

Professor Robert Till asked for clarification of the question, wondering why it was important to distinguish between one author and multiple authors. Professor Balis said that much of the college's work is to expose students to multiple points of view and ask them to step out, analyze, and consider ideas via multiple texts. Professor Maras said her book is not one-sided; it provides multiple perspectives and asks students to draw conclusions.

Professor Swenson suggested listing the various references that might be employed by the text in the syllabus, to make the multiple viewpoints explicit. She said if she were a student approaching this class, she might feel challenged in representing her own voice. She said she realized that this is not the intention, and she thought it might be a question of how the material is represented on the syllabus.

Paula Caceres, a student, said it is actually quite valuable to have a text written by the professor. She said she has had a few such classes, and it was clear that the professors were using those texts to facilitate learning. She also felt that it makes sense that references within a textbook are condensed. The condensed collection is appealing to her as a student—more so than a long list of multiple articles from many places. She thought it was important to acknowledge that this is a new course for a new minor.

Dean Byrne noted that the debate in the room is the key work of this committee, and it only showed that the people in the room read the material and care. She reminded everyone that she has received official complaints filed by students who raised ethical questions about the instructor/author boundary. That said, Dean Byrne's own question for Professor Maras was not about ethics, but purely about the cost of the textbook, and what it means if the only source is coming from this professor. It is known that students delay on purchasing texts. She reiterated that this is no comment on Professor Maras' integrity, which is impeccable.

Professor Maras thanked everyone for their comments. She explained that professors are not paid for these textbooks, and also that each chapter in the text was reviewed by ten experts in the field. She noted that in her own pedagogy she encouraged spirited debate and students are not force fed conclusions. Dean Byrne reiterated that her question was not a criticism, but a pure question about cost with awareness of student consumer habits. Professor Maras said the book is available in the library.

Speaking for the library, Professor Ellen Sexton strongly stated that it is library policy not to buy textbooks. She said that Professor Maras' book is in the library because it falls under a Criminal Justice category, and so it has an independent reason to be part of the library collection. She wanted to be absolutely clear that professors cannot rely on the library to provide textbooks for students.

A motion was made and seconded to approve SEC 1XX Introduction to Cybercrime: Theories and Applications. The course was approved with 17 votes in favor 1 abstention.

SEC 2XX Cybercrime Investigations
Professor Peters introduced the course. There was no further discussion.

A motion was made and seconded to approve SEC 2XX Cybercrime Investigations. The course was approved with 18 votes in favor.

SEC 2YY Cyberlaw and Cyberliberties

Professor Peters introduced this course, noting that the committee had had some questions about the difference between this course and the previous one, which the proposer had answered. Professor Lewis asked why “Cyberliberties” was added to the title. Professor Maras said that there is much discussion in the course of people defending their rights online. Since that is such a core element of the class, it was added to the title.

A motion was made and seconded to approve SEC 2YY Cyberlaw and Cyberliberties. The course was approved with 17 votes in favor.

SEC 3XX Cyberfraud and Identity Theft
SEC 3YY Cyberpredators
SEC 3ZZ Cybervice

Professor Peters proposed discussing these three courses as a slate, since in the subcommittee had the same feedback about all three courses. There were discussions of the difference between 200-level and 300-level courses, as well as discussion of the similarity of assignments from course to course. The subcommittee had asked that the courses be distinguished from each other, and the proposer was amenable.

A motion was made and seconded to take the three courses as a slate. The motion to take the courses as a slate was approved with 16 votes in favor and 1 abstention.

Professor Sexton was concerned about coverage of intellectual property rights. She asked if any of these courses cover the ethics of sharing published material, which students may be accustomed to doing illegally. Professor Maras said that is one of the first questions she asks students in the Cyberfraud class, noting that information is not really free, regardless of what certain individuals think, and laws made in the 90’s are not equipped to manage today’s proliferation of information. She said the classes examine the conflict between the right to information and intellectual property rights.

Professor Petrossian asked about the term “cybervice,” a term she had not heard. Professor Maras said it is a common term in the field. Where “vice” is already used in criminal justice terminology, here, it is qualified here for the digital world. She said that one of the conversations in the course is actually a spirited interrogation of the way they slap the word “cyber” onto anything and what that really means.

A motion was made and seconded to approve the slate of courses. The slate was approved with 16 votes in favor.
Proposal to Revise the BA/MA Program in Forensic Psychology

Katherine Killoran introduced this revision. Since the number of Gen Ed credits has been reduced so much, the program has space to require additional psychology courses in the undergraduate portion that it did not previously require, making it more possible for students to succeed at the graduate level.

A motion was made and seconded to approve the Proposal to Revise the BA/MA Program in Forensic Psychology. The proposal was approved with 17 votes in favor.

Course Revisions

PSC 255 Research Methods for Police Studies
SCI 114 Principles of Forensic Science

Katherine Killoran introduced this very minor course revision to PSC 255, which brings the math prerequisites for this course into alignment with its sister course in the criminal justice major, CJBS 250. The revision is required because students have been trying to use CJBS to skip around this police studies research methods courses.

A motion was made and seconded to take the two course revisions as a slate. The motion was approved with 15 votes in favor and 1 abstention.

For the SCI 114 course, the Science Department is adding some material into the course description in response to student concerns about gory material. This change makes clearer that some of the material can be a bit graphic.

Professor Ma’at Lewis asked about the word choice, wondering if the word “disturbing” is the best word. She suggested “distressing.” Professor Peters said there was a very long discussion about this in the subcommittee. Ultimately they chose to stick with the word “disturbing,” even though it was a bit strong, because this type of language is universally understood. They wanted to make sure to get the message across.

A motion was made and seconded to approve the course revisions. The course revisions were approved with 16 votes in favor.

The meeting concluded at 11:20 a.m.

Respectfully submitted,
Sarah Hammond, Scribe
1. Dean’s Announcements – Dean Byrne

2. Approval of the minutes of November 17, 2017

3. New Business

Making Learning Visible Across the Undergraduate Curriculum
Raymond Patton, PhD, Daniel Auld, PhD, Jasmine Awad (Student Representative)

Program Review / Programs Subcommittee
1. Proposal to Revise the BS/MPA Programs in Public Administration (Public Policy and Administration) and (Inspection and Oversight)
2. Proposal to Revise the Minor in Criminology
3. Proposal to Revise the Minor in Human Services

General Education/Courses Subcommittee

New Courses
1. CHS 3XX Program Planning and Development
2. PSC 3XX International Police Cooperation
3. LLS 2XX Latinx Identity (US Exp)
4. AFR 2XX African American Youth and Social Struggle (Ind & Soc)
5. MAT 4XX Mathematical Cryptography

Attachments:
Agenda for Dec 15th
Minutes of Nov 17th
Proposal to Revise the BS/MPA Programs in Public Administration
Proposal to Revise the Minor in Criminology
Proposal to Revise the Minor in Human Services

New Courses:
AFR 2XX African American Youth and Social Struggle
CHS 3XX Program Planning, Evaluation and Assessment
LLS 2XX Latinx Identity
MAT 4XX Mathematical Cryptography
PSC 3XX International Police Cooperation
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*CURRICULUM COMMITTEE*
December 15, 2017
ATTENDANCE
Quorum = 16 Voting Members
The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, December 15 at 9:45 a.m. in room L61NB. Dean Dara Byrne called the meeting to order.


Absent: Susannah Crowder, Demis Glasford, Michelle Holder, Ma’at Lewis, Daniel Matos, Bettina Murray, John Pittman, Robert Till.

Guests: Robert DeLucia, Jose Luis Morin, Raymond Patton, Nancy Velazquez-Torres.

Announcements

Dean Byrne called the meeting to order. She congratulated everyone on reaching the end of the semester and thanked all for attending the meeting.

Kathy Killoran introduced Christopher Cazares, a new student member. Cazares is a junior majoring in Criminology.

Approval of the minutes of November 17, 2017

There was no discussion.

A motion was made and seconded to approve the minutes of November 17, 2017. The minutes were adopted with 16 votes in favor and 2 abstentions.

New Business

Program Review / Programs Subcommittee

Making Learning Visible Across the Undergraduate Curriculum

Dean Byrne introduced Raymond Patton, Daniel Auld, and Jasmine Awad, who were present to speak about a project underway in Undergraduate Studies. This work picks up the research James Llana was doing as he prepared to draft the Institutional Learning Goals required by Middle States. In picking up the project, Dean Byrne wanted to be sure that the document would have a purpose that impacts student learning.

She displayed a map devised by Ray Patton that drew connections between specific components of the curriculum and the abstract institutional learning goals. Ultimately, Dean Byrne hoped
that this work can be developed into a document that can offer a common language across the
college about what the John Jay curriculum means.

Daniel Auld, Director of Learning Technologies and Support, moved forward with the
presentation, next speaking to the potential use of “micro-credentials” at the college to make
various learning achievements explicit to students. These electronic badges can be added into
students’ e-portfolios, linking back to official pages on the college’s website to validate and
explain the accomplishment to outside viewers. Micro-credentialing would also aid the college
in assessment by providing a clear way to gather data about key academic points.

Jasmine Awad spoke about her own experience trying to figure out whether she had taken any
courses that met the Institutional Learning Goals, noting that she had been unaware that her
early courses had included ethics. Since those objectives were not made explicit to students,
students can be unaware of which goals they may have met. She also said that students are very
reward-driven, so a micro-credential provides a useful incentive. Above all, students need to
understand what they are taking and how to get the best use out of it, particularly so they can
speak to employers in the outside world about what they learned at John Jay.

Raymond Patton then spoke about the global citizenship learning goal, picking up on work that
was being done last year by Interim Dean Anne Lopes. There is a grant for the college to
examine this particular learning goal. Upon surveying the entire curriculum, 277 courses were
found to incorporate global learning in myriad ways. There was discussion in the Gen Ed
subcommittee about how to help students understand connections between courses, and about
finding a vocabulary for communicating to students about what they are learning.

The floor was opened for general questions. Professor Alexandra Moffet-Bateau asked how we
make this meaningful for the majority of students. She said students sign up for her courses
based on keywords in the title rather than an understanding of the deeper learning goals that
may be related to their careers. Dean Byrne said this question is exactly the reason for
Undergraduate Studies’ inquiry. She said that a lot of students have chosen courses based on
their schedule, and cannot articulate why they took what they took upon graduation. She she
would like students, as consumers, to make informed choices about what to take during their
journey. To encourage that, the college needs better messaging from orientation to graduation.
Students should have this language at their fingertips.

Professor Maria Julia Rossi asked how this connects to the transcript. Dean Byrne said the
CUNY official transcript is archaic in comparison with other colleges, who have much more
dynamic documents. At the same time, the transcript is an official document certifying that you
have met the requirements toward a degree, which is not the same thing as saying why we have
built a curriculum that educates toward Justice. How is an English requirement at John Jay
different than at Hunter? She said that she understands the difference, but the students may
not.

Professor Suzanne Oboler said she loved this discussion and felt it was much needed. However,
she had concerns about the practical impact of micro-credentials. She asked who defines when
and how students obtain these. She also cautioned that adding this layer of awards might have
negative impact on students who obtain fewer micro-credentials than their peers. She felt it is important to consider not just the overachievers, but the majority of students who have difficulty during a semester. Dean Byrne said the key here is that micro-credentials will not be included in the transcript. Not all students will receive all micro-credentials, in fact it will be rare that anybody receives all ten. Dean Byrne spoke further to how valuable these will be when the college wants to examine how the various learning goals are being taught across the majors. For the student, lacking a micro-credential will not present any sort of barrier to completion. Professor Oboler felt there is too much potential for students to feel negatively if they do not receive enough badges. Dean Byrne countered that such a moment might steer a student to make better choices in subsequent semesters.

Professor Gohar Petrossian commended the idea of micro-credentialing, saying she saw it as another vehicle to help students focus. She thought it would be especially relevant for students who do not have post-graduate plans.

Professor Jay Gates said how glad he was for this idea, noting that in English 101, one of the first things he has to do is frame the idea of what an education is. His main hesitation had to do with the lack of advisers on campus. He asked at what point does an initiative like this become another version of DegreeWorks, or another exercise in “ticking the box.” How do we ensure actual evaluation of education with only 14 advisers?

Dean Byrne said she felt it would not be over-complicated for students to get a message from the system at the end of a semester saying “congratulations, you have learned these skills and employers will appreciate knowing x, y, and z about what you learned in this course.” She said there is not enough advising or faculty contact to provide this message to students. There are about 4,000 students who are able to articulate this already, and these students are plugged into small networks with faculty contact, but the college needs to reach the other 8,000 students.

Professor Andrea Balis said she felt the college is pretty good at figuring out systems for checking boxes, but it needs to improve helping students explain what they have learned to outsiders. She said it is important to make students active in this. They do not always open their messages. Dean Byrne said plain language is necessary. Professor Balis said she supports the whole endeavor in principle, but also understood Professor Oboler’s concern about the potential for a discouraging effect. Dean Byrne referred to the Nine Ways of Knowing program at Barnard, which reinforces that college’s goals from orientation to graduation with a common language.

To sum up, Dean Byrne said that this topic will come back to UCASC in the Spring, particularly the draft learning goals and the titling of the various goals.

Professor Rossi said this could be a good time to think about transcripts again, noting that people outside might need to be able to see these micro-credentials. Daniel Auld said that a lot of institutions who do these micro-credentials will provide an additional document that accompanies the transcript.
Program Review/Programs Subcommittee

Proposal to Revise the BS/MPA Programs in Public Administration (Public Policy and Administration) and (Inspection and Oversight)

Katherine Killoran introduced this proposal, which includes revisions to two separate programs to make current expectations clearer to students. She said that this revision follows up on similar clean-up revisions of the other dual degree programs last semester. She explained that the undergraduate Public Administration program feeds into two MPA programs with the specified themes. This revision effects both versions.

Professor Ellen Sexton asked what is missing when students do a BS/MPA. Professor Peters said that the courses that get winnowed out are mainly electives.

A motion was made and seconded to approve the revision of the BS/MPA Programs in Public Administration. The proposal was approved with 20 votes in favor.

Proposal to Revise the Minor in Criminology

Katherine Killoran introduced this minor revision, which includes various course changes and inclusion of the internship.

A motion was made and seconded to approve the revision of the Minor in Criminology. The proposal was endorsed with 20 votes in favor.

Proposal to Revise the Minor in Human Services

Katherine Killoran introduced this revision, which changes required courses and the name of the minor. Professor Robert DeLucia spoke about his department’s excitement about the direction this minor is taking. He explained that with their new major in Human Services and Community Justice, the department would like to change the minor to focus more on clinical counseling work. Students have opportunities to enrich their experiences and could pair this minor now with the major in Human Services to enhance their qualifications.

A motion was made and seconded to approve the revision of the Minor in Human Services. The proposal was approved with 20 votes in favor.

General Education / Courses Subcommittee

New Courses

CHS 3XX Program Planning and Development

Ray Patton introduced the course, which will be crucial in the new Human Services and Community Justice major. When the course came to subcommittee, it was packed to the brim
with topics that could have sustained three courses. The subcommittee recommended that the
course focus more on program planning, leaving grant-writing for another course. They were
very impressed with the proposer's work.

Professor Nancy Velazquez-Torres said that the grant-writing component was initially included
with the idea that it would eventually become another course, and they hope to offer such a
course down the road.

A motion was made and seconded to approve CHS 3XX Program Planning and
Development. The course was approved with 19 votes in favor.

PSC 3XX International Police Cooperation

Kathy Killoran said this course came to the committee very well prepared. The subcommittee
only asked for some revisions to the learning outcomes and rationale.

A motion was made and seconded to approve PSC 3XX International Police
Cooperation. The course was approved with 19 votes in favor.

LLS 2XX Latinx Identity (US Exp)

Ray Patton introduced the course, saying that the subcommittee had asked the course for a
slight revision to tie course content to Gen Ed learning outcomes.

Professor Jose Morin said this course is linked to a series of courses that could carry a student
from freshmen year on. Ray Patton said this course is part of the sophomore signature program,
which aims to continue support and guidance in the classroom beyond the freshmen year. Dean
Byrne said analysis has shown that at the end of the sophomore year, only 36% of students are
on track to graduate.

Katherine Killoran said that 200-level offerings are being expanded intentionally, in support of
the new 200-level overlay.

A motion was made and seconded to approve LLS 2XX Latinx Identity (US Exp).
The course was approved with 20 votes in favor.

AFR 2XX African American Youth and Social Struggle

Professor Jama Adams was not present to speak for this course. There was some discussion of
whether the course could be approved without the proposer present. It was saved for later in the
agenda.

MAT 4XX Mathematical Cryptography

Dr. Patton said this will be the capstone for one of the concentrations in the new Applied
Mathematics major. There was a language tweak, to remove the word “hopefully” from the
learning outcomes. The course had a scaffolded series of applied learning projects, and the
subcommittee asked that the professor have students write about those projects. That was the
original intention behind the projects, so Professor Puls included that in the syllabus to make it more explicit.

Professor Sexton asked about the link provided for the undergraduate bulletin, which seemed to be an incorrect link. Katherine Killoran will make sure this is corrected.

Professor Spunt asked what cryptography is. Professor Puls said it is how you encode a message so that only the intended recipient can understand the content. This is the sort of secure messaging that allows banks to communicate with clients. Dean Byrne noted that Professor Puls’ plain language explanations are always useful.

A motion was made and seconded to approve MAT 4XX Mathematical Cryptography. The proposal was approved with 20 votes in favor.

Course Revisions

PHY 101 College Physics I

Katherine Killoran said this was a revision that she requested herself because there have been problems with the vagueness of the prerequisites for this course for years. The previous prerequisites referred to high school courses, which were unenforceable at the college level. Now, the department will require math courses from the curriculum, ensuring that students can be vetted properly for this course.

Dean Byrne asked if this change would mean students have to take an extra course before taking PHY 101. Killoran said no, they would have a take college algebra or higher and those courses serve to satisfy the general education math requirement. This revision actually only makes explicit something that was already happening. Students who were prepared for the class already had these MAT courses.

Professor Peters said this would be a good opportunity to tweak the course description. She felt it was a bit cryptic, and could use an extra sentence. Raymond Patton said it would be useful to know that it is intended for general students rather than science students. Kathy Killoran said it is not. It is a STEM variant for General Education. Some of the new science majors allow students to take this physics course or one that is calculus-based (PHI 203). Killoran said the suggestion to examine the course description was a good one, but she hoped the prerequisite revision could be passed now, because it is a problem for students.

A motion was made and seconded to approve the revision to PHY 101 College Physics I. The motion was approved with 20 votes in favor.

AFR 2XX would be discussed at a future meeting.

Dean Byrne wished everyone a wonderful end of semester. The meeting concluded at 11:16 a.m.

Respectfully submitted,
Sarah Hammond, Scribe
1. **Dean’s Announcements** – Dean Byrne

2. **Approval of the minutes of December 15, 2017**

3. **Old Business**

   **New Course (1st reading)**
   - AFR 2XX African American Youth and Social Struggle (Ind & Soc - tabled from Dec 15)

4. **New Business**

   **Program Review / Programs Subcommittee**
   - Proposal for a New BA in International Criminal Justice/MA in International Crime and Justice

   **CUNY Academic Momentum Initiative** – Dean Byrne

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**Attachments:**

- Agenda for Feb 2nd
- Minutes of Dec 15th
- Proposal for new BA/MA Program in International Criminal Justice
- AFR 2XX African American Youth & Social Struggle
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Minutes of February 2, 2018

The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, February 2 at 9:45 a.m. in room L61NB. Dean Dara Byrne called the meeting to order.


Absent: Christopher Cazeres, Michelle Holder, Carmen Kynard, Alexandra Moffet-Bateau, Bettina Murray, Ellen Sexton, Edward Snajdr.

Guests: Douglas Boettner, Mangai Natarajan, Raymond Patton, Katalin Szur.

Announcements

Dean Byrne called the meeting to order. She introduced the new administrative coordinator in Undergraduate Studies, Charmaine Joseph, who comes to John Jay from the dean’s office at the University of the Virgin Islands and has a background working with the Research Foundation and budgets.

Dean Byrne welcomed new UCASC member Professor Brett Stoudt, from Gender Studies and the Psychology Department, and Professor Carmen Kynard from the English Department. She also noted that it would be Erin Thompson’s last meeting of the semester, and various people from Art and Music will be replacing her this Spring.

Approval of the minutes of December 15, 2017

There was no discussion.

A motion was made and seconded to approve the minutes of December 15, 2017. The minutes were adopted with 17 votes in favor and 3 abstentions.

Old Business

New Course (1st Reading)

AFR 2XX African American Youth and Social Struggle (Ind & Soc)

Crystal Endsley was present to speak for the department. This new course is a 200-level sophomore experience course proposed by Professor Jessica Nembhard and Professor Jama
Adams. The department needed another sophomore offering for the general education program, the new Human Services Community Justice major and it will flesh out the Africana Studies minor. It is a new elective that looks at African American youth and the struggle for social justice.

Professor Judy-Lynne Peters asked about the definition of service learning. Dr. Raymond Patton said the revised syllabus includes a description of the service project and reduces the required hours from 30 to 15. He said the Courses Subcommittee had discussed the question of definitions for service learning, and the department’s response was that it is the instructor’s prerogative to define service learning in each course.

Dr. Patton also noted that the proposers added the word justice to the title of the course to better describe course content.

Katherine Killoran asked how this course meets the learning outcomes for Gen Ed. Dr. Patton said there are sufficient assignments to meet three main outcomes: information literacy, critical thinking, and writing. Further, the course has content on ethical views, individual and society, and fundamental concepts in methods of a discipline.

Jasmine Awad asked about one of the paper assignments that was detailed in the original syllabus but not the most recent revision of the syllabus. That assignment called for students to interview an adult in their family over age 65, but Ms. Awad asked what the professor would do for students whose older family may be out of the country or deceased. Professor Endsley said that is a good question and it falls under the professor’s discretion to find a substitute assignment that would achieve the same outcome for their goal for the assignment.

Erin Thompson noted that the grade distribution is listed twice in the syllabus with different numbers in each set, on pages 4 and 6. At this point, Professor Adams arrived. Dean Byrne noted that if the course is approved, it would be approved with the resolution that the correct grade distribution would be identified and listed as such in the proposal.

A motion was made and seconded to approve AFR 2XX African American Youth and Social Justice (Ind & Soc). The course was approved with 22 votes in favor.

New Business

Program Review / Programs Subcommittee

Proposal for a New BA in International Criminal Justice / MA in International Crime and Justice

Kathy Killoran introduced this proposal to join the BA and MA degrees, noting that she was particularly happy to see this. Now that the masters has been around for a few years and enrollment is increasing, it is a good time to join these programs as a dual degree. This proposal is the first of a few such programs planned for future proposals. It would allow undergrads to apply to a dual degree and earn both degrees in five years instead of six, saving a year’s worth of tuition. There are some students with very high GPAs in this program, which means the students are qualified. The savings in credits comes from required courses that were duplicated across the two degrees, as well as some electives that are removed from the major. Killoran said
the subcommittee asked for more information about job opportunities in the proposal, so Professor Mangai Natarajan attached a list of places where students have done internships, some of which have turned into jobs.

Professor Barry Spunt asked if this will lead to undergraduates in the grad classes, with concern that there will be unprepared students in grad courses, a problem he has already experienced with BA/MA students in his CRJ 715 course. He has found that those students do not have a background in methods.

Kathy Killoran noted that this is the program in International Crime and Justice. She said that in the ICJ major, they take statistics and have a 300-level methods class. She then spoke in detail about the methods requirements for the newly revised BA/MA and BS/MA programs in Criminal Justice. The revision strengthened the undergraduate requirements to require the undergraduate research methods and capstone courses. She thought perhaps Professor Spunt might be seeing students who were still working under the old curriculum.

Dean Byrne said it is important to remember that this committee see continuous revisions, and it takes time for students to make their way through. She thought that professors would be seeing more prepared students in the graduate classes in the future. Now there is also better transparency about degree mapping, which means students will take things in the right sequence, getting methods at a point that will support the subsequent achievement at the capstone level, the thesis level, and so on.

Professor Suzanne Oboler said she thought the whole thing is a great idea. She suggested including at least one human rights course in the graduate program as a requirement, especially for Latin America. Professor Natarajan said they are still preparing new courses at the master's level, and human rights is on their radar. She said they do have it at the BA level. The MA does not focus on the level of regions. She also said that some content on human rights is spread out among most of the courses in the program. It is spread out, rather than located in one dedicated course.

Professor Oboler was concerned that this is not required.

Professor Gohar Petrossian noted that the graduate program has been extremely small, and this year there has been a 150% increase in enrollment. So there have not been enough faculty or enrollment. Now, with the huge influx of students into the program, the department can afford to consider developing new courses without having to cancel other courses. Professor Natarajan added that we do have experts in the human rights area teaching in the master’s program.

Professor John Pittman wished to add his support to Professor Oboler’s point that the suggestion is to add a required human rights course to the curriculum. Though the department’s intention is to distribute it across the program, he noted that implementation of curricular goals varies widely from semester to semester as different instructors teach each course. So, though the program-wide goal is good, he did not think it was enough. Attention to human rights is an issue everywhere, not just South America, and it is critical to any discussion of justice. He urged them to consider adding a required human rights course on the master’s level.

Kathy Killoran said that while feedback is welcome, the purview of this committee is not the graduate curriculum, but the undergraduate curriculum. In this case, we can advise. However, this proposal is to join the existing MA to the existing BA. We can send them feedback, but we
cannot tie it to the success of this proposal. She spoke a bit to the content of this major, which she called one of the best majors at the college for its robust interdisciplinary curriculum. There is a lot going on in this major, which is very large and falls in line with the best practices we like to see. The size of the major means there are a few areas that may not be as robust. She asked Professor Natarajan to speak about the capstone.

Professor Natarajan said there is along research paper which is called a mini-thesis, in which students are expected to have competence of human rights issues as they examine a region. So, that competency is expected in the undergraduate program. She did agree with the larger point and said she would take this recommendation back.

Professor Pittman asked if the master’s program would admit students from elsewhere who had not had the BA at John Jay. If so, how would the degree educate these students in human rights?

Dean Byrne reminded the committee that this body works on the undergraduate curriculum. She said she would draft a letter to Avi, but this body could not legislate changes to the master’s program. She said the purpose here is to align, not to reshape. She also spoke to the vast differences between the populations of graduate programs and undergraduate programs at John Jay and said that these joint degrees are intended to help graduate studies increase their diversity by increasing pathways for students to get to graduate studies. We have students who are well-prepared but have barriers when it comes to standardized testing, which has been a national trend. Furthermore, there are very few full-time faculty, and these professors are concentrated in graduate programs. Faculty are stretched, partly because of faculty burden advising graduate students in masters and doctoral programs. Joining programs provides an opportunity for students to connect to more full-timers, who can then mentor, and, critically, write the letters of recommendation that are necessary to entry. Students are eager to get into the field, and these five-year programs make it more possible for students to keep the momentum through both degrees toward an actual job. She said the college is working hard on finding these five-year opportunities in multiple departments. The success of students in the CUNY Justice Academy has already shown that joining programs is effective. Though there are rumors about the difficulty of transfer students, the transfer students you do not notice are the ones who come through the Justice Academy. Joining programs makes a difference because it helps students stay on track, understand the curriculum, connect to faculty, and, most importantly, learn.

Kathy Killoran added that there is a new master’s in human rights, which has been registered. It is just kicking off, but courses are in the pipeline.

Professor Andrea Balis had a question about this committee’s work. She noted that this committee is always mindful of gender, race, ethics, and so forth when considering curricular questions. She asked if this is in any way institutionalized, with concern that another group of people in the same position might not attend to these matters. Is it dependent on who is in this room?

Dean Byrne said, essentially, the institutional piece is the education mission. The orientation of the college keeps certain things in check. It is very difficult to write a proposal at John Jay without looking to these things. It is our culture. We expect all our work to connect to our core questions and values. She did not think a policy could address this.
Professor Oboler said it takes a long time to build a culture, but it takes two seconds to destroy it.

Dean Byrne noted that faculty have tenure, while administrators may change. If the college invests in full-time hires who are embedded in every department, the faculty provide the leadership and stability, and that should continue to happen no matter who is sitting in her seat.

Kathy Killoran added that there are a few foundational documents from 2006, during Provost Bowers’ tenure, that document principles underlying undergraduate education at John Jay. She also pointed out the draft map of Institutional Learning Goals that will come back to the committee in a future meeting. That is another place to instill the college’s culture in curriculum.

Professor Maki Haberfeldt noted that her course CRJ 748 is missing from the electives. Kathy Killoran said she would match the graduate electives against the Graduate Bulletin.

On the point about graduate programs, Professor Peters said that the MPA program is not only the most diverse at this college, but it is the most diverse graduate program at the university. Referring to Professor Spunt’s earlier point, she said that she once had a student taking her graduate introductory public administration course at the same time as the undergraduate intro course. She asked if there is a way to require students to take methods courses before they begin graduate courses. Right now, it is an advisement issue but we can encourage this sequence via the plan of study. A note can be added to the program as well. Kathy Killoran said it would be challenging to require this because of the number of courses, but she said it is a good point. We can work on the sequencing.

A motion was made and seconded to approve the Proposal for a new BA in International Criminal Justice / MA in International Crime and Justice. The proposal was approved unanimously with 22 votes in favor.

Dean Byrne encouraged anyone inspired by the idea of joint programs to reach out to her.

CUNY Academic Momentum Initiative

Dean Byrne wished to keep the committee updated about this initiative, which has three main areas of interest: 1) course completion, credit accumulation, and degree mapping.

Students who are not taking fifteen credits per semester are at high risk for dropping out because of TAP eligibility, which is a big problem at John Jay because of the huge number of TAP students at John Jay.

Dean Byrne and a few other John Jay administrators went to a summit at Lehman, where they learned a great deal about John Jay’s work compared to other colleges. Cross-CUNY data shows that John Jay students far surpass other CUNY students when it comes to pass rates in gateway math and English courses. The “Take 15” campaign has also increased enrollment in courses such that John Jay is the best at CUNY when it comes to getting students enrolled in fifteen credits. These outcomes show that John Jay is a CUNY leader in supporting academic
momentum. Dean Byrne wished to acknowledge the faculty’s role in that, noting faculty leadership helps students the most.

In next steps, Dean Byrne said more attention is needed now to understanding student learning. How do we take stock of what they are learning along the way? So much attention has gone into preparation, and that worked, but now the college needs to get a sense of what is being collected around student learning, and how that can be assessed better.

She spoke to some policies that are known to be unfriendly, such as the incomplete policy and the no D-repeater policy. She brought up an example of the STA 250 course, which students need to move through certain degrees. Often students want to take the class more than once if they get a D the first time. Other campuses offer a way to repeat such a course and see their grades averaged. Kathy Killoran said this would not be as essential if we had more than one statistics course. It would be good to have an Intro to Stat class. Sticking to the policy discussion, Dean Byrne said the issue is that financial aid will not pay for students to repeat a course. So that is an unfriendly policy that is preventing student progress.

Dean Byrne said that Gen Ed outcomes were discussed at the summit. Though we have a robust Gen Ed program, students are not doing well. This is partly due to the reliance on part-timers. There has been great effort in math and science, and now we need to put that effort toward Gen Ed. The college needs a coordination model. She said the President is interested in things like a Student Success Plan, which will have to be a joint effort of faculty and administration leadership to focus on finding the next set of achievements for John Jay. She said there has been progress, but we can do better with a next stage of strategic planning.

Professor Peters spoke to the earlier point about Incompletes, saying that a lot of adjuncts do not understand the policy and a lot of students abuse the policy. Dean Byrne said the Academic Standards subcommittee has discussed this. The Registrar suggested simply removing the grading option for INC in CUNY First, so if a faculty member wanted to give an incomplete, they would have to go through a separate process filling out appropriate paperwork. It could work like Independent Study, an extraordinary circumstance for which there is a process.

Professor Oboler said she thought it would be great to have a discussion of what success means. However, she was concerned about increasing assessment. She said it is not possible to level one assessment tool across all courses and subjects.

Dean Byrne said that is where we must start asking how we can encourage an environment where continuous assessment is part of the culture. Not doing assessment has severe consequences. If something is not working in the classroom, it can go on for years, unnoticed.

Professor Oboler said that assessing learning is different than measuring which students took which courses. She pointed out that assessment is already happening at the level of the grade.

Regarding Incompletes, Professor Robert Till suggesting including an option to address the circumstances of the incomplete. Registrar Daniel Matos discussed some of the scenarios in
which professors incorrectly assign Incomplete grades and scenarios in which the grade impacts financial aid.

Professor Ma'at Lewis felt the grading issue could be helped by educating faculty, but she also supported the idea of creating a paperwork option that would force faculty to more thoughtfully consider whether the Incomplete was the appropriate route. Regarding assessment, she agreed that it can be cumbersome, but she felt it is critical to the college’s work. John Jay has a history of teaching students and then seeing that they graduate without actual skills, and hearing from the workplace that they lack skills.

Dean Byrne said Program Review forces everyone to look at all the trends, which can be very telling and prompts changes. Looking at the big picture shows us interaction between courses at the micro-level and student trajectories. This is only possible if all departments are collectively engaged in the assessment of student learning. Furthermore, assessment is how we get resources for more full-time faculty for critical courses. Assessment makes it possible for her to ask the college for resources. Without assessment, problems that could be solved administratively are left to individual professors.

Professor Michael Puls said that assessment has been around for twenty-five years, and it is not going away. Regarding the Stats course, he said that CUNY is working on a course for the whole university, and this is likely to happen within the next five years. Dean Byrne said the 1200 students that take Stats every year cannot wait five years for this to be solved. These students are largely in three majors, so there are whole programs that are slammed by this problem. Overall, she said that we do not want students to learn the habit of running from quantitative literacy skills. It is not doing anything for the justice profession in the future.

She said there would be a few program reviews coming to the committee at the end of February. The meeting concluded at 11:12 a.m.

Respectfully submitted,
Sarah Hammond, Scribe
1. **Dean’s Announcements** – Dean Byrne

2. **Approval of the minutes of February 2nd, 2018**

3. **New Business**

**Institutional Learning Outcomes** – Dean Byrne

**Program Review / Programs Subcommittee**

- Self Study for BA in Law and Society

**General Education/Courses Subcommittee**

**General Education**

- Proposal to Revise the Learning outcomes for the 300-level Justice Core II area of the College Option

**New Courses**

- MAT 4YY Data Analysis

**Course Revisions**

- ISP 160 The Twentieth Century by the Decade (appd for: CO: Learn fr Past)
- CSCI 271 Introduction to Computer Science (appd STEM variant: FC: Sci Wld)
- HIS 240 Historiography

**Academic Standards Subcommittee**

- Revision of Declaration of Major Language
- Revision of Double Major Policy

**Attachments:**

- Agenda for Feb 23rd
- Minutes of Feb 2nd
- Self- Study for BA in Law and Society
- Institutional Learning Outcomes
- Rev of 300-level Justice Core LO’s
- Declaration of Major Revision
- Double Major Policy
- New Course: MAT 4YY Data Analysis
- Course revisions:
- ISP 160 Twentieth Century by Decade
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The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, February 23 at 11 a.m. in room L61NB. Dean Dara Byrne called the meeting to order.

Present: Jasmine Awad, Dara Byrne, Paula Caceres, Christopher Cazares, Susannah Crowder, Virginia Diaz-Mendoza, Crystal Endsley, Michelle Holder, Jane Katz, Katherine Killoran, Ma’at Lewis, Cyriaco Lopes, Daniel Matos, Alexandra Moffet-Bateau, Suzanne Oboler, Judy-Lynne Peters, John Pittman, Michael Pulz, Maria Julia Rossi, Ellen Sexton, Edward Snajdr, Barry Spunt, Brett Stoudt, Sandra Swenson, Robert Till.

Absent: Andrea Balis, Maria (Maki) Haberfeld, Sarah Hammond, Carmen Kynard, Bettina Murray, Gohar Petrossian.

Guests: Raymond Patton, Kristina Hardy, Katalin Szur, James Cauthen, Nina Rose-Fisher.

Announcements

Kathy Killoran announced that there were no microphones at the meeting due to there being several other events going on but she called the media folks to fix this issue. Kathy also announced that the scribe, Sarah Hammond, and her college assistant, Phyllicia McClendon, were absent from today’s meeting. Alexis Pistone, an academic advisor, would be filling in to take notes and count votes. She also introduced Kristina Hardy, the new Curriculum Support Specialist of Undergraduate Studies, who comes to John Jay College from Queen’s College Registrar’s office.

Dean Byrne introduced Professor Cyriaco Lopes who is the representative from the Art and Music Department this month. Dean Byrne then asked all faculty to introduce themselves.

Approval of the minutes of February 2, 2017

Professor Peters requested a correction be made on page 5 line 20 in reference to her speaking about a student that was taking an undergraduate Introductory Public Administration course at the same time that she was taking a graduate Introductory Public Administration course rather than research methods.

Jasmine Awad requested on page 2 line 22 her last name be spelled correctly and that Student Representative Christopher Cazares be added to the list of those that were absent.

A motion was made and seconded to approve the minutes of February 2, 2017 with those changes. The minutes were adopted with 16 votes in favor and 5 abstentions.
New Business

Proposal to adopt Institutional Learning Goals

Dean Byrne reminded the committee that last semester she referred to the need for establishing institutional learning goals and mentioned that this would soon be in the works. She stated that this document started with the former Associate Provost for Institutional Effectiveness, Jim Llana, but he left the college before it was officially adopted. She said when Ray Patton started at the college he took on a portion of this work in which he connected various documents to see where they aligned which is referred to as the "Ray maps". Dean Byrne stated that this document shows that the institutional learning goals are in sync and align with general education, principles, values, learning outcomes and undergraduate education. Ray Patton noted that this document also is linked to the AAC&U value rubrics.

Professor Oboler pointed out on that institutional learning goal number 9 uses the term diversity; however, she believes the proper term to be difference. She raised the idea that the committee could have a discussion on possibly changing or adding this. Professor Oboler stated that as long as we were talking about diversity instead of difference things are being swept under the rug. Kathy Killoran stated that the document she was referring to in the packet was adopted by UCASC in 2006 and therefore cannot be changed. However, she did state that they could go back to see how difference is being reflected in the institutional learning goals that are being proposed today.

Professor Lewis supported Professor Oboler's comment stating that her office is moving away from the word diversity as well. Dean Byrne clarified that leadership and collaboration is the goal and how to do that in a diverse or different society.

Professor Swenson stated that she was fine with the word diversity and asked if the problem with the term diversity was because it has become a popular term. Professor Lewis suggested instead of looking at leadership and collaboration to look at power and equity. She also asked if there was a better descriptor for this goal.

Ray Patton stated that diversity is built throughout the document in each outcome. Professor Peters stated that she had no problem with the language of the learning goal but expressed that there needs to be classroom level discussions about the exploration of differences. Professor Lopes asked where Studio Art fit into these new learning goals. Ray Patton explained that depending on the Studio Art course it could align with creative research and problem solving.

Dean Byrne warned against removing words from documents because this removal implies a resolution has been met. She instead explained that the word creative belongs in the document because it is tied together with research and problem solving. Kathy Killoran pointed out that when John Jay came up with its model for general education they preserved a place for the arts. In Pathways, we also preserved a space because the college valued the perspectives of studio and performance courses in the Communication section of the College Option.

Professor Lewis said that the learning goal surrounding justice advocacy doesn’t mention anything about the dynamics of power. She suggested the term power be incorporated into the document. Professor Peters asked how these learning goals will be implemented because for years these learning goals have existed but faculty wasn’t aware of them. Dean Byrne stated that
by mapping all these goals we can assess what courses and programs of study students are
taking, what they are missing, and what they are getting every year by level and so on. She said
by developing a system to understand what the gaps are and how our curriculum fits with these
goals we have a more targeted way of figuring out how to fill in these gaps.

Professor Moffet-Bateau asked if the institutional learning goals would only be a framework for
assessing curriculum or would these goals be used as expectations that are made for faculty in
teaching their courses. She also asked how this would be communicated to all faculty at the
college.

Dean Byrne said the college was out of step by not having posted, established institutional
learning goals. She stated that these goals are not just directed at faculty because there needs to
be a common framework that assesses what we are supposed to measure and how well we are
doing this. Dean Byrne also stated that Academic Affairs, Student Affairs, Enrollment
Management, Finance, etc. have to meet these same institutional learning goals as well.

Professor Snajdr said that the document was very complex and detailed but pointed out that on
page 6 in point 4 the word creative modifies research but not problem solving. He asked if this
could be changed to creative problem solving. He also inquired if the learning goal could be
listed as “Creative Research, Production and Problem Solving”.

Professor Oboler asked if her suggestions to incorporate difference into learning goal number 9
would be added. Dean Byrne validated these concerns but also pointed out that the point of the
learning goal is to develop leadership and collaboration skills. Professor Lewis also agreed with
Professor Oboler that swapping the word difference with diversity would be bolder.

Self-Study for BA in Law and Society

Kathy Killoran gave the report from the Program Review Subcommittee and said the self-study
was excellently done and liked the strengths of the assessment section where each learning goal
is examined and assessed separately. She also said that the self-study was honest in its
challenges and felt it undersold its strengths a bit. Kathy Killoran also noted that this major is
popular amongst students because of its law and social change theme. Professor Cauthen
mentioned that the department recently received a program improvement grant from the
Teaching and Learning Center which will allowed them to have a retreat at semester’s end to
consider making changes to this and the Political Science programs.

Kathy Killoran asked Professor Cauthen to elaborate more on his notes about the governance
structure of the program. Professor Cauthen mentioned the issue about interdisciplinary majors
not having governance or ownership over some of the courses in the major. He said his
department has plans to discuss governance structure during their retreat to plan for any
challenges. Kathy Killoran suggested faculty working together from different departments that
teach courses in the major to discuss this. Professor Cauthen stated that their biggest problem is
they only have four core Law and Society trained faculty. He said the due to many adjuncts
teaching introductory courses students may not be exposed to full-time faculty until they take
the capstone course. Kathy Killoran stated that new transfer students have trouble getting seats
in LWS 200 upon entry and asked if the department would be able to offer more sections. She
also asked if it would be possible now that they have a part-time advisor for the department to
reach out to all new transfer students every semester in order to help them get on track.
Professor Cauthen stated that LWS 200 will be offered during the summer for the first time.

A motion was made and seconded to endorse the Self-Study for BA in Law and Society. The Self-Study was endorsed with 24 votes in favor.

Proposal to Revise the Learning Outcomes for 300-level Justice Core II area of the College Option

Ray Patton presented this item and said that according to the general education assessment
John Jay students were not meeting the increased expectations as course levels increased. He said that the current learning outcomes were vague and did not specify critical thinking. He worked with a group of faculty to revise the learning outcomes to be more explicit and measurable. Ray also explained that the analysis of text was broadly defined because it doesn’t only pertain to written text but pictures, songs, etc.

Professor Till asked if the word “work” could be replaced with “text”. Dean Byrne said that from her discipline anything could be analyzed is a text and that the word does not need to be changed. Professor Lewis stated that “broadly defined” isn’t clear and asked for that to be better explained in the learning outcomes.

Professor Sexton stated that she loved the learning outcomes but asked if the word “discover” could be added into learning outcome 2. Professor Swenson asked how discover would be measured. Professor Moffet-Bateau stated that when she thinks of these terms “gather” and “discover” she thinks about research and inquired if research could replace both these words.

Kathy Killoran said that they are trying to link the outcomes from the flexible core on the 100- and 200-level to the 300-level courses in the college option in order to scaffold them over all course levels.

Dean Byrne mentioned that initially the hope had been around the 300-level students could take more writing intensive courses in general education but with the size of the college and the paucity of classrooms that is not possible. She mentioned the issue of advancing efforts to improve student written/oral skills without enough faculty, classrooms, etc. Dean Byrne explored options about adding writing into the disciplines in the majors. Ray Patton said that he wants to have a faculty development day seminar on how to teach writing in a section with 36 students.

Professor Lewis stated that she liked the learning outcomes but asked if we are advocating to analyze justice related texts and work. Professor Endsley stated that learning outcome 1 somewhat speaks to this. Professor Peters raised the point that there is a course levels document that has writing requirements for courses at the different levels. She explained that documents like this do not get disseminated and implemented by a lot of faculty. She said that writing requirements need to be pushed to the majors because students can make their way through college by avoiding classes that are writing intensive and then get to graduate school and struggle.

Dean Byrne said there are “two John Jay’s”. One in which a set of students go through writing intensive courses and research and another set of students that take a plethora of classes with
very minimal to no writing requirements. She mentioned that this is a capacity question because with the lack of full-time faculty at the college how can there be better distribution of writing intensive courses.

A motion was made and seconded to approve the Proposal to revise the Learning Outcomes for the 300-level Justice Core II area of the College Option. The motion was approved with 23 votes in favor and 1 abstention.

New Course

MAT 4YY Data Analysis

Kathy Killoran gave the report from the Courses Subcommittee and stated the proposal came in well prepared. The Subcommittee asked for the writing content in the course to be more explicit. She said the committee liked that the course included ethical case studies. Professor Sexton brought up bullet two in the course proposal about library sources.

A motion was made and seconded to approve MAT 4YY Data Analysis. The course was approved with 23 votes in favor.

Course Revisions

ISP 160 The Twentieth Century by the Decade

Kathy Killoran stated that this course is already an approved course for the College Option: Learning from the Past category. She explained that the revision is to raise the course from a 100- to a 200-level course and to adjust the prerequisites so it is appropriate for a 200-level course. Killoran said the changes to course content were highlighted in the syllabus. She said that the subcommittee asked for the final paper scaffolding to be more visible and the learning outcomes more measurable. Professor Fisher mentioned that they received input from non-ISP students who wanted to take this course when making these revisions in order to serve that population.

A motion was made and seconded to approve the revision to ISP 160 The Twentieth Century by the Decade. The motion was approved with 24 votes in favor.

CSCI 271 Introduction to Computer Science

Kathy Killoran said this is the gateway course into the Computer Science major. She stated this course is adjusting its prerequisites so that it is clear that it is for students in STEM majors or the minor in Computer Science. She reminded the committee that the Math and Computer Science Department created a general education course that introduces computer science last fall. She said that it is important to install these course prerequisites so students get into the proper sections for their purposes. Ten sections are usually offered, five will be for the majors in CSCI 271 and five will be set aside for CSCI 171 for general education. Killoran said that seats in this course need to be protected for students in the major and transfer students that come later. Killoran explained that the prerequisites specify which majors have access to the course but also gives other students the ability to request permission to take it if they need it for a particular
purpose. Killoran also noticed the Toxicology major was excluded from the list of STEM majors that can take this course and she will added it.

A motion was made and seconded to approve the revision to CSCI 271 Introduction to Computer Science. The motion was approved with 23 votes in favor.

**HIS 240 Historiography**

Kathy Killoran described the revision to this course as a prerequisite change. She stated that HIS 150 is sometimes a bottleneck course because most students declare a major in history later in their academic careers. Therefore, the History Department is removing HIS 150 from the prerequisites. The new prerequisite will be any 200-level or above history course. Kathy Killoran stated that this change should work better for current students and transfers and allow them to move through the major more efficiently.

A motion was made and seconded to approve the revision to HIS 240 Historiography. The motion was approved with 24 votes in favor.

**Academic Standards Subcommittee**

**Revision of Declaration of Major Language**

Dean Byrne said there was no policy in the bulletin that specifically stated that students needed to declare a major by 60 credits or otherwise deal with the loss of financial aid and a hold being placed on their account. This proposed revision will make sure that students know they have to declare a major and how to do it.

Professor Oboler stated that her students are not aware that they can change their major. Dean Byrne stated that an analysis is being done to find out if students are changing majors because they are discovering themselves or fleeing from a major in which they did not do well.

Professor Sexton said that the document talks about the negative things that will happen if a student doesn’t declare a major but doesn’t discuss the good things as to why a student should declare a major and choose the correct one for them. Kathy Killoran said this document is transparent about the requirements, consequences and the process. Dean Byrne agreed and said that there is nothing in the bulletin that explains to students what the consequences are for failure to declare a major and that they are likely to discover these consequences once they lose financial aid or have a hold.

Professor Rossi asked if this also applies to switching majors. Dean Byrne said it does not.

A motion was made and seconded to approve the Revision of Declaration of Major Language. The motion was approved with 24 votes in favor.
Revision of Declaration of Double Major Policy

Dean Byrne stated that the current Double Major policy states students cannot double major if their program of study is 45 credits or above. Dean Byrne said students understand they may be in a big major but want to double major anyway. She said that certain majors which have hidden prerequisites are prohibiting more students from being able to double major as well. To address this, Dean Byrne explained wanting to make an amendment to the policy that if a major is above 45 credits the student must receive permission to double major. This permission would include an review of their academic record, a discussion with the major advisors in both majors and a degree plan for completing both majors.

Dean Byrne also explained that the original policy does not state that a student must have at least a 2.0 in both majors and a cumulative GPA of a 2.0 in order to graduate with a double major.

Kathy Killoran pointed out an incorrect total in the data attached to the proposal for the amount of students who have earned a double major. Kathy also stated that double majors are purely optional and even if a student decides to double major they can choose to drop one of the major’s later and graduate without it.

Professor Moffet-Bateau asked why both of the major’s cannot be acknowledged on their diploma. Registrar Matos explained that both major’s appear on the transcript but the diploma will only show the primary major. Professor Moffet-Bateau said that if students are going to put in the extra work to double major she feels they should be recognized for that.

Dean Byrne explained that degree programs do not appear on degrees at all. Instead the degree will only say Bachelor of Arts or Bachelor of Science.

Professor Peters asked about advisement in regards to students that double major. She said that students often see advisors because they are told to and wanted to know if there would be anything put in place to ensure students formally complete the requirements.

Dean Byrne clarified that students in major’s with less than 45 credit can declare a double major on their own and that this policy is solely to give those students in larger major’s the option to do so. Kathy asked for a change so the document specifically states that students need at least a 2.0 in each major.

Registrar Matos asked the last sentence be deleted regarding the two course overlap limitation. Kathy Killoran stated that the language needs to be made clear that students who graduate with one baccalaureate degree from John Jay and then return for a second baccalaureate degree are not subject to the two course overlap rule. But will still need to do an additional thirty credits.

A motion was made and seconded to approve the Revision of the Double Major Policy. The motion was approved with 22 votes in favor and 2 abstentions.

Dean Byrne thanked everyone for attending the meeting due to its late start after the Malcolm King Breakfast.

Respectfully Submitted,
Phylicia McClendon
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
March 23rd, 2018
9:45 A.M. – 12:00 P.M.
ROOM Moot Court, 6th Floor, NB

1. **Dean’s Announcements** – Dean Byrne

2. **Approval of the minutes of February 23rd, 2018**

3. **Old Business**

   Institutional Learning Goals (2nd reading) – Dean Byrne

4. **New Business**

   **Program Review / Programs Subcommittee**

   1. Self-Study for the BA in Global History
   2. Proposal to Revise the BS in Computer Science & Information Security
   3. Proposal to Revise the Minor in Humanities and Justice

   **Proposal to Include Student Evaluations of Courses in Non-Traditional Time Frames in the Faculty Personnel Process** – Interim Dean of Graduate Studies, Avram Bornstein

   **General Education/Courses Subcommittee**

   **New Courses**

   1. AFR 2XX Poetic Justice: Spoken Word Poetry and Performance (Creative Expression)
   2. MAT 3YY Multivariate Analysis

   **Course Revisions**

   - AFR 270 History of African-American Social and Intellectual Thought

**Attachments:**
Agenda for March 23rd
Minutes of Feb 23rd
Institutional Learning Goals
Self-Study for BA in Global History
Revision of BS in Computer Science and Information Security
Revision of Minor in Humanities and Justice
Proposal to Include Student Evaluations of Courses...
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MAT 3YY Multivariate Analysis
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**Guests:**

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The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, March 23 at 9:45 a.m. in Moot Court, 6th Floor, NB. Dean Dara Byrne called the meeting to order.


Absent: Paula Caceres, Christopher Cazares, Maria Haberfeld, Michelle Holder, Carmen Kynard, Bettina Murray, John Pittman.

Guests: Douglas Boettner, Avram Bornstein, Kristina Hardy, Raymond Patton, Michael Pfeifer, Stephen Russell.

Announcements

There were no announcements.

Approval of the minutes of February 23, 2018

There was no discussion.

A motion was made and seconded to approve the minutes of February 23, 2018. The minutes were adopted unanimously with 16 votes in favor.

Old Business

Institutional Learning Goals (2nd Reading)

Dean Byrne reminded the committee that this item is on the agenda because it is a requirement for Middle States that colleges have institutional learning goals. Dean Byrne said that Ray Patton made edits based on comments from the last meeting’s discussion, such as including Society and Difference instead of Diversity, adding “production” to “creativity.” In the leadership area, the term “difference” was added. “Power dynamics” was also added to the document.

Professor Suzanne Oboler said the changes made her feel much better about the document and thanked Dr. Patton for the revisions.

A motion was made and seconded to adopt the Institutional Learning Goals. The document was adopted unanimously with 17 votes in favor.
Dean Byrne thanked everyone for their work on this document, because it will provide critical guidance for John Jay’s mission.

**New Business**

Program Review / Programs Subcommittee

**Proposal to Revise the BS in Computer Science & Information Security**

Kathy Killoran introduced this proposal, which adjusts the balance of required and optional courses, adding three credits to the major. She said the course on databases is moving from an elective to a required course.

Jasmine Awad asked if there are any other computer science courses that would be available to students in the elective area. Professor Michael Puls said that two are currently in development.

**Proposal to Revise the Minor in Humanities and Justice**

Katherine Killoran introduced this proposal, which would align the electives in the minor with HJS major after the revisions were approved to it last year.

Professor Oboler asked about an error in the LLS cross-listing for 242. Katherine Killoran agreed that this was a mistake and was meant to be listed as LLS 242. It will be fixed before it goes to the College Council.

**Proposal to Include Student Evaluations of Courses in Non-Traditional Time Frames in the Faculty Personnel Process**

Professor Avram Bornstein, Interim Dean of Graduate Studies, explained the history of this proposal. A few years ago, the college shifted to online evaluations of faculty. This has proved complicated for courses that operate in non-traditional time frames such as eight-week courses or summer courses so they were not included in the past initiative. In practice, the 8-week and summer courses do get evaluated, but the results are not able to be used in the Faculty Personnel Process. Accordingly, this proposal would make an amendment to the College Council resolution to account for evaluations of these courses and include their results in the personnel process.
Professor Andrea Balis asked if this would include winter classes. Professor Bornstein said that Daniel Matos might need to answer that in more detail, but as far as he understood, winter courses currently do not get evaluated.

Professor Alexandra Moffet-Bateau said that it seems that there has been a large push from the college to get professors to teach online courses. She asked if junior professors trying such a thing for the first time might now be discouraged from taking on such a class.

Dean Byrne said the resolution refers to the fact that the evaluation is done online, not the online nature of courses themselves. Currently, the only evaluations that go into a professor’s files are for 15-week courses. Though evaluations for eight-week courses are done by students, they do not go into faculty files. The nature of the resolution is to get all the evaluations that are already being done by students into faculty records, which should help with the tenure and promotion process and also, the adjunct hiring process.

Professor Suzanne Oboler said the first few years of a course might be difficult, and she agreed with Professor Moffet-Bateau’s concern that the first two years of teaching in a trial format like an 8-week course could prove problematic when it comes to evaluations. She noted that the eight-week courses are harder to teach than 15-week courses – especially online courses.

Dean Byrne said it is problematic that we have no ability to look at what a part-timer is doing if they are only teaching in the summer or in a non-traditional time format. Those evaluations are currently hidden.

Professor Gohar Petrossian said she has developed three online courses for the graduate program, which she has taught for almost three years. She felt that having evaluations were helpful in designing the course. She put her entire energy into this course just as she would in a regular classroom, assuming that she deserves the same level of responsibility and criticism. Professor Sandra Swenson said that evaluations are not punitive, so the feedback is valuable. Anyone looking at them must be aware of a professor’s teaching load. It can only be helpful. Professor Andrea Balis agreed that feedback is valuable.

Professor Alexandra Moffet-Bateau noted that there is a great amount of data showing how women of color receive disproportionately negative student feedback, so these professors must be careful about including more evaluations into their tenure file.

Professor Petrossian said it should be a good thing to have more samples rather than fewer samples because they can average out.

Dean Byrne noted that evaluations give professors the opportunity to respond, to talk about what you are doing and how you are processing the feedback you are given. Students are processing faculty feedback all the time, and it is important that faculty are willing to do the same. She noted that the issue on the table is the accessibility of evaluations of faculty in various formats of courses being taught, whether it is 15 weeks, 8 weeks, or 5 weeks. If you have summer classes running in brief timeframes where things go terribly, there is currently no way for administration to look at the student feedback. Looking at student outcomes from summer courses without access to student feedback about the experience has been perplexing. With only scores but no student feedback, the administration has no sense of how to improve what is going on in the classroom. Having sat on FPC, Dean Byrne said she has not found anyone who has lost their job or gone through a raking of the coals because of student evaluations. What she has seen
are people, aware of the information from the evaluations, responded and explained what that
they did to address the feedback.

Jasmine Awad said that online classes and short classes are also quite challenging for the
student, because there is so much information packed into a shorter package that they are not
used to. Assignments come at a different pace, and it is important to be able to evaluate that.

Dean Byrne said that students in STA 250 get lower grades in summer when the course are
shorter. What she cannot see is if that is specific to an instructor or a course section. She said
she has asked the Math Department about it, but that is not the same thing as being able to talk
to the people who are in the fray. Professor Petrossian said that some programs are going fully
online, which makes a resolution like this even more critical, as an entire program may not have
transparent student feedback. Professor Barry Spunt asked about the number of courses going
online and large format courses, asking if there are limits to such things.

Dean Byrne noted that this will also go to FPC for a full discussion with the academic
department chairs and so forth. Professor Bornstein would like an endorsement from UCASC
before it goes there.

A motion was made and seconded to endorse the Proposal to Include Student
Evaluations of Courses in Non-Traditional Time Frames in the Faculty Personnel
Process. The proposal was approved with 19 votes in favor, 1 opposed, and 1
abstention.

Self-Study for the BA in Global History

Kathy Killoran introduced the history professors in the room, noting that this was the first self-
study for this major. She applauded the department for the care with which they looked at the
program. She pointed out they are working with the career center on post-grad options for
students in career paths. Challenges include enrollment, which has dropped from a high of
about 150 to 70, and scaffolding the skills sequence, where it proves a challenge to get the
desired outcomes they want in the capstone.

Professor Balis congratulated Professor Matthew Perry for doing a magnificent job of putting
the self-study together.

Professor Swenson asked if the rubrics included in the appendix were designed by the
department or if there was another source. Professor Balis said it was a mix, as they had adapted
existing rubrics to John Jay’s students’ needs. They have meetings every semester about those
needs. Professor Swenson asked about some specific parts of the rubric, which had different
targets for higher level courses and lower level courses, which is unusual. Professor Pfeifer said
they found that moving in spirals was the most effective, coming back to a skill again and again
rather than using a clearer graduated scaffold. He said it is a scaffold, but skills require
reinforcement even as new skills are added.

Professor Swenson also asked about the use of subjective terms like “excellent understanding,”
in the rubric, noting that this would be difficult to measure. She thought that could be rephrased
to be more specific. She also asked about the use of the terms “nuanced” and “precision” and
what these terms mean within the History department. She suggested using tried and true
rubrics that other institutions use. Professor Balis said that they have tried that, but those templates did not fit entirely and serve John Jay students.

Professor Swenson also complimented the department’s advising handbook, which she thought was excellent.

Katherine Killoran said it is difficult to assess learning outcomes that use vague language, so one thing the department could do is to look at the outcome for each level and scaffold accordingly. This would serve to help the department articulate clearer goals for each year of study, which would allow better measurement of success. She said anecdotal evidence from postgrads is that their skills are great. This contradicts some of the assessment results. Professor Balis said they are really involved and committed to assessment and change. They really want students to be independent scholars when they leave.

Dean Byrne asked if they have thought about visiting other campuses with History programs in the same approximal range as their own. When a major has a small group of people showing a lot of different things, it can be helpful to talk to peers at other institutions. She asked about the item about Programs and Partnerships to attract new students, which she felt directly connected to. She felt her department could work with the major to talk about marketing and direct connections to justice. She said a lot of programs, such as the Justice Academy, have improved enrollment because of partnerships. There are ways to help humanities and liberal arts students see John Jay as a path to a career, perhaps in nontraditional justice careers. This could be a way to create more enrollment, though it would also create more variables.

Professor Puls asked about the photo of Newton in the handbook. Professor Balis said that history of science is one of the major’s offerings.

Katherine Killoran said this program has the situation of having many Gen Ed students taking the same courses as their majors, which provides a challenge to the faculty, who must structure their courses toward both populations. It is especially complicated she opined at the higher levels. The History Department overall has robust enrollment in their courses, but this major does not have the same numbers. Professor Balis said they have been working on making the minor flexible and maybe the major could use the same attention.

Professor Michael Pfeifer explained that they get many transfer students to the major and they are not quite able to pursue the full skills sequence they have developed, and that probably plays a role in the assessment issues. He felt partnerships might help with the sequencing. He said they are looking very hard at how to teach the skills and bring students all the way through the capstone sequence.

Professor Suzanne Oboler said that her students have shown a great love of history, and she thought it might be worth asking the students directly why they are not signing up for this major. Professor Balis said they have tried asking. Recently, they have started having receptions, which were popularly attended. Professor Pfeifer said that the major struggled after the implementation of Pathways. Before that, all students were taking history courses, so it was much easier for students to find the department. Now it is more difficult.

Dean Byrne spoke a bit to what she knew about students’ patterns of major-choices, noting that students tend to stick near the major they start with. So, a student who enters with a clear criminal justice interest is not as likely to wind up in a major like history. What are we doing to
attract students specifically and directly, not incidentally, to history? This would start in admissions – in thinking about who the ideal students are for this major at this college. How do we make history at John Jay very different from history at Brooklyn? There are a number of programs under the radar now that could be better publicized on the website and with admissions. It is notable that such a major could come with a very clear pathway to very elite masters programs.

Professor Moffet-Bateau asked about the number of double majors in the major. She felt it might be interesting to talk to these students about how a global history double major might be a nice compliment to what they are trying to accomplish. Contextual knowledge might make you a better scientist or detective. Dean Byrne said there are currently thirteen students double majoring, with the biggest overlap in forensic science, English, and criminal justice.

Professor Moffet-Bateau said it seems that if you have this criminal justice course that gets a lot of these students anyway, that might be a good time to pounce on these students, telling them how history can make them better writers. Killoran agreed that this was a fruitful suggestion, also noting that transfer students often do not have many major courses to take, so they have room to take more electives, perhaps take on a minor. She said that getting a minor in a field outside of their major can really enhance their abilities and marketability.

Dr. Patton felt that the subtext of the conversation is that students are not always very informed about the differences between the different major and minor programs, what skills they build, and what careers they connect to. There are lots of different pathways to law, including history. Something he would like to work on, with help from departments, is to find ways of helping students align interests and careers with majors.

Professor Ellen Sexton commended a line on page 28 about the library, “the major has been structured to take advantage of the resources that the library currently offers.” The library is often concerned about resources when new majors are created.

Regarding enrollment, Dean Byrne said we cannot be a liberal arts college that fails to produce graduates in the humanities.

Professor Ma’at Lewis said specialized programs that serve the needs of our students are valuable. Katherine Killoran said that this is good, but there is a point at which you need enough students for a major to be self-sustaining, and with only 75, that is not even 25 per cohort. Dean Byrne said that faculty assignments rely on this number, as does growth of the major and of its personnel. Kathy Killoran said they have awesome faculty in history, and those faculty should be able to teach majors as well as Gen Ed courses and electives.

Professor Lewis said that law seemed like a natural part of the pipeline. Dean Byrne said there is a particular kind of student this major could attract, but something has been missing in recruitment. Since history does not have required courses in the Gen Ed anymore, they have lost that opportunity to connect to students in the first semester. Kathy Killoran pointed out that while history in not required in the new Gen Ed, many students still take the wide variety of history courses that are part of the program.

Professor Oboler said that while she has found that students love history, she has also found that they know less and less history over her 30 years of teaching. She asked what might be responsible for that decline in interest in relevance of the past. The history professors said this is
a nationwide trend, and high schools are part of the problems. Dean Byrne said it is very
everse for students to come to college, so it is critical to connect the major, even a humanities
major, to a potential career path. This is an institution-wide burden. She said we must make
clear the kinds of pathways and options that are available, but that kind of conversation is a bit
obscure now. She commended the history professors on their fantastic document.

A motion was made and seconded to adopt the Self-Study for the BA in Global
History. The proposal was adopted unanimously with 21 votes in favor.

New Courses

AFR 2XX Poetic Justice (Creative Expression)

Ray Patton introduced this course, which the subcommittee liked very much for its combination
of analysis and creative work. The subcommittee felt it is a great fit for the Creative Expression
area. The subcommittee asked for some changes, including more discussion of how to read a
scholarly article.

Professor Endsley thanked the subcommittee for their feedback.

There was a conversation about the interaction between this course and the creative writing
minor. Kathy Killoran said that the subcommittee suggested that Professor Endsley speak to the
coordinator of the Creative Writing Minor after the course is approved. Dean Byrne said this
course could open student interest which would naturally lead to the larger creative writing
program. Kathy Killoran said it could also interact with the speech and communications minor.

Speaking about the whole college, Professor Balis said that faculty do not necessarily know how
their own courses interact with other offerings at the college. She asked for administration to
find a way to make faculty more aware of the various programs, minors, and so forth, so that
faculty can guide students toward these programs. When a student loves a course, a professor
may not know where to send them next. Professor Oboler agreed, then spoke about an
experience she had with a student who summarized an entire course in a virtuosic rap-poem.
She had a meeting coming up with the student, and she would like to know where to send him
next, but she does not have specific curricular knowledge.

Professor Moffet-Bateau said she talks to her students all the time about taking creative electives
to push them. They are so focused on going to law school, and she reminds them assertively to
use those electives to expand their purview. She wondered if they need a big map in the
department that might say “these are places you can end up after taking this course, or this
major.” She asked how faculty can better convince students, many of them students of color and
first generation, that the arts and humanities have real tangible value to their long-term job
outcomes.

Dean Byrne said that this idea falls right into the big conversation about institutional learning
goals and how the college can best articulate its values to all faculty and students. She said it is
known that students who have somebody to talk to will get that information, but the other 7,000
students may not.

Professor Susannah Crowder was concerned that this conversation would lead to landing too-
great a responsibility on the faculty’s shoulders. Dean Byrne said it is common for faculty at
other institutions to advise students, and the advisement a student gets from faculty is sharply
different from that which they would get from a non-faculty advisor. She felt John Jay could use
some delineation between advisement about financial aid, general college practices and true
advisement about career-paths and courses, which should come from faculty. She strongly
objected to the idea that this is pushing something on faculty. She said that the student-faculty
ratio at John Jay is problematic, as the students far outnumber the faculty, but that is a different
conversation. Professor Crowder said this is still a recipe for burdening faculty. Dean Byrne said
it is a college burden that must be figured out. However, she said she will always say that faculty
have to talk to students.

Professor Lewis asked about the participation item on the syllabus and the specific parameters
set around absences. Professor Endsley said that she would clarify that the failing grade for the
presentation is meant to be for that specific assignment, not the whole course. Jasmine Awad
asked about absences and the language around “emergencies.” Professor Swenson agreed that
she felt that emergencies do not have to be the only reasons for absences. In her own syllabus,
she does not spell out acceptable circumstances. Dean Byrne said that if it is not in the syllabus,
it is not enforceable, and most appeals that come to her office are about failures and absences.
Professor Lewis felt the pop quizzes in the syllabus could be tied to the attendance and
participation grade.

Katherine Killoran noted that the committee approves the course, not the sample syllabus, so it
would be appropriate to vote.

Professor Moffet-Bateau said in her courses, she does not differentiate between excused and
unexcused absences, she simply tells them how many classes they may miss without penalty.
Jasmine Awad said she felt that sometimes an absence is personal, and it should not be the
student’s burden to divulge a personal problem.

A motion was made and seconded to approve AFR 2XX Poetic Justice (Creative
Expression). The proposal was approved with 21 votes in favor.

MAT 3YY Multivariate Analysis

Ray Patton introduced this course. The subcommittee especially liked learning outcomes
number four and five, developing problem solving skills in a learning intensive environment and
writing. These are skills that are developed between the Gen Ed and the major, and it is great to
see them reiterated in the major.

A motion was made and seconded to approve MAT 3YY Multivariate Analysis. The
proposal was approved unanimously with 19 votes in favor.

Course Revisions

AFR 270 History of African-American Social and Intellectual
Thought

Ray Patton introduced this course. Professor Endsley said this revision changes the name from
African-American to Africana and changes a prerequisite.
A motion was made and seconded to approve the revisions to AFR 270 History of African-American Social and Intellectual Thought. The course revision was approved unanimously with 19 votes in favor.

Regarding an item from last year, Jasmine Awad asked about the change to the model syllabus that the students brought to UCASC, which proposed adding information about the wellness center. She said she has not seen it carrying through to courses. Katherine Killoran said she needs to get it updated on the website.

Katherine Killoran also reminded the group that April attendance is very important, as there will be several timely items on the agenda.

The meeting concluded at 11:31 a.m.

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

AGENDA
April 20th, 2018
9:45 A.M. – 12:00 P.M.
ROOM L.61 NB

1. **Dean’s Announcements** – Dean Byrne

2. **Approval of the minutes of March 23rd, 2018**

3. **New Business**

**Program Review / Programs Subcommittee**
1. Proposal for a Degree Completion Program for the BA in English
2. Proposal for a Degree Completion Program for the BA in Global History
3. Proposal to Revise the BS in Criminal Justice Management/MPA in Public Administration (Inspection and Oversight & Public Policy and Administration)
4. Proposal to Revise the BA in Anthropology
5. Proposal to Revise the BA in Culture and Deviance Studies
6. Proposal for a New Minor in Community Justice
7. Proposal to Revise the Digital Media & Journalism Minor

**General Education/Courses Subcommittee**

**New Courses**
- CSCI 2XX Linux System Administration and Security

**Course Revisions**
1. ANT 325 Ethnographic Research in Anthropology
2. PHI 204 Logic (Sci World)
3. PHI/LAW 310 Ethics and Law

**Academic Standards Subcommittee**
- Bulletin Language for Change of Major Policy

**Attachments:**
- Agenda for April 20th
- Minutes of March 23rd
- Degree Completion Program for the BA in English
- Degree Completion Program for BA in Global History
- Revise the BS in Criminal Justice Management/MPA in Public Administration (Inspection and Oversight & Public Policy and Administration)
- Revise the BA in Anthropology
- Revise the BA in Culture and Deviance Studies
- New Minor in Community Justice
- Revise the Digital Media & Journalism Minor
- New Course: CSCI 2XX Linux
- Course revisions: ANT 325 Ethnographic Research
- PHI 204 Logic
- PHI/LAW 310 Ethics and Law
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The Undergraduate Curriculum and Academic Standards Committee held its meeting Friday, April 20 at 9:45 a.m. in L61, NB. Dean Dara Byrne called the meeting to order.

Present: Jasmine Awad, Andrea Balis, Dara Byrne, Paula Caceres, Susannah Crowder, Virginia Diaz-Mendoza, Jessica Gordon Nemhard, Maria Haberfeld, Sarah Hammond, Michelle Holder, Jane Katz, Katherine Killoran, Ma’at Lewis, Daniel Matos, Suzanne Oboler, Judy-Lynne Peters, Gohar Petrossian, John Pittman, Michael Puls, Maria Julia Rossi, Ellen Sexton, Edward Snajdr, Barry Spunt, Robert Till.

Absent: Christopher Cazares, Lisa Farrington, Carmen Kynard, Alexandra Moffet-Bateau, Bettina Murray, Brett Stoudt, Sandra Swenson.

Guests: Erica Burleigh, Devin Harner, Kristina Hardy, Raymond Patton.

Announcements
Dean Byrne announced that John Jay has shown an improvement in retention and graduation rates. The four-year graduation rate increased to 30%, which brings John Jay to the higher leagues in CUNY, and is a vast improvement over the 25% rate a few years ago. There was also a 3.6% rise in the six-year graduation rate. The one-year retention rate also increased slightly.

Approval of the minutes of March 23, 2018
There was no discussion or changes requested.

A motion was made and seconded to approve the minutes of March 23, 2018. The minutes were adopted with 16 votes in favor and 3 abstentions.

New Business
Program Review / Programs Subcommittee
Proposal for a Degree Completion Program for the BA in English
The goal of this proposal is to make it easier for transfer students with Associates degrees to enter the English program. The new proposal would make 12 of their community college credits in literature acceptable for transfer, rather than requiring specific course-matching. Kathy Killoran said the subcommittee asked that it be made clear who would be enforcing the admissions standards, and it has been decided that Admissions will do that. There was also a question about how to handle cases in which students might bring in more than 12 credits. A requirement was added that half the student’s major credits need to be taken at John Jay. There were no questions or discussion.
A motion was made and seconded to adopt the Proposal for a Degree Completion Program for the BA in English. The document was approved unanimously with 19 votes in favor.

Proposal for a Degree Completion Program for the BA in Global History

As with the English Degree Completion plan, this proposal would aid transfers from community colleges, and hopefully enhance enrollment in a department that needs more majors. There were no questions or discussion.

Dean Byrne added that this would be a good step forward for humanities at John Jay. She invited other programs interested in doing this type of work to speak to her. She spoke about the different kinds of transfer students that come into John Jay. While some come in through the Justice Academy, which is highly organized, many more do not come in with such a directed plan. Enrollments for transfers have skyrocketed, with an increase in non-justice academy transfers in the past few years, and the college needs to find better ways to communicate to this population.

Professor Andrea Balis spoke to a recent experience interacting with a student whose transfer credits had been denied. She said she could not tell why that had happened, and felt she needed more support from the Registrar for conversations like these. Daniel Matos clarified that John Jay is not allowed to deny any credits. The issue at stake are equivalencies and what each course will be equivalent to from one institution to another.

A question was raised about the difference between Justice Academy students and other transfers. Dean Byrne said that students in the Justice Academy are actively recruited. They join a pipeline at the beginning of their college career, and their records are tracked from early on, even before they arrive at John Jay. While this has been successful, it has become clear that the volume of people interested in transferring extends well beyond the Justice Academy. Ray Patton said they are working on course equivalencies now and will be reaching out to departments. Kathy Killoran said that if faculty identify an equivalency they would like to designate, they can call her, Ray Patton, or Karen Rambarose, who are all able to make that equivalency work for that instance and all future instances as well. It is a manual process, which can be initiated by faculty.

A motion was made and seconded to approve the Proposal for a Degree Completion Program for the BA in Global History. The proposal was approved with 21 votes in favor and 1 abstention.

Proposal to Revise the BS in Criminal Justice Management/MPA in Public Administration

Katherine Killoran introduced this proposal, which is the last of the existing programs that needed to be refreshed due to the change in Gen Ed. It is also being revisited because the undergraduate major has changed several times. This will link the BS with the Master's in Public Administration degrees, which come in two options (Inspection and Oversight and Public Policy
and Administration). This revision falls in line with previous such revisions, adding a few credits to the undergraduate degree to ensure that students will be prepared for graduate-level work.

Professor Michelle Holder asked why the Master’s program is not called an MPP. Professor Judy Lynne Peters said that when they split the degree, they chose MPA. Kathy Killoran clarified that this proposal would link existing programs, so the degrees themselves are not in question.

Dean Byrne said this type of revision is crucial to student success and will make graduating much more possible.

A motion was made and seconded to approve the Proposal to Revise the BS in Criminal Justice Management/MPA in Public Administration. The proposal was approved unanimously with 22 votes in favor.

Proposal to Revise the BA in Anthropology

Kathy Killoran introduced this revision and Professor Ed Snajdr discussed the changes. The first two changes would simplify the major prerequisites and ramp up the qualitative component of the major, removing statistics and adding ethnographic writing. The original major had two clusters of courses that helped the students choose electives by providing two pools of options, and now the major will allow students greater freedom in selecting electives. Since this major tends to draw students with very specific topical interest in certain areas, they benefit from having more freedom when it comes to electives. The other major change in the proposal would be adjustments to the methods course at the 300-level.

Professor Ma’at Lewis commended the department on adding more ethnographic emphasis, saying it was great to see students getting that skill.

A motion was made and seconded to approve the Proposal to Revise the BA in Anthropology. The proposal was approved unanimously with 22 votes in favor.

Proposal to Revise the BA in Culture and Deviance Studies

Professor Snajdr began by noting that the name of this major is changing again to Deviance, Crime, and Culture. In reordering the words deviance and culture, the new title better reflects the course content and the emphasis of many courses on crime. The prerequisites are being expanded in response to changes over the years in other major offerings. The second change is to emphasize qualitative skills over quantitative, removing statistics and the math prerequisite. The revised major would highlight ethnographic skills, while maintaining a quantitative literacy component. Overall, the scaffolding itself has been restructured toward the capstone. The major has also been updated based on the practical realities of the current catalogue, eliminating courses that are no longer offered, adding relevant courses that have been created since the major was created.

Kathy Killoran noted that this major did a self-study last year and received feedback from outside evaluators. This revision responds to that outside feedback, closing the loop on assessment. Dean Byrne congratulated Professor Snajdr and his department for their impressive work restructuring the program, especially in looking at which courses are active at the college. One of the outside evaluators had asked what the focus of the major is, and the department
discussed how “deviance studies” is almost “the anti-anthropology,” and it was good to make that more clear.

Professor Lewis pointed out that the old name of the major is still listed in various places in the proposal, including the text that would be published in the bulletin. Kathy Killoran will clean that up before College Council.

Professor Gohar Petrossian noted that a few of the courses that are being revised are currently sequenced. Professor Snajdr said that was good to know and could be addressed in advisement. Kathy Killoran said that CJBA 110 is a prerequisite for CJBA 111, so 111 should probably be moved from the list.

Kathy Killoran suggested adding the statistics course (STA 250) to the elective clusters, for those students who do want to take it. Professor Petrossian said that a lot of graduate programs require that students have a statistics course at the undergrad level with a grade of B or higher. By not requiring it, the major puts students at a slight disadvantage if they want to go forward.

Kathy Killoran said that such a thing can be added as a suggestion in the bulletin without requiring students to take it, something along the lines of “For students considering graduate school...” Ray Patton said this concern dovetails with conversations he has had with several departments who have found that their populations come in two halves, students who are planning to go to grad school versus students who plan to go right out into the work world, and that those populations have vastly different needs when it comes to quantitative skills.

Professor Holder said in her department, they found that statistics as offered by Math was built for math majors and did not work well with their major. She said Anthropology could consider building its own statistics class. Professor Michael Puls said the math department’s class is intended for all majors. Ray Patton said there needs to be a conversation about alignment between methods offerings and major goals. Kathy Killoran said it is unusual for a college to offer only one statistics course, and the college could use a few STA courses to give students alternatives. Dean Byrne said the college needs to help students make the right decisions for their academic path early on.

Professor Balis encouraged structuring graduate degrees such that students can come to those decisions later in their careers, rather than requiring them to know from freshman year where they are going. Professor Petrossian spoke about her own experience entering John Jay’s graduate programs after a degree in linguistics. She had to take statistics in graduate school, which made her realize it would have been better to have had it in undergrad.

Professor Oboler said that her students love statistics. They love discussing numbers. She thought a course designed for students who are not math majors would be a very popular course.

Professor Robert Till wished to support Kathy Killoran’s idea to add a note to the bulletin, including the point that some graduate programs require students to have earned a B.

A motion was made and seconded to approve the Proposal to Revise the BA in Culture and Deviance Studies. The proposal was approved unanimously with 22 votes in favor.
Proposal for a New Minor in Community Justice

Kathy Killoran said this is a proposal for a new minor. This new minor would enhance the community justice part of last year’s new major in Human Service and Community Justice. The subcommittee asked the department to clarify how this minor would differ from the Africana Studies minor. Since there is significant overlap between the two, the proposers added a condition that a student cannot obtain both the Africana Studies minor and Community Justice minor.

Professor Jessica Gordon Nembhard explained that a few years ago Africana Studies tried to create a major in Community Justice, but CUNY denied the proposal, so now having the new major and a minor makes it possible.

Jasmine Awad asked about CJBA 365, and whether it would be offered. She asked because this is her major and she has not seen the course offered. Katherine Killoran asked Professor Petrossian to take feedback about this back to her department, noting that the professor who teaches the course is still at the college, which is why the course is still listed.

Dean Byrne said that uncertainty about course offerings is an issue that must be dealt with. Departments need to write out four-year degree maps for students. On the admin end, it looks like there is an array of offerings for students, but students trying to enroll often find things are not offered, or they are offered at the same time as some other needed course. Dean Byrne said faculty and departments need to understand the feasibility of a degree from the student point of view. If a course is only offered every three years, can it really be required in a major? Sometimes courses go inactive because the person who wrote the course has a workload problem, has been asked to teach other core things, or has left the college. She urged departments to gather data about this that she could use to make faculty needs clear to the institution when talking about needs for resources. Her office will be starting this work soon so that they can make a case to the Provost’s office. The college needs a clearer view of its active course offerings. With only 400 full-time faculty on the books, and only half of them in the classroom, we need an easier way to understand the damage of that and the impact of it in the classroom.

Professor Holder asked about capacity of the Africana Studies department. She felt this major and minor could be a huge draw, since John Jay students are often interested in justice in communities. Professor Gordon Nembhard said she has fabulous adjuncts and a great pool, so the more students she can get, the more she can argue for faculty lines. It is all connected to the major, and hopefully that will open up in the next few years. Kathy Killoran said this department has benefitted from the change to Gen Ed, with their enrollment numbers in their courses growing hugely in recent years and a lot of excitement around their offerings.

Professor Lewis asked about the use of the term “racial inequality” in various parts of the proposal and suggested changing that to “inequity.” Professor Gordon Nembhard agreed.

A motion was made and seconded to approve the Proposal for a New Minor in Community Justice. The proposal was approved unanimously with 22 votes in favor.
Proposal to Revise the Digital Media & Journalism Minor

Kathy Killoran explained that this proposal would change the Digital Media and Journalism minor to incorporate two relatively new courses and remove two independent study type of options. The minor will allow students to do the independent studies as long as the topic is appropriate for the subject of the minor. Professor Devin Harner spoke about the changes, which are intended to create focus and add appropriate courses.

A motion was made and seconded to approve the Proposal to Revise the Digital Media & Journalism Minor. The proposal was approved unanimously with 22 votes in favor.

Proposal to Revise the Africana Minor

Kathy Killoran said this change involves adding an alternative required course to AFR 310 Research Seminar by adding their recently approved AFR 325 Research Methods in Human Service and Community Justice as another option. Students can take either of these courses.

A motion was made and seconded to approve the Proposal to Revise the Africana Minor. The proposal was approved unanimously with 22 votes in favor.

New Courses

CSCI 2XX Linux System Administration and Security

Ray Patton introduced the course. Professor Puls said he had revised the description to make it make better sense to people outside the field.

A motion was made and seconded to approve CSCI 2XX Linux System Administration and Security. The proposal was approved unanimously with 22 votes in favor.

Course Revisions

ANT 325 Ethnographic Research in Anthropology

Professor Snajdr said this revision links up with the major revisions they are doing. To align, now the prerequisite needs to be “any anthropology course,” rather than ANT 101 specifically, because the Culture and Deviance Studies major is intended to have a more open gateway choice.

A motion was made and seconded to approve the revision to ANT 325 Ethnographic Research in Anthropology. The course revision was approved with 20 votes in favor and 1 abstention.

PHI 204 Logic (Sci World)

Ray Patton introduced this course, which is essentially a re-bucketing after not being approved at CUNY for the Math & Quantitative Reasoning area. This year, CUNY suggested it go into the
Scientific World, which is where all the logic courses across CUNY have gone. The title will be changed to Symbolic Logic. Professor John Pittman said he felt this would be an important course in the Gen Ed, and hopefully this is a way for it to fit there.

A motion was made and seconded to approve the revision to PHI 204 Logic (Sci World). The course revision was approved unanimously with 22 votes in favor.

PHI/LAW 310 Ethics and Law

Ray Patton introduced this revision, which would change the prerequisite from PHI 231 to “any philosophy course.” Professor Pittman said PHI 231 used to be a Gen Ed required course for all students. Since that is no longer the case, it made sense for the department to loosen up the requirement.

A motion was made and seconded to approve the revision to PHI/LAW 310 Ethics and Law. The course revision was approved unanimously with 22 votes in favor.

Gen Ed

Ray Patton updated the committee about his recent project examining course equivalencies in the curriculum. He and UCASC student member, Jasmine Awad, went through 40,000 courses to look at course equivalencies. Dean Byrne commended Jasmine’s work on this project.

Ray Patton spoke about the gen ed assessment outcomes - critical thinking, information literacy, and communications. Depending on what bucket a course is in, it can choose from a number of possible outcomes, all of which have some version of analysis in them. Rather than looking at specific content, which varies across departments, these assessments are looking at skills. Professor Sidman has been looking at this, collecting samples of student work from faculty. There will be a new GE assessment report in the Fall.

Ray Patton said that there will be a look at the overall General Education curriculum next year as part of the assessment plan and he would like to bring departments more closely into the conversation. This is an area where administration could potentially could learn a lot from departments and faculty about their experiences with gen ed courses. He asked them to think about their strategies around Gen Ed. What is it like teaching your Gen Ed courses? What problems do you face? The more that faculty can tell him, the more he can advocate for improvements on the administrative side.

Bulletin Language for Change of Major Policy

Dean Byrne introduced this proposal, which would clarify the rules and impact for changing a major at certain stages of a degree. The Registrar’s Office did an analysis and found that students who change their majors after 45 credits are in greater danger of losing their TAP funding and stopping out or extending their time to degree. Right now, there is no language out there warning students about this, and they can do it easily with a change of a form and no advisement. Out of 6,518 students who changed their major, almost a thousand changed it two or more times. Students who change their major repeatedly are overrepresented in the academic review process, which is the portion before academic dismissal. This proposal would ask students to submit a degree plan for the new major after consulting with a major advisor or
major coordinator or academic advisor, and that form would require a signature. It is important for students to see, when they plot it out, how changing majors could impact their trajectory. It is important for them to understand that they might need additional semesters, and what that might cost.

Professor Maria Julia Rossi suggested adding the phrase “in the relevant department” to the line about requiring a conversation with the advisor. Dean Byrne said they had put “academic advisor” in to help faculty. If they make the change Professor Rossi suggested, that puts the burden of this degree plan advising solely on the departments or coordinators. Dean Byrne said she would love to put “major advisor” or “major coordinator” alone but it had seemed not in faculty’s interest.

Professor Rossi agreed that this could be a problem, especially for some departments, but she said in her department, they would want some sort of oversight. She asked if there is any way to add language that would put students in contact with them.

Katherine Killoran noted that not only does the faculty need to be well-versed in everything, they also need to be available year-round. Many major changes happen over the summer. For some departments/majors, the numbers would make this untenable.

Dean Byrne said the largest majors, with 2,000 and 3,000 students, have been piloting part-time advisors. The language in the proposal as is would allow those people to assist with forms like this.

Professor Peters said that in her department, there is one full-time advisor. Dean Byrne said that department is unique. Kathy Killoran suggested making a list of which departments approve which people to make such changes. Such as “for the Spanish major, you must see the major coordinator or the major advisor” etc. It could vary by department, and forms could be adjusted accordingly.

Professor Till asked if students should speak with the advisor in the department they are going to or the one they are coming from. Dean Byrne said it would be the department they are going to, because they need to understand the scope of the changes to come. There are students who understand the implications for financial aid, and want to go forward anyway, but there are others who have no idea. Professor Till asked if faculty like him would be educated about financial aid.

Kathy Killoran said the college does not expect faculty to be knowledgeable about financial aid. It is a very challenging area where the rules change frequently, but it would be advisor’s job to firmly tell the student to seek out information from financial aid about it.

Dean Byrne said that step alone would matter enormously, since faculty are the strongest voices in students’ lives. She said the main goal of this change would add ample time for points of contact between students and faculty, rather than letting them make such great changes with huge implications simply by submitting a form. Kathy Killoran said that adding this point of contact may help faculty help students find ways to accelerate their path through the new major also.

Dean Byrne spoke about the extreme difficulty for low-income students to finish in four years. They are working, they are paying for family, but TAP runs out after eight semesters. She spoke
of a study done by the Robin Hood foundation recently that found that a student who stops out for a semester, even at the senior level, is extremely unlikely ever to finish their degree at John Jay. While we do not know if they transfer to another school, it is very unlikely that would happen with 90 credits. This affects thousands of students. The college is looking at the early risk factors in an effort to prevent these stop outs. One way to intervene is to inform students better about the impact of changing majors, since a lot of students are changing their majors very late in their careers without any counsel.

Kathy Killoran noted that the language would be changed to “major coordinator or major advisor or academic advisor in the relevant department.”

A motion was made and seconded to approve the Bulletin Language for Change of Major Policy. The proposal was approved unanimously with 22 votes in favor.

The meeting concluded at 11:43 a.m.

Respectfully submitted,

Sarah Hammond, Scribe
THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS COMMITTEE

AGENDA
May 18th, 2018
9:45 A.M. – 12:00 P.M.
ROOM L.61 NB

1. **Dean’s Announcements** – Dean Byrne

2. **Approval of the minutes of April 20th, 2018**

3. **New Business**

**Elect Representatives to CUNY-wide Gen Ed Faculty Review Com**
- Bettina Carbonell, English
- Dante Tawfeeq, Math and Computer Science

**Report on HSI Content in Undergraduate Curriculum** – Ray Patton

**Program Subcommittee**
1. New Minor in Homeland Security
2. Proposal to Revise the BA in Global History
3. New Minor in Law and History

**Courses/ Gen Ed Subcommittee**

**New Courses**
1. SEC 1YY Intro to US Homeland Security
2. SEC 2ZZ Terrorism, Security and Emergency Management
3. SEC 3WW Intelligence and Counterintelligence
4. SEC 3VV Safety and Security in Higher Ed
5. HIS 3XX Topics in Legal History
6. CSL 2XX Intimate Relationships(Ind & Soc)
7. CHS 4XX Senior Seminar in Human Services and Community Justice

**Course Revisions**
1. SOC 309 Juvenile Delinquency

**Attachments:**
- Agenda for May 18th
- Minutes of April 20
- Report on HSI Courses
- Revision of BA in Global History
- New Minor in Homeland Security
- New Minor in Law and History
- HIS 3XX Topics in Legal History
- CHS 4XX Senior Seminar in Hum Serv & Com Justice
- CSL 2XX Intimate Relationships
- SEC 1YY Intro to US Homeland Security
- SEC 2ZZ Terrorism, Security & EM
- SEC 3WW Intelligence & Counterintelligence
- SEC 3VV Safety & Security in Higher Ed
- Course revision: SOC 309 Juvenile Delinquency
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**Guests:**

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

**Present:** Andrea Balis, Dara Byrne, Susannah Crowder, Crystal Endsley, Lisa Farrington, Maria Haberfeld, Sarah Hammond, Michelle Holder, Katherine Killoran, Ma’at Lewis, Daniel Matos, Suzanne Oboler, Judy-Lynne Peters, Gohar Petrossian, John Pittman, Michael Puls, Maria Julia Rossi, Ellen Sexton, Barry Spunt, Sandra Swenson, Robert Till.

**Absent:** Jasmine Awad, Paula Caceres, Christopher Cazares, Virginia Diaz-Mendoza, Jane Katz, Carmen Kynard, Alexandra Moffet-Bateau, Bettina Murray, Edward Snajdr, Brett Stoudt.

**Guests:** Kristina Hardy, Sara McDougall, Raymond Patton, Katherine Stavrianopoulos.

**Announcements**

Dean Byrne announced that Phylicia McClendon would be graduating with her masters at the end of the semester. Ms. McClendon will leave her position in Undergraduate Studies for a job at Children’s Core, doing preventative work with families who are entering the ACS system. Dean Byrne thanked Ms. McClendon for her work with UCASC.

Professor Oboler wished to make note of a recent remark made by President Trump, in which he spoke pejoratively of Hispanics. She felt that as a Hispanic Serving Institution, John Jay must acknowledge moments like these.

Kathy Killoran introduced Professor Lisa Farrington, who was sitting in on the meeting for the Department of Art and Music, and is also the college’s newest Distinguished Professor. A round of applause ensued!

**Approval of the minutes of April 20, 2018**

There was no discussion.

A motion was made and seconded to approve the minutes of April 20, 2018. The minutes were adopted with 16 votes in favor and 2 abstentions.

**New Business**

**Elect Representatives to the CUNY-wide Gen Ed Faculty Review Committee**

Dean Byrne explained that these review committees meet at CUNY Central to approve new courses for the university’s General Education program. John Jay’s current representatives to these committees have been Bettina Carbonell from English and Dante Tawfeeq from Math and Computer Science. They both would like to continue. Someone asked what is involved in the
position. Kathy Killoran said they meet several times per year and work mostly on the
documents electronically. These are two year terms. Professor John Pittman asked if the
representatives are required to be from UCASC. Dean Byrne said that they are not.

A motion was made and seconded to approve the Representatives to the CUNY-
wide Gen Ed Faculty Review Committees. The proposal was approved with 18 votes
in favor.

Report on HSI Content in Undergraduate Curriculum

Dean Byrne introduced Ray Patton to give a report on the year’s work examining John Jay’s
identity as a Hispanic-Serving Institution (HSI). Ray Patton said that John Jay did not start out
as an HSI, and so conversations have involved discussion of what that designation means to
John Jay. He said the curriculum is an important place where institutional commitment can be
demonstrated. He explained that his report only pertains to what is already listed in the
undergraduate bulletin, rather than what should be included in the future.

Professor Oboler said she thought it was important to do this, but she had concerns about the
limited content listed in the curriculum. She felt there could be more substance and fields. She
recommended removing all the language and "how-to" courses, such as how to become a
translator, which seem to be only mechanical.

Professor Maria Julia Rossi said that the language courses are critical, even for students who are
already bilingual. These courses are transforming and important. It is ideologically important
that we have Spanish courses. Learning languages is in itself transforming. It reinforces the
culture they already know and introduces them to professional style and content.

Kathy Killoran said the report is just an objective look at the course descriptions from the
bulletin. It should be considered a snapshot of information, derived from a search for relevant
terms in the bulletin. This is meant to provide information toward a larger conversation.

Professor John Pittman said moving forward we probably need a more fine-grained analysis
that lists courses in different categories.

Professor Oboler spoke about her history in this country and the issue of invisibility. She has
seen universities relegate Hispanic studies to one professor in languages many times, and she
was deeply concerned about the attitude that would relegate “Hispanic Studies” to language
classes, as if it were simply a grammar issue.

Dean Byrne felt that the critique was premature, since the group has not discussed the college’s
goals yet, and likely, the way forward would involve language courses in addition to other
courses.

Professor Oboler reiterated that Hispanic students are, in fact, Americans, and should not be
relegated to “foreign languages.” That department is now called “modern languages.” Dean
Byrne said the goal is to discuss without defining, toward analysis. She said we have a lot of
digging and excavating to do.

Professor Rossi agreed that marginalizing the Hispanic burden in the Modern Languages
Department (or any sole department) is a mistake, and it is critical that UCASC not let that
happen. She also noted that being a citizen or not is an incredibly important issue in America.
right now, and the college must be cognizant of the relationship to language in that light. She felt this a great opportunity to look at what it means to be an HSI in each discipline and field.

Professor Andrea Balis said that Dr. Patton’s introduction had noted that there is evidence that outcomes are improved when students see HSI content in their courses. The conversation is about developing that going forward.

Professor Michele Holder wished to commend Professor Oboler for fighting these battles at universities in the past. Professor Holder noted her own lack of Spanish, despite her family background, and said that this academic area is critical. She felt that Afro-Latino course content could be a unique source at John Jay. Dean Byrne said AFR and LLS are meeting to talk about this. Dean Byrne said faculty hiring would be key. Great hiring is a crucial part of this, and this body could bring to light the expertise that the college does not have.

Professor Ma’at Lewis noted that her department, Counseling and Human Services, was absent from the report, and she was grateful to see that laid out in the report’s survey of relevant offerings. Her department serves Hispanic populations, but the report revealed that this is not made clear in the course descriptions.

Professor Judy-Lynne Peters said when she was a student; all students had to take certain introductory classes. Now with a new curriculum, she thinks UCASC needs to look at which courses touch all John Jay students. It is possible for students to get through a degree without touching any of the courses on this list.

Professor John Pittman said this was a great beginning step. As far as next steps, he proposed that there should be a public discussion of the college community based on some initial draft report, which could perhaps be ready by the middle of the Fall semester. He would urge that this committee organize a public discussion on the question of the role of curriculum in an HSI, with the aim of issuing a report by this committee with specific recommendations by the end of next year. He expressed it would be important to open the committee up to a wider variety of departments. He spoke a bit to what his department has done, including a recent hire whose field is Latin American Philosophy.

Dean Byrne said she had been thinking about using Faculty Development Day, and then doing something broader for mid-Fall. She said inviting people to talk at the start of the year can help establish priorities.

Professor Oboler said that was a good idea. She explained that her initial discomfort came from the fact that the document cataloged 100 courses, but they all seemed to fall in Modern Languages or LLS. She was struck by the lack of political science and other disciplines. She said that in her courses, the comment she gets most from students is "I have never known my history." She also noted that she is in favor of language and culture. Professor Rossi said that all the language courses involve some examination of culture, from 101 on, and the language courses qualify students to go work at places like NGOs. She said the fact that her department has two-thirds of the burden shows that the college is not valuing something it greatly needs.

Professor Ellen Sexton was concerned about resources. She said the library prioritizes building support the curriculum. If the college is going to need a huge influx of Spanish research materials; that could place a burden on the library. The budget has been declining, while resources have been growing exponentially. Every time they must renew a database, it costs 5% more than before. Technologically much content is accessible, but the library cannot afford to purchase it.
Proposals Subcommittee

Proposal to Revise the BA in Global History
Kathy Killoran introduced this revision, which is a follow-up from the self-study for the major, whose enrollment has been declining. The revision is intended to eliminate bottlenecks and make the major friendlier to transfer students and grow the enrollment. Among the changes proposed, they plan to revise the HIS 150 course, moving it up to 200-level and move it into the section on research and methodology, as well as removing the chronological tracks in the elective area.

Professor Balis said the department had incorporated feedback from UCASC about the self-study when they put the proposal together to revise the major.

A motion was made and seconded to approve the Proposal to Revise the BA in Global History. The proposal was approved unanimously with 19 votes in favor.

New Minor in Law and History
Kathy Killoran introduced this minor, which would utilize historiography as their methodology to study law. The minor includes one new course called Topics in Legal History.

Professor Balis said that Law and History is an established subfield within the discipline of history, complete with journals and heavy intellectual output. She wished to note that John Jay did not invent this, especially given the similarity to the name of the Law and Society major.

Dean Byrne said that the Law and Society major’s enrollments keep going up. She said students interested in Political Science often find a better home for themselves in Law and Society there than anywhere else. This brings forward for us a crucial issue of advisement, for students to make sure they get into the program they are interested in. She said that a history-focused student is going to work on streamlining their study of a particular area. Law and History is for curating and specializing issues in the relationship between history and the law.

Professor Haberfeld voiced her department’s concern about the nomenclature. They think it is misleading for the students to take a minor that starts with the word “law,” and they ask for the wording to be changed, so it would be a minor in History and Law.

The proposer, Professor Sara McDougall, said her department respects the concern, so they discussed other options before settling on Law and History. She said Legal History was considered, but sounded dull, and they were concerned it would not draw students. She noted that “Law and History” is the traditional name in that order academically. Also, leading with the word history is somehow less enticing to students. Law is the word that draws students. They felt it would be clear enough that it is being offered by the History Department.

Professor Haberfeld said she understood. She noted that she had an undergraduate degree in history, and she liked the word. She said that since her department is the department of Law, they felt that all majors and minors that start with Law should be LPS majors and courses.

Professor Balis noted that this is a terminology that people are using beyond John Jay, as it is an
established area of study. Professor Haberfeld said she understood, but she did not want to
dilute the meaning of her department.

Professor Lewis asked about the Law and History establishment. Professor McDougall said it
was her field. Law and History is the name of the major journal, and it is also the name of
majors at many schools, and within top tier graduate schools. She said there are several
professors in the History Department with this expertise, which is partly why they are excited
about this new minor, as it takes advantage of existing expertise.

Professor Haberfeld said in her department, many students were asking about taking courses
and minors with the word “law” because they thought these courses would put them on the path
to become lawyers. She was concerned about misconceptions and the heavy load this would put
on advising.

Dean Byrne spoke to a previous debate over where film studies courses should reside at the
college, particularly because such a course would be taught extremely differently within different
disciplines. The outcome, ultimately, was that such courses are taught in multiple departments,
and the variety of offerings is rich. She felt that in this case, both departments offer compelling
arguments. She hoped that such a conversation might yield a greater understanding of the
workings of the law, from a variety of disciplinary perspectives. This underscores a greater need
for clear advisement, with maps about the links between courses, majors, minors, and paths
toward careers. She encouraged people to bring these back to their departments, to ask what
exactly the minor is preparing students to do. What is the role of the minor? If we ask students
to take six courses in a concentrated area, we should be able to tell them what that prepares
them to do.

Professor Lewis linked this conversation back to the LLS conversation, noting that it is
important that content not be siloed in particular departments.

A motion was made and seconded to approve the New Minor in Law and History.
The proposal was approved with 16 votes in favor, 2 against, and 1 abstention.

New Minor in Homeland Security

Kathy Killoran said this minor comes from the Department of Security, Fire, and Emergency
Management, and is accompanied by multiple course proposals to be discussed later in the
meeting. She noted that there was some discussion in the subcommittee of calling the minor “US
Homeland Security.” However, when she researched similar programs at colleges across the
country, she found this material is usually titled “Homeland Security,” and that is what students
will be looking for. Professor Robert Till noted that this minor is long overdue and is an offering
that John Jay in should have had a while ago.

Professor Oboler recognized the importance of this minor, but she wanted to discuss what a
charged issue Homeland Security is for a lot of John Jay students, many of whom have seen ICE
having repercussions in their personal lives and families. She asked what could be done to
mitigate that. She asked that some justice and human rights component be included in the
proposal.

Professor Holder agreed with Professor Oboler’s point, especially based on the list of courses.
She could not see anything regarding issues related to justice or at-risk communities. She said
that a college of criminal justice should have this minor, and she also felt that given this student
population, this minor could be better-rounded. In addition to addressing the technical issues of working this field, it could also address the issues that vulnerable populations face around homeland security.

Professor Sexton said the term “homeland security” was extremely problematic. “Homeland” is divisive, nationalistic, and has connotations of Germany. She understood that this signals to students that it is a growth area where they might be able to get jobs, but she still found the name of the minor at the college very objectionable. Regarding resources and the library, as a point of information, she said the library does not buy textbooks, though they do buy books of lasting value, and so that line in the proposal should be struck.

Professor Pittman felt the earlier points must be addressed, since the motto of the school is “educating for justice.” Considering the college-wide discussion of the significance of being a minority-serving institution, he felt there should be sensitivity to the fact that a large percentage of these students feel that they are affected. He said he did not disagree with the existence of the minor but thought it should be revisited with some attention to these issues.

Dean Byrne recalled previous discussions at UCASC about how ethics might be addressed in science courses. Those courses were perceived as overly technical, though they were written with the clear understanding of the standards of the field at large. She felt the Homeland Security minor creates a similar discussion. She said we are talking about big society questions around an applied component, and there is not one solution, but there are ways to engage the questions. She said this path of study would be popular with students because there are real opportunities, and it has the potential to become a major. She said that science and computer science have done a great job of expanding their offerings or scaffolding specifically to get ethics into the students’ journey. She pointed to the work Law and Police Science has done about policing, adjusting practices in consideration of the context of policing today.

Professor Sandra Swenson noted a line in the proposal that said one of the learning outcomes is to “critically evaluate Homeland Security policies and practices.” She suggested that line could be expanded.

Kathy Killoran said when the subcommittee discussed these questions; they were reminded that John Jay requires majors and minors to come from disciplines that are “distinctly different.” That means that students from the security major cannot take this minor. Furthermore, in looking at the titles of these programs across the country, most of them are coming out of security departments and are very similar to what is being proposed here today. Dean Byrne said that this is an applied program, but the committee is asking liberal arts questions. The big question is about where those students in the applied program will get those liberal arts things. She advised against trying to make the applied program do things it is not equipped to do.

Professor Balis said the minor could change the learning outcomes to embed them in everything or it could create a specific course that addresses this content. Dean Byrne again raised the issue of the industry standard. If what we have here prepares people for the field, then shouldn’t we do that? She reminded everyone that the proposer is an expert in the field. Ray Patton said the upcoming discussion of the individual courses would be informative to this discussion. His committee gave feedback to course proposer to make the critical and substantive elements of courses more explicit, and he felt that work has been done to some degree.

Professor Holder referred to the learning outcome to “critically evaluate.” She felt that they probably do not need a whole course on this, but that this learning outcome could be made more
integral or explicit in all the courses. It is a valuable outcome, but she said in practice, such a
broad learning outcome can often be overlooked. She felt that if this learning outcome could be
made more explicit, ensuring that courses must address this, that would satisfy her concerns
about the minor.

As a point of information, Kathy Killoran noted that there was no rush to approve the minor at
this meeting, since it could not go to College Council until the Fall anyway.

Professor Lewis pointed out lines about critical evaluation in the course proposals for the 200-
level and 3XX-levels.

Professor Oboler said that John Jay’s mission is justice, and it is important that every program
do that. Dean Byrne said that while justice is John Jay’s mission, there are multiple perspectives
about how justice works, which vary widely across disciplines and departments. As proposed,
this minor speaks to a component of justice that very much exists and functions. She said this
committee does not have the ability to tell a department exactly what questions it can ask, but
the program could be asked to demonstrate where it is asking and how, which is what other
applied programs have done.

Professor Pittman noted that the word critical does not necessarily imply ethical. One can have a
critical conversation that has nothing to do with ethics or justice. He said the words he would
like to see are “ethical,” “constitutional,” or “human rights.” He drew attention to the course
description, which lacks the word “justice” “ethics” and “human rights.” He said it seemed like
an unduly narrowly focused way of presenting a program of study that is supposed to prepare
students and educate students to be rounded citizens capable of understanding and thinking
about the justice issues relevant to their areas.

Professor Till felt the discussion was placing the burden of major on this minor. Are these issues
going to be discussed elsewhere in the curriculum? Do they have to be hammered home in a
minor as strongly as they would be in a major? Dean Byrne agreed. This is a minor, where
students are also doing a major and Gen Ed at the college.

Professor Rossi thought the tension in the room revolved around Homeland Security’s place in
the country itself more than the actual content of this minor. If John Jay students go on to work
in Homeland Security, maybe this minor provides an opportunity to work toward changing the
field. Kathy Killoran suggested a subtitle for the minor that lays out exactly what it is intended to
do, noting that the courses are all about the private sector, security of buildings, institutions,
harbors, ports. Dean Byrne agreed with Professor Rossi’s point, and drew attention to the
material in the courses, which seem to be about buildings. She felt it was a bit odd to ask a minor
to address people’s concerns about homeland security in the country.

Professor Till felt the issues from the earlier HSI conversation were bleeding into the discussion
of this minor. He said he looked forward to seeing how the HSI conversation would resolve,
especially if it resulted in a new course that every John Jay student has to take. He also strongly
agreed all students should leave the college with an understanding of what is ethical and what is
not ethical. However, he was not sure that should mean that this minor must have a separate
ethics course. Professor Pittman said that since there is not one course for the HSI content that
all students must take, he asked that the department still respond, constructively, to the
discussion, while retaining the necessary structure of the minor.
Professor Holder wanted to clarify her position, stating that she was not against the minor at all, but she did want a more explicit recognition in the curriculum of the issues that our students, their friends, and families face. She said the current proposal, as presented, evokes visceral reactions for many, and for the students. She asked for some sort of discussion within the department – even though it is an applied minor – about how justice can be inclusive. Dean Byrne noted that we do not hold all programs to that standard. We do not ask all programs to represent that broad inclusivity. She felt it would be a false way to proceed in shared governance to ask this one minor to do so. There was then a discussion of the difference between inclusivity, justice, and ethics, as terms used academically and as standards for programs. She noted that with shared governance, it is critical to use uniform standards, so this committee’s job is to look at outcomes and goals. There was no vote at this meeting. It will come back for a second reading.

Courses / Gen Ed Subcommittee

HIS 3XX Topics in Legal History

Ray Patton introduced the course, which was developed around a theme for the new minor. No discussion took place.

A motion was made and seconded to approve HIS 3XX Topics in Legal History. The course was approved unanimously with 17 votes in favor.

SEC 1YY Intro to US Homeland Security
SEC 2ZZ Terrorism, Security and Emergency Management
SEC 3WW Intelligence and Counterintelligence

Ray Patton explained that these courses have been revised greatly based on feedback from the Courses Subcommittee. Professor Maras further developed the critical and contextual component of the courses. Ray Patton said Professor Maras always intended to address common assumptions about security and to ask students to think critically, but these aims were perhaps not made explicit until the revisions were made. Ray Patton noted one example where an exercise asks students to use evidence to understand the difference between their preconceived notions about terrorism and actual events. In the 200 and 300 level courses, there are ethical assignments, with the 300-level course building on the 200 level. He noted individual assignments, including a paper that asks students to analyze the difference between popular assumptions and evidence. In revising the package, a change was made the 100 and 200 as prerequisites for the 300-level course, which enables the professor to scaffold the ethical questions. Professor Maras has made sure multiple authors are used for texts, to offer a variety of perspectives.

A motion was made and seconded to take the three SEC courses as a slate. The proposal was not approved with 13 votes in favor, 2 against, and 3 abstentions.

SEC 1YY Intro to US Homeland Security

Professor Lewis thanked Ray Patton for his introduction. She said she still did not feel that the course introduction made clear how the course engages ethics at the 100 level. Ray Patton said that Professor Maras had said that ethics would be discussed in all three of the courses.
Professor Pittman said the proposal did not seem to have any written mention of ethics. Though one of the outcomes was about critically examining, it lacks any mention of ethical or constitutional issues in the carrying out of counterterrorism of homeland security policies. Without explicit mention, he did not think it could be assumed these elements would be covered. Professor Pittman also referred to common practice at John Jay for people to take over courses and build curriculums based on the course proposal. Verbal assurances are not enough.

Professor Lewis drew attention to a line in the schedule, “students will explain and critique border security.” She felt the discussion of ethics was probably implied there, and if so, the professor could make that more explicit in the proposal.

Professor Till asked for more specific guidance about the committee’s feedback. If the ethics issues were addressed explicitly for a week in each course, would that be satisfactory? Some agreed. Professor Till asked if such a change would be enough for support in College Council. He explained that his background is fire science, and he would need to bring back options for discussion with Professor Maras, who is the expert in the field.

Professor Lewis said a week of ethics in each course would be a fine idea. However, she also wanted to be clear that the current scaffolding of the course looked good. She said it was clear that there had been sound effort in the development of these classes. She thought at the 100 level, some discussion of the origins of Homeland Security was warranted.

Professor Pittman spoke about the relative advantages of having a whole course to discuss ethics compared to embedding it in multiple courses. The former could allow deeper discussion, but the latter would avoid the problem of ghettoizing ethics in one course that students might think does not matter. Ultimately, he felt that if one must choose one or the other, it would be better to spread it out. Professor Balis felt it should be everywhere, in everything.

Professor Oboler said she thinks this minor is important. With her feedback, she wanted to speak to the student perspective. They should not have to go in and erase what is going on in their private lives to take the course.

There was no vote. This will return for a second reading.

SEC 2ZZ Terrorism, Security, and Emergency Management

Professor Sexton said there was a difference worth noting in the rationale and description of this course as compared to those of the minor. In this course, Homeland Security is seen as something that is both national and international, whereas the minor description seemed to state that all terrorism comes from outside the “homeland.” She felt this description was much more realistic.

A motion was made and seconded to approve SEC 2ZZ Terrorism, Security, and Emergency Management. The proposal was approved with 16 votes in favor and 3 abstentions.

SEC 3WW Intelligence and Counterintelligence

There was no discussion.
A motion was made and seconded to approve the SEC 3WW Intelligence and Counterintelligence. The proposal was approved with 17 votes in favor and 1 abstention.

**SEC 3VV Safety and Security in Higher Ed**

Ray Patton introduced this course. He said the Courses Subcommittee recommended adding the word “institutions” to the end of the title, which the proposer agreed to.

Professor Pittman asked about examination of first amendment issues in higher ed, such as how the course would teach about hate speech or extremely provocative public discourse, and how such things might be relevant to security in higher ed institutions. Dean Byrne said she took this course to be about the physicality of the space, regardless of where the security threat originates. The course did not seem to target the psychological cause, but rather addresses institutions as physical spaces. If a protest broke out, the security issue is about masses of people storming around, regardless of the cause and/or intention of the protest. Professor Till said that was how it was intended to be read.

Professor Peters thought it could be clarified with a language tweak, by adding the word “facilities” to the description. The word “institution” does not convey the same meaning as “facilities.” Institution implies the type of thing that Professor Pittman is concerned about in a way that “facilities” does not.

Dean Byrne said the course is about the physical components of crime as opposed to discourse. There was a question about the scope of the course. Professor Oboler felt the point is an important one. Professor Pittman cited an example of disagreements between students during protests at CUNY. Dean Byrne said she felt the purview of the course is about the response planned to the situation, not what made the situation happen. She noted that the course pulls out Title IX because what we know there are special policies and procedures around it.

A motion was made and seconded to approve SEC 3VV Safety and Security in Higher Ed. The course was approved with 16 votes in favor and 2 abstentions.

**CSL 2XX Intimate Relationships (Ind & Soc)**

This course was written specifically for sophomores to build on work they have done at the 100-level general education courses. The Course/Gen Ed Subcommittee was especially complimentary of the way information literacy is built into the curriculum, developing important Gen Ed skills.

A motion was made and seconded to approve CSL 2XX Intimate Relationships (Ind & Soc). The proposal was approved unanimously with 18 votes in favor.

**CHS 4XX Senior Seminar in Human Services and Community Justice**

This course will be the capstone in the new Human Services and Community Justice Major. Ray Patton spoke about the subcommittee’s feedback about threading together the various aspects of the course more seamlessly, which Professor Gordon-Nembhardt dealt with creatively by creating a new framework for the course.
Professor Holder asked if this course will be cross-listed in Africana Studies. Professor Lewis said it is not, the courses in the major which are required are listed under the CHS course prefix.

Kathy Killoran spoke about the scaffolding of the Program Planning and Development methods course into the capstone. When it was written it was very ambitious. It was agreed the 300-level course would go to a point and the additional material on program evaluation would be incorporated into this capstone course.

A motion was made and seconded to approve CHS 4XX Senior Seminar in Human Services and Community Justice. The proposal was approved unanimously with 18 votes in favor.

Course Revisions

SOC 309 Juvenile Delinquency

Kathy Killoran explained that the title is being changed to Youth, Crime, and Justice and the course refreshed with more current day language. Professor Barry Spunt said the Sociology Department had an ad hoc group that went through all their courses to update terms and modernize language. Many have not been changed in a long time.

A motion was made and seconded to approve the revision to SOC 309 Juvenile Delinquency. The course revision was approved unanimously with 18 votes in favor.

The meeting concluded at 12:24pm.

Respectfully submitted,

Sarah Hammond, Scribe
Committee on Student Interests
Committee on Student Interests (COSI) meeting
Thursday, December 14, 2017
1:40PM, L.65.08NB

Agenda

1) Support for sound system in gym (Carol Kashow)

2) Community Hour update (Michael Sachs)

3) Yasmeen Sahibzada, Sophomore Representative, to present Greek committee proposal (Brian Carvajal)

4) Yasmeen Sahibzada, Sophomore Representative, to present focus group proposal for the winter break (Brian Carvajal)

5) High scale/low scale job fair (Brian Carvajal)

Next meeting: February 8, 2018
Committee on Student Interests (COSI) meeting
Thursday, December 14, 2017
1:40PM, L.65.08NB, SA Conf room

Attendees
Ellen Belcher
Brian Carvajal
Nicole Elias (via telephone)
Thomas Garita
Danielle Officer
Michael Sachs (chair)
Rachel Brown (recorder)

Guests
Yasmeen Sahibzada
Ashley Diaz
Diane Duque
Nanci Avalon Omana
Leslie Rodriguez
Committee on Student Interests (COSI) meeting  
Thursday, December 14, 2017  
1:40PM, L.65.08NB, SA Conf room

Attendees  
Ellen Belcher  
Brian Carvajal  
Nicole Elias (via telephone)  
Thomas Garita  
Danielle Officer  
Michael Sachs (chair)  
Rachel Brown (recorder)

Guests  
Yasmeen Sahibzada  
Ashley Diaz  
Diane Duque  
Nanci Avalon Omana  
Leslie Rodriguez

Chair Michael Sachs convened the meeting at 1:43PM.

Community Hour update: The Department of Academic Affairs was considering a plan to schedule classes during Community Hour, which runs from 1:40PM to 2:55PM on weekdays. Student Council and the Faculty Senate wrote letters opposing the plan. There will be no changes to Community Hour for at least 12 months, and a task force of students, staff, and faculty has been formed to explore the issue.

Greek Life: Yasmeen Sahibzada presented a proposal to form a Greek Life committee and hold focus groups over the winter break to discuss Greek Life at John Jay College. Because CUNY prohibits new fraternities and sororities from being formed at all colleges, John Jay College does not have any official Greek Life activity. The recommendation is for Student Council to form an exploratory committee to do research on the issue and present a proposal to CUNY, preferably backed up with data.

Some issues of concern around Greek Life and John Jay College include documented incidents of fraternity and sorority members using John Jay space to conduct meetings that violate the space use policy; and undocumented incidents of students being told they cannot display their fraternity or sorority colors.
Job fairs: Students would like to see more job fairs on campus. The Center for Career and Professional Development (CCPD) hosts one large job fair each semester in 4th Floor Gymnasium. They are seeking suggestions for changing this model, as space in the gym limited and the fairs have to be scheduled around athletic events. CCPD currently has small fairs with less than 10 employers in the Atrium throughout the semester. Some other options include having multiple smaller job fairs for specific industries, such as non-profits, public service, and policy, fire, and corrections.

Meeting adjourned at 2:50PM.

Next meeting: Thursday, February 8, 2018 at 1:40PM in L.65.08NB, SA Conf room
Faculty-Student Disciplinary Committee
Good morning,

Although I am a chair, I have not had the chance to chair any meetings. In the Fall, the meetings I was scheduled to chair were canceled. In the Spring, the potential meeting days that met may schedule never made it to the calendar. Therefore, I don’t have any minutes or activities to share.

Please let me know if you have any questions.

Thank you.
Peggilee
Committee on Faculty Personnel
Meeting Open to the Public 9:30 am – 12:00 pm

I. Welcome

II. Approval of Minutes

III. Revision of Distinguished Professor Nomination Process

IV. Service at John Jay (FPPG section III.E)

V. Discussion - Response to Faculty Senate Statement

VI. New Business and Announcements

Executive Session – Full Faculty Personnel Committee 12:15 pm – 1:00 pm

I. Initial Appointments (Fall 2017)
   - Slate vote on initial appointments

II. Distinguished Professor Nomination
   - Vote on recommendation put forward by Departmental P & B

Fall 2017 & Spring 2018 FPC/FPAC Meetings

Full FPC                               Full FPC/Faculty Personnel Appeals Committee
Friday, December 8, 2017               Friday, February 9, 2018

Full FPC/Faculty Personnel Appeals Committee
Friday, March 2, 2018

Faculty Personnel Appeals Committee
Friday, March 9, 2018

Faculty Personnel Appeals Committee
Friday, March 16, 2018

Full FPC                               Full FPC
Friday, April 13, 2018                  Friday, May 4, 2018

Notes:

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FACULTY PERSONNEL COMMITTEE
September 15, 2017
Room L.61, New Building

Open Meeting Minutes
Approved at 12/8/17 FPC Meeting

Allison Pease (ENG), Ned Benton (PAD), Vanessa Gutierrez (Student Council Member)

Open Meeting called to order at 9:45 am

I. Welcome
   President’s welcome
   Introductions

II. Approval of Minutes
   Motion to Approve minutes (BL) – Seconded (SB)
   Minutes approved (Yes: 21; No: 0; Abs: 12)

III. Revision of Distinguished Professor Nomination Process
   AL: Reviewing context for change and discussions from last year (overview). No changes for current
   academic year or anyone currently in the process. These are the written version of the approved
   changes via discussion from 5/5/17 meeting. AL reviews the bolded text (section II.J.3 and II.J.4).
   GG: II.J.4 clarifying the materials and file review. Add “the file, including.”
   SB: Wants to remember/revisit some of the conversation not recorded in the notes. This is all advisory
   to the President? AL confirms, yes, all is advisory to the President. KM: Approach is that she needs
   discussions to inform her decision.
   NB: Why doesn’t it require a vote? Shares letter of how changes should be circulated. Not posted on the
   website. AL: Voted on the language from 5/5/17. No process for circulating items for items were already
   approved. KM: Clarifying this was approved via 5/5/17 meeting and read the text from the FPC May 5,
   2017 meeting minutes. Confirmation from the group put in writing the discussions from last semester
   and included in the document. Does it reflect what was voted on? (Committee affirms with “yes”). No
   FPC member had objections.

IV. Service at John Jay (FPPG section III.E)
   AL: Providing context and background for service at JJC, references COACHE survey. Requests the
   FPC and Faculty Senate form a small committee to clarify the guidelines (FPC), non-prescriptive and
   within CUNY’s guidelines. A joint committee is ideal/goal.
   1. Raise issues we liked addressed in the guideline.
   2. Identify who from the FPC would like to participate.
   3. General timeline for process: work in Fall 2017, provide preliminary feedback by 12/8/17
      meeting, continue in Spring 2018.
4. This will be about a 1-2 year project that will include open meeting opportunities for faculty to consult and provide feedback.

JNG: One issue related to small departments and the amount of service required, thinks the process is a good approach.

GG: Approves general process timeline. Needs to be a broader definition of service that reflects what we have but also includes a different kind of community service; not explicitly stated (but implied) broadening of professional services – what constitutes professional services (includes organizing conferences – no matter size).

HP: Parse out different types of service (department, college, community) and possibly provide weight to each.

AA: Seems similar to teaching discussion and its weight in the FPC process a few years ago. It would be important to include how its weighted.

NB: Faculty Senate is considering another statement to make proactive statements related to policy and practice. There is a draft that has been circulated. The concerns in the current draft: a need to reconcile the difference and weight on teaching, service and scholarship; FS concern about how the FPC values services (UGR Coordinators, Assessment Coordinators and more). Faculty think of service as being misunderstood or having less weight. The statement “show a commitment to service” is weak.

KM: It’s important to have the broad representation. FPPG SectionIII.E.2. is compensated service included and considered, there should be distinction between non-compensated vs compensated.

JP: radical recalibration of expectations. His understanding is that while an Assistant professor faculty focus on scholarship and teaching. Thinks this should be FPPG Section III.E.6 – community and professional organization – sounds to count in support of reappointment and not promotion; that should be adjusted.

KM: Reconfirming that the current policy is part of the FPC guidelines.

JLM: There is an unspoken criteria and faculty receiving guidance that scholarship is paramount. It’s not a recalibration but a ...

JG: Ask that degrees of services and expectations should be provided at the various levels of the professorial ranks (Assistant, Associate, and Full).

AM: This is more about clarifying the process and not recalibration. We must consider that, start looking towards the strength versus the weakest – the metaphor is static and need to be dynamic regarding the 3 legged stool vs 3 stranded braid. Discussion regarding the international stature is important.

GG: Expectation of service for junior faculty – the weight is more on teaching and scholarship. Through contractual agreement they have more time spent on research and scholarship. The needs and interest of junior faculty need to be clear and possibly different.

KM: understanding that service should be a graduated process and we need to figure out how.

BL: Service situations become unavoidable in smaller departments. This needs to be addressed.

KM: She and AL have been discussing the burden on smaller departments. KM read the report and wants to address the mandatory committee burden but still comply with committee requirements.

AA: Junior faculty expectations are pretty clear for teaching and scholarship. The committee should clarify the expectations, particularly a checklist.

AA: This is important, but is also a major form of service.

AL: Joint committee will receive these comments/feedback and this service will be recognized. This type of serviced is important to fixing the issue.

AL: Will support the work of the committee anyway she can, the service will be recognized. (Food and Beverages). This is a great opportunity to address this, looking for 3 each from FPC and FS. Setting up open meeting.
V. Discussion - Response to Faculty Senate Statement

KM: May correspondence from FS in Spring 2017, Former Provost responded on behalf of FPC on May 9 and the FS responded to that letter dated August 31. FS still have four open items – three of those are being addressed and examined by Counsel- Transparency, substantive changes (and submission to College Council), Respect Limitations (Open Item) difference of opinion of what is procedural, and Respecting balance for Services (in progress).

AL: Silvia Montalban is working on Diversity report to address one of the items in the FS statement FPC website in the works to store materials; webpage overview provided (addresses transparency).

NB: FS appreciates the continued effort, seems we are waiting on lots of legal advice and await the feedback for further discussion.

JC: The wider discussion about needing a second reading rule, is there a deadline for items to be included on the agenda?

AL: The 2nd reading rule can sometimes slow items down and it may not be bad thing as the FPC process is not in flux.

KM: If something comes at the last minute it may be urgent, but if it’s not it can be moved to the next meeting. Wants to think further about this before formalizing.

NB: Previous discussion – use the Fall semester to discuss and the Spring semester to vote giving more time for distribution. Share the agenda with stakeholder committees. He received information by colleagues sharing the information. The webpages may help with providing information. There has to be a way for the committee to be more open.

KM: The webpage will solve many of the issues. We will discuss how information is shared in addition. Some people have email fatigue, open to the suggestion on how the information is to be shared – send them to Faculty Services Manager.

VI. New Business and Announcements

KM: Is there any new business for discussion? – No

Al: all AA offices will hold open houses – for what departments have done and what they plan to do for the year. The schedule of dates will shared soon and will occur in mid-late Fall.

Motion – KM seconded by JG
All approved

Meeting adjourned at 11:38 am
FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, December 8, 2017
Room L.61, New Building
9:30 am-1:00 pm

Meeting Open to the Public 9:30 am – 12:00 pm

I. Welcome

II. Approval of Minutes

III. Updates – Faculty Senate Statement (August 2017)
   • Faculty Personnel Process Reporting
   • Specialized Departmental Guidance
   • Appeals Process

IV. Updates from FPC and Faculty Senate Joint Committee on Service

V. New Business and Announcements
   • The role of the FPC in Faculty Compensation Decisions
   • Faculty Personnel Calendar Action Adjustments (Spring 2018)

Executive Session – Full Faculty Personnel Committee 12:15 pm – 1:00 pm

I. Initial Appointment (Spring 2018)
   • Vote on recommendation put forward by Departmental P&B and FPC Review Committee

II. Fellowship Leaves
   • Vote on recommendation put forward by Faculty Personnel Review Committees

III. Professor Emerita – Special Case
   • Vote on recommendation put forward by Departmental Review Committee

Spring 2018 FPC/FPAC Meetings

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FACULTY PERSONNEL COMMITTEE
December 8, 2017
Room L.61, New Building

Open Meeting Minutes
Approved at 3/16/2018 FPC Meeting

Allison Pease (ENG), Marjorie Singer (Legal), Ned Benton (PAD)

Open Meeting called to order at 9:42am

I. Welcome

II. Approval of Minutes
Motion – AM, Second – SYC
  KM – Add “yes”/affirmative answer to the question KM posed (“Does it reflect what was vote on?”). See last line of the “Revision of Distinguished Professor Nomination Process’ section.
  Unanimously approved

III. Updates – Faculty Senate Statement (August 2017)
Three remaining items from statement submitted in August 31st memo to President Mason and Provost Lopes
  a. Faculty Personnel Process Reporting (item #2)
    Status: In progress. Submitting information to Affirmative Action Office reflecting past 5 years. K. Bailey submitting information to Silvia Montalban (Director of Compliance & Diversity). Hopes to have information from Silvia Montalban by April 13th FPC meeting.
    NB – Asked for consideration: a cohort report in addition to a 5-year report. The report should reflect what happened by the 1st and 4th reappointment and 4th reappointment to tenure. i.e. for all appointed in 2010 who is still here in 2018? How many were denied tenure?
    KM - asked that NB consider the specifics of request and provide to KB.
    AL – We can provide a cohort analysis and indicate what happened to them by the 4-year mark and tenure mark. Second type of report (will take longer to report): what happened to faculty along the way at these 2 points.

  b. Specialized Departmental Guidance
    AL – CUNY was consulted, CUNY says only in two cases where different guidelines exist, Journalists and Librarians. Proceeded to discuss the difference of the Library faculty and why there is a difference. Anne will forward rationale to Ned, for Faculty Senate to review and discuss. Anne will follow-up with CUNY again.
    NB- Could we see the rationale for CUNY’s decision.
    LS – Clarifies the reason behind the different guidelines, particularly for Librarians.
    KM- CUNY’s position is clear on this matter

  c. Appeals Process
    KM - President and Provost visited departments, in the meetings pockets of faculty questioned the process and fairness of the process. Reaffirmed that the members of the FPC take the work on the FPC seriously.
    Revisited the appeals question posed by the Faculty Senate. Concerned about the outside members of the FPC hearing and making decisions about personnel actions. Concerned from a due process standpoint, couple this with the faculty concerns, KM wants to discuss with the FPC.
SB – recalls/explains the former appeals process and FPC members’ general thoughts about the pros and cons of each.

AM – Requested description of current process (Bailey provided in meeting)

KM- Read the chart from 2015 that outlined FPC changes from 2011-2015, which included revisions of appeals process. If we go back to former process, the persons affected by the current process were not disadvantaged because it goes to the President from final decision.

JC – Problematic issues – review committee members and the chair that made the decision participated in the review of their own decision.

KM – legal perspective, its problematic without having a governance change. There are two questions to address:

1. How do we want to process for this year?
2. Ultimately, what kind of process do we want?

AC – We should not change in the middle of the process. It is disconcerting for people currently in the process. Open to the idea of changing the governance.

EC – Wants to ensure the chair and faculty have the opportunity to advocate for themselves

AL – The decision is made based on the file. But faculty have opportunity to provide a written statement and come in to answer for questions from the appeals committee.

KM – reiterating understanding of the practice from last year

SB – consider, “what is the actual spirit of the appeals process?”

NB – One new concern (structural)– Quorum issue: when there is a committee of 26 vs committee of 32. Senate’s concern – FPC never had the authority to enact the 2014 or 2015 appeals process because the items did not go through the appropriate governance process.

KM – reframing the discussion and clarifying the main questions that need to be answered: –

1. Is there any concern with the notion that FPC should take the current process through the governance? (No concerns raised) We have consensus that we work though the governance process to make the change? (Affirmative/agreement from group). Concluded no one was disenfranchised by interim process because all were required to be reviewed by the President.

2. What are we going to do with this appellant cycle? Do we keep the process currently in place or do we go back top former process prior to 2014?
   KM will conduct an independent assessment of the record. KM will read the file de novo, the discussions of the FPAC will be a factor in the decision.

AG – Appreciates the addition of the written appeal that all assigned to appeals case gets to read. However, appellants may not know the basis of the denial. There should be some way for them to know, other than relying on the chair to communicate.

AL – CUNY does not allow a process by which the decision/discussion is provided in written form. The University may revisit this issue because there are some concerns from other Provosts about this issue.

NB – Has anyone been prejudiced by the current process? Yes, because positive or support for personnel action may be excluded from the room based on those excluded from the process (FPAC). What is the standard by which the record is being reviewed? The standards are vague because of CUNY’s policies/bylaws. The outside members (appeals panel) do not have the notion of the “norms” because they are not part of the FPC.

KM – reminder that recommendations ultimately come back to the president for review and decision. Therefore, someone who receives a negative vote still has their file reviewed and decided upon by the president and therefore not prejudiced, not harmed by the process.

KM – Is there a motion to revert back to old process for 2018? (No motion)

Is there a motion to keep current process and take this process to College Council?

Motion - Dara, seconded by Henry

AG – the question should be separated to

2. Should a different process be submitted to College Council? (JC agrees)

Vote on motion called: Y- 22; N- 7; A-2
KM – Prior to change it was discussed and voted upon, the motion carried because of this. The argument will go to the College Council and be debated; those who object will have the opportunity to do so in that forum.

JG – Suggests a smaller body discusses this issue before going before College Council.

KM – FPC needs to think about how it will go about informing the college community about this process before going before the College Council executive committee; asked Jay Gates to participate in this project/task – JG agreed to work with President on this item. Jay G. asked for a small committee to assist (committee will include: J. Gates, J. Hamilton, J. Cauthen). Carve out time on the April agenda to discuss the process after having lived through process this spring and then taking those items to the College.

NB – Reminder that the Faculty Senate suggested there be an opportunity for the college community to provide feedback before going to College Council.

KM – Clarifying that the discussion with FPC will occur in the spring, and then there will be an opportunity to share with the college community

After further discussion, there will be a different vote

Separate earlier questions:

1. Keep intact current process from current cohort (AG, motion, RC second) – Unanimous
2. At the next Full FPC meeting we will discuss how FPC will proceed with appeals

IV. Updates from FPC and Faculty Senate Joint Committee on Service

a. NB (Chair of committee) – Progress report document is ready for circulation for FPC review, also looking to have a session at Faculty Development Day for more discussion. The document will be sent to President to share with the FPC.

b. JP (member of committee) – recommendation includes in part that service should be a component increasing significance from reappointment through promotion of full professor.

c. KM – Thanks committee for thoughtful review of service

d. AL – would like to create forums to discuss this more. Will call for meeting in February and will ask members of the committee to participate in the forums. Information from the forums will be included in the feedback to the FPC discussion.

V. New Business and Announcements

a. The role of the FPC in Faculty Compensation Decisions

AL – Senate query about what is the role of the FPC in compensation decisions. Guidelines indicated the FPC may make recommendations. Clarifies the CUNY guidelines

NB – It is important to look at JJC charter and CUNY bylaws to see what they say.

KM – Asks “What is the real issue?”

NB – Compensation requests such as: faculty’s individual’s request for compensation increases/changes; equity in hiring salaries; remedying salary issues. Salary compression study is in process by HR and the FPC may have something to weigh-in on and report.

KM – Wants to figure out what the main problem(s) is/are?

AB – Shares former history of variations in starting salaries.

KM – KB will share memo from Ned dated September 20, 2017

b. Faculty Personnel Calendar Action Adjustments (Spring 2018)

KB- Appeals cases heard on 2/9, 3/2, 3/9; 3/16 agenda will include general meeting items, DP reviews and Appeals process.

CUNY sent a memo requesting DP reviewed sent to them by April 1st. As such our process will be adjusted to accommodate. Materials are due to Provost Office March 2, 2018.

Motion to adjourn

JP - Motioned, AL – Seconded

Meeting adjourned at 11:18am
FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, March 16, 2018
Room L.61, New Building
9:30 am-1:00 pm

Meeting Open to the Public 9:30 am – 11:15 am

I. Welcome

II. Approval of Minutes

III. Service Committee Report

IV. Appeals Process

V. New Business and Announcements

Executive Session – Full Faculty Personnel Committee 11:15 am – 1:00 pm

I. Initial Appointment with Tenure
   • Vote on recommendation put forward by Departmental P &B Committee

II. Distinguished Professor Reviews and Reappointment
   • Vote on recommendation put forward by Departmental P &B Committee and Provost
     Independent Assessment

Spring 2018 FPC/FPAC Meetings

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Notes:

as of 03/01/2018
## Fall 2017 Faculty Personnel Appeals Committee

**Friday, 3/16/2018**

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

### Attendance

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FACULTY PERSONNEL COMMITTEE
March 16, 2018
Room L.61, New Building

Open Meeting Minutes
Approved at 4/13/2018 FPC Meeting

Allison Pease (ENG), Marjorie Singer (Legal), Ned Benton (PAD)

Open Meeting called to order at 9:45 am

I. Welcome

II. Approval of Minutes
Motion – AC, Second – JLM
Unanimous approval

III. Service Committee Report (Anne Lopes)
Reflections regarding small committee meetings with faculty.
NB- Sharing reflections as a member of the joint committee. Three recommendations related to the FPPG (3 recommendations: Judicious balance in weighting tenure and promotion as it relates to service – particularly in small departments. Clearer expectations of service – align JJC FPPG to University Manual Practice (Bylaws). Table of types of services for faculty. This will help with the continuous need for feedback about service and reviewing/revising the FPPG. In general faculty are interested in this topic. AL will provide a written report to share this more concretely.
Questions
KM - Will the Service committee come to the April 2018 meeting to report followed by AL’s reflections?
AL Response - Yes. This is an iterative process
KM - The committee will hear the report in advance so they can address questions at the next FPC meeting?
AL Response – Yes. Guidelines will not change immediately because it will take time.
GG: Did the committee look at the previous report on College Committee Service?
Response - Yes (AL and NB)

IV. Appeals Process (Karol)
KM- reflecting on her statements regarding the appeals process in December 2017 and discussing the nature the memo to the FPC (dated 3/12/18, sent 3/18/18)
- Proposal: bylaw change request to the College Council to allow persons on the Appeals Panel be deemed as members of the FPC (not permanently) for the appeals. This is open discussion.
- Jay Gates, Jim Cauthen and Jay Hamilton have been looking at how other campuses address appeals committees and that work will continue.
HP- Seems reasonable
AA - What is the current process?
KM - The process is not changing; it will remain the same.
DS - Seems very reasonable as long as the bylaws do not prevent two separate groups
NB - would have liked opportunity to review and share with Faculty Senate before it was discussed today. Two questions: Is it good to exclude some members from the FPC on voting on certain matters legally and open meeting laws? Unsure if this solves the problem or if there is a problem.

KM response: Recognizing Faculty Senate raised issues and as a result conducted her own review. The memo is not a response to the Faculty Senate document, this change is only meant to address the issue of compliance with governing documents. The committee of the 3 Js: J. Gates, J. Hamilton and J. Cauthen, are researching similar processes at other schools to address how we may revise our current process.

JH – Would we have 5 groups: Chair, Deans, At-Large, Alternates and then Appeals members? By expanding the number of members does it expand the determination number we have for meet quorum.

KM Response - The composition of the committee would not change, this is for purposes of the appeals and solely appeals. There is the full FPC. Different groups are represented, but they are the FPC.

They (Appeals Panel members) are not Full FPC members so it does not impact the minimum number for quorum (MS confers)

JC - reflects on what the small committee is doing in their research of appeals processes at other colleges. Open for other FPC members to join small committee.

Motion to call the question RC, seconded by AM
Unanimous

V. New Business and Announcements
   a. Labor Management Issues to discuss with committee
      i. Request to advise FPC in writing NOT to use faculty productivity scores in the reappointment, tenure and promotion process, only use for OAR purposes
   b. Reminding FPC confidentially of “downloading” documents
      i. External Evaluator letters are only in the hard file and members must read and consult the hard file. The letters are confidential. Chairs or any member of the FPC may not refer to or characterize the letters to faculty.
      ii. Recommendations to FIDO – disable any ability to “download” works in progress and unpublished works. This is in progress with DoIT.
   JC – We should not be able to “download” documents.
   GG – Documents have been stored in her computer files
   KM – This may be a MAC feature because it does not occur with a PC
   BL - can we restrict media files as well? That should be added to the list.
   KM – This is a question of trust and we have to get everyone to understand that we respect the process. Given the technological barriers

Meeting adjourned at 10:19am
FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, April 13, 2018
Room L.61, New Building
9:30 am-1:00 pm

Meeting Open to the Public 9:30 am – 11:15 am*

I. Welcome

II. Approval of Minutes

III. Appeals: Update on submission to the College Council

IV. Student Evaluation of Faculty

V. CUNY Policies Regarding Standards and Rigor (Predatory Journals)

VI. New Business and Announcements

Executive Session – Full Faculty Personnel Committee 11:15am – 11:30am

I. Fellowship Leaves
   • Vote on recommendation put forward by Faculty Personnel Review Committees

Spring 2018 FPC/FPAC Meetings

Full FPC

Friday, May 4, 2018

Notes:

*All times are approximate

04/09/2018
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FACULTY PERSONNEL COMMITTEE
April 13, 2018
Room L.61, New Building

Open Meeting Minutes
Approved at the 5/4/2018 FPC Meeting

Allison Pease (ENG), Marjorie Singer (Legal),

Open Meeting called to order at 9:39 am

I. Welcome

II. Approval of Minutes
Motion – RC, Second – SYC
Unanimous approval

III. Appeals: Update on submission to the College Council
AL recapping action discussed on moving bylaw change forward

IV. Student Evaluation of Faculty
AL submitted report on SEOF to Faculty Senate and College Council. There is also a motion to include 8-week sessions (Fall, Spring & Summer) in the personnel process (currently not happening). Motion to include 8-week session evaluations in the faculty personnel file so chairs and program directors can have access to review.
AC – How does the college pay for the sessions? (KB – College has contract with vendor - $16,000 annually - covers 5 – 6 evaluation periods)
GG – Is there a peer observation of teaching for online courses
AL response: there should be, this should be coordinated by the department chairs. Graduate programs have a challenge because the program directors are not chairs, but they can consult with the chair.
AB – Guidelines in progress to address online course evaluation in a more systematic way.
JC – Are Graduate program directors conducting observations?
AL response– It is the role of the chair, but they can/have delegate to directors

V. CUNY Policies Regarding Standards and Rigor (Predatory Journals)
AL – CUNY and Inspector General wants to ensure that tenure and promotion decisions are not being based on faculty publishing in predatory journals. In a study of 7,000 faculty it was found that a nominal number, 21 works, were published in predatory journals.
- Provosts have been charged with addressing questions (handout provided in meeting)
- Requested a discussion about the questions and responses
- Forthcoming – chair, departmental P&B and FPC training (June 2018)
GG – Has CUNY released a definition of what a predatory Journal?
AL response: Librarian Faculty have a definition/ descriptors posted via library website (Library Faculty contacts: Ellen Sexton and Kathleen Collins). Dean of Research (Designee: Dan Stageman), Allison Pease and Library Faculty are working together to create a development plan.
AP – Librarian faculty are offering a workshop on navigating open access vs predatory journals. They have amazing amount of resources on their website. Forthcoming in late(r) Spring 2018.
AL – Analyses of reviews vary amongst review committees and department chair evaluations. Would like to see more development to have some standards of evaluating and reviewing the veracity of the publications. Trainings for chairs (encouraged to invite departmental P&B members) scheduled for 2nd week in June. AL- reviews questions and her possible responses to questions sent by CUNY.

SB – There should be a review/revision of the FPPG to include or expand categories (with a key) for faculty to use on their CVs to notate peer review publications (i.e. blind, double-blind, etc.). Current categories in FPC guidelines are located in section I.B.3 (publication categories) on page 4 and section III.D (Glossary for Reporting Status of Publication and Works in Progress on page 24).

AL – CUNY culture/standard is one by which guidance is communicated in non-written form. It is hard to develop a standard for chairs and committees when feedback to faculty is not permitted to be communicated in writing (excluding annual evaluations and 4th year reviews)

AM – Another problem with the “oral tradition” is that recommendation/feedback from committees are not communicated directly to the candidate but funneled through the chair. Information can be lost in the transmission or lacking.

VI. New Business and Announcements
JC – Request to share information from appeals cases with review committee and resolution from President, how the President proceeded with recommendations for appeals committees.
AM/JH – would like to explore 1st or 2nd reporter being designated to meet/discuss with the faculty about FPC decision with chair present (JC – recommends it be the review committee chair)
AL – Awaiting report from Affirmative Action office on the personnel actions (process)

May 4th meeting agenda item: Systematic feedback in sharing information with faculty candidates
HP – Possibility of exploring the President sharing decision-making process when there is a choice to not accept the committee's recommendation.

Open Meeting adjourned at 10:53 am
FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, May 4, 2018
Room L.61, New Building
9:30 am-1:00 pm

Meeting Open to the Public 9:30 am – 11:30 am*

I. Welcome

II. Approval of Minutes

III. Service Committee Update

IV. Student Evaluation of Faculty – Report to College Council

V. Baumrin Proposal (Expanded Publication Categories)

VI. Systematic Feedback with Faculty (Personnel Process)

VII. Updates
   - First reading of bylaw change (College Council)
   - FPC Annual Outcomes Report
   - FPC process Report (Demographical data)
   - Workshop/Training for Evaluating Sources and Faculty Files

VIII. New Business and Announcements

Executive Session – Full Faculty Personnel Committee 11:40 am – 12:00 pm*

I. Year in Review

Notes:

*All times are approximate

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### Reasons

- **Excused**: Members marked as "Excused" are not present at the meeting.

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**Fall 2017 Faculty Personnel Appeals Committee**

**Attendance**

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

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**Notes**

- Attendance signatures are present for members listed in the table.
- Some members are marked as "Excused".
- The meeting ended at 1:00 PM.
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Budget and Planning Committee
Budget Planning Committee
Meeting Agenda
September 14, 2017
1:40-3:00pm – Room L.61 New Building

1. Approval of Budget
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Financial and Strategic Planning Subcommittee
Budget and Planning Subcommittees
Meeting Agenda
August 15, 2017
2:30-4pm – Room 610 Haaren Hall

2. Space Challenges
3. Protocol for the Online Incentive Program
   Online Incentives for FY 2017-2018
   Protocol for the January/June enrollment incentives
   January/June Incentives for FY 2017-2018
4. John Jay’s Budget
### Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
#### August 15, 2017

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<th>SPS-FPS Membership</th>
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<td>Grace Theresa Agauros</td>
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<td>14. Director of Operations - Provost’s Office (SPS only)*</td>
<td>Kinya Chandler</td>
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(*) = Non-voting staff/guest of the subcommittee.

**Signature**
15. Director of Institutional Research *(SPS only)*

16. Office of the Associate Provost *(SPS only)*

**Guest(s)**

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<tr>
<td>17</td>
<td>Douglas Baettner</td>
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<td>18</td>
<td>Jeff Brown</td>
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<td>Cimia Thomas</td>
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<td>Alyna Rykov</td>
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<td>Nikki Hancock-Nicholson</td>
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<td>Raj Singh</td>
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Ricardo Anzaldua
Alison Orlando

(*) = Non-voting staff/guest of the subcommittee.
Joint Meeting: SPS – FPS
Minutes
August 15, 2017

Present: Anne Lopes, Steven Titan (FPS Chair), Ric Anzaldua, Ned Benton, Jeffrey Brown, Douglas Boettner, Kinya Chandler, Angela Crossman, Dana Davies, Mark Flower, Nikki Hancock-Nicholson, Karen Kaplowitz, Alena Ryjov, Raj Singh, Charles Stone, Chinua Thomas, Fatime Uruci, and Alison Orlando (Recorder)

1. Approval of Minutes from May 30, 2017. There was a motion to approve the minutes. The motion was seconded. There was a discussion of the minutes. Fatime U. noted that her comments on the Event and Space Use Handbook had not been included. Alison O. said that she would look at her notes from the May 30, 2017 meeting to see what she excluded. Following this discussion, the motion was put up to vote and the minutes were approved as proposed.

2. Space Challenges. Steve T. began by explaining that the increased size of the incoming freshmen class will impact the space needs of John Jay. He then introduced Raj S. who gave a presentation on the space challenges at the college. Raj S. started by going over the classroom usage for Spring 2017. He moved on to give an overview of the space needs at John Jay. He explained that one critical issue at the college is that we have a very high need for research space. Another issue is the library, which is at half the size it should be for our student population. The college is currently looking into how to renovate and reconfigure the library to utilize its current space. Steve T. explained that one challenge associated with renovating the library, is where to temporary relocate it once renovations begin. Charles S. asked about the possibility of having a digital library. Anne L. said that it is still important to have a physical space for the library that includes features such as group rooms and study spaces. Raj S. continued with the presentation; he said that the bottom line is that the college is struggling with its current space. He then went over options the college could consider that could help with our space challenges including leasing additional space, modifying community hour, and modifying the class schedule. Nikki H. inquired if having a schedule that mirrored in the morning and evening would help, and explained that this model has been used at John Jay in the past. Anne L. explained that the population at John Jay is very different than it was in the past but we can explore offering more evening classes as our adult population grows and develops.

3. Protocol for the Online Incentive Program
Online Incentives for FY 2017-2018
Protocol for the January/June enrollment incentives

January/June Incentives for FY 2017-2018. Ned B. explained that the protocol for the Online Incentive Model along with the protocol for the Incentive Program for Summer and Winter Sessions have been updated so that it can be replicated. Ned B. made a motion to adopt the protocol for the Online Incentive Model. The motion was seconded. The motion was approved unanimously. Ned B. then made a motion to adopt the protocol for the Incentive Program for Summer and Winter Sessions. The motion was seconded. There was a discussion of the motion. Fatime U. asked if the two incentive programs follow the same model, and how long have they been in use. Ned B. explained that they are two different models and they have been in use for around three years. The motion was put up for vote and was approved unanimously.

4. John Jay’s Budget. Steve T. presented on the FY 2018 budget. He first went over the FY 2018 Financial Plan Projection, and explained that we now have a positive budget projection. This is mainly due to an additional allocation from CUNY to cover the collected
bargaining agreement. Steve T. then went over the budget assumptions and the impact they have on the FY 2018 Budget. Ned B. said that he was unclear on how to interrupt some of the personnel numbers and what their impact will be on the actual operations of the college; he is uncomfortable voting on the plan due to these uncertainties. Ned B. also said that the budget may not have a financial deficit but the college needs more faculty, and this budget has a deficit in faculty. Steve T. explained that the budget doesn’t have a financial deficit because of the additional money allocated from CUNY; however, the operations at John Jay are not self-sustaining. Ned B. asked about the increase in administrative staff costs. Steve T. said that these costs are mostly associated with pay increases from the contract. The increase also includes the travel for President Travis and Provost Bowers, and the salary for the new Vice President that has been hired. Mark F. added that some positions were filled last year including Building and Grounds positions that were needed for North Hall to be reopened but these positions were funded by the DOC. Ned B. had questions about the vacancies and how these were calculated. Steve T. explained that the vacancies and salary savings associated with them were divided among all the departments. Mark F. added that it’s easier to understand the vacancies if they are looked at the VP level, and that they help the VP know their overall spending. Kim C. said that looking at the plan that we have to be careful with the assumption that we will be saving through attrition. Steve T. said they are going to monitor the situation. Fatime U. said the financial plans are to be made in consultation with student and faculty leaders. She is uncomfortable with the committee voting on the financial plan today because if she wasn’t here there would have been no student consultation. It was decided that the next meeting of the SPS-FPS would be in September and that we could vote on the budget then. Mark F. added that he wanted the committee to make note that the growth in enrollment at John Jay is starting to help and we are now $912,000 above the revenue target. He also explained that for FY 2018 CUNY added money into our base budget, and that this has been extremely helpful to us.
1. Approval of Minutes for August 15, 2017
2. John Jay’s Budget
### Membership

1. Interim, Provost and Senior Vice President for Academic Affairs
2. Vice President for Finance and Administration
3. Interim, Vice President for Enrollment Management
4. Assistant Vice President for Finance
5. President of the Faculty Senate
6. Faculty Senate Representative
7. Faculty Senate Representative
8. Faculty Senate Representative
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10. Vice Chair of the Council of Chairs
11. Council of Chairs Representative
12. Council of Chairs Representative
13. President of the Higher Education Officers Council
14. President of the Student Council

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16. Director of Institutional Research

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(*) Non-voting staff/guest of subcommittee

Kinya Chandler* (FPS only)  
Ric Anzaldúa* (SPS only)  

[Signatures]

Lina Sánchez-Nichols  
Chinua Thomas  
Alena Rybar
Joint Meeting: SPS – FPS
Minutes
September 12, 2017

Present: Anne Lopes, Steven Titan (FPS Chair), Ric Anzaldua, Ned Benton, Jim Cauthen, Kinya Chandler, Sandrine Dikambi, Mark Flower, Maki Haberfeld, Jay Hamilton, Nikki Hancock-Nicholson, Karen Kaplowitz, Alena Ryjov, Doug Salane, Charles Stone, Fatime Uruci, and Alison Orlando (Recorder)

1. Approval of Minutes from August 15, 2017. Minutes were approved as proposed.

2. John Jay’s Budget. Steve T. started by explaining that there have not been many changes made to the FY 2018 budget since the last meeting of the committee, and that the budget is projected to have a year-end balance of $29,793. He then spoke about how the aggressive assumptions in the budget are going to be reduced in the following two areas: the assumed accrual savings will be lowered from $1,000,000 to $900,000, and the assumed hiring freeze savings will be decreased from $500,000 to $400,000. Ned B. stated that he understands this budget less than past budgets, and he would like to understand this budget in more detail. However, he is still recommending that this budget should be approved. He then requested to see a two year comparison of full-time positions, which will give a better understanding of hiring and what is being prioritized. Steve T. said that hiring is critical and that we should reconvene in either October or November to further examine hiring. Mark F. said that he has a PS comparison for FY 2017 to FY 2018 that he can make available. He explained that he is going to sum the salaries by area so that the salaries of each individual position will not be seen. Ned B. made a motion to adopt the budget for the purpose of recommending it to the Budget and Planning Committee and the President for submission to CUNY with the condition that the SPS-FPS committee will further study hiring, headcounts, and other PS related issues. The motion was seconded. The motion was approved unanimously. Jim C. had several questions about OTPS including when the allocations will be included in the department’s budgets. Mark F. explained that each department has its initial allocation which is 60-80% of its total allocation, and as the year progresses this number will increase. Fatime U. asked about the approval of the budget at CUNY. Steve T. explained that the budget doesn’t need to be approved by CUNY because the money has already been allocated by them. Ned B. further explained the process.
Budget and Planning Subcommittees
Meeting Agenda
November 30, 2017
3-4:30pm – Room 9.66 NB (Political Science CR)

1. Approval of Minutes for September 12, 2017
2. John Jay’s Budget FY 2019-2020
Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)  
November 30, 2017

Membership

1. Interim, Provost and Senior Vice President for Academic Affairs
2. Vice President for Finance and Administration
3. Interim, Vice President for Enrollment Management
4. Assistant Vice President for Finance
5. President of the Faculty Senate
6. Faculty Senate Representative
7. Faculty Senate Representative
8. Faculty Senate Representative
9. Chair of the Council of Chairs
10. Vice Chair of the Council of Chairs
11. Council of Chairs Representative
12. Council of Chairs Representative
13. President of the Higher Education Officers Council
14. President of the Student Council

Name

Anne Lopes
Steven Titan (FPS Chair)
Dana Davies*
Mark Flower* (FPS only)
Ned Benton
Karen Kaplowitz
Charles Stone
Maki Haberfeld
Angela Crossman
Jim Cauthen
Jay Hamilton
Doug Salane
Sandrine Dikambi
Fatime Urucci

Signature

[Signatures]
15. Senior Director of Operations - Provost's Office
16. Director of Institutional Research

Guest(s)
17. Council of chairs Rep
18. Alena Rydov
19. Lynelle (ok from)
20. 
21. 
22. 

(*) Non-voting staff/guest of subcommittee

Kinya Chandler* (FPS only)
Ric Anzaldua* (SPS only)

Mathew Perry
Finance & Admin
Student Affairs
1. **Approval of Minutes from September 12, 2017.** Minutes were approved as proposed.

2. **John Jay’s Budget FY 2019 - 2020.** Steve T. began by explaining that CUNY rejected the Financial Plan for FY 2018 because of the large projected deficits in FY 2019 and FY 2020. He has a meeting with CUNY tomorrow to discuss John Jay’s chronic budget shortfall and to speak about potential solutions to this issue. Mark F. then made a budget presentation to the committee. He started by briefly explaining that the revised Financial Plan for FY 2018 now has a year-end balance of $1,099,298. Steve T. added that the Department of Corrections signed a full year extension to the North Hall Contract, which will run from December 2017 to November 2018 for $4,057,941. Mark F. then spoke about other differences between the original FY 2018 Financial Plan and the revised FY 2018 Financial Plan. Some of the changes that resulted in the revised plan include the FY 2017 reduction in anticipated CUTRA, the fact that the FY 2017 NYPD Executive Leadership Balance did not roll over to FY 2018, and additional e-permit allocations. He also spoke about the revised FY 2018 tuition revenue plan and its impact on the revised budget. Mark F. moved on to speak about the FY 2019 budget that has a projected deficit of $4,609,426 and the FY 2020 budget that has a projected deficit of $3,822,182. He presented several solutions that will be brought to CUNY that address possible ways to close the budget gap. The first solution he presented was for CUNY to increase funding per FTE for John Jay. He said that John Jay only gets $1,074 of CUNY funding per FTE compared to the CUNY average of $2,029 per FTE. He further explained that if John Jay were to get the average CUNY funding per FTE it would result in an additional $10,633,000 for the college. Angela C. asked for the justification on why funding is out of proportion between the CUNY colleges. Karen K. explained that it is historical. She also noted that if we could explain that we will do something special with the additional revenues, CUNY may be able to justify the increase in funding to the college. Steve T. said that we could argue that we need more faculty. The second solution Mark F. presented focused on the TAP Gap. He explained that the John Jay TAP Gap is one of the highest among the CUNY Senior Colleges and it is projected to increase due to enrollment impacts to $1,106,831 in FY 2018. The college is requesting for CUNY to adjust the revenue target to reflect this projected increase in the TAP Gap. This would put money back into our budget and reduce the college deficit to more manageable numbers for the upcoming years. We could then work to close the remaining gap by increasing enrollments; the required addition FTEs needed would be 177 for FY 2019 and 80 for FY 2020. Anne L. explained that the faculty are stretched as thin as possible, and it will take additional investments and planning if we are going to raise enrollment. She also explained that we can’t always depend on enrollment to address the deficit. Ned B. requested that we schedule SPS-FPS meetings in advance for each month this spring as we haven’t even started to address our space issues. Steve T. agreed. Karen K. raised the idea to have faculty and students testify at an open Board of Trustees Meeting about our need for space. Steve T. then announced that there is no change in the policy or process for sabbaticals. This was followed by a brief discussion on the sabbatical policy.
SPS/FPS
Agenda
March 15, 2018

1. Approval of minutes for 11/30, 2018

2. Space
   - Immediate move from 54th street to BMW
   - Future Development of Master Plan for Space Planning
   - Faculty Senate Proposal - discussion only

3. Financials

4. Scheduling SPS/FPS meetings for 2018-2019
## Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
### March 18, 2018

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15. President of the Higher Education Officers Council
16. President of the Student Council
17. Senior Director of Operations - Provost's Office
18. Director of Institutional Research

**Guest(s)**
20. TESS
21. 
22. Naomi Danner
23. Karol Moson
24. 

(*) Non-voting staff/guest of subcommittee
Joint Meeting: SPS – FPS
Minutes
March 15, 2018

Present: Anne Lopes (SPS Chair), Steven Titan (FPS Chair), Ric Anzaldua, Ned Benton, Jim Cauthen, Kinya Chandler, Lynette Cook-Francis, Angela Crossman, Naomi Davies, Sandrine Dikambi, Mark Flower, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Erez Lenchner, Karol Mason, Matthew Perry, Alena Ryjov, Raj Singh, Doug Salane, Charles Stone, Chinua Thomas, Fatime Uruci, and Alison Orlando (Recorder)

1. Approval of Minutes from November 30, 2017. The minutes were approved as proposed.

2. Space. Karol M. began by speaking about the college issues regarding space and finances. She explained that she hoped we could focus the conversation today on finding solutions to these issues using a problem solving approach. Karol M. moved on to speak about our immediate space situation. She explained that prior to her start at John Jay, she was informed that the decision was made to let our lease expire at 54th street with the intent that we would move into a space in the BMW building that CBS planned to vacate. However, in December, it came to her attention that CBS had decided not to leave the BMW building. This led to the immediate issue of not having space to house those in the 54th building once the lease expires on May 31. To address this situation, CUNY was able to secure the college space on the 10th floor of the BMW building but it is less than what is needed. After our meeting today, Karol M. will contact Judith Bergtraum to speak about our required space needs for Fall 2018, and how they can be addressed.

Steve T. went over the relocation of 54th street to the 10th floor of the BMW, and the college’s required needs in more detail. He explained that the space in the BMW is smaller than what we need, and that we will be short 8 seats once we move in May which includes 7 single private offices even with the total of 20 private offices that the Business Office and Human Resources have agreed to give up. The space need will increase once the new hires begin arriving in July; the addition of the new hires will result in a total need of 52 seats and 24 private offices. Kim C. noted that this is not a plan about growth but a plan about those who are here and those who we have committed to hire. Jim C. asked if we have committed to moving to the 10th floor of the BMW. Karol M. said that it is not an option to stay at 54th street so we accepted the space that was offered to us. Karol M. added that we are trying to deal with the immediate problem concerning the loss of 54th street but we also need a space plan process. She explained that the CUNY will be in a holding pattern until the new Chancellor starts; this will allow the committee to use the upcoming months to strategize and work internally on the space plan process before approaching CUNY. Ned B. expressed concerns about the timeliness of this approach but said he is willing to move forward with it. Karen K. asked if CUNY will reconfigure the space in the BMW for us.

Steve T. said that the space is “as is” with some furniture but that there is no time for reconfiguration. Kim C. added that the space is structured very differently with no common spaces. Angela C. asked if we should ask for more space then what is needed to account for growth. Karol M. explained that we struggle to get what we need but she will try to get more if the opportunity exists. Matthew P. inquired if this space is long term or short term. Karol M. said that her expectation is that we will have this space for an extended period of time. Karen K. asked out of those hired, how many are faculty. Anne L. said 19 but 18 of those are replacements. Ned B. noted that it would be helpful to have a list of employees who are here from October to October to keep track of where we are
going. He explained that in this case it sounds like there is progress in faculty hiring but in reality we are just replacing. Kim C. said that she is working on this with Mark F. Steve T. then asked Ned B. if he would like to review the Faculty Senate Proposal. Ned B. said that he would like to make note of the fact that it identifies information requests that the SPS should routinely have for planning purposes.

3. **Financials.** Karol M. began by explaining that the previous assumptions in the budget did not reflect reality as they assumed flat hiring. She explained that there will be hiring and that the new budget numbers reflect this. She added that the revised FY 2018 projection now has a deficit of $475,463 and the proposed FY 2019 has a projected deficit of $8,362,683. Steve T. then went over a detailed presentation on the FY 2017- FY 2019 Budget Status. He first spoke about the changes to the FY 2018 budget that resulted in the projected deficit. Some items he went over included increased new hires, the University Wide Initiative Costs (UWI), and the potential impact of Excelsior. Steve T. noted that the only opportunity to close the gap for FY18 is in OTPS. Mark F. further explained that this means that the amount of OTPS that the departments have been funded thus far in CUNYfirst will be their total allocation for the year. Ned B. said that he felt that this was somewhat arbitrary. Mark F. explained that 60% of OTPS was allocated equally across departments but some did request and receive their full allocation of 100%. Karol M. said that she is open to any other ideas on how to close the gap. Ned B. said that we are now in March and that there is not enough time to drill into the budget. He noted that it would be better if the committee got more routine information, which would allow them to come up with solutions that we could work on over time. Karol M. agreed. Steve T. then spoke about the historical perspective of mid-year projections, and said that historically we usually wind up in a better place than predicted mid-year. Steve T. then also went over the projected deficit increase for FY 2019. He spoke about changes to revenue and expenditures that have a net impact on the budget for a total of $7,800,000. Items he went over included an increase to the TAP GAP, backfilling positions, and DoIT upgrades. Ned B. said that we need a deliberate strategy examining the positions we have, and being intentional about positions we fill. Karol M. said that she is closely monitoring this. Angela C. asked about the process for moving forward with space. Karol M. said that she is going to contact Judith Bergtraum to explain our needs, and discuss next steps. Kim C. said they are going to flush out where people are going to be relocated and that Naomi is going to work on a time-line.

4. **Scheduling SPS-FPS meetings for 2018-2019.** Steve T. said that Alena R. will work on scheduling monthly meetings and putting them on the college calendar.

5. **New Business.** Anne L. shared the “Academic Affairs Planning Master Document for 2017-2018.” This is a mid-year report on what academic affairs has been doing.
1. Approval of minutes for 3/15/2018 (attached)

2. Budget Update

3. Space:
   - Move from 54th street to BMW
   - Development of Master Plan for Space Planning
## Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

April 10, 2018

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15. President of the Higher Education Officers Council

16. President of the Student Council

17. Senior Director of Operations - Provost's Office

18. Director of Institutional Research

Guest(s)

19. Naomi Davis

20. Alena Ryjov

21. Raj Singh

22. Anthony Bracco

23. 

24. 

(*) Non-voting staff/guest of subcommittee
Joint Meeting: SPS – FPS
Minutes
April 10, 2018

Present: Anne Lopes (SPS Chair), Steven Titan (FPS Chair) Ric Anzaldua, Ned Benton, Anthony Bracco, Jim Cauthen, Kinya Chandler, Lynette Cook-Francis, Angela Crossman, Naomi Davies, Sandrine Dikambi, Mark Flower, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Erez Lenchner, Alena Ryjov, Raj Singh, Doug Salane, Fatime Uruci, and Alison Orlando (Recorder)

1. Approval of Minutes from March 15, 2018. The minutes were approved as proposed.
2. Budget Update. Angela C. addressed the committee before the start of the budget presentation. She explained that she came from a meeting of the Council of Chairs and they are dismayed about the current budget situation. They feel that there has to be a new way to manage our money, and that this is not acceptable to be our system. They are also upset about the incentives not being allocated, which they feel is demoralizing to the faculty. They also feel that we need to work on fixing and adjusting the system so that we can manage money in a way people can count on. Ned B. added that he just came from the Graduate Studies Committee meeting and that they wanted him to convey how upset they are about the incentive situation. They believe these funds are important to mission critical related activities and the effects of not allocating the incentives will be devastating. He explained that the Graduate Studies Committee wants to consider a study of admissions to see how we can balance who we can admit with the resources available. He also inquired about the excellence fee supplanting programs funding from other sources. Mark F. explained that the sources of funding are separated out, and that the excellence fee and differential tuition have no impact on the departmental OTPS budget. Mark F. further explained that the only control CUNY has over our budget is OTPS, and when they saw our projected deficit they reduced our OTPS allocation by $1,000,000; this came from all departments across the board.

Steve T. then started the budget presentation. He first explained the strategic initiatives for FY 2019, which includes the restoration of 17 full-time faculty lines. Karen K. inquired if these lines are being added to the headcount. Anne L. said that they are added to the headcount but are not increasing over our historical lines. Ned B. asked if these new lines reflect retirements and separations. Mark F. said that this assumes the retirements will be replaced. Ned B. asked about the number of retirements. Anne L. said she will ask at the next PAC meeting but there are no hard numbers. She further explained that she is waiting to hear as people usually file around April and May. Karen K. says that she knows the administration is understaffed but the administrative headcount keeps going up. Steve T. said that he realizes that this is an increasing trend. Karen K. added that this needs to be looked at and that there have been circumstances in the past where hiring was not authorized until it went through this committee. Steve T. explained that we are having a hiring pause. Jim C. said that the optics are not good; the administrative headcount is increasing, while, the departments are having budgetary problems. He added that it seems that the academic side is being penalized compared to other areas of the college. Anne L. said that the administrative headcount may include a lot of grant funded positions and it would be helpful to see the funding source for these positions. Steve T. went back to presentation. He explained that the two other strategic priorities for FY 2019 are providing support so that all freshmen will be able to take the freshmen seminar, and there will also be an investment in development. He then went over the FY 2019 budget in more detail, and spoke about the budget assumptions for FY 2019. Ned B. asked if the incentives are in the budget for FY 2019. Mark F. said yes. Steve T. then went over the PS expenses...
required to support 1,900 freshmen including the additional freshmen seminars. Fatime U. inquired about the columns not being filled in on this slide. Mark F. explained that the slide only shows the total cost of $173,964. Ned B. asked to see a breakdown of the costs, and Anne L. said that she can show this. Steve T. then spoke about increases and changes to the FY 2019 Budget including the UWI costs, the cost of Record Digitization for the Registrar, and the DoIT project. He also explained that OTPS will be restored to FY18 allocations. Steve T. moved on to explain opportunities to close the gap. Some of the items he spoke about included the freezing of administrative hires, extending the DOC North Hall Contract, and controlling adjunct costs. Anne L. explained that they can control adjunct costs by tightening the sections offered, and there are sections that ran with 2 or 3 people. She needs to talk to the chairs and schedulers to see what is happening and why. Ned B. said that he is concerned about a one dimensional look at the adjunct budget and that there are other factors to consider. Anne L. explained that another factor is the settlement agreement and that she will look at this with Kim C. Steve T. then talked about other opportunities to close the gap including revising enrollment projections, reducing the CA positions by 10%, reducing the OTPS budget by 10% and reducing the adjuncts required due to the new hires. Kim C. noted that there needs to be recognition that when lines are lost; there needs to be someone who does the work. In some cases, this falls to college assistants and part-timers. There was a discussion about the new faculty hires and subs. Mark F. explained that the new hires are in addition to the subs we already have. Mark F. then said that if we do all of these efforts to close the gap we will still have a $2,238,200 deficit. Steve T. said that he is open to suggestions on ways to solve the deficit. There was a discussion about looking at offsetting the deficit with other revenue streams. Ned B. then said that there is a value in looking at our operations and the assumptions we have made. Anne L. said that teaching and learning are the core activates at the college and it would be hard to find optimization in that area as they are underfunded. This lead to a discussion about the summer session and incentives. Anne L. said that the incentives were very successful for summer and winter. Lynette C. said that we are up in summer applications and she is concerned about the effect of not paying the incentives this year will have. Jim C. said that it is a value judgement where our saving should be; our core mission is academics and we should build out from there. He added that academics need to be protected and we need to serve the students. Jim C. asked how this will play out with CUNY. Steve T. said that he and the President will reach out to CUNY and start talking with Matt Sapienza.

3. **Space.** Steve T. gave an update on the relocation to the BMW from 54th street. Steve T. said that the college was able to secure some seats on the 11th floor of the BMW along with the space on the 10th floor. This will allow for there be enough space to accommodate the move from 54th Street in May, and to create a research suite on the 6th floor. Ned B. asked about the new master plan, and if we have an agreement from the University that we can do one. Raj S. said they are speaking with Meghan Moore-Wilk about this. Ned B. asked if SPS could have the most recent space metrics. Raj S. said he could send them along with the University metrics. Ned B. also said that we need to organize to do strategic planning. Anne L. said that she will get the SPS together and start work on this.
Strategic Planning Subcommittee (SPS)
April 24, 2018

1. Current Space Challenges and Plans to Address (Fall 2019)
2. Space Planning—a Master Plan
3. Strategic Planning—Updates on the 2018-2019 academic affairs plan
4. Processes for Future Strategic Planning
5. Space Manual Review Request
6. New Business
### Strategic Planning Subcommittee (SPS)
**April 24, 2018**

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**Guest(s)**

13. Financial Admin

Lynnette Cook Francis

[Signatures]

[Handwritten signatures for each member and guest]
Strategic Planning Subcommittee
Minutes
April 24, 2018

Present: Anne Lopes (SPS Chair), Steven Titan, Ric Anzaldua, Ned Benton, Anthony Bracco, Angela Crossman, Kinya Chandler, Lynette Cook-Francis, Naomi Davies, Mark Flower, Maki Haberfeld, Karen Kaplowitz, Erez Lenchner, Alena Ryjov, Raj Singh, Doug Salane, Fatime Uruci, and Alison Orlando (Recorder)

1. **Current Space Challenges and Plans to Address (Fall 2018).** The meeting began with Anne L. inquiring about the move from 54th Street. Anthony B. explained that construction has started on the 10th floor of the BMW and that the moving process will begin sometime next week. Anne L. asked if there are any anticipated problems for faculty related to the move. Steve T. explained that the furniture orders were just put in and it is unlikely all the furniture will arrive in time. Anthony B. added that the research areas may be affected by delays in adding repetitions but he has conversations with the research areas about this. Anne L. asked about having space for those who were hired to start in Fall 2018. Kim C. explained that they surveyed the space and that most chairs have been thinking about how to shift their existing space to accommodate the new hires. Kim C. added that they already have accommodations for 15 of the new faculty hires but there are two more new faculty hires she has concerns about. She also said that they still need to work out where to place the new administrative hires.

2. **Space Planning – a Master Plan.** Anne L. spoke about space planning and developing a master plan; she inquired about what the process should be for this. Ned B. stated that we cannot do this process alone and we should be assertive with CUNY to see if they will support a new master plan. Steve T. said that he believes that CUNY is slow to move and that we need a vision for where we want to be in the future within our existing blueprint. Karen K. said the first step for a new master plan is CUNY approval but she is not sure they would agree to one. Ned B. raised the possibility of a mini master plan. Anne L. said that to move CUNY we need to have a well thought out plan for the future of the institution, and we are not at that point yet. Naomi D. spoke about her experience with York College and their mini master plan. She thinks it would help to engage with CUNY and establish a baseline for where we are now. She also said we could re-engage our past work to show where we have come from. Ned B. said that the university needs to understand our needs. Karen K. spoke about the possibility of having faculty testify at a public meeting of the board. However, the question is what we want CUNY to recognize. Ned B. said they need to recognize that we are short on space. Steve T. said they do understand that we are short on space but that they also know that we don’t utilize our facilities on Fridays, Saturdays, and Sundays. Anne L. said that we can look at several elements such as our space needs compared to other CUNYs, and our utilization of nights and weekends; we can also spend time combining analyses we already have done. Steve T. said that he still believes that we need to think about our vision for the institution and include this in a strategy document. Maki H. explained that there are other space issues that affect the ability of the department to function such as the inability to find space for departmental meetings and that these issues need to be memorialized as well. Ned B. said that he previously circulated a list of information that would be useful for the SPS to have for planning and as a starting point he is going to send that out again. Anne L. said she is going to collect information on departmental needs and update this information for Academic Affairs. She is also going to ask the Vice Presidents for needs in their areas. She will then share this information with
Steve T. whose team will compile this information. This will allow us to know our state of affairs and where we are now.

3. **Strategic Planning – Updates on the 2018-2019 academic affairs plan/Processes for Future Strategic Planning.** Anne L. spoke about updating the academic affairs plan. She explained that each division has their own plan that they update for the year ahead. She explained that the SPS Committee should be involved in the Strategic Planning Process for the college and she will share the academic affairs plan with the committee in June.

4. **Space Manual Review Request.** Ned B. started by explaining that the SPS reviewed the Events Handbook last year, and recommendations were submitted. However, the recommendations were never discussed at the SPS and instead President Travis approved the document. Ned B. then spoke about a specific instance in which there was a MPA student event last weekend and how they were charged for set-up costs. Steve T. explained that they were charged for overtime labor costs and were offered other spaces for this event in which they wouldn’t occur a fee. Anne L. said that academic programs should not be charged as students should have the same services regardless of schedule. Fatime U. said that this is an occurrence with weekend events, and effects more than just academic programs. She explained she has encountered this charge when an express set-up is needed on weekends. Ned B. said that we should revisit the questions we have about the manual, and review those questions to see what we think. Raj S. said that the recommendations were brought to President Travis and that the decision was made by the President Travis. Ned B. said that we need to look into the internal charge backs as this is not a good practice. Anne L. said that we need to look at this holistically and separate out credit bearing programs. She further explained that she understands there is a policy issue and then there is a financial issue. The policy issue is that we need to have the same educational activities regardless of schedule but the financial issue is that we have to see how we can afford this. Raj S. said that we somehow have to cover costs for these events in the facilities budget. Ned B. said there will be ramifications if programs are charged because then the only programs that can run these events are going to be the programs that have the budget. Fatime U. also said that the Events Handbook says there will be an Events Review Committee and it would be nice to see that committee formed. Anne L. said let’s look at the Events Handbook, and look at possible changes and recommendations to bring to the new president for approval.

5. **New Business.** There was no new business.
Budget and Planning Subcommittees
Meeting Agenda
May 8, 2018
3:00-4:30pm – Room 610 HH

1. Approval of minutes for 4/10/2018
2. Move to BMW – Update (Anthony Bracco)
3. Incentives/Differential Tuition
4. Budget-OTPS
5. Space Utilization
Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)
May 8, 2018

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18. Director of Institutional Research

Guest(s)

19. Roger Garcia
20. Anthony Bracco
21. Naomi Davies
22. [Signature]
23. [Signature]
24. [Signature]

(*) Non-voting staff/guest of subcommittee

Matthew Perry
Sandrine Dikambi
Fatime Urucl
Kinya Chandler* (FPS only)
Ric Anzaldua* (SPS only)

Financial Budget Director
Facilities
Director of Space Planning & Capital Budget

Alesa Rigou
Joint Meeting: SPS-FPS
Minutes
May 8, 2018

Present: Anne Lopes (SPS Chair), Steven Titan (FPS Chair), Ric Anzaldua, Ned Benton, Anthony Bracco, Jim Cauthen, Lynette Cook-Francis, Angela Crossman, Naomi Davies, Mark Flower, Rafael Garcia, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Erez Lenchner, Alena Ryjov, Doug Salane, Raj Singh, Charles Stone, Fatime Uruci, and Alison Orlando (Recorder)

1. **Approval of Minutes from April 10, 2018.** The minutes were approved as proposed.

2. **Move to BMW-Update.** Anthony B. gave an update on the move to the 10th floor of the BMW. He explained that the move started last week and a large portion of the eastern half of the floor will be occupied by Friday. He added that the big move from 54th Street to the BMW is tentatively scheduled for May 24 and we are scheduled to be vacated from 54th Street by May 31. Steve T. added that we are allocating all possible resources to the move so it can happen in time. This was followed by a brief discussion on furniture reserves in North Hall.

3. **Incentives/Differential Tuition.** Steve T. wanted to assure the committee that the incentives and differential tuition will be funded for FY 2018. This was accomplished by using funds from sources other than tax levy to cover the cost of the incentives and differential tuition.

4. **Budget-OTPS.** Steve T. spoke about the FY 2019 Budget, and how we have an expected deficit of $7,640,051. Mark F. then spoke in more detail about the budget. He first talked about the changes in the budget from FY 2018 to FY 2019. He explained that the total change to revenue is $676,088, which is mainly due to the tuition increase. However, this is offset by our expenses that have a total change of $7,259,549. Items that account for this increase include the restoration of 17 faculty lines, filling administrative vacancies and new hires, and restoring OTPS to FY 2018 levels. Angela C. asked if all the faculty positions have been hired. It was explained that 14 of the faculty have accepted offers, and they are working on the 15th hire. Jim C. asked about the 34 staff replacements. Mark F. explained that these are replacements for staff who left in 2018. Steve T. added that these positions need to be evaluated before they can be advertised. Anne L. asked if there is a timeline for this review so that the Vice Presidents can plan for these hires. Steve T. said that they will start reviewing these positions over the next couple of weeks for the approval of the financial plan in September. Lynette C. asked for clarification; she wanted to know if they would have to wait to hire until fall. Steve T. said potentially. Ned B. said that we need to constrain employment to deal with the deficit, and that we are trying to function with more employees than our revenue supports. Ned B. gave out a handout from the CUNY Third-Quarter Financial Report. One side of the handout included a table on staff per 1000 FTE by major purpose for Spring 2018 by college and included the senior college average. Ned B. felt we could use this handout as a guide to see what our savings would be if we were to bring our staffing level down to 85% of the senior college average in each category. Karen K. asked if there was anything to report from the meeting the President had with Matt Sapienza. Steve T. said that there is nothing official to report but that we are going to have to make reductions. Mark F. then talked about the FY 2019 budget assumptions for our revenue and expenses. He also gave more detail about additional expenses required to support 1,900 freshmen and that the additional funds needed would be $173,964. Anne L. added that these funds do not include the faculty costs and this is just the services budget. Mark F. then spoke about restoring the OTPS to FY 2018 levels and other changes to OTPS for FY 2019. Opportunities to close the gap were then discussed including the possibility
of reducing the number of adjuncts due to the 17 new faculty lines, reducing the OTPS allocations by 10% and reducing the number of class sections. The four areas of OTPS were explained by Mark F. and he said that they are currently looking at the spending in each of the OTPS categories to see where cuts can be made. However, even if the efforts are made to close the gap; we are still facing a $6,595,251 deficit. Ned B. inquired about faculty retirements and asked if they are included in the budget. Mark F. said they are not included. Anne L. added that she believes that there will be 3 retirements, but she is still waiting for paperwork. Raj S. said that he doesn’t believe the retirements would account for any large savings. Ned B. talked in more detail about the exercise he proposed, which would look at our staff per FTE by major purpose. He said we can look at the number of people we have per major purpose, the number of people per major purpose we would have if we met the CUNY Senior College Average, and number of people per purpose we would have if we made a proportional cut to the CUNY Senior College Average. He further explained that this exercise would give us a CUNY benchmark to work with. Ned B. said that he is open to other ideas. He also clarified that he is not talking about firing but to have a target that we try to land at through hiring. Angela C. said that she also believes it would be helpful to look at our investment vs. our return. Anne L. also said it is important to look at if we are rightsizing our college population. For example, looking at the enrollments of the different populations within the college.

5. **Space Utilization.** Raj S. explained that the plan was that after the Events Handbook was released was to re-engage after a period of eight to ten months. He suggested that the Events Handbook Committee should look at the comments and recommendations from the Strategic Planning Subcommittee and other constituencies in the fall. Ned B. said that the Strategic Planning Subcommittee is the policy committee on space and should be involved in this process. Fatime U. said that the purpose of the Events Handbook Committee is to facilitate the spacing of events and it is not involved on the policy side, which is the Strategic Planning Subcommittees role. Anne L. suggested to have both committees collaborate together instead of having separate groups. Raj S. also suggested that we could bring the Events Handbook Committee findings back to the Strategic Planning Subcommittee for review. Steve T. said this is a process that would need to occur annually or semiannually. Ned B. asked if Steve T. would commit to having the Provost be consulted for any questions about fees for academic events between now and the fall meeting. Steve T. said yes. Jim C. suggested that the Events Handbook Committee should have a charge.
Strategic Planning Subcommittee (SPS)

May 16, 2018

1. Review Minutes
2. Space Planning—Process
3. Follow-up items for fall:
   a. Strategic Planning—Academic Affairs Plan 18-19
   b. Space Manual Review Request
4. New Business
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Strategic Planning Subcommittee
Minutes
May 16, 2018

Present: Anne Lopes (Chair), Steven Titan, Ric Anzaldua, Ned Benton, Anthony Bracco, Angela Crossman, Naomi Davies, Sandrine Dikambi, Mark Flower, Rafael García, Karen Kaplowitz, Erez Lenchner, Matthew Perry, Alena Ryjov, Doug Salane, Fatime Uruci, and Alison Orlando (Recorder)

1. **Space Planning – Process.** Anne L. began by asking if anyone had any ideas or comments about the space planning process. Ned B. explained that there is a body of annual information that this committee should receive regarding space and we should start with that being circulated. Steve T. mentioned that one of the difficulties with having a Space Master Plan is that the Strategic Plan needs to be updated first. Anne L. then briefly discussed some of the changes that have occurred since the creation of the last Strategic Plan. Naomi D. explained that space planning starts with basic data and information that we don’t have. She added that it would be helpful to have organizational charts, which would give an understanding of the space needs of the college. Anthony B. added that there needs to be a shift in culture to look at the needs of the college and not that of the individual department. Anne L. asked what data and information would be helpful to collect. Naomi D. said to start the organizational charts would be good to have and they should include information about the role or status of those listed in the chart. Anne L. said she will supply this information for academic departments but it would not be in chart form. The information she will supply will include a list of faculty, their status and the support staff associated with the academic departments. Mark F. said that he is working on a project verifying if staff are associated with the correct department. He said he will share this list as well. Anne L. said that she will also request that the Vice Presidents supply organizational charts of their areas that include a listing of their staff by department including vacant positions. Ned B. then spoke about the Faculty Senate Statement on Space Planning and Management; he explained that the statement lists information that should be provided to the SPS on an annual basis. The information listed in the statement includes the following: an inventory of available classroom space, inventory of class sections scheduled in classrooms, inventory of academic department space, inventory of administrative space, inventory of research space, inventory of library space and the annual statement of space need. Ned B. said that he will circulate the Faculty Senate Statement again to the committee. Anne L. spoke about the issue of utilizing classrooms outside of the Monday – Thursday grid. Fatime U. added that it is important to know our available space but until we utilize our space on off-peak hours she doesn’t think that CUNY will be open to hear our space issues. Ned B. said that one of the reasons why our class rooms may be utilized less than other campuses is because of our strong online presence. Anne L. said that she will work on getting the information listed in the Faculty Senate Statement for the SPS meeting in the fall. She added that she will make a request to the Vice Presidents for information that she is unable to collect.

2. **Strategic Planning - Academic Affairs Plan 18 – 19.** Anne L. explained that the committee should be involved in the strategic planning process of the college. She briefly described the strategic planning process and explained how the Vice Presidents each have their own plan that they update for the upcoming year. She said that once the Academic Affairs Plan is completed, she will forward it to the committee.

3. **Space Manual Review Request.** Ned B. said that it seems that many of the issues that were raised last June have been resolved, and he asked if a status report could be provided. Ned B. then gave out a handout labeled "Rental Guidelines and Rates" asked if it could be
explained in more detailed. He added that he is unsure how a partnership is defined. Steve T. said that there is a room specific price list that goes along with this. Ned B. asked if he could provide it and Steve T. said that he would. Ned B. asked if a partnership rate includes academic programs. Anne L. explained that credit bearing academic programs cannot be charged. Ned B. said that the manual is not clear on this and that this needs to be stated in the manual for faculty to understand. Ned B. then inquired about other events academic programs have been charged for such as career events. Anne L. said that this is part of a larger discussion involving weekend courses and that the President should be involved. She said that she and Steve T. will talk to President Mason about this and that they will provide her feedback to the committee. It was decided that the committee will meet again in July. Fatime U. explained her concern about the committee meeting in July and if this would allow for student representation. Karen K. suggested that the new leadership of the student council come to the meeting and participate.

4. **New Business.** There was no new business.
Committee on

Graduate Studies
Committee on Graduate Studies

September 13, 2017
1:40 pm – 3:00 pm
6.65.33 NB

1. Announcements

2. Minutes of May 10, 2017

3. Anti-Sexual Violent Programming available for graduate students
   Jeenie Yoon, Senior Campus Sexual Assault Coordinator

4. Enrollment meetings

5. Change of full-time graduate status to 9 credits

6. HIS Profile

7. BA/MA programs

8. Zero text cost course attribute

9. Online students in on-campus courses

10. Online incentives

11. New Business
Committee on Graduate Studies

September 13, 2017

1:40 pm – 3:00 pm

6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Jennifer Dysart (via telephone), Diana Falkenbach, Jay Hamilton, Charles Jennings, Jeff Mellow, Charles Nemeth, Mechthild Prinz, Richard Schwester (MPA-PPA designee), Douglas Salane, and James Wulach; Interim V.P. of Enrollment Management Dana Davies; Associate Dean and Chief Librarian Larry Sullivan; Student Representative Olivia Aveson; Interim Dean Avram Bornstein, Associate Dean Roblin Meeks

Absentees: Professors Marie-Helen Maras and William Pammer, Jr.; Dean of Students Michael Martinez-Sachs

1. Announcements
   - Interim Dean Bornstein welcomed the committee. He asked program directors to contact him with issues in their programs that require funding.
   - Interim Dean Bornstein discussed the College’s commitment to supporting students who may be affected by the DACA repeal. He informed committee members that student resources are available on the John Jay website (http://www.jjay.cuny.edu/undocumentedstudents)
     - Interim V.P. Davies reminded the committee that students whose DACA benefits are expiring between September 5, 2017 and March 5, 2018 need to file an application for renewal by October 5th.
   - Interim Dean Bornstein also asked committee members to reach out if they have any ideas for improving Graduate Community Social Hour.

2. Minutes of May 10, 2017
   - The minutes were approved 8-0-7 (Professors Hamilton, Jennings, Mellow, Nemeth, and Schwester; Associate Dean Sullivan; and Student Representative Aveson abstained).

3. Anti-Sexual Violence Programming available for graduate students
   - Jeenie Yoon, Senior Campus Sexual Assault Coordinator, spoke to the committee about sexual violence prevention programming for graduate students.
   - Ms. Yoon agreed to send a list of available workshops to Graduate Studies to be distributed among the committee members.
   - She also suggested incorporating sexual violence prevention programming into graduate orientation.
4. Change of full-time graduate status to 9 credits
   • Associate Dean Meeks presented the proposal on behalf of Graduate Studies to reduce the number of credits required for “full-time” student status from 12 credits to 9 credits.
   • This change was first implemented in the Digital Forensics and Cybersecurity and MPA programs.
   • Over the summer, CUNY central contacted Graduate Studies with the suggestion that all graduate programs make 9 credits the minimum threshold for full-time status.
     o Former Dean Anne Lopes approved a temporary waiver for this reduction during the summer. Graduate Studies is presenting this proposal to the committee in order to make the change to full-time status a permanent, official policy.
   • Associate Dean Meeks clarified that the change to full-time status does not apply to credit requirements for tuition rates.
   • The proposal was approved 15-0-0.

5. HSI Profile
   • As requested by Interim Provost Lopes, Interim Dean Bornstein introduced the discussion regarding John Jay's status as a Hispanic-serving-institution (HSI).
   • Interim Provost Lopes asked that committee members consider what type of commitment graduate programs should make towards John Jay's status as a HSI.
   • Professor Falkenbach suggested providing graduate-level introductory Spanish courses, which was met with approval from other committee members.
   • There was general discussion among committee members regarding the difference between curricular changes based on John Jay as a HSI versus curricular changes that focus on supporting overall diversity.
   • Interim Dean Bornstein asked the program directors to consider curricula and courses where diversity competence could be incorporated and/or enhanced, and said that the committee would revisit this issue.

6. BA/MA programs
   • Interim Dean Bornstein informed the committee that additional bachelor's/master's dual-degree programs are under development, despite current capacity issues.
     o He indicated that a major concern is eliminating redundant undergraduate courses to streamline the transition between programs.
   • Prof. Benton expressed the need to focus on supporting the current dual-degree programs.
   • Prof. Wulach warned the committee that it is becoming increasingly difficult to gain state approval for new dual-degree programs due to changing standards.
   • Interim V.P. Davies suggested focusing on students who graduate high school with an associate's degree and creating accelerated degree programs where they can bring their undergraduate credits with them.
     o Other committee members expressed interest in exploring this alternative.

7. Zero text cost course attribute
   • Interim Dean Bornstein introduced the new zero text-cost CUNYfirst course attribute. With this course attribute, course sections can be registered on CUNYfirst as having the text available for free.
   • Associate Dean Meeks informed the committee that students can use this course attribute to search for specific sections. Programs should designate these courses/sections when they submit their schedules to the Registrar.
8. **Online students in on-campus courses**
   - Interim Dean Bornstein reminded the program directors that online students, excluding MPA students, are currently prohibited from taking face-to-face courses.

Due to time constraints, the following items were tabled until the next meeting:

9. **Online incentives**

10. **New Business**

The meeting was adjourned at 3:02 PM.
Committee on Graduate Studies

October 10, 2017
1:40 pm – 3:00 pm
6.65.33 NB

1. Announcements

2. Minutes of September 13, 2017

3. Review of proposed graduate faculty candidates:

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<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
<th>Part-time</th>
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<tbody>
<tr>
<td>ECONOMICS</td>
<td>Christian Parenti</td>
<td>Julio Huato</td>
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<tr>
<td>FORENSIC SCIENCE</td>
<td></td>
<td>Andrew Schweighardt</td>
</tr>
</tbody>
</table>

4. Curriculum Proposals
   - New course proposals for MA program in Human Rights:
     HR 700 Introduction to Human Rights
     HR 701 International Human Rights: Organizations and Institutions
     HR 702 Human Rights: International and Domestic Legal Frameworks
     HR 705 Philosophy of Human Rights
     HR 706 Human Rights Advocacy and Activism
     HR 750 Advanced Seminar in Human Rights
   - Change in existing course: CRJ 750
   - Change in degree program: CRJ MA

5. HSI Profile

6. Student Survey

7. Online students in on-campus courses

8. Online incentives

9. New Business
Committee on Graduate Studies

October 10, 2017

1:40 pm – 3:00 pm

6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Kathleen Collins, Diana Falkenbach, Jay Hamilton, Charles Jennings, Susan Kang, Marie-Helen Maras, Jeff Mellow, Charles Nemeth, and James Wulach; Interim V.P. of Enrollment Management Dana Davies; Dean of Students Michael Martinez-Sachs; Student Representatives Olivia Aveson and Tyresa Jackson; Interim Dean Avram Bornstein, Associate Dean Roblin Meeks

Absentees: Professors Jennifer Dysart, William Pammer, Jr., Mechthild Prinz, and Douglas Salane; Associate Dean and Chief Librarian Larry Sullivan

1. Announcements
   • Interim Dean Bornstein requested an addition to the agenda (item 4.a).
     o This request was approved 13-0-0.
   • Interim Dean Bornstein asked program directors to contact him with any budget issues for items other than personal services (OTPS).
   • The committee discussed the releases distributed by the Provost’s office. Interim Dean Bornstein invited committee members to contact him with any concerns.

2. Minutes of September 13, 2017
   • The minutes were approved 10-0-3 (Prof. Maras, Dean Martinez-Sachs, and Student Representative Jackson abstained).

3. Review of proposed graduate faculty candidates:
   • Prof. Hamilton put forward Christian Parenti (full-time) and Julio Huato (part-time) to be approved for teaching in the Economics MA program.
     o The faculty members were approved 13-0-0.
   • Prof. Prinz put forward Andrew Schweighardt (part-time) to be approved for teaching in the Forensic Science MS program.
     o The faculty member was approved 13-0-0.

4. Curriculum Proposals
   • New course proposals for MA program in Human Rights:
     o Prof. Kang put forward the proposals to establish six new courses for the Human Rights MA program:
       ▪ HR 700 Introduction to Human Rights
       ▪ HR 701 International Human Rights: Organizations and Institutions
       ▪ HR 702 Human Rights: International and Domestic Legal Frameworks
- HR 705 Philosophy of Human Rights
- HR 706 Human Rights Advocacy and Activism
- HR 750 Advanced Seminar in Human Rights
  - The proposals were approved 13-0-0.

- **Change in existing course: CRJ 750**
  - Prof. Mellow introduced the proposal to discontinue CRJ 750 as an active course in the CRJ MA program.
    - CRJ 750 is not a criminal justice related course and is not listed in any of the CRJ MA program's specializations. CRJ 750 is an elective for the Digital Forensics and Cybersecurity MS program and is cross-listed with PAD 750 Security of Information and Technology.
  - The proposal was approved 13-0-0.

- **Change in degree program: CRJ MA**
  - Prof. Mellow presented the proposal to add CRJ 729, CRJ 738, and CRJ 739 to the Corrections specialization.
  - Prof. Mellow also presented the proposal to add CRJ 739 to the Criminology and Deviance specialization.
  - The proposals were approved 13-0-0.

4.4 *Transfer of credits between the Forensic Psychology BA/MA and FMHC MA*
- Prof. Wulach presented the proposal to extend the current policy governing the transfer of credits between the Forensic Psychology MA and FMHC MA programs to the Forensic Psychology BA/MA program.
  - Therefore, students who completed the Forensic Psychology BA/MA program would be allowed to matriculate in the FMHC MA program with 30 transfer credits from the MA portion of the Forensic Psychology BA/MA instead of the current 12-credit limit.
- The proposal was approved 13-0-0.

5. **HSI Profile**
- After some discussion of John Jay’s role as a Hispanic-serving-institution (HSI), the committee agreed to table the conversation until data from a recent survey becomes available.

6. **Online incentives**
- Prof. Benton initiated the discussion of the college’s Online Incentives Model in order to raise awareness among committee members regarding this policy and related issues.

**Due to time constraints, the following items were tabled until the next meeting:**

7. **Student Survey**

8. **Online students in on-campus courses**

9. **New Business**

The meeting was adjourned at 3:07 PM.
Committee on Graduate Studies

November 2, 2017

1:40 pm – 3:00 pm
6.65.33 NB

1. Announcements

2. Minutes of October 10, 2017

3. Review of proposed graduate faculty candidates:

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<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>EMERGENCY MANAGEMENT</td>
<td></td>
<td>Paul Kearns</td>
</tr>
</tbody>
</table>

4. Curriculum Proposals

- New course proposals for MA program in Human Rights:
  - HR 711 Human Rights and Humanitarianism
  - HR 712 Civil and Political Rights and Civil Liberties
  - HR 713 Economic, Social, and Cultural Rights
  - HR 714 Human Rights and Corporate Social Responsibility
  - HR 718 Health as a Human Right
  - HR 780 Internship in Human Rights

- Change in degree program: ICJ MA
- Change in degree program: BA/MA in Forensic Psychology

5. HSI Profile

6. Student Survey

7. Spring student orientation

8. Grade appeal process

9. Employment development

10. New Business
Committee on Graduate Studies

November 2, 2017
1:40 pm – 3:00 pm
6.65.33 NB

Attendees: Professors Jana Arsovska, Jennifer Dysart, Diana Falkenbach, Jay Hamilton, Charles Jennings, Susan Kang, Marie-Helen Maras, Jeff Mellow, Charles Nemeth, Mechtild Prinz, and James Wulach; Interim V.P. of Enrollment Management Dana Davies; Dean of Students Michael Martinez-Sachs; Associate Dean and Chief Librarian Larry Sullivan, Student Representative Olivia Aveson and; Interim Dean Avram Bornstein, Associate Dean Roblin Meeks

Absentees: Professors William Pammer, Jr. and Douglas Salane; Student Representative Tyresa Jackson

1. Announcements
   • Graduate Community Social Hour will be held on Wednesday, November 8th.

2. Minutes of October 10, 2017
   • The minutes were approved 10-0-3 (Prof. Dysart, Prof. Prinz, and Associate Dean Sullivan abstained).

3. Review of proposed graduate faculty candidates:
   • Prof. Jennings put forward Paul Kearns (part-time) to be approved for teaching in the Emergency Management MS program.
     o The faculty member was approved 13-0-0.

4. Curriculum Proposals
   • New course proposals for MA program in Human Rights:
     o Prof. Kang introduced the proposals for six new courses in the Human Rights MA program:
       ▪ HR 711 Human Rights and Humanitarianism
       ▪ HR 712 Civil and Political Rights and Civil Liberties
       ▪ HR 713 Economic, Social, and Cultural Rights
       ▪ HR 714 Human Rights and Corporate Social Responsibility
       ▪ HR 718 Health as a Human Right
       ▪ HR 780 Internship in Human Rights
     o A motion was made to slate the six proposals for a single vote.
     o The slate was approved 13-0-0.

   • Change in degree program: ICJ MA
     o Prof. Arsovska presented the proposal to add CRJ 713 to the list of electives for the International Crime and Justice MA program.
     o The proposal was approved 13-0-0.
• **Change in degree program: BA/MA in Forensic Psychology**
  - Prof. Dysart informed the committee that a proposal was put forward in the Undergraduate Curriculum and Academic Standards Committee to add core courses and a 400-level capstone course to the undergraduate curriculum of the Forensic Psychology BA/MA program.
  - The Committee on Graduate Studies conducted an advisory vote regarding this proposal, which was **supported 13-0-0**.

5. **HSI Profile**
   - Interim Dean Bornstein asked the program directors to begin taking an inventory of courses within their programs that deal with issues related to diversity.
   - Committee members also indicated an interest in developing an inventory of faculty members who conduct diversity-related research.

6. **Student Survey**
   - Interim Dean Bornstein requested that committee members look over the survey and bring any feedback to the next meeting.

7. **Spring student orientation**
   - The committee discussed the upcoming student orientation for the Spring 2018 semester.
   - Committee members agreed that Forensic Psychology BA/MA students should be included in the orientation.
   - It was also requested that speakers use a microphone to ensure that students are able to hear all of the information presented.

8. **Grade appeal process**
   - Associate Dean Meeks initiated a discussion on behalf of Graduate Studies regarding the grade appeal process.
   - Currently, there is no standardized procedure for how the relevant committees within each program should investigate these appeals.
   - There was general agreement that program directors should document their initial consultation with the student in writing.
     - Prof. Mellow offered to distribute a sample of one of the memos he uses for this purpose.
   - Associate Dean Meeks agreed to draft a decision form to be discussed at the next meeting.

**Due to time constraints, the following items were tabled until the next meeting:**

9. Employment development

10. New Business

**The meeting was adjourned at 3:30 PM.**
Committee on Graduate Studies

December 6, 2017

1:40 pm – 3:00 pm
6.65.33 NB

1. Announcements
2. Minutes of November 2, 2017
3. Erez Lenchner, new Associate Provost for Institutional Effectiveness
4. Funds and Accounts
5. HSI Profile
6. Employment development and support
7. Grade appeal process: Appeal Results Notification form
8. New Business
Committee on Graduate Studies

December 6, 2017

1:40 pm – 3:00 pm

6.65.33 NB

Attendees: Professors Jana Arsovska, Ned Benton, Jennifer Dysart, Diana Falkenbach, Jay Hamilton, Mechthild Prinz, and James Wulach; Interim V.P. of Enrollment Management Dana Davies; Associate Dean and Chief Librarian Larry Sullivan; Student Representative Tyresa Jackson; Interim Dean Avram Bornstein, Associate Dean Roblin Meeks; V.P. for Student Affairs Lynette Cook-Francis; Associate Provost for Institutional Effectiveness Erez Lenchner

Absentees: Professors Charles Jennings, Marie-Helen Maras, Jeff Mellow, Charles Nemeth, William Pammer, Jr., and Douglas Salane; Dean of Students Michael Martinez-Sachs; Student Representative Olivia Aveson

1. Announcements
   - Interim Dean Bornstein introduced V.P. for Student Affairs Lynette Cook-Francis and Associate Provost for Institutional Effectiveness Erez Lenchner to the committee.
   - Associate Dean Meeks announced that CUNY is making the 9-credit minimum for full-time status a system-wide policy, so the entry was pulled from the November Chancellor’s Report.
   - Prof. Wulach announced that Chitra Raghavan will be the interim program director for the FMHC program next semester.
   - Prof. Arsovska announced that Rosemary Barberet will be the interim program director for the ICJ-MA program next semester.
   - Student Representative Jackson asked committee members about creating a way to acknowledge outstanding graduate students at the end of the Spring 2018 semester. V.P. Cook-Francis offered to consult further.
     - Interim Dean Bornstein suggested that program directors send the names of outstanding students to Rama Sudhakar so that their names can be put on the John Jay website as a form of recognition.

2. Minutes of November 2, 2017
   - The minutes were approved 10-0-0.

3. Erez Lenchner, new Associate Provost for Institutional Effectiveness
   - Associate Provost Lenchner asked for input from committee members regarding how they use data and how data can better serve their needs.
   - The majority of committee members requested improved data regarding employment tracking for students who have graduated.
   - Committee members discussed implementing exit surveys as one means of gathering more information.
4. **Funds and Accounts**
   - Prof. Benton created a proposal for hiring a HEQ in Graduate Studies who would be paid through special monies.
   - After some discussion, committee members agreed to table the proposal before consulting with the Excellence Fee Committee.

5. **HSI Profile**
   - Interim Dean Bornstein distributed a list of questions and requested syllabi for courses that may cover the relevant material.
   - Committee members requested an analysis of the percentage of undergraduate Hispanic students in the majors that typically lead into the graduate programs.
   - Interim Dean Bornstein agreed to consult with Associate Provost Lenchner regarding this data.

**Due to time constraints, the following items were tabled until the next meeting:**

6. Employment development and support

7. Grade appeal process: Appeal Results Notification form

8. New Business

**The meeting was adjourned at 3:30 PM.**
Committee on Graduate Studies

February 21, 2018
1:40 pm – 3:00 pm
6.65.33 NB

1. Announcements

2. Minutes of December 6, 2017

3. Career Services Weaving: Will Simpkins

4. Review of proposed graduate faculty candidates:

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<tr>
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<td>FORENSIC SCIENCE</td>
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<td>Sheila Estacio Dennis</td>
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</table>

5. Proposal to Adopt Institutional Learning Goals

6. Curriculum Proposals
   - New program proposal: BA/MA in International Crime and Justice
   - New course proposal: PAD 768
   - New course proposal: PSY 770

7. Proposal to regularize 8-week course evaluations

8. Proposal: Budgeting and Administration of Graduate Program Differential Tuition, Excellence Fees, and Incentives Funds (Revised)

9. Proposal for Excellence Funding for the Criminal Justice Master of Arts Program

10. New Business
Committee on Graduate Studies

February 21, 2018

1:40 pm – 3:00 pm

6.65.33 NB

Attendees: Professors Ned Benton, Diana Falkenbach, Jay Hamilton, Jeff Mellow, Charles Nemeth, William Pammer, Jr., Chitra Raghavan, Douglas Salane and Klaus Von Lampe; Student Representatives Olivia Aveson and Tyresa Jackson; Associate Dean and Chief Librarian Larry Sullivan; Vice President of Enrollment Management Lynette Cook-Francis; Interim Dean Avram Bornstein, Associate Dean Roblin Meeks; Career Center Senior Director Will Simpkins

Absentees: Professors Rosemary Barberet, Jennifer Dysart, Charles Jennings, Marie-Helen Maras, and Mechthild Prinz; Dean of Students Michael Martinez-Sachs

1. Announcements
   - Prof. Chitra Raghavan introduced herself to the committee as acting director of the FMHC-MA program this semester.

2. Minutes of December 6, 2017
   - The minutes were approved 7-0-6 (Profs. Mellow, Nemeth, Pammer, Raghavan and Salane; and Student Representative Aveson abstained).

3. Career Services Weaving: Will Simpkins
   - Senior Director Simpkins distributed materials to committee members regarding new career center initiatives, graduate student usage rates, and resources for faculty members.
   - Committee members and Senior Director Simpkins discussed methods of improving data collection regarding graduate student employment after leaving John Jay.
     - Senior Director Simpkins agreed to provide the committee with questions and data from the current survey used to collect this information.

4. Review of proposed graduate faculty candidates:
   - Prof. Prinz put forward Sheila Estacio Dennis (part-time) to be approved for teaching in the Forensic Science MS program.
     - The faculty member was approved 12-0-0.

5. Proposal to Adopt Institutional Learning Goals
   - Interim Dean Bornstein introduced the proposal on behalf of Undergraduate Studies.
   - Committee members agreed to table the proposal until they could gain a better understanding of how these goals could affect graduate programs.

6. Curriculum Proposals
   - New program proposal: BA/MA in International Crime and Justice
Prof. Von Lampe presented the proposal to establish a new BA/MA dual-degree program based on the ICJ-BA and ICJ-MA programs. The proposal was approved 11-0-1 (Prof. Hamilton abstained).

New course proposal: PAD 768
- Prof. Benton and Pammer requested that this proposal be tabled pending further review by the MPA programs.

New course proposal: PSY 770
- Prof. Falkenbach and Raghavan introduced the proposal for PSY 770.
- The proposal was approved 12-0-0.

7. Proposal to regularize 8-week course evaluations
- Interim Dean Bornstein presented the proposal on behalf of Graduate Studies to conduct reports of online student evaluations of courses offered in non-traditional time frames in the same manner as student evaluations in traditional time frame courses.
  - According to this proposal, student evaluations in courses offered in non-traditional time frames will become part of the personnel process and be accessible to members of the personnel review committees.
- The proposal was approved 10-1-1 (Prof. Salane opposed; Prof. Benton abstained).

8. Proposal: Budgeting and Administration of Graduate Program Differential Tuition, Excellence Fees, and Incentives Funds (Revised)
- Interim Dean Bornstein re-introduced the proposal to hire a HEO in Graduate Studies who would be paid through a percentage of differential tuition, excellence fee, and online incentive monies.
- The proposal was approved 12-0-0.

9. Proposal for Excellence Funding for the Criminal Justice Master of Arts Program
- Prof. Mellow presented the proposal to adopt an Excellence Fee for students in the CRJ-MA program.
- After some discussion, committee members suggested the following revisions to the proposal:
  - Change the first paragraph to read “...students enrolled in the Master of Arts program in Criminal Justice and its Advanced Certificate programs, which currently include the Advanced Certificate in Criminal Investigation, the Advanced Certificate in Crime Prevention and Analysis, the Advanced Certificate in Terrorism Studies, and the Advanced Certificate in Race and Criminal Justice, and students in its BA/MA programs who have accumulated at least 120 credits.”
  - Strike the section headings “Background,” “Proposal for the Excellence Fee,” and “Plan for Budgeting the Excellence Fee.”
  - Change item 4 to read “All students in the Criminal Justice MA Program and its Advanced Certificate Programs, and students in its BA/MA Programs who have accumulated at least 120 credits, will be considered for need-based aid.”
  - Replace “College Scholarship Committee” in item 5 with “Criminal Justice Program.”
  - Remove Appendix A.
  - Change the title of Appendix B to “Illustrative Budget for Excellence Fee & Description: Academic Year 2018-2019.”
- The proposal was approved as amended 11-1-0 (Prof. Hamilton opposed).

10. New Business

The meeting was adjourned at 3:03 PM.
Committee on Graduate Studies

March 15, 2018

1:40 pm – 3:00 pm

6.65.33 NB

1. Announcements

2. Minutes of February 21, 2017

3. Curriculum Proposals
   - Change to Existing Degree Program: MA in Criminal Justice
   - Change to Existing Degree Program: MA in Human Rights
   - Change to Existing Degree Program: Advanced Certificate in Financial Accounting
   - New course proposals: ECO 711, 740, 752, 760
   - New course proposals: HR 710, HR 720

4. Grade Appeals

5. Grading Methods for Graduate Students in Undergraduate Courses

6. New Business
Committee on Graduate Studies

March 15, 2018

1:40 pm – 3:00 pm

6.65.33 NB

Attendees: Professors Rosemary Barberet, Ned Benton, Kathleen Collins, Diana Falkenbach, Jay Hamilton, Charles Jennings, Marie-Helen Maras, Jeff Mellow, Charles Nemeth, William Pammer, Jr., Mechthild Prinz, Chitra Raghavan, and Doug Salane; Vice President of Enrollment Management Lynette Cook-Francis; Student Representatives Olivia Aveson and Tyresa Jackson; Interim Dean Avram Bornstein, Associate Dean Roblin Meeks

Absentees: Professor Jennifer Dysart; Dean of Students Michael Martinez-Sachs; Associate Dean and Chief Librarian Larry Sullivan

1. Announcements
   • Interim Dean Bornstein reminded program directors to submit their inventories of issues around diversity in their programs’ curricula.
   • Due to concerns raised by students at College Council, the CRJ Excellence Fee that was passed at the previous CGS meeting was tabled pending further discussion.
   • Associate Dean Meeks presented some of the data regarding the digital download of master’s theses, including one that was downloaded over 1,000 times.
   • Student Rep. Jackson asked for support from program directors regarding an upcoming celebration for students graduating in Spring 2018 and students who graduated in Fall 2017.

2. Minutes of February 21, 2017
   • The minutes were approved 10-0-3 (Profs. Barberet, Prinz, and Jennings abstained).

3. Curriculum Proposals
   • Change to Existing Degree Program: MA in Criminal Justice
     o Prof. Mellow presented the proposal to change the two-part Qualifying Exam into a single Qualifying Exam. The proposal also changes the program’s admissions requirements so that all incoming students who did not receive a minimum grade of “B” in undergraduate statistics must take an undergraduate statistics class and receive a “B” or higher prior to enrolling in CRJ 715.
       ▪ Committee members suggested the following amendments:
         • Change “after completing the first four required core CRJ courses” to “after CRJ 715 and CRJ 716 and before taking CRJ 730.”
         • Remove “two part” from the updated language.
     o The proposal was approved as amended 14-0-0.

   • Change to Existing Degree Program: MA in Human Rights
Interim Dean Bornstein presented the proposal on behalf of the Human Rights MA program to remove the GRE admission requirement, replace the Human Rights experience requirement with a personal statement and writing sample, and clarify the requirement for two letters of recommendation.

- The proposal was approved 14-0-0.

- **New course proposals: ECO 711, 740, 752, 760**
  - Prof. Hamilton introduced the proposals for four new courses in the Economics MA program:
    - ECO 711 Economic History
    - ECO 740 Community Economic Development
    - ECO 752 Research Methods II
    - ECO 760 Political Economy of the Environment
  - A motion passed to slate the proposals for a single vote.
  - The slate was approved 14-0-0.

- **New course proposals: HR 710, HR 720**
  - Interim Dean Bornstein introduced the proposals on behalf of the Human Rights MA program for two new courses:
    - HR 710 Human Rights Documentation and Investigation
    - HR 720 Topics in the History of Human Rights
  - Committee members agreed to table the proposal until a representative from the Human Rights MA program could participate in the discussion.

4. **Grade Appeals**
   - Interim Dean Bornstein introduced the topic of graduate grade appeals and relayed several recent experiences of engaging in this process.
   - He indicated to the program directors that he is willing to let the individual appeals committees determine how much involvement they would like him to have.
   - Associate Dean Meeks asked the program directors to consider whether they or their appeals committees would benefit from a set of guidelines regarding graduate grade appeals.

5. **Grading Methods for Graduate Students in Undergraduate Courses**
   - Associate Dean Meeks opened the discussion of grading methods for graduate students who take undergraduate courses.
   - Undergraduate courses are not supposed to be factored into graduate student GPAs.
     - However, due to an issue in CUNYfirst, students who take these courses Pass/Fail and receive a failing grade have these grades calculated into their GPAs as an “F” grade, which then has to be manually corrected.
   - A potential solution to this problem would be to change the grading option from Pass/Fail to Credit/No Credit, which would not affect the students’ GPAs.
   - There was some debate among committee members as to whether this should become the default grading option, as opposed to letter grades, for graduate students in undergraduate courses.
   - Committee members agreed to discuss the issue further once Graduate Studies has drafted a proposal.

6. **New Business**

The meeting was adjourned at 2:35 PM.
Committee on Graduate Studies

April 10, 2018

1:40 pm – 3:00 pm
6.65.33 NB

1. Announcements

2. Minutes of March 15, 2018

3. Approval of Core Faculty Members: ICJ MA Program
   - Sinan Celisku
   - Nora Cronin
   - Jay Hamilton
   - Isa Kagan Karasioglu
   - Johanna Lessinger
   - Christian Parenti
   - Peter Romanipuk
   - Edward Snajdr

4. Curriculum Proposals
   - New course proposal: PAD 768 Governing the Just City: Urban Policy & Politics
   - Change to Existing Degree Program: Advanced Certificate in Financial Accounting

5. Policy on Graduate Students Taking Undergraduate Courses (P/F v. CR/NC)

6. Revision to Policy on Graduate Grade Appeals

7. Growth of BA/MA Programs and Future of BA/MA Director Role

8. Program Directors Review of Student Evaluations and Department Bylaws

9. New Business
Committee on Graduate Studies

April 10, 2018

1:40 pm – 3:00 pm

6.65.33 NB

Attendees: Professors Rosemary Barberet, Diana Falkenbach, Ned Benton, Kathleen Collins, Charles Jennings, Jeff Mellow, Charles Nemeth, William Pammer, Jr., Mechthild Prinz, Chitra Raghavan, and Doug Salane; Dean of Students Michael Martinez-Sachs; Student Representative Olivia Aveson; Interim Dean Avram Bornstein, Associate Dean Roblin Meeks

Absentees: Professors Jennifer Dysart, Jay Hamilton, and Marie-Helen Maras; Associate Dean and Chief Librarian Larry Sullivan; V.P. of Enrollment Management Lynette Cook-Francis; Student Representative Tyresa Jackson

1. Announcements
   - Interim Dean Bornstein reminded program directors about spending their OTPS budgets on immediate needs and to start planning for next year.
   - Some concerns were raised regarding the Master’s Hooding Ceremony overlapping with the graduate final exam schedule.
     - Associate Dean Meeks offered to help reschedule exams if needed.

2. Minutes of March 15, 2018
   - The minutes were approved 12-0-0.

3. Approval of Faculty Members: ICJ MA Program
   - The following faculty members were put forward to be approved for teaching in the International Crime and Justice MA program:
     - Sinan Celiksu
     - Nora Cronin
     - Jay Hamilton
     - Isa Kagan Karasioglu
     - Johanna Lessinger
     - Christian Parenti
     - Edward Snajdr
     - Peter Romaniuk
   - The faculty members were approved 12-0-0.

4. Curriculum Proposals
   - New course proposal: PAD 768 Governing the Just City: Urban Policy & Politics
Prof. Pammer introduced the proposal for PAD 768.
- Since the first sentence of a course description does not usually begin with a specialization requirement, Interim Dean Bornstein suggested that this sentence be removed.
- The proposal was approved as amended 12-0-0.

- **Change to Existing Degree Program: Advanced Certificate in Financial Accounting (ACFA)**
  - Prof. Benton introduced the proposal to clarify that all requirements to complete the MPA-IO and the ACFA programs can be fulfilled in 42 credits rather than 48 credits.
  - The proposal was approved 12-0-0.

5. **Policy on Graduate Students Taking Undergraduate Courses (P/F v. CR/NC)**
   - Associate Dean Meeks presented the proposal on behalf of Graduate Studies to change the optional grading basis for graduate students taking undergraduate courses from Pass/Fail to Credit/No Credit.
   - This proposal was based on a discussion that took place during the previous CGS meeting.
   - The proposal was approved 12-0-0.

6. **Revision to Policy on Graduate Grade Appeals**
   - Interim Dean Borstein introduced the proposal on behalf of Graduate Studies to add language to the policy for graduate grade appeals that would give students the right to meet with the appeals committee.
   - Under the current policy, the committee can choose whether or not to call student.
   - Interim Dean Borstein suggested that giving students the right to meet with the committee would help ensure the procedural justice of the process.
   - The proposal was approved 11-1-0 (Prof. Jennings opposed).

7. **Growth of BA/MA Programs and Future of BA/MA Director Role**
   - Interim Dean Bornstein opened the discussion regarding the future of the BA/MA director role.
   - Currently, this is the only director position that is not elected.
   - Interim Dean Borstein indicated that he would like to create some language or a policy that would require the BA/MA director to be elected or would clarify that the BA/MA director is subordinate to the respective program directors.
   - The position of the BA/MA director on CGS is in the College Council Bylaws, so some committee members suggested proposing an amendment.
     - Some committee members also indicated that it is important to have the BA/MA director attend CGS meetings for informational purposes.
   - It was suggested that Graduate Studies draft a proposal regarding this matter for the next CGS meeting.

8. **Program Directors Review of Student Evaluations and Department Bylaws**
   - Interim Dean Bornstein asked several departments to make changes in their bylaws to give graduate program directors a position on the departmental P&B Committee.
     - If the graduate program director is not a member of this committee, he/she is unable to review student evaluations of faculty members teaching their courses.
   - Some committee members expressed strong reservations that this would give graduate program directors the ability to unduly influence matters beyond reviewing student evaluations.
   - The item was tabled pending further discussion.

9. **New Business**
   - Prof. Benton began the conversation regarding threats to graduate incentive programs.
   - Programs are told that they have these incentives, but they are not distributed until the academic year is nearly over. At this point, the funds cannot be spent because purchasing deadlines have
already passed or ability to transfer is suspended by the college. Therefore, the incentive funds are made to lapse and never allocated.

- Prof. Benton proposed a Resolution of Opposition to these cuts in incentive funds.
  - The resolution passed 12-0-0.
- Although Excellence Fees and Differential Tuition are not allowed to supplant allocations, that is what the Financial Affairs office is doing in practice.
- Prof. Benton suggested that College Council should request the official definition from the administration of what it means to not supplant.

The meeting was adjourned at 2:58 PM.
Committee on
Student Evaluation of the Faculty
Agenda

1. Fall 2017 Meeting Schedule
2. Minutes
3. Goals for Fall 2017
4. Student Members
5. Pilot Study
6. Other Business

Meeting Members: Keith Markus, Aída Martínez-Gómez Gómez, Daniel Yaverbaum, and Sydney Manansala (recorder)

Fall 2017 Meeting Schedule

Wednesday, October 4, 2017: 2pm – 3pm (Provost’s Conference Room – 620T Haaren Hall)

Wednesday, November 8th, 2017: 1:45pm – 2:45pm (Provost’s Conference Room – 620T Haaren Hall)

Wednesday, December 6th, 2017: 2pm – 3pm (Provost’s Conference Room – 620T Haaren Hall)

Minutes

Minutes from Spring 2017 were reviewed and approved.

Goals for Fall 2017

• KM suggested a goal for this semester to write up the results from their recent pilot study and send out as a report. The committee agreed.
• AMG reported Faculty Senate had discussed SEOF membership.
  o The end of Fall 2017 Faculty Senate will decide whether SEOF will stay online permanently.
• The committee will also look through open ended and closed ended questions from the pilot and decide if revision will be needed.
• KM suggested that after the Faculty Senate makes a decision about online evaluation, that may offer an opportunity for the SEOF committee to propose changes in the questions.
SEOF Committee Members for Fall 2017

Faculty Members

All members confirmed that Keith Markus will remain Chair of the SEOF Committee.

Max Bean is unable to participate during the Fall 2017 semester.

Faculty members for Fall 2017 are:

- Keith Markus
- Aída Martínez-Gómez
- Daniel Yaverbaum

This leaves one faculty seat and two student seats vacant. KM will check with Josh Clegg about whether he is interested in returning to the committee.

Student Members

Danielle Officer is the committees contact for student membership. KM will reach out to DO regarding student members for the committee.

Pilot Study

Committee members will work together on final revisions for their report.

- Committee members who collected data last term will post their data to Blackboard (KM, AMG, DY)
- KM will try to summarize all three survey parts to review during the next meeting.
SEOF Meeting
Attendance
Wednesday, September 6, 2017

**Meeting Members**

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Minutes
Thursday, October 12, 2017

Agenda
1. November and December meetings
2. Welcome new members
3. Report from Faculty Senate (membership & other SEOF related topics)
4. Report from chair on other activity since September meeting
5. Overview for new members
6. Spring 2017 Pilot Study
7. College calendar tool
8. Other business

Meeting Members: Keith Markus, Aída Martínez-Gómez Gómez, Daniel Yaverbaum, Brett Stoudt, Brian Carvajal, Alex Almonte, and Valerie Negron (recorder)

Fall 2017 Meeting Schedule

Wednesday, November 8th, 2017: 1:45pm – 2:45pm (Provost’s Conference Room – 620T Haaren Hall)

Wednesday, December 6th, 2017: 1:45pm – 2:45pm (Provost’s Conference Room – 620T Haaren Hall)

SEOF Committee Members for Fall 2017

New Faculty Member: Brett Stoudt

New Student Members: Alejandro Almonte and Brian Carvajal

Onboarding: All new members have been invited to the Blackboard & SEOF email list. Student Members should also be able to view a student version of the SEOF Committee’s online documents in Inside JJAY. KM believes they are available through Jay Stop, he will verify.

Report from Faculty Senate (membership & other SEOF related topics)

Ned Benton is compiling a list to fill all committees and votes will likely be held at the next College Council meeting.

- KM will try to reach out to Ned via email again

SEOF is not currently being discussed during faculty senate meetings.

Chair Report Since September’s Meeting
Faculty Membership:

- Josh Clegg will not be joining the Committee for Fall 2017.

Student Membership:

- Danielle Officer is the committee's contact for student membership. She nominates student members and sends their names to the Faculty Senate. This process is codified in the first bullet of the College Council Bylaws.

**Overview for New Members**

KM reports the SEOF Committee was given six months to discuss a new evaluation form and process a few years ago. During this time the Provost office pushed for evaluations to go online and this took over conversations regarding rewriting the form and process of evaluations.

- The Committee was tasked with three things:
  - Reorganize the content
  - Expand the options on the Agree – Disagree Scale
    - The committee went from a 1-7 scale to feeling a 1-9 scale would best serve to increase reliability
  - Add behavioral anchors to the scale
    - Anchors were added to the low (2), Medium (5), and high (8) points of the scale
    - Anchors would give students examples of the kinds of teaching behaviors that deserve that kind of rating, and ensure that each rating means the same thing to everyone

The SEOF committee discussed:

- Explaining domains to student so they can become more informed of what a good pedagogy is for a faculty member.
- How incentivizing SEOF has encouraged students to participate in the evaluation process although it is important for faculty to inform their students of how seriously their feedback is taken when considering faculty reappointments and promotions.

**Spring 2017 Pilot Study**

For Spring 2017 the SEOF committee received quality feedback from students regarding the wording, and understanding of behavioral anchor examples.

- Members will read through the data collected and discuss at the next meeting
**College calendar tool**

The Committee will not send outlook calendar invites to members for future meetings. Meetings will continue to be accepted in person and/or via email.

**Other Business**

- Committee members will approve minutes via email and reply with comments if necessary
- BS will distribute the survey’s to his 75 students in time for the next meeting as he is currently teaching a research methods course and it would benefit the committee and his students
- Student members should look through the SEOF files in the student version of Inside John Jay
SEOF Meeting
Attendance
Thursday, October 12, 2017

Meeting Members

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Wednesday, November 8, 2017

Agenda

1. Minutes from October 12, 2017
2. Updates from faculty senate/college council
3. Residual membership issues
4. Comments from pilot study
5. Plan for pilot study report
6. Other business

Meeting Members: Keith Markus, Aída Martínez-Gómez Gómez, Daniel Yaverbaum, Brett Stoudt, Brian Carvajal, and Sydney Manansala (recorder)

Fall 2017 Meeting Schedule

Wednesday, December 6th, 2017: 1:45pm – 2:45pm (Provost’s Conference Room – 620T Haaren Hall)

Minutes

Minutes from October 2017 were reviewed and approved.

Updates from faculty senate/college council

KM emailed Ned Benton but no response since last meeting.

- AMG not sure of next senate meeting date. Voting is done by senate first then council. Since KM did not get a response, AMG will reach out to NB at the next senate meeting.

SEOF is not currently being discussed during faculty senate meetings.

Comments from pilot study

Committee discussed the 9pt scale evaluation form.

- Committee handed out 9pt scale form to their students
- Results were uploaded on Blackboard except for BS, who had PDF hardcopies.
- Students’ interpretations are different
- Add brackets to the scale 1-3} 4-6} 7-9} and do a 2 step-process for students to follow up on their answer; give students a chance to elaborate their thoughts about the specific question
- Previous pilot study shows the 9pt scale had a better outcome than the 5pt scale

Plan for pilot study report

No specific deadline set. KM suggested aim possibly for end of next semester.
**Other business**

Committee will continue discussion of pilot study at December meeting

Committee members will post issues/comments on Blackboard to be discussed at next meeting.

Student member (BC) suggested a question to be added on the form regarding harassment that will not directly state it
SEOF Meeting
Attendance
Wednesday, November 8, 2017

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Agenda
1. Minutes from November 8, 2017
2. Choose date for February meeting
3. Updates
4. Continue reviewing student comments
5. New business

Meeting Members: Keith Markus, Aída Martínez-Gómez Gómez, Brett Stoudt, Brian Carvajal, and Sydney Manansala (recorder)

Spring 2018 Meeting Schedule

Wednesday, February 7th, 2018: 1:30pm – 3:00pm (Provost’s Conference Room – 620T Haaren Hall)

Tuesday, March 6th, 2018: 1:30pm – 3:00pm (Provost’s Conference Room – 620T Haaren Hall)

Alternate meeting dates (Tuesday and Wednesday).

Change meeting duration to 1.5hrs beginning of community hour

Minutes
Revise minutes from November 8, 2017 and will review at February meeting

Updates from faculty senate/college council

Continue reviewing student comments
AMG discussed students struggling to understand certain wording on the form

New business
SEOF Meeting
Attendance
Wednesday, December 6, 2017

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SEOF Meeting
Minutes
Wednesday, February 7, 2018

Agenda
1. December Minutes
2. Spring Meeting Schedule
3. Continue Reviewing and Discussing Study Results
4. Other Business

Meeting Members: Keith Markus, Aída Martínez-Gómez Gómez, Daniel Yaverbaum, Alex Almonte (Phone conferenced) and Sydney Manansala (recorder)

Spring 2018 Meeting Schedule

Tuesday, March 6th, 2018: 11:00am – 12:30pm (Provost’s Conference Room – 620T Haaren Hall)

Wednesday, April 18th, 2018: 1:30pm – 3:00pm (Provost’s Conference Room – 620T Haaren Hall)

Tuesday, May 15th, 2018: 11:00am – 12:30pm (Provost’s Conference Room – 620T Haaren Hall)

Continue Reviewing and Discussing Study Results
Members agreed to continue discussing materials on blackboard: study results & summaries.
Discussion regarding the summaries continued

- Summaries have not changed since last meeting (December).

KM will move notes from second page of Minutes from December meeting to discussion file and will post on blackboard.

Other Business
No recordings of the meeting.
Include only decisions of members and not deliberation.
SEOF Meeting
Attendance
Wednesday, February 7, 2018

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SEOF Meeting
Minutes
Tuesday, March 6, 2018

Agenda
1. February Minutes
2. Membership
3. Meeting Schedule
4. Continue Reviewing and Discussing Study Results
5. Other Business

Meeting Members: Keith Markus (Phone conferenced), Aída Martínez-Gómez, Daniel Yaverbaum, Brett Stoudt, Brian Carvajal, Alex Almonte (Phone conferenced) and Valerie Negron (recorder)

February Minutes
Committee members reviewed and approved meeting minutes for February 2018.

Membership
BS’s appointment has not yet been voted on through the College Council. AMG will check that it is on the next meeting’s agenda.

Meeting Schedule
Members agreed to keep the schedule as is for the remainder of the semester

Wednesday, April 18th, 2018: 1:30pm – 3:00pm (Provost’s Conference Room – 620T Haaren Hall)

Tuesday, May 15th, 2018: 11:00am – 12:30pm (Provost’s Conference Room – 620T Haaren Hall)

Continue Reviewing and Discussing Study Results
Instructions
- Members reworded instructions for using the 1 – 9 scale
- Members will continue discussing instructions and future pilot studies for anchor brackets at next meeting

Does Not Apply
- The committee will continue discussing testing “Does Not Apply” in future pilot studies
Future Pilot Studies

- Members will use drafted notes to clarify what conditions will be included in the next pilot study
  - KM suggests a small pilot study that crosses anchor braces by the does not apply option to create four conditions. Members can assess student feedback for each of the four formats and determine what should be used in a larger pilot

Other Business

For the next SEOF Committee meeting members will review:

- The Proposal to College Council to Evaluate All Courses Online (December 11, 2014)
- A sample of the current survey format for in person and online/hybrid courses
SEOF Meeting
Attendance
Tuesday, March 6, 2018

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SEOF Meeting
Minutes
Wednesday, April 18, 2018

Agenda
1. March Minutes
2. Membership
3. Faculty Senate Update
4. Email list
5. Review of College Council 2014 proposal and current survey format for equal treatment of all faculty
6. Pilot study planning
7. Fall 2018 Meeting Dates?
8. New Business

Meeting Members: Keith Markus, Aída Martínez-Gómez, Daniel Yaverbaum, Brett Stoudt, and Valerie Negron (recorder)

March Minutes
Committee members reviewed and approved meeting minutes for March 2018.

Membership
All current members have been voted on
  • AMG will not be returning to the SEOF Committee next semester

Faculty Senate Update
Faculty Senate reviewed updates regarding the SEOF online pilot.
  • KM will draft and email to Anne Lopes and Ned Benton regarding the Committees role in SEOF

Email list
KM will add BS to the email list

Review of College Council 2014 proposal and current survey format for equal treatment of all faculty
Committee members are concerned about the additional questions regarding online course satisfaction. The questions were not formally approved and should not be factored into faculty
evaluation results. Committee members are not opposed to faculty receiving feedback regarding their online courses individually. VN will ask Kyeanna Bailey to contact KM.

**Pilot study planning**

Members will work on finalizing survey design at the May meeting. Members plan to start using the new survey design in Fall 2018. The new format will continue in paper form making it easier to collect students feedback.

- KM will organize BS results, student responses can be found in the following files in Black Board:

  Documents ➔ New SEOF Form ➔ Combined Anchors & Stems 4/1/2016

- KM will send correct form to BS to re-draft
  - Put into brackets
  - Allowing does not apply

**Fall 2018 Meeting Dates?**

Members will bring calendars to plan meetings for Fall 2018

**New Business**

KM will identify most recent draft/revised form and make it easier to find on BlackBoard
## Meeting Members

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SEOF Meeting
Minutes
Tuesday, May 15, 2018

Agenda

1. April Minutes
2. Updates from College Council?
3. New reporting request from College Council
4. Draft survey for pilot study (Brett)
5. Schedule for Fall 2018

Meeting Members: Keith Markus, Aída Martínez-Gómez, Daniel Yaverbaum, Brian Carvajal, and Valerie Negron (recorder)
Attendance
Tuesday, May 15, 2018

**Meeting Members**

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Provost Advisory Council
Provost’s Advisory Council
September 6, 2017
2:15pm – 3:45 p.m., Room 610T
Agenda

1. Announcements
2. Chair items
3. Chair role and needs
4. Service discussion and process
5. Plan feedback
6. Consultation on lines
7. New business
Provost's Advisory Council
9/6/17
Attendance Sheet

1. Ned Benton
2. Seth Baumrin
3. James Cauthen
4. Kim Chandler
5. Kimberly Charles (recorder)
6. Shu Yuan Cheng
7. Angela Crossman
8. Ric Curtis
9. Maria D'Agostino
10. Silvia Dapia
11. Jay Hamilton
12. Amy Green
13. Debi Koetzle
14. Ben Lapidus
15. Anne Lopes (Chair)
16. Evan Mandery
17. Anthony Marcus
18. Jessica Nembhard
19. Jose Luis Morín
20. Charles Nemeth
21. Jay Gates
22. Mathew Perry
23. John Pittman
24. Henry Pontell
25. Douglas Salane
26. Cary Sanchez
27. Larry Sullivan
28. Davidson Umeh
29. Nancy Velazquez-Torres
30. Francis X. Sheehan

Approval of April 24, 2017 minutes
Approved

Provost Announcements

Deferred Action for Childhood Arrivals (DACA)
John Jay College is committed to helping and protecting our DACA students. During this difficult time our college is providing free legal services to DACA students for the renewal process. On our JJay website we have a resource page with important information on deadlines, rights, and counseling. Faculty have been extremely helpful to DACA students and have been a support to them.

DACA Resource Page: http://www.jjay.cuny.edu/undocumentedstudents
President Mason’s Statement on DACA: http://johnjay.jjay.cuny.edu/president/daca.pdf

Diversity Event
Friday, September 8th at 9:30am-2:00pm is our Diversity training event that is open to Chairs and P&B members. The training will provide best practices for diversity hiring and retaining diversity within our institution. So far 23 people have signed up, and we hope that we will have a bigger turnout. If there are members of your faculty that are interested in this please encourage them to attend. Right now, CUNY is interested in diversifying the university as well as President Mason for John Jay. Our faculty committees have raised the importance of diversity in our college community. It is important for you and your faculty to attend so that we can learn more about how to approach this in our recruiting process. Please RSVP so that we have enough food for everyone.

Chair Items

Workload
J. Cauthen- Renee Lasher from the Union has had Discussions with Donald Gray, Laborer Designee, about extending the workload settlement agreement deadlines and it seems like there has been a lot of discussion on this.

Provost Lopes- I am aware of the discussion on this issue but no one including Gray knows the likelihood of when the workload deadline being extended. I understand how burdensome this can be. I spoke with Gray recently and there has not been any information on when that could be but I will ask again in more detail.

J.Cauthen- Another issue that came up is the payments of the faculty members for the overage times were based on non-adjunct teaching rate (NTA). My understanding is that Renee Lasher was going to discuss with Don about this last year, and if so, is that the rate that is going to be used?

Provost Lopes- Yes. I believe that is the rate that is going to be used. I am not aware if there were any other discussions about it. By the way, the NTA rate by the college is 2,300 more per average course than hiring an adjunct. Every faculty member has a NTA rate and it is different depending
on the faculty member. In one hand, it is a way to increase your full time coverage on the other hand it is expensive for the college. It is a vicious cycle on how money gets spent. We have to get pass this settlement agreement.

N. Benton- We never got to be apart of the negotiation for the settlement agreement. The settlement agreement is a three way agreement, psc, college and cuny. So for two people to agree on something on principle allows for the third party to be

Provost Lopes- From my understanding, the third party was extremely influential in the agreement. The third party’s weight is a major factor, CUNY really weighs in on this issue. CUNY has a lot going on and this may take a while to come to fruition. I have to micro manage the budget and it is going to be really tight in general with the NTA.

Crossman- would like ensure that these topics will be addressed during the PAC meeting today.
   a. Workload Mitigation
   b. Faculty Lines
   c. Moral Issues addressed in COACH
   d. OTPS rules- Incentive Funds

Provost Lopes- Workload Mitigation- We are in the phase plan that Jane Bowers had (former Provost). My goal is to see figure out we can do by the end of the Fall semester, we are trying to make it happen. I am deep into understanding the money and the budget and faculty capacity. In terms of what is faculty doing, where are faculty teaching and what can we do and what we have in the faculty in Academic Affairs, how we can do better.

All we have a $2 million OTPS budget for the college which I think is very small for a college this small. With that amount no one can do anything, so I am looking at the budget and understanding it more to see what we can do. Apart of that is understanding workload. I have been deeply engaged in the workload to understand it. I am even looking to see how many faculty we have in general is contentious. Looking at the lines, looking at the number of subs we have, the number of vacancies we have to understand what is there.

The big issue that we have so far is that we have a research faculty with limited resources. You can see that with the number of faculty we have at the graduate center apart of their load. I believe that the college does not get money back for faculty teaching at the graduate center. We don’t get back what we put in so that is a differential so hopefully we can get to a 3/3 load or try to reach it. I am trying to tear it apart to understand it because we are under funded. It depends on the growth of JJay and how many lines we have. The one thing that we can do is reallocation, when people leave or retire we can replace. We will be asking CUNY for more lines, more funding and alternative sources of revenue.

We did get three lines based on enrollment this year, lecturer level, two MATH and ENG, there are subs now but they will be permanent. We have to make decisions on where it will go. There has not been a lost of lines based on what i have seen in the data. It looks like there has been an enormous amount of subs that we can be searching and I am looking at that. My goal is to be as open and transparent with what I am doing and get your input of what we need and how we can get them and use the resources. More faculty and getting to a 3/3 load, those are the two issues I am focusing on.
J. Cauthen- Since being on the budget committee, I have been surprised about the lack of support that we are getting in terms of budget from the college. We are Academic Affairs and we are not fully funded. Is this a cultural issue, is it who is speaking with the loudest voice?

Provost Lopes- I think it is both. I think that Academic Affairs is taking a little bit of the back seat. But we are taking a front seat and making it more apparent to everyone. President Mason has been supportive and offered us two lines, it could have been offered to others but she understands and sees the need for faculty. I am lobbying very hard for reallocation. We need 83 positions just to get to 50%. Space for classes is also a big issue to deal with. Maybe we can think of hybrid classes, half online and the other in person. Debra Hairston will work on space issues and help solve issues and Kim Chandler can handle budget.

There are 18 searches going on right now all but 2 lines. We need to fill these lines as soon as possible. Two people asked for sub for the Spring. If you are aware of sub possibilities as we we are in need of subs please let me know. Previous Provost has taken all the replacement lines and put them as sub lines. Based on department needs, sub allocation. Some departments need a little more support let me know.

Recruitment Pool- I am reaching out to candidates in HBCU and Hispanic institutions to increase out diversity efforts.

Incentives- Summer/Winter incentives can be used for whatever you need to increase enrollment. If you want to buy anything start buying. By April, spend your money before January. Online incentive exist for professional development and to improve courses. If you need to know how to use the funds talk to Kim Chandler.

Chair role and needs

Administrative Needs
Provos Lopes- I believe that Chairs need help in this area. Administrative work takes a lot of your time and you can use that extra time mentoring faculty and etc. there are chairs that have expressed to me there administrative needs.

Reducing Service- To start a larger conversation in the community about service. We have a lot of committees that are not necessary. I appreciate your feedback on that.

R.Curtis- There is a disincentive to reduce your service in your Form C- look into that.

N.Benton- There are leadership and department roles that the faculty must play in order for the college to function. If we don’t engage service in the tenure process, what happens when they are tenured.

J.Cauthen- In terms of the committees, there is no structure in who they report to and what they did or what they achieved.

Provost Lopes- There has to be more space on Coach work. I need to hear from you. I need you to be involved in the process. I will talk to you about sub lines and lecture lines as well. We will be refining the 5 year plan. The negative part here is that lecturers stay as lecturers. They do not advance.
Meeting adjourned at 3:48pm
| 1.   | Ned Benton                          |
| 2.   | Seth Baumrin                        |
| 3.   | James Cauthen                       |
| 4.   | Kim Chandler                        |
| 5.   | Kimberly Charles (recorder)         |
| 6.   | Shu Yuan Cheng                      |
| 7.   | Angela Crossman                     |
| 8.   | Ric Curtis                          |
| 9.   | Maria D’Agostino                    |
| 10.  | Silvia Dapia                        |
| 11.  | Jay Hamilton                        |
| 12.  | Amy Green                           |
| 13.  | Debi Koetzle                        |
| 14.  | Ben Lapidus                         |
| 15.  | Anne Lopes (Chair)                  |
| 16.  | Evan Mandery                        |
| 17.  | Anthony Marcus                      |
| 18.  | Jessica Nemhardt                    |
| 19.  | Jose Luis Morín                     |
| 20.  | Charles Nemeth                      |
| 21.  | Jay Gates                           |
| 22.  | Mathew Perry                        |
| 23.  | John Pittman                        |
| 24.  | Henry Pontell                       |
| 25.  | Douglas Salane                      |
| 26.  | Cary Sanchez                        |
| 27.  | Larry Sullivan                      |
| 28.  | Davidson Umeh                       |
| 29.  | Nancy Velazquez-Torres              |
| 30.  | Francis X. Sheehan                  |
Attendance: Anne Lopes, Kimberly Charles (Recorder), Ned Benton, James Cauthen, Kinya Chandler, Shu Yuan Cheng, Angela Crossman, Richard Curtis, Maria D’Agostino, Silvia Dapia, Jay Hamilton, Amy Green, Ben Lapidus, Brian Lawton, Anthony Marcus, Jessica Gordon Nembhard, Jose Luis Morin, Charles Nemeth, Matthew Perry, Cary Sanchez, Davidson Umeh, Nancy Velazquez-Torres

1. Chair items  
   i. Computer replacements- Chairs who have critical needs in their department please send information to Kim Charles and she will collect them.  
   ii. Faculty members- Chair who have faculty members that are not getting paid contact Anne Lopes and she will follow up with Human Resources.

2. Scheduling for Fall 2018—Constraints and Plans  
   i. Chairs are asked to reduce sections by 10%-15% between 2nd and 7th period for fall 2018 to prepare for the possibility of losing North Hall.  
      Preparation  
   ii. Provide more hybrid classes-back-to-back weeks  
   iii. Place more sections in the 1st, 8th and 9th periods  
   iv. Schedule classes on Friday, Saturday, and Sunday  
   v. Chairs who have multiple sections of a course might schedule a section taught by an adjunct during community hour.

3. Adjunct Requests  
   Scheduling and appointments  
   i. Unresolved Issues: Adjuncts have told me that they are notified about their class schedules one or two weeks before the semester starts. Adjuncts need more time to prepare for the semester. If you don’t now, it is important to consult with them about their availability and suitability for a course before scheduling. Adjuncts mentioned in their meeting with me that they are sometimes scheduled for courses they cannot teach at times for which they are not available. They receive notification before the start of the semester in no-emerging or emergency situations. Can we improve this process?  
   ii. Faculty Development for Adjuncts -Improve the adjunct onboarding process.

4. CUNY Diversity Initiative  
   i. Anne wants to increase diversity in all areas including Race, Ethnicity, Disability, Age, Veterans, Non Veterans, Sexual Orientation, and etc. Numerous strategies are listed
in the Academic Plan sent to all faculty at the start of the year. She will report more on it as the semester unfolds.

**Action taken:**

ii. Anne conducted coffee hour follow-up meetings for chairs and P & B members who participated in diversity training for recruitment at the start of the semester. She will report on the issues that were raised in her next email to faculty.

iii. Other strategies in the Academic plan related to diversity recruitment have been implemented. We can assess the results as the searches progress.

5. **Graduate Program Director needs/collaborations re faculty assignments**
   i. Program directors are having a hard time finding faculty to teach in some of the graduate programs, particularly Criminal Justice. If there are faculty members or adjuncts in your department that can teach in the program, please contact or refer them to Jeff Mellow.

6. **Development needs**
   i. New Chairpersons should contact Kimberly Charles for troubleshooting on procurement, student advisement, Degree-works in CUNYFirst.
   ii. There will be workshops on assessments during community hour.

7. **Appointment of substitute faculty**
   i. Substitutes can be reappointed for the spring semester. The one sub-line that has become available will need to go to DIS for spring; the department reports that it will only have one full-time faculty member. Anne would like to further improve the search process—work on timely notification to you about lines, improve ad dates, and also enhance other parts of the process, such as recruitment packets etc.
   ii. We will continue the 5-year hiring plan Jane put in place and update it if enrollments have shifted. Anne will request new lines for next year based on the most critical needs.

**Action needed:**

i. Chairpersons should think about substitutes for next year because we have some faculty members who are appear to be retiring after Travia. Nothing is definitive yet, however.

ii. Also, we need to come up with strategies for small departments. I will bringing a group together to discuss this.

8. **Workload (3:00 pm—Kim Chandler invited)**
   i. 3-year window: What is going to be done at deadline?
   It remains unclear what will happen. It was not specified in the agreement.

**Next Meeting: Tuesday, November 28th**
Provost’s Advisory Council
Tuesday, November 28, 2017
2:15pm – 3:45 p.m., Room 610T
Agenda

1. Your items
2. Sabbatical questions
3. Scheduling for fall 2018 questions—Change re use of community hour;
   clarification re double periods
4. Full-time coverage in departments (see my email of November 20th for the data)
5. Undergraduate online courses—DFWs and faculty development plans
6. Faculty search progress
7. Assistance needs
8. New business
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Provost’s Advisory Council
Tuesday, November 28, 2017
2:15pm – 3:45 p.m., Room 610T
Agenda

Provost Announcement
Erez Lenchner, the new Associate Provost for Institutional Effectiveness was introduced to Provost Advisory Council Members.

Chair items
Sabbatical Issue: Interim Provost Lopes acknowledges the Chairs efforts in working through the sabbatical issue in the college.

Enrollment issue: Interim Provost lopes along with the Dean of Graduate Studies is pushing for new programs. However, based on faculty coverage she does not see the expansion occurring because of low enrollment.

Scheduling for Fall 2018 questions
As of now, we are not sure if we have North Hall and we will not know until the Spring. Therefore, Chairs are asked to reduce sections by 10% between 2\textsuperscript{nd} and 7\textsuperscript{th} period for Fall 2018 to prepare for the possibility of losing North Hall.

Here are some ways to prepare:
- Provide more hybrid classes-back-to-back weeks
- Place more sections in the 1\textsuperscript{st}, 8\textsuperscript{th} and 9\textsuperscript{th} periods
- Schedule classes on Friday, Saturday, and Sunday
- Double periods are fine for special programs.
- Tighten up schedule; match up some periods

Action Required:
- It was previously asked of Chairs who have multiple sections of a course taught by Adjuncts that they should schedule it during community hour. After students were notified of possibly having classes scheduled during community hour, they were upset because they were not consulted. Therefore, classes taught during community is now off the table.
  - Interim Provost Lopes advises all Chairs to remove courses taught during community hour of the Fall 2018 schedule. Lynnette Cook will be involved in reaching out to students.
- Brian Cortijo from admissions said that he will work with Chairs in regards to the Fall 2018 scheduling.
Full-time coverage in departments (see Interim Provost Lopes email on November 20th for the data)

- There are no real hires for next year because there are no real retirements happening. As soon as Interim Provost Lopes knows she will think about searches so that everyone can be prepared.
  - Chairs should notify Interim Lopes of any faculty who will be on Travia in their department as soon as possible.

Undergraduate online courses—DFWs and Faculty development plans

10% of all undergraduate courses are online:

- The DFW rate (grade) is alarming. The overall DFW rate is 22% for online versus 15% for courses taught in person.
- Nearly 65% of all general education courses are staffed by adjuncts, regardless of instructional format. Almost all online courses offered last winter were adjunct-led and several were our high DFW courses.

Action Taken: Interim Anne Lopes will send individual data for each department to show how their online course are performing. Self-assessment will be built in to the online courses.

Faculty search progress

- Six searches are completed and six offers have been sent out.
- During the search process, Chairs should be aware that potential candidates are asking for a lot on their negotiations. Such as salary above base, course load and research. Chairs are advised to talk to their search committees.

Chair Assistance needs

- Online training will be offered: CUNY session maybe offered in January. Judith Chan from Teaching and Learning Center is working on it. Interim Provost Lopes will follow up with Judith Chan and also will work on bringing in some money.

New business

- No new business was addressed during this meeting.

Meeting Adjourned 3:45pm
Provost’s Advisory Council
December 11, 2017
2:15pm – 3:45 p.m., Room 9.68NB
Agenda

1. Chairs items
2. Announcements
   - Workload report progress
   - Faculty development for hybrid and online undergraduate
3. Current searches—status
4. Strategic hiring plan—consultations
5. Departmental planning
6. Departmental assessments and roles
7. Progress on fall initiatives and activities
8. Spring initiatives and activities
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Provost’s Advisory Council
2:15pm – 3:45 p.m., Room 610T
December 11, 2017
Action Minutes

Provost Announcement
The incident regarding Snapchat was not related to John Jay College nor was there a threat made to our school. It was directed towards John Jay High School in Brooklyn. There was a heightened security to ensure the safety for our students and employees.

Chairs items
  Online Instruction (Three proposals)
    ❖ Reflect on writing intensive classes
      • Put group together for next semester. Henry Pontell will lead.
    ❖ Invest in student support
      • John Jay Online- For January, Judy Cahn secured 30k for faculty stipends to do development training. This is intended to expand faculty and have them be trained to teach online courses.
        o Training in course development
        o Training in course facilitation
    ❖ Invest in student orientation
      • Propose to have student orientation for the Fall & Spring semester for first year students.

Going forward, the Provost wants to implement a higher teaching standard for online faculty. The policy states that the Chairs decide who will teach online courses. The Provost wants to reexamine the policy and make some additions and changes to create uniformity and start a higher standard.

Faculty Course Release
  ❖ If you get a teaching or scholarship award, you get reassigned time.

Workload Report Progress
  ❖ It’s going to take a while to credit the year. We are trying to get a 3/3 load. If Chairs have any questions regarding workload they should contact Provost Lopes.

Current searches—status
Sociology- 3 Faculty lines- 2 accepted and 1 rejected
Library- 1 Faculty line- Accepted
Public Management- 3 Faculty lines

Financial Deficit
We are in a process to ask CUNY for help with our structural deficit. Part of that involves a request for funding faculty lines.
  ❖ 54 additional lines
The argument is based on student success and retention. The 54 lines are in phase I of the Provost proposal to get us out of the deficit. It is a strong proposal. And we have the data to support it. We are losing our students in our largest majors at much higher rates. Our smaller majors are retaining students at the highest rates.

We will need more faculty, advisors, coordinators and internships.

Departmental planning
We have to do more department planning to find out what the needs are. There are resource issues that need to be discussed.

- Assess the departments work
- Be proactive and have discussions on what is needed
- Need to provide more resources

Departmental assessments and roles
- Thinking about how to access the work and the department and what is happening. Looking at the data. How is the department doing and what resources do you have and what is needed? Otherwise this can cause departmental issues. We have Erez Lenchner, Associate Provost for Institutional Effectiveness, will be able to bring our data resources to together and in the interim we are going to be proactive in the reporting so that we have the data ready.

Progress on Fall initiatives and Activities
- There will be other diversity activities in the Spring and discussions as well.

Spring initiatives and activities
- FPC in the Spring
- Chair development and orientation. The role of the Chair and what is important. If anyone is interested in working on this, please let the Provost know.
- Kim Charles, Administrative Coordinator in the Provost’s office has been trained on Degree Works and CUNYfirst for student service needs. She will be the Chairs resource person for any technical issues Chairs may have. Please contact her if you have any questions or concern.

Meeting adjourned 3:45pm.
Provost’s Advisory Council
February 15, 2018
2:15pm-3:45pm p.m., Room 610T
Agenda

1. Announcements
2. Chair Concerns
3. Space
4. Workload
5. Service Proposal of the Faculty Senate and FPC Joint Faculty Working Group
6. New Business
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1. Provost Announcements

**Update on Faculty Searches**- There are a few departments that are coming to an end with their searches:
- Philosophy
- Anthropology
- Modern Languages
- Public Management
- Mathematics
- Sociology

**Provost Search**- Chairpersons are asked to encourage their Faculty or anyone they may see fit to apply for the position.

2. Chairpersons Concerns

**Space**- We will have to move to 54th street
- There is frustration about this move because Faculty feel as though they were not consulted.
- There is not enough space so we are working on a draft with Space Planning. The main issue is that there is no private space to hold meetings. We ask that Chairpersons work with us along the process.
  - Consider looking at suites to deal with the privacy issue
  - Provost Lopes will invite everyone to look at the draft for input
  - The most affected department will visit the space
    - Anthropology and Math
- The Provost hired new people and there is no space for them. We need space for grants as well to support our Faculty. If you are in the Strategic committee, please attend because we need ideas.
- Budget & Planning committee deals with space as well. The Provost will be the Chairperson for this committee, she will convene the meeting to discuss space.

3. Workload

K. Chandler is refining the workload. We will start the conversation on when the workload will go up--Planning page-proposed next year

- **Proposal for next year**- In the CUNY memo, it requests that we phase down to a 3/3 workload. However, CUNY did not provide instructions on how to do that. We need to wait and see what CUNY tells us.

There has not been a conversation with CUNY about how this will happen. So if you have questions, please present them to K. Chandler so she can ask CUNY.

**Workload Reallocation**- This is the last year after we wrap up the Spring 18/19 semester. After that, starts the 3/3 workload.
Settlement balance will not be affected it is separate from the 3/3 workload. K. Chandler will try to make it clear for everyone to understand.

- As soon as you are done with your settlement plan you will move over to 3/3 load.
- If you have a grant use it the same year.
- The contract is three years to average out to zero.

The Provost office will put it in writing so that it is clear. They are willing to go to every department if there are questions. Also, provide workload sessions for better information.

Meeting adjourned at 3:45pm
Agenda

1. Workload distribution for administrative work/service/leadership etc.
2. Workload proposal for next year
3. Departmental Planning
4. Online Faculty Development
Provost's Advisory Council
3/12/18
Attendance Sheet

Interim Provost, Anne Lopes (Chair)
Kimberly Charles (Minutes)

1. Angela McCaslin
2. Tuan Cao - Ninh
3. Lila Gates
4. Matthew Perr
5. Luis Gonzalez
6. Jon Jacobs
7. Brian Lawton
8. Carolyn Salci
9. Gary Scott
10. Christy Blakely
11. Jodi Johnson
12. David Lee
13. Debi Koester
14. Srgna Chandler
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1. Workload distribution for administrative work/service/leadership etc.
   o Kinya Chandler, Senior Director of Operations, is working on the Workload draft and will provide it soon. The Provost will share it with Chairs and at the next Faculty Senate’s next meeting.
   o Suggestion: The Provost would like to conduct a meeting regarding workload distribution with other interested faculty. Please let her know if you would like to attend that meeting.

2. Workload Proposal for next year
   o An email was sent out last week that discusses the workload proposal for next year. The point is that the agreement is to go to a 3/3 load that will roll out in the course of three academic years; 1-hour reduction per year. Our courses are not one hour, so they clump it together this way.
   o This came to us through Don Gray’s consultation with the union and CUNY legal. This is the recommendation that they have given us so we do not incur multiple series of overages over the coming years. This is the last year where the allocation will be made. The credit will be added in Fall 2018.

3. Departmental Planning
   o There will be some retirements and shifting that we need to prepare for in the upcoming Fall 2018 semester. Interim Provost Lopes would like to meet with departments in small groups along with Erez Lenchner to help them conduct a plan. The plan will consist of data concerning faculty, majors, diversity and student success information. This meeting will be helpful in understanding the needs of each department and establishing a smooth transition for the new Provost before the end of the Spring 2018 semester.

   Action: Chairs should select a date provided by the Provost to conduct the Small Group Planning meeting.

4. Online Faculty Development

JJAY Online and TLC have put together a seminar (Learning to Teach Online) for online faculty.

The entire session will run from July 16-October 19, 2018 as follows:
Design Seminar: July 16-August 17
Deliver Seminar: September 4-21
Assess Seminar: October 8-19

The seminar will provide online teaching faculty the tools to learn and possibly implement new changes to their teaching style to effectively support and increase student academic success at JJAY.

Meeting adjourned at 3:15pm
1. Announcements
2. Workload
3. Department planning
4. Chair development
   a. New chairs
5. Student success update
7. Substitutes 2018-2019
8. Chair matters for new provost
9. New business
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Provost Anncouncements

The Provost will contact each academic department to discuss internal plans. There are some departments that have part-time employees and they need more administrative help. There are 12 Frozen lines-
- Critical Hires are CLTs *Science Department is priority
CUNY mandates that all colleges have a balanced budget. Most of the lines will go through. These are not new lines; they are previous lines that have been frozen in various years. The Provost has not been given any new lines for the next fiscal year. We are working on inching back to 439 faculty at JJAY.

Substitute Lines- It is not clear if we can keep all our sub lines because they did not budget it. CUNY is working on it. JJAY made the argument of the importance of student success. The Provost will notify Chairs if she receives any new information from the University on reconciling our budget deficit. We understand the deficit and we have to support the same academic policy.

New Hires- We did get our hires- some are still in progress:
- MLL- Advertisement will go out in August
- Seek- Still going on
- LPS- Ongoing- 3 candidates coming
  o The Provost will put out a report with blurbs and a little description about them in an email announcement.

Workload

Based on those budgetary decisions, this is how the workload has been reassigned. The Provost will leave this information for her successor so that he/she can look at it especially with the 3/3 load agreement.

We are thinking about in the next year or so.
- Faculty scholarships- OAR
- Assessments related- 39 hours
- Department admin
- General admin duties
- Special academic services
- Graduate program/directors- reassignment
- Reduce load

Department planning
- Come see Provost Lopes about your department plan for next year.
**Chair Development**

Tuesday, June 12th from 10:00am-3:00pm- Allison Pease and Provost Lopes will conduct a Chair Development day. New and existing Chairs can find it useful.

- Diversity
- How we review faculty
- Difficult conversations with faculty

Lunch will be served. Location: TBD

**Student Success Update**

We are on a great trajectory on student success

- Four-year grad rate- It takes six years
  - 4.4 % increase over the four years
  - 30% increase
- We are slowly improving in transfer numbers.
  - 55% in 6 years
  - 32.4% in 4 years--- Limited # of degrees--Many students transferred.
  - Fewer undergrad degrees

**Chair Matters for New Provost**

Provost Lopes is working on a transition document for the new incoming Provost this summer. Provost Lopes’ contract is over on August 1st.

Possible concerns for new Provost:

- FT faculty- tenure track & lecturer
- Faculty diversity – etc.
- Diverse curriculum
- Scholarships

**Adjunct Three Year Reappointment**

Reminder for Chairs- If you have a list of adjuncts who are eligible for 3-year reappointment please send it to Kinya Chandler before May 15th. As soon as her office get responses from the Chairs they will email a letter to the adjuncts JJAY email address and home address to have it by 5/15.

Meeting adjourned at 3:30pm.
Provost’s Advisory Council  
May 21, 2018  
2:30pm-3:30pm p.m., Room 610T  
Agenda

1. Budget
2. Lines for 2018-2019
3. Updates on 2017-2018 hires
4. Updates on Academic Plan
5. Departmental Review
6. New Business
Provost's Advisory Council
5/21/18
Attendance Sheet

Interim Provost, Anne Lopes (Chair)

Kimberly Charles (Minutes)

1. Angela Crossman
2. Ben Lapidus
3. Jessica Gordy - Nemeth
4. Maria D'Agostino
5. Gray Factor
6. Tony Geary
7. Robert Jell
8. Dave Umho
9. Brian Lawton
10. Shu-Yuan Cheng
11. Jay P. Hamilton
12. Amma E. Solis
13. Jon Carver
14. Greg Scudder
15. Debi Voeller
16. Matt Perry
17. Dave LeClair
18. Alene Cates
19. George Chandler
20. Grez Lopez-Holmes
Council of Undergraduate Program Coordinators
Agenda

Major / Minor Coordinators
Wednesday, September 13th, 2017
Room 630T
Community Hour: 1:40-2:55pm

1. Greetings and Dean’s Announcements
2. Degree Works Update (Sumaya, Kathy)
3. Experiential Learning Opportunities (Dara, Kathy)
4. Spring Re-Enrollment Trends (Jessica)
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<td>Anthropology (BA)</td>
<td>Johanna Lessinger</td>
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<td>Applied Mathematics: Data Science &amp; Cryptography</td>
<td>Sam Graff</td>
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<td>Cell &amp; Molecular Biology (BS)</td>
<td>Jason Rauceo</td>
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<td>Sven Dietrich</td>
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<td>Brian Lawton</td>
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<td>VACANT</td>
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<td>Yi Lu</td>
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<td>Yvonne Purdie</td>
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<td>Angela Coatsman</td>
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<td>Edgardo Sanabria-Valentin, Ph.D.</td>
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Nikki Hancock-Nicholson 9/12/2017
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<td>Mangai Natarajan</td>
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<td>Monica Varsanyi</td>
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<td>Devin Harner</td>
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Minutes
Major / Minor Coordinators
Wednesday, September 13th, 2017
Room 630T
Community Hour: 1:40-2:55pm

Attendees: Aida Martinez Gomez, Antonio Jay Pastrana, Barry Spunt, Belinda Rincon, Brain Arbour, Brian Lawton, Dr. Silvia Mazzula, Ellen Belcher, Francis Sheehan, Geert Dhondt, Jason Rauceo, Jay Pastrana, Jeffrey Weiman, Jennifer Rutledge, John Staines, Jon Childerley, Lorraine Moller, Maria R. Volpe, Michael Pfeiffer, Monica Varsanyi, Robert Garot, Robert McCrie, Robert Till, Sam Graff, Sandra Swenson, Shu-Yuan Cheng (Demi), Stephen Russell, Sven Dietrich, Yvonne Purdie, Dara Byrne, Nikki Hancock-Nicholson

Guests: Daniel Matos, Jessica Stevens, Kate Szur, Katherine Killoran, Louise Freymann, Sumaya Villanueva

1. Greetings and Dean’s Announcements
   - Issues related to student advisement
   - Academic performance in the major
   - Need data on challenge affecting our students
   - Undergraduate Studies trying to get a handle on data of students’ academic performance in real time
   - Finding barriers in the major
   - Reenrollment data
     - Startled by the drop of reenrollment from Junior to Senior year
     - I presume that a lot of it is the financial challenge that students have
     - We need success strategies that are not burdensome to you all
     - Formal mechanism for students in Junior and Senior year (student support)
   - We need a structure for upper-class students
     - What is the next step that compliments the sophomore, first year programs for upper-class students
   - There is no functional difference between a stopout and a dropout
   - Keeping a student from disengaging is a collegial need
     - Students with 90 credits who disengage for 1 semester have a 12% chance of coming back
   - National trends
     - Students of color get advice on course load based on perception of academic preparedness.
- Will be working on a plan to support upper-class students in the major
- John Staines:
  - Students who work 40 hours a week need creative help in order to graduate
- Kate:
  - Transfer students coming in as juniors, problematic group because we have limited resources and support for these students
  - The students who get support do better than the ones who felt that instead, they are on their own
  - Good to look at the sequencing of the courses
- General advisement committee
  - What are General advisement students getting?
  - How many advisors are there, and what are they telling the students?
  - 15 general advisors full-time
  - 5 Part-time general advisors
  - Any student under 30 credits
- Academic probation mandatory advisor
- Do have advising for transfers but not mandatory
- Trying Pilot for CJA transfer mandatory advising
- General education advising experts
  - Advisor to 750 students
- Post analysis of student based on predictive package

2. Degree Works Update (Sumaya, Kathy)
- Degree Works was upgraded in late July. Rollout operated smoothly—looks the same
- Please login and make sure there are no issues
- 1-2 weeks to course substitutions, waivers, dropping of student records
- Degree auditors are aware and have access to old version and can transcribe old information to new versions.
- Now we can really use the educational planner within Degree Works
- Allows users to create templates
- Creates a long-term academic plan
- Academic planners
  - Efficient & provides critical information of academic journey. (Gives Roadmap)
  - Only accessible to advisors, coordinators
  - Students can only view
- Training for Degree Works will begin in Spring

3. Experiential Learning Opportunities (Dara, Kathy)
• In the Bulletin
• Would like experiential opportunities and why they matter in the major (add paragraph in bulletin)
• The idea is to be holistic about advising students
• Students that have multiple contacts with advisors perform better, and are retained

4. Spring Re-Enrollment Trends (Jessica)
• When students leave as seniors, only 12% come back to finish their degrees
• When a student stops-out, they are gone.
• Students come back to the college; they do not come back after dropping out near the end
• The readmit students are not seniors
  • By and large they are lower-level students seeking to finish their degree

Meeting Adjourned: 2:55
AGENDA
Major / Minor Coordinators
Wednesday, October 18th, 2017
Room 630T
Community Hour: 1:40-2:55pm

1. Greetings and Dean’s Announcements
2. College-Wide Capstone Initiative (Nathan)
3. Registration Update (Daniel)
4. Re-Enrollment Campaign Timeline (Jessica)
5. Experiential Learning Opportunities (Dara, Kathy)

Important Dates:

2. Registration Appointments will be assigned to all students by October 25, 2017.
3. Registration will begin on Wednesday, November 1, 2017.
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<tr>
<th>PROGRAM</th>
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<tbody>
<tr>
<td>Anthropology (BA)</td>
<td>Johanna Lessinger</td>
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<td>Applied Mathematics: Data Science &amp; Cryptography</td>
<td>Sam Graff</td>
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<td>Jason Rauceo</td>
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<td>Sven Dietrich</td>
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<td>Criminal Justice (BA) Crime Control and Prevention</td>
<td>Brian Lawton</td>
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<td>Criminal Justice (BS) Institutional Theory and Practice</td>
<td>VACANT</td>
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<td>Yi Lu</td>
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<td>Yvonne Purdie</td>
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<td>Barry Spunt</td>
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<td>Jayne Mooney</td>
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<td>Ed Snajdr</td>
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<td>Maria R. Volpe</td>
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<td>Dr. Silvia Mazzula</td>
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Nikki Hancock-Nicholson 9/12/2017
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<td>UGS</td>
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Nikki Hancock-Nicholson 9/12/2017
Minutes
Major / Minor Coordinators
Wednesday, October 18th, 2017
Room 630T
Community Hour: 1:40-2:55pm

Attendees: Samuel Graff, Barry Spunt, Ed Snadjr, Maria R. Volpe, Jon Childerley, John Staines, Sandra Swenson, Antonio Jay Pastrana, Michael Pfeiffer, Monica Varsanyi, Brian Arbour, Yvonne Purdie, Antonio Jay Pastrana, Aida Martinez Gomez, Rulisa Galloway-Perry, Kimora, Helen Kapstein

Guests: Sumaya Villanueva, Louise Freymann, Daniel Matos, Jessica Stevens, Nathan Lents, Nikki Hancock-Nicholson, Katherine Killoran

1. Greetings and Dean’s Announcements
   a. November 12—Annual Open house
      i. Biggest Recruitment event
      ii. Direct Impact
      iii. Some of you will get an email from me regarding how to get undergraduate students more engaged in their major
   b. Workshops geared towards careers in the major
   c. Professional in Residence
      i. Concept
      ii. Pre-internships target sophomores
      iii. Major and career and what type of internships you can explore to bolster eligibility
      iv. One 200 level course that is taking a look at the dark web
         1. Don’t need to be a computer scientist to take the course
         2. Cyber is a growing field for people with a background in the humanities and social sciences
         3. Humanities and Social Sciences in Tech

2. College-Wide Capstone Initiative (Nathan)
   a. Email Survey on Capstone
   b. There is a lot of success going on at the college regarding the capstone
   c. Once we have more information, we will invite you all to a roundtable, to see what we can do better
   d. Dara
      i. Capstone is a missed opportunity to celebrate the research of students before they leave the college
      ii. I would love to be a stakeholder in commending student research
iii. Tired of seeing boutique experiences for students, instead of a baseline one
iv. What are some of the best practices, because some people are doing great stuff

3. Registration Update (Ms. Young)
   a. 4000 student Bursar holds
   b. Dates remain the same on agenda
   c. Major Advisor holds
      i. Upper sophomore holds will be removed November, 22nd
   d. The first round of appointments for registration fall on November 10th.
   e. Chancellor focus is 15 credits a semester
      i. Signal to the students to finish in 4 semesters, before they are unable to finish because of lack of aid
      ii. Recommend that they take summer classes to get back on track

4. Re-Enrollment Campaign Timeline (Jessica)
   a. Trying to understand student behaviors
   b. Who owes what
   c. We are having a registration fair for students that have questions where they will get a chance to speak to an advisor
      i. November 8th
   d. Dara
      i. It is interesting to look at floating points of data
      ii. We don’t have a central repository for looking at all of our re-enrollment data
      iii. Once you are a senior and are continuously enrolled, you are out of here
      iv. Once you leave for one semester, the chance of graduating is 12%, max
      v. The average student who takes 5 classes fairs no worse than one who does 12
      vi. If a student thinks that they are going to step away from the college to pay a bill, and come back, they are not
      vii. The advice that students get is more likely tied to race than ability
         1. There is no data that show that their GPA is any different
      viii. Students can do the work; whether or not they have the work life structure is another matter
   e. Kate
      i. We can talk about the available free resources
   f. Kapstein
      i. Part of college readiness is being ready to prioritize college
5. Experiential Learning Opportunities (Dara, Kathy)
   a. DegreeWorks
      i. Some people either lost their faculty access to DegreeWorks, or some added did not get the correct kind
      ii. If you have to use somebody else’s login, or allow the students to do it for themselves, do what you gotta do
      iii. I need to know the code related to your problems with DegreeWorks
   b. Bulletin schedule premiere is November 1st, but we will have to overachieve to get there
      i. It will first be available online
      ii. Need faculty to double-check their majors
      iii. Takes a very long to format the print
      iv. List whatever Experiential Learning Opportunities that might exist in your major
         1. Think about promoting this in your major-minor fair

Important Dates:

2. Registration Appointments will be assigned to all students by October 25, 2017.
3. Registration will begin on Wednesday, November 1, 2017.
AGENDA
Major / Minor Coordinators
Tuesday, December 12th, 2017
Room L61NB
Community Hour: 1:40-2:55 PM

1. Greetings and Dean's Announcements
2. DegreeWorks Update
3. Undeclared Major Policy
4. Policy on Students Attending Commencement and Finishing Coursework in Summer
5. Spring ’18 Majors & Minors Campaign
6. New Student Dashboard Demo & Feedback
Minutes
Major / Minor Coordinators
Tuesday, December 12th, 2017
Room L61NB
Community Hour: 1:40-2:55 PM

1. Greetings and Dean’s Announcements
   a. Student dashboard about progress in major
   b. Snapshot for progress
   c. Analytic tool sponsored by Robin Hood Foundation to flag at-risk students who may not complete degree (next semester)
   d. At 90 credits student risk scores would be identified (36 risks)
   e. Joe Lowe Presentation
      i. Dashboard for students to see key info
      ii. CUNYfirst now has 10 year data dump
      iii. GPA, academic progress (degree credits) course schedule, notifications
      iv. Suggestion of major GPA
      v. Suggestion of notification of holds & classification range to guide advisement (lower sophomore => upper junior)
      vi. Change academic progress to total credits earned to not send the wrong message of students having the wrong set of credits
      vii. Suggestion of major checklist so they can keep track in major
      viii. Sumaya
         1. Where would this “live”? If students have to remember various passwords & usernames they might not access this
      ix. Will this dashboard be just a snapshot overview or more detailed if students want more info about credits earned?
         1. Will there be a link to DegreeWorks?
      x. Possible checklist for graduating seniors.
      xi. Addition of bulletin and major resources?
      xii. Upload photos of students so names can be better remembered
      xiii. Disclaimer that none of these systems are the official record so check CUNYfirst

2. DegreeWorks Update
   a. Liberal Arts/Science Checkbox
      i. 3 checkboxes
         1. 120 credits for a degree
         2. 30 credits final at John Jay
         3. Liberal arts and science
      ii. New York State
         1. Liberal Arts
            a. BA – 90 credits
            b. BS – 60 credits
      iii. Issue with CUNY Math Placement exam; test changed recently
1. Students need elective credits but courses falling electives not allowed category
2. Share EMPLID with Kathy => share with Naomi to assess to issue
   b. Residency
   c. Electives Not Allowed
3. Undeclared Major Policy
   a. Students were forced to pick major in the past
   b. Dara:
      i. Where will they get info to decide what major to pick?
      ii. What type of course will they take during that undeclared period
      iii. Possibility for students to go adrift & not become connected with faculty
      iv. Four year degree maps address issues but some majors do not allow students to get into their major until the sophomore year
      v. Matos is against undeclared majors
         1. Schools in the past have been hit hard with fines because of students having undeclared majors for a long time while receiving aid
         vi. Discussion on taking courses outside of major & issues of financial aid
         vii. Research done on credit cap for undeclared major came back in February
4. Policy on Students Attending Commencement and Finishing Coursework in Summer
   a. Students can only have two courses remaining in order to attend commencement
   b. Have to be registered for summer session
5. Spring ’18 Majors & Minors Campaign
   a. Programming and collaborations to help students learn about major
6. New Student Dashboard Demo & Feedback
AGENDA
Major / Minor Coordinators
Tuesday, February 6th, 2018
Room L61NB
Community Hour: 1:40-2:55pm

1. Greetings and Dean’s Announcements
   a. CUNY Academic Momentum Campaign


3. Incomplete and Change of Major Policy

4. DegreeWorks Update

5. Re-enrollment Outcomes

6. Spring ’18 Majors & Minors Campaign Update
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MINUTES
Major / Minor Coordinators Meeting
Tuesday, February 6th, 2018
Room L61NB
Community Hour: 1:40-2:55pm

Presiding: Dean Dara Byrne
Recorder: C Joseph, Administrative Coordinator
Excused: Alexander Schlutz, Lyell Davies, Isabel Martinez, Karen Okamoto, Alexa Caapeloto, Jeffrey Heiman
Present: Aida Martinez-Gomez, Andrea Balis, Barry Spunt, Geert Dhondt, Helen Kapstein, Hunter Johnson, Hyundee Park, Jose for Isabel Martinez, Jose Luis Morin, Jessica Stevens, John Staines, Jonathan Childerley, Katherine Killoran, Mangai Natarajan, Maria Volpe, Mary Ann McClure, Michael Pfeifer, Robert McCrie, Robert Till, Rulisa Galloway-Perry, Samuel Graff, Sandra Swenson, Serguei Chehoukhine, Shuyuang Cheng, Sylvia Mazzula, Sven Dietrich, Yi Lu, Yvonne Purdie, Sumayalanueva, Louise Freymann, Vijay Sampath, Daniel Matos, Katalin Szur

1. Greetings and Dean’s Announcements
Meeting commenced at 1:40pm with welcoming remarks from Dean Byrne, the introduction of new Curriculum Support Specialist, Kristina Hardy and subsequent introductions of members in attendance.
   a. CUNY Academic Momentum Campaign
Dean Byrne shared a summary of the two-day CUNY summit at Lehman College attended by a team from John Jay College. John Jay College was recognized for being number one in combined past rates. There is an eight percent increase in student enrollment at 15 credits as a result of the campaign. However, a number of concerns not being addressed at the local college level which adversely affect academic momentum were identified. Among others, were John Jay’s unfriendly policies such as Degree Works. A small working group or task force will be created to reexamine what CUNY means by academic momentum and work on related priorities. Faculty leadership must play a role in this as the curriculum and learning must be kept centralized. (Jump to Item #3 on Agenda).

Dean Byrne distributed a hard copy of a document named Sample Experiential Learning Description. Fire Drill at 2:11pm interrupted the meeting. Dean Byrne to send email regarding Experiential Learning. Intention to capture kinds of activities within majors, provide clarity to students to help them round out their learning, and provide guidance about how to get to their majors. This information is to be included in the bulletin; three to five sentences.
AGENDA
Major / Minor Coordinators
Tuesday, March 13th, 2018
Room L61NB
Community Hour: 1:40-2:55pm

1. Greetings and Dean’s Announcements

2. Policy Changes
   a. Declaration of Major Policy
   b. Double Major Policy

3. Bulletin Addition: Experiential Learning Descriptions (Due: April 17th)

4. Re-enrollment Dates
   a. Upper Sophomore Advising Hold placed March 7th; released April 30th
   b. Fall Registration begins April 17th
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MINUTES
Major / Minor Coordinators Meeting
Tuesday, March 13th, 2018
Room L61NB
Community Hour: 1:40-2:55pm

Presiding:
Dean Dara Byrne

Excused:
Jeffrey Heiman, Professor Kimora, Samantha Majic, Shu-Yuang Cheng,

Present:
Aida Martinez-Gomez, Geert Dhandt, Helen Kapstein,
Hunter Johnson, Jason Rauceo, Jessica Stevens, Jonathan
Childerley, Kristina Hardy, Lorraine Moller, Louise
Freymann, Maki Haberfeld, Mangai Natarajan, Mary Ann
McClure, Michael Pfeifer, Robert Garot, Robert McCrie,
Serguei Cheloukhine, Yvonne Purdie

1. Greetings and Dean’s Announcements
Meeting commenced at 1:40pm with welcoming remarks from Dean Byrne. There were no announcements.

2. Policy Changes
   a. Declaration of Major Policy
Dean Byrne provided background info regarding the existing policy and noted that there is nothing to alert students to the fact that this is a real process. If a student is receiving Financial Aid, the major must be declared by 60 credits. Failure to do so results in a placement hold on records and the possible consequential loss of financial aid. She shared that sixty four seniors changed their majors this semester and cautioned that if the change was made on the 22nd day, the change will not show as this must be done within the first three weeks of the semester in order for it to apply to the semester within which it was effected. The Policy and students financial plans must line up.

   b. Double Major Policy
A need exists to address hidden prerequisites. Previously majors on the prohibited list were in the STEM and Science disciplines now there are quite a few others including Psychology, Fraud Prevention, and International Criminal Justice. Although over the cap, students are requesting permission to do double majors with justification. In its current state, the policy states this cannot be done. Data reveals that only 116 students at John Jay have graduated with a double major. The recommendation is that the policy be softened to state that if students are interested but are over the cap, they will need to visit the UGS Office for a formal consultation. Students will also be required to get advisement from both majors. Several concerns were raised namely, this will discourage students from pursuing a double major; the language needs to be made a little clearer so that students know precisely what to do; double majors might get frustrated because they want two diplomas instead of one; students not being able to come back where there are two course overlaps; students dropping double majors because of their financial plan.
3. Bulletin Addition: Experiential Learning Descriptions (Due: April 17th)
CUNY is requesting that this be tracked. The challenge lies in getting students to understand why this matters. Suggestions on the table are: add three to five sentence paragraph to the bulletin explaining what the major is doing for the student; include in the Major pages its own special section. This will help to add more clarity and guidance. A survey is to be sent out so that members can see what is being defined and what needs to be done. Dean commended Major Coordinator, Dr. Lorraine Moller for job well done in embedding this in the bulletin. Dr. Moller in turn expressed gratitude to all who have been patient with their requests and in so doing have contributed to the successful outcome. Dr. Ray Patton shared that there is a grant opportunity provided by The Association of American Colleges and Universities for this type of curriculum development titled Civic Learning in the Major by Design: An Invitation to Apply for Mini-grants to Support Departmental Discussions and Resigns. The deadline for submission of proposals is April 23. Interested parties are to contact Dr. Patton.

4. Re-enrollment Dates
   a. Upper Sophomore Advising Hold placed March 7, released April 30
   This hold is a Major hold and not a general advising hold. It cannot be removed unless students meet with Major advisor. Emphasis is being placed on getting students to the right office at the right time — before collections. This serves as an invisible layer that allows members/faculty advisors to use their time more efficiently.
   b. Fall registration begins April 17
   Registration starts April 17. Advisors have begun reaching out to students. As Major/Minor Campaign tapers off, heavier enrollment focus will be pursued. Baseline numbers have been identified.

Meeting concluded at 2:33pm.

Date of next Meeting: April 10, 2018.
AGENDA
Council of Major / Minor Coordinators
Tuesday, April 10th, 2018
Room 630 T
Community Hour: 1:40-2:55pm

1. Announcements and Reminders
   - Provost Candidates Visit
   - Withdrawal Deadline: Monday, April 16th
   - Bulletin Language on Double Major and Declaration of Major approved by College Council
   - Due date for Experiential Learning Blurb: April 17th

2. Upper Sophomore Advising Update – Coordinators

3. Update on Text Nudging Pilot – Sumaya

4. Re-Enrollment Campaign Update- Jessica Stevens

5. Fall Admissions Update – Kathy Killoran

7. Registrar Update – Daniel Matos
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MINUTES
Council of Major/Minor Coordinators
Tuesday, April 10th, 2018
Room 630 T
Community Hour: 1:40-2:55pm

Presiding: Dr. Katherine Killoran and Dr. Sumaya Villanueva
Recorder: C Joseph, Administrative Coordinator
Excused: Katherine Stavrianopoulous, Lyell Davies, Mangai Natarajan, Shu-Yuang Cheng, Sven Dietrich

1. Announcements and Reminders
   - Provost Candidates Visit
     Agendas for the Provost Candidates visits are posted to Inside John Jay. Each candidate will be here for two days. There will be Town Hall meetings and open community sessions for anyone who wants to attend.
     - Withdrawal Deadline: Monday, April 16th
       Members advised to expect a slew of emails from students.
     - Bulletin Language on Double Major and Declaration of Major approved by College Council.

     This pertains to a rewording of what was in the bulletin.
   - Due date for Experiential Learning Blurb: April 17th
     Members are reminded to put a few sentences together for the bulletin and on the webpage. Fall registration is opening on April 17th as well.
     Kristina Hardy is currently engaged in updating the Major Minor Coordinators page in the Bulletin and is asking that responses to the Google document that she sent out be returned to her. The Bulletin is to be ready for August 1st and needs to be as accurate as possible. Members are encouraged to advise any other issues or changes needed. Ms. Hardy would like to finalize everything by end of June.

2. Upper Sophomore Advising Update – Coordinators
   The date that upper sophomores are registering is April 24. Feedback is needed to determine how this is going. Students are to be encouraged to reach out via email if they have questions. If there is confusion with degree audit for foreign language, let Dr. Killoran know. She will be working on this over the summer. Only incoming freshmen are required to do foreign language. CUNY has implemented milestones on skill certification but they are not yet fed into the production area yet. Dr. Killoran is polling a group from enrollment management to identify issues and implement corrective measures for the fall. Anyone with issues related to cross-listed courses should
also write to Dr. Killoran. In order to get the problem fixed, CUNY has to do updates first. Dr. Killoran will put together a cheat sheet for advisors that outlines procedural/practical things that qualify for Liberal Arts. All courses were incorrectly placed in CUNY First however, students are not being held back because of this; there will be wiggle room until the problem is fixed. The Audit needs to accurately reflect what is considered Liberal Arts and similarly, Sciences.

3. Update on Text Nudging Pilot
Dr. Villanueva shared that this year UGS received a grant to do a pilot project which focuses on students who earned 60 credits or more in five majors i.e. Criminal Justice (BS), Forensic Psychology, Law and Society, Political Science, and ICJ. The system sends text messages out every week (started 2/20); students are prompted to take action on something. Four part-time advisors were hired to respond to students messages/emails. The students have to download an app and can opt out. 640 students are actively texting back. More than half of the students receiving the emails are actively participating. The Pilot seems to be going well. The intent is to find students who are at risk, keep them engaged, and get them through graduation. This is part of a national initiative and is at no cost to John Jay. Funding is available for the fall semester as well.

4. Re-Enrollment Campaign Update
Jessica Stevens reported that an enrollment report is processed every week. The data compiled gives an idea of barriers encountered. Live and active data is being used. 55% students are ready to register. FAP is a positive indicator. A bursar hold stays in place until after the 10 day check clearance. Students can pay with money order or cash. This information will be provided if requested. A Registration Fair is to be held on 4/18 during community hour in the Atrium.

5. Fall Admissions Update
Dr. Killoran indicated that a waitlist is being used for the first time for some students. The College is ahead of its 1900 registrants target as it relates to freshmen. New grad student target is 50. This is due to a limit on resources including faculty teaching resources. The usual process for transfers is still in place. Admissions anticipate wrapping up by June 1st. Developing more teaching capacity for first year seminars in first semester is being explored. 12,102 undergrads registered so far.

6. Registrar Update
There were no updates presented as Registrar Matos was unable to attend this meeting.

7. Other Business
Members encouraged to sign the attendance roster.

Meeting concluded at approximately 2:45pm
AGENDA

Council of Major / Minor Coordinators

Monday, May 14, 2018
Room 630 T
Community Hour: 1:40-2:55pm

1. Change of Major Policy
2. Report on Sophomore Advising
3. New Minors in Community Justice and Cybercrime
4. Linking majors to postgraduate paths
5. 2018 strategies to increase momentum and retention
Major/Minor Coordinators

Attendance Sheet

5/14/18

1. Katherine Stavrianopoulos
2. Made Lee\'s Job for Feng Cheotchikine - LPS
3. Rusia Hallamay Perry Africana Studies
4. Monica Varsanyi - WSH + POL
5. Sarah Villanueva - Foreign VCR
6. Yolanda W. Buithe - Public Management
7. Jason Rauzer - Cell + Molecular Biology
8. Robert Tily - Security, First + Intelligence Management
9. Jonathan Chiu - IMEF
10. Antonio (Sax) Patrana - Sociology + Gender Studies
11. Mangai Natarajan - ICT
12. Mark P. Mckeretz - Counseling + Human Services
13. Andrew Tais - History minor
14. Silvia Mattula - Psychology
15. Aida Martinez - Gonzalez - KCL (Sp. Major)
16. Sven Diederich - Math + Comp Science (Computer Science and Information Science)
17. Samuel Groff
18. John Staines - English Major
19. Jessica Stevens
20. Karen Kihana
21. Raymond Patton
22. Chad
23. Francis Sheehan - Science Chen Minor
24. Karen Okamoto - Library
Sandra Swenson  Scanned
Geme O'Brien  USC 25388
Hyunhee Park  HJS
Committee on
Honors, Prizes, and Awards
Committee on Honors, Prizes, and Awards
L65.08@ 1:40pm
April 11, 2018

Agenda:

- Call to Order
- Introductions
- Alumni nominations
- Vote for Faculty Service to Students Award
- 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 (5)
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
Vijay Sampath, Faculty representative
Marta Concheiro-Guisan, Faculty representative
Jasmine Awad, Student representative

Recording Secretary:
Sara Shaw, Office of Enrollment Management & Student Affairs

Visitors:
Musarrat Lamia, Student
Susan Pickman, Faculty
Chelsea Binns, Faculty
Michelle Garcia, Office of Enrollment Management & Student Affairs

Call to Order: VP Cook-Francis called the meeting to order at 1:41pm. Quorum was achieved.

Introductions:
All present introduced themselves.

Alumni & Incomplete Applications:
Danielle Officer noted that while it is not stated in the bylaws that alumni could not nominate Faculty for the Distinguished Service to Student award, preference would be given to student nominations. Sara Shaw reported that an application was submitted incomplete, and would not be considered.

Motion #1: Motion to select the recipient of the Distinguished Faculty Service to Student Award – Jasmine Awad
Second: Vijay Sampath
Discussion: Isabel Martinez was selected.
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed

Motion #2: Motion to select the recipients for the Graduate Achievement Awards – Vijay Sampath
Second: Jasmine Awad
Discussion: Nadya Antoine, Shanitra Hood and Eric Shand were selected.
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed
Motion #3: Motion to select the recipient for the Graduate Student Service Award – Michael Sachs
Second: Danielle Officer
Discussion: Crystal Gonzalez was selected.
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed

Motion #4: Motion to select the recipient for the Graduate Peer Mentoring Award – Michael Sachs
Second: Vijay Sampath
Discussion: Sade Thomas was selected.
Action: Motion passed

Motion #5: Motion to select the recipient for the Graduate Veteran Award – Michael Sachs
Second: Danielle Officer
Discussion: Sade Thomas was selected.
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed

Motion #6: Motion to select the recipient for the Undergraduate Veteran Award – Jasmine Awad
Second: Marta Concheiro-Guisan
Discussion: Jonathan Gonzalez was selected.
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed

Motion #7: Motion to select the recipient for the Leonard E. Reisman Medal – Michael Sachs
Second: Danielle Officer
Discussion: Fatime Uruci was selected.
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed

Motion #8: Motion to select the recipient for the Howard Mann Humanitarian Award – Jasmine Awad
Second: Vijay Sampath
Discussion: Diana Chacon was selected.
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed

Motion #9: Motion to select the recipient for the Scholarship and Service Award – Vijay Sampath
Second: Marta Concheiro-Guisan
Discussion: Joseph Mahmud was selected.
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed

Motion #10: Motion to select the recipients of the Distinguished Service Awards – Vijay Sampath
Second: Marta Concheiro-Guisan
Discussion: Jamil Ahmed, Velislava Bozhinova, Lesley Fernandez, Timur Insanally and Yanisel Ravelo were selected.
Vote: Favor [5] Opposed [0] Abstained [0]
Action: Motion passed

Meeting adjourned at 2:25 pm.
Memorandum

Date: April 12, 2018

To: Debra Hairston
Secretary to the College Council

From: Lynette Cook-Francis
Vice President for Student Affairs

Re: Commencement Awards

The Committee on Honors, Prizes and Awards met on Wednesday, April 11, 2018 to vote on the Commencement Awards, which will be presented on May 14, 2018. With quorum present, the committee recommends the following award recipients:

- Leonard E. Reisman Medal: Fatime Uruci
- Scholarship & Service Award: Joseph Mahmud
- Howard Mann Humanitarian Award: Diana Chacon
- Distinguished Service Awards:
  - Jamil Ahmed
  - Velislava Bozhinova
  - Lesley Fernandez
  - Timur Insanally
  - Yanisel Ravelo
- Undergraduate Veteran Award: Jonathan Gonzalez
- Graduate Veteran Award: Sade Thomas
- Graduate Student Service Award: Crystal Gonzalez
- Graduate Achievement Award:
  - Nadya Antoine
  - Shanitra Hood
  - Eric Shand
- Graduate Peer Mentoring Award:
  - Sade Thomas
College-Wide Grade Appeals Committee
College-Wide Assessment Committee
AGENDA

September 14, 2017
Room: 1:40-3:00

Meeting Dates - Fall 2017/Spring 2018
Finalize meeting dates for the upcoming academic year.

Discussion of Fall 2017/Spring 2018 agenda

- Goals to be achieved
  - Increase visibility
  - Figuring out ways to help with assessment
  - Recruitment (reach out to department chairs)

- Tentative Outputs
  - Events
    - Lunch and Learn
    - Faculty development day
    - Focus group with whomever is working on the assessment
  - Activities
    - Prepare welcome packages and send it to the Department Chairs
    - Newsletter
    - Fellow program grant/follow up (Gina Foster appointment)
    - Website for assessment implementation
    - Assessment video/tutorial/blackboard course (TLC)

Workload division

- Minutes
- Monthly agenda
- Evaluation of reports that faculties submit
  - Two each when Virginia send them/
- Attend committee for assessment
  - GENED
  - Graduate council
  - Major and minor council (Lucia)
- Write annual report (Lucia)
- Recruitment
  - Contact Higher Education Officers (HEO) (Lucia)
- Newsletter (who is going to be in charge of it)
College Wide Assessment Committee (CWAC)
Meeting Minutes for September 14, 2017

Present: Lucia Velotti (chair, LVG); Maureen Richards (MR); Lissette Delgado Cruzata (LDC); Mechthild Prinz (MP)
Regrets: Alison Orlando

Meetings started at 1:45pm

Meeting dates for fall 2017/spring 2018
We will set dates for fall only at this time. Instead of setting a fixed day of the week/month we will check for availability using a doodle pool. All meetings will be in the Science Department conference room 05.66.01. Need to reserve the room as well.
**Person assigned: LDC**

Goals to be achieved – increase visibility
This is an overarching goal; newsletter, website updates and attending other college meetings fall under this topic.

Goals to be achieved – figuring out ways to help with assessment
This is part of our mission; featuring successful assessments in the newsletter fits here. Will revisit production of training videos and other output options at the next meeting.
**Person responsible for agenda: LV**

Goals to be achieved – recruitment (reach out to department chairs)
We are not only missing 3 out of 7 faculty members, and 2 out of 3 HEOs, the college currently does not have an Associate Provost for Institutional Effectiveness and a Director of Outcomes Assessment. We will not be able to function without anybody working on assessment in the administration. We need to contact Anne Lopes and Allison Pease to find out what is going on. All of our names will be on email. We also need department chair names to contact them for new members. LV already emailed about HEO members.
**Person assigned to write draft: MR**

Tentative Outputs – Events
Lunch and learn, faculty development day, focus group with whomever is working on assessment – not discussed; place on agenda again for next meeting
**Person responsible for agenda: LV**

Tentative Outputs – Activities - Newsletter
CWAC so far has issued a yearly newsletter. We have a lot of good ideas and discussed our options. The new newsletter should be completed by December and then come out as the January 2018 issue. We will feature examples of good assessment reports. Recruit three faculty members and one HEO involved with these reports to answer two interview questions.
Question 1 – How has assessment impacted your teaching?
Question 2 – What do you wish you would have known prior to doing your first assessment?
We will also try to get the same individuals to participate in making a short video each.
Newsletter plan – 4 pages
Pages 1 and 2: featured assessment reports and interviews
Page 3: CWAC information
Page 4: either info graphic or “what you can do” from faculty development day lunch.

To do:
- ask Denise and Maria for candidates with exemplary assessment – MR
- decide who to use – ALL
- contact faculty we want to feature - LDC
- get newsletter template – LV
- track down info graphic from Maria – LV

Tentative Outputs – Activities - Fellow Program grant/ follow up (Gina Foster appointment)
The TLC actually awarded a reward for assessment and we would like to know more about that. Was successful? Will it be repeated?
**Person assigned to reach out to Gina Foster: LV**

Tentative Outputs – Activities - website for assessment implementation; video creation
We do not know who is managing the “assessment” website. Content is seriously outdated and there are many gaps. We also would like to use this site to post new materiel. Videos may have to go to You Tube though.
**Person assigned to find out who is in charge and how to post: MP**

Tentative Outputs – Activities - prepare a welcome package and send it to the chairs
We actually do have a short welcome message that Maria and Denise had been using for new members. Can be sent to chairs while recruiting members (see above). MP has text.
**Person assigned to email chairs: LV**

**Workload Division**
Minutes: MP
Monthly agenda: LVG
Evaluation of department/program assessment reports: ALL
Attending various committees to represent assessment (comment MP: we need to discuss how we want to engage here)
- GENED: **MR**
- Graduate Studies: **MP**
- Major and Minor Council: **LV**
Write annual CWAC report: **LV**
Recruitment of Higher Education Officer (HEO) members: LVG already send email

**Objectives**
Assessment video/tutorial/blackboard course (TLC) see above; under activities

Meeting adjourned: 3pm
Minutes by MP, 9-14-17
CWAC meeting October 16, 2017

Meeting dates for Fall 2017- Doodle pool sent out and room reserved?

- October 16
- November
- December

All meetings will be in the Science Department conference room 05.66.01.

Person assigned: LDC

**Action items accomplished:**

1. **Recruitment of committee members (reach out to department chairs)**

   1. Two new faculties and 1 High Education Officer (HEO). - **Allison Orlando**
      - **Jennifer Routledge** – Introduction
      - **Dante Taweeq** - Introduction
      - **Kelly Greene IS NOT** a new HEO

   2. Welcome email to new members sent – **Lucia Velotti**

2. **Recruitment of Associate Provost for Institutional Effectiveness**

   Attend interview for Associate Provost for Institutional Effectiveness (send email to Maribel Perez)
   - **September 28- Jacob Heller**
     - Lucia Velotti
     - Dante Taweeq
     - Alison Orlando
   - **October 2- Erez Lenchner**
     - Lucia Velotti
     - Maureen Richards

3. **Contact Anne Lopes and Allison Pease –**
   - draft email MR- done
   - Sent email-LV-
4. **Met with Anne Lopes- September 29th - Lucia Velotti**
   - Discussed our ideas (newsletter, videos, lunch and learn)
   - Proposed to have a budget for incentives. Maybe having a gold, silver and bronze medal.
   - Prizes/incentives can be distributed during Faculty development day
   - Sent a copy of the minute

5. **Fellow Program grant/ follow up - Gina Foster appointment**
The TLC actually awarded a reward for assessment. Gina said that they awarded 6 out of 8 submitted grant proposals. The grant will be awarded again this year. The call should come out in January.
   - Gina suggested that we could help her by preparing a survey to evaluate the effectiveness of their program. **To be discussed today.**
   - Lucia Velotti suggested that we could interview Gina Foster and a recipient of the award and include it in our newsletter. **To be discussed today.**

**Person assigned to reach out to Gina Foster: LV**

6. **Collect CWAC material from previous members**
   - get newsletter template – LV (DONE)
   - track down info graphic from Maria – LV (DONE)

**Action items in progress:**

1. **Activities - Newsletter**
The new newsletter should be completed by December and then come out as the January 2018 issue. We will feature examples of good assessment reports.

   Draft email to Recruit three faculty members and one HEO involved with these reports to answer two interview questions in writing, so that we can use it them for the newsletter and then ask them to use what they have written to realize a short video.

   **Interview questions (new questions can be added)**
   1. How has assessment impacted your teaching? (shall we refer to benefits)
   2. What do you wish you would have known prior to doing your first assessment?

   **Newsletter plan – 4 pages**
   Pages 1 and 2: featured assessment reports and interviews
   Page 3: CWAC information
   Page 4: either info graphic or “what you can do” from faculty development day lunch.
   **To do:**

2
- ask Denise and Maria for candidates with exemplary assessment – MR
- decide who to use – ALL
- contact faculty we want to feature - LDC

2. **Activities - Website for assessment implementation; video creation**
Allison Orlando can manage the “assessment” website. Content is seriously outdated and there are many gaps. We also would like to use this site to post new materiel. Videos may have to go to YouTube though. However, we are not sure if we can proceed with the update.

- List of things that need to be updated on the website
- Timeline to update completion
- Uploading of videos and interviews (is there any specific format in which the videos should be?)

3. **Tentative Outputs – Activities - prepare a welcome package and send it to the chairs**
We actually do have a short welcome message that Maria and Denise had been using for new members. Can be sent to chairs while recruiting members (see above). MP has text.

**Person assigned to email chairs:** LV

**New Action Items**

Tentative Outputs – Events

- Lunch and learn development
- Faculty development day – gold, silver and bronze medal for those department who did the best assessment – talk to Allison
- Focus group with whomever is working on assessment at departmental level –
- Assessment video/tutorial/blackboard course (TLC) see above; under activities

**New Workload Division**

Minutes: MP- please add also Anne and Allison Pease to the email
Monthly agenda: LV
Evaluation of department/program assessment reports: ALL
Attending various committees to represent assessment (comment MP: we need to discuss how we want to engage here)
- GENED: MR
- Graduate Studies: MP
- Major and Minor Council: LV- NEED TO PUT SOMEBODY ELSE
Write annual CWAC report: LV
Recruitment of Higher Education Officer (HEO) members: LV already sent email
Newsletter: ALL
Website:
Other:
College Wide Assessment Committee (CWAC)  
Meeting Minutes for October 16, 2017

Present: Lucia Velotti (chair, LVG); Maureen Richards (MR); Lissette Delgado Cruzata (LDC); Mechthild Prinz (MP); Dante Taweeq (DT); Jennifer Routledge (JR)  
Regrets: Alison Orlando

Meeting from 1:45- 3:00pm

**Agenda items**  
**Meeting dates for fall 2017/spring 2018**  
This was resolved via email after the meeting: new dates for fall are **November 21** and **December 7**.  
All meetings will be 1:45-3:00pm in the Science Department conference room 05.66.01. We still need to reserve the room.  
**Person responsible: LDC**

**Review of action items from last meeting**  
**Recruitment of committee members (reach out to department chairs)**  
We found out we have two more faculty members: Jennifer Routledge (Political Science) and Dante Taweeq (Mathematics). LV send a welcome email and both attended this meeting today. An alleged new HEO member (Kelly Greene) was apparently named by mistake.

Several committee members attended interviews for the Associate Provost for Institutional Effectiveness. September 28 Jacob Heller (LV, DT, AO) and October 2 Erez Lenchner (LV, MR). They provided feedback directly to Anne Lopes.

**Contact Anne Lopes**  
LV had a meeting with Anne Lopes. Items discussed:  
- Our ideas (newsletter, videos, lunch and learn)  
- Proposed to have a budget for incentives. Maybe having a gold, silver and bronze medal.  
- Prizes/incentives can be distributed during Faculty development day

These incentives would be for assessment work. Discussed briefly but no decision. Anne Lopes and Allison Pease would like a copy of our meeting minutes from now on. We will circulate for member approval first. Then send.  
**Person responsible for minutes: MP**

The email about our concerns re vacancies in assessment administration and committee was drafted by MR but not send yet by LV. Since we still have vacancies and JR will be out next semester, LV will send now.  
**Person responsible: LV**
LV met with Gina Foster. Gina said that they awarded 6 out of 8 submitted grant proposals. The grant will be awarded again this year. The call should come out in January.

- Gina suggested that we could help her by preparing a survey to evaluate the effectiveness of their program. Was discussed, but we really do not have time to do this.
- Lucia Velotti suggested that we could interview Gina Foster and a recipient of the award and include it in our newsletter. Was discussed. Good idea. This will be part of the newsletter now. See below.

**Person responsible for communicating with Gina: LV**

Collect CWAC material from previous members
- get newsletter template – LV (DONE)
- track down info graphic from Maria – LV (DONE)

**Tentative Outputs – Activities - prepare a welcome package and send it to the chairs**
- We only have a short welcome message but no “welcome package”. MP has the short text, will send to LV.

**Person assigned to email chairs: LV**

**In Progress**

**Newsletter**

General discussion during meeting led to revision on plan for newsletter. Discussion was about value of assessment in general. We are curious what other faculty think. One idea was to interview major coordinators and/or chairs on their views of assessment. This should be kept in mind as possible newsletter item.

DT explains how Middle States has revised their accreditation system. Only 7 instead of 14 standards now. One goal is to synchronize education outcomes with education requirements formulated by professional organizations. Assessment is mandatory to maintain Middle States; this really matters. Including this in the newsletter would be content that is “dangerous to ignore” and make the newsletter more relevant.

New plan for newsletter content:
Page 1: section on Middle States and assessment
Page 2: article on the TLC assessment grants
Page 3: CWAC information
Page 4: either info graphic or “what you can do” from faculty development day lunch.

**Articles are due at the next meeting. November 21, 2017.**

**People assigned:**
DT to page 1
MR to page 2
LV to find out if we have a budget to print the newsletter

**Miscellaneous**

**Yearly assessment review cycle**

While discussing assessment report review, JR pointed out that the report submission deadline is July 1st, but the committee receives reports chosen for review in December.
and review reports are distributed February or March. This delay reduces the impact our feedback could have.

We would like to receive reports for review in September and take care of them immediately.

Open questions: Who do we inform about this? Who will send out reports this year? How are reports selected for review? Are there fixed quota? Who can upload to the assessment network drive? New CWAC members will need access to network drive. **Person responsible: Allison – can you please work on this? Thanks MP**

**Items on agenda we did not discuss and will need to revisit:**

*In progress - Planned activities - Website for assessment implementation; video creation*

AO can manage the “assessment” website. Content is seriously outdated and there are many gaps. We also would like to use this site to post new material. Videos may have to go to You Tube though. However, we are not sure if we can proceed with the update.

- List of things that need to be updated on the website
- Timeline to update completion
- Uploading of videos and interviews (is there any specific format in which the videos should be?)

**New Action Items - Tentative Outputs – Events**

- Lunch and learn development
- Faculty development day – gold, silver and bronze medal for those department who did the best assessment – talk to Allison
- Focus group with whomever is working on assessment at departmental level –
- Assessment video/tutorial/blackboard course (TLC) see above; under activities

**Update Workload Division – need to add new members**

Minutes: MP - please add also Anne and Allison Pease to the email

Monthly agenda: LV

Evaluation of department/program assessment reports: ALL

Attending various committees to represent assessment (comment MP: we need to discuss how we want to engage here)

- GENED: **MR**
- Graduate Studies: **MP**
- Major and Minor Council: **LV- NEED TO PUT SOMEBODY ELSE – JR?**

Write annual CWAC report: LV

Recruitment of Higher Education Officer (HEO) members: LV already sent email

Newsletter: ALL

Website:

Other:

Minutes by MP, 10-18-17
Agenda
November 21\textsuperscript{st}, 2017

1. Updates from the Provost’s Office. Items discussed:

**CWAC Budget**
- Newsletter will be printed out by secretary (Maribel)
- A budget will be allocated to the committee

**Personnel vacancies**
- Institutional effectiveness position has been filled and we will soon be in touch with him
- The position held by Virginia Moreno is going to be hard to be replaced and the Provost’ office will take care of it for now (they have reports)
- CWAC recruitment discussed but not really agreed on a strategy

**MSCHE- Middle State Commission on Higher Education Conference Dec 6-8, Philadelphia**

**Revision of the yearly assessment cycle**

**Website updates and Allison Orlando power**
Allison Orlando will be able to make changes to the CWAC website. In particular, for next meeting she will report on the following:
- List of things that need to be updated on the website
- Timeline to update completion

2. Newsletter updates

**Dante, Lissette and Maureen updates**
**Next steps and deadlines**

The meeting will end at 2:15 to allow everyone to attend the Provost search listening session

Happy Thanksgiving everyone!
College Wide Assessment Committee (CWAC)
Meeting Minutes for November 21, 2017

Present: Lucia Velotti (chair, LV); Alison Orlando (AO) Lissette Delgado Cruzata (LDC); Mechthild Prinz (MP);
Regrets: Maureen Richards (MR); Dante Tawfeeq (DT); Jennifer Rutledge (JR)

Meeting from 1:45- 2:30pm

Agenda items

Updates from the Provost’s Office. LV met with Anne Lopes. Items discussed:

CWAC Budget
- Newsletter will be printed out by Provost’s Office.
- Discussion/action items: LV will liaise with Maribel.
- A budget for events will be allocated to the committee.

Personnel vacancies
- Institutional effectiveness position has been filled
  - Discussion/action items: Name is Erez Lechner, he is AO’s supervisor. We will give him time to settle in and invite him to the first CWAC meeting in 2018.
- The position held by Virginia Moreno is going to be difficult to fill. The Provost’s office is currently receiving all department assessment reports and will distribute to us.
- CWAC recruitment discussed but no strategy yet.

MSCHE- Middle State Commission on Higher Education Conference Dec 6-8, Philadelphia
- Discussion/action items: LV is going to attend this meeting for one day. We need to change our December CWAC meeting from December 7 to December 11. LDC will notify members.

Revision of the yearly assessment cycle
- Discussion/action items: Provost agrees to our suggestion. It is too late this year, but next year we'll receive reports for review in September. For this round we will work on this over winter break as before. LV will receive reports from Anne Lopes. AO will review administrative departments. Each member will write two review reports and review two reports somebody else wrote. This means we can handle 10 academic reports total. We are unclear how to select if we have more than that.
- Decision: We want to prioritize departments that have not received feedback lately. This means we need to check which departments were covered in the last two rounds.
- Person assigned: TBD
Website updates and Allison Orlando power
Allison Orlando will be able to make changes to the CWAC website.

Discussion/action items: AO explained what she has access to. She will make some of the obvious updates immediately. For the next CWAC meeting she will report on the following:
- List of things that need to be updated on the website
- Timeline to update completion

Newsletter
Page assignments were:
Page 1: section on Middle States and assessment (DT)
Page 2: article on the TLC assessment grants (LDC and MR)
Page 3: CWAC information
Page 4: either info graphic or “what you can do” from faculty development day lunch.

Discussion/action items:
LDC reports on her and MR’s interview with Gina Foster. They also had access to the five funded proposals. They are considering contacting the winning departments for comments. Gina Foster will make sure CWAC is consulted for the next round of these assessment activity grants.

MP showed a reworked info graphic that should be a better fit for the letter size newsletter. She will contact Maria Maras for the original file.

Articles were originally due November 21, 2017, but we had to postpone deadline to December 11. We want to distribute the finished newsletter during faculty development day January 25, 2018. To fit on one page, submissions should be approximately 300 words plus graphics. LV will get an old newsletter template, update the CWAC page, and combine and format the four pages once we have final versions.

To do:
DT, MR, LDC, LV, MP finish draft newsletter pages by December 11.
ALL – review newsletter drafts and give feedback by December 18.
LV – combine, fix format, and send out for final review by January 8.
ALL – send feedback to LV so that she can send to print shop on time.

Items we will need to revisit:
October agenda action and discussion items that we did not have time to follow up on yet.

Minutes by MP, 11-22-17
College Wide Assessment Committee (CWAC)  
Agenda for December 11, 2017

Agenda items

Schedule for Spring semester

Website updates

Newsletter updates

Faculty engagement and outreach

CWAC members’ professional development
College Wide Assessment Committee (CWAC)
Meeting Minutes for December 11, 2017

Meeting from 1:45- 2:45pm

Present: Lucia Velotti (chair, LV); Alison Orlando (AO) Lissette Delgado Cruzata (LDC); Mechthild Prinz (MP); Maureen Richards (MR); Dante Tawfeeq (DT)
Regrets: Jennifer Rutledge (JR)

Agenda items

Schedule for Spring semester
- LDC was asked to create a doodle poll for four meetings in 2018 (one each spring semester month). Erez Lechner is ex-officio member of the CWAC; we had discussed “inviting” him, but he is actually expected to attend all meetings. He needs to be part of the poll.
- Person responsible LDC.

Website updates
- AO reported on what she had already updated (committee names etc.). There is a section for links to CWAC annual reports and newsletters. She needs copies of the 2016 newsletter and the recent annual reports to add (MR and LV provided these after the meeting).
- A lot of the text is very basic, we need to work on that. Some immediate ideas for content were: the “what you can do text (MP to send to AO), DT’s article on Middle States. We would like to see a comment box for feedback.
- Decision: we will discuss website content. This is part of a bigger discussion about our mission. All need to read current content.
- LV will put on agenda for next meeting.

Newsletter updates
- We have two great submissions that both need more space. Decided to plan two newsletters – one now, the other one for next faculty development day, end of August 2018. The January 2018 deadline was accelerated for the newsletter to be available prior to the TLC deadline for assessment grants.
- New page assignments:
  Page 1 and Page 2: article on the TLC assessment grants; Gina Foster interview; table with awardees (LDC and MR).
  Page 3: “what you can do” from faculty development day lunch (MP).
  Page 4: Who we are; CWAC information (LV)

To do: MR, LDC, LV, MP send text to LV asap
- LV – combine, fix format, and send out for final review asap; AO will help
- ALL – send feedback to LV by January 8
Distribution plan as before – email, hardcopy hand-out on faculty development day, hard copy to all department chairs, program directors and major coordinators.

Faculty engagement and outreach
LV presented ideas for CWAC projects. We should rebrand us as “Assessment Ambassadors” and visit department meetings. We should plan:

- Education through workshops
- Development of an assessment manual or videos
- Focus group with chairs

We will discuss further.

CWAC members’ professional development
- Open for discussion

Not discussed, will be on next meeting agenda.
College Wide Assessment Committee (CWAC)
Meeting Agenda
February 8, 2018

Meeting from 1:45- 2:30pm

Meeting Room: Library conference room located on the 2nd level of the library in the back on the Southwest side of the building.

Agenda items

CWAC and Office for Institutional effectiveness collaboration
  • Open for discussion

CWAC Budget

Faculties engagement and outreach
  • Education through workshops
  • Development of an assessment manual or videos
  • Focus group with chairs

CWAC members’ professional development
  • Open for discussion

Schedule for Spring semester
  • LDC will send the doodle out 😊
Meeting from 1:45-2:45pm

Present: Lucia Velotti (chair, LV); Alison Orlando (AO) Lissette Delgado Cruzata (LDC); Mechthild Prinz (MP); Maureen Richards (MR); Dante Tawfeeq (DT);
Ex-officio members present: Anne Lopes (AL); Erez Lechner (EL)

Jennifer Rutledge is on sabbatical.

Agenda items

Assessment report review
LV and AL selected reports for review. Each member is responsible for one report, LV gave out assignments. Due date is………….

Discussed rubric and review format. We do not need to write a long narrative, filling out the rubric with short comments should be sufficient. Our role as CWAC is more about recognizing overall trends and make recommendations to departments in our annual report. The director of assessment is responsible for correcting assessment mistakes and collecting college wide data for us. The rubric addresses all pertinent points, but needs to be modified to allow for short comments. We also want to review and update the current assessment templates for both academic and administrative assessments. Will be on agenda for next meeting. LV volunteered to update the rubric.

CWAC and Office for Institutional Effectiveness collaboration
- EL and AO will support us with website maintenance, training opportunities and other logistical items.
- Our planned website content review needs to be deferred until later. AL suggests that there may be an opportunity to incentivize a team to work on the website over the summer and then CWAC would review work in the fall. Follow up needed.

CWAC Budget
- We do not have a budget, but can approach Office for Institutional Effectiveness. LV will send newsletter to EL and AO to print.

Faculties engagement and outreach
- AO inquiring about administrative assessments. We still do not have our contingent of HEO members. AL will help and contact the marketing, student affairs and business departments to nominate members and cc the respective VPs.
- Education through workshops – we are interested in learning more about best practices, new trends in assessment. EL will organize.
- Development of an assessment manual or videos – deferred till after our own workshop.
Focus group with chairs – AL is regularly meeting with department chairs. What do we want to accomplish in these focus groups? We would like to hear about challenges department face regarding assessment. Idea – instead of meetings send out a brief survey. LV will create a draft we and we will review at the next meeting.

Discussion about our assessment ambassador role. How do we convince assessment opponents? AL has several candidates for good assessment initiatives that can serve as models. The TLC could help us with arranging a lunch and learn. Follow up needed.

CWAC members’ professional development
- See above, we will be able to attend workshop(s).

Schedule for Spring semester
- LDC will send out a doodle poll for three more meetings in 2018.
College Wide Assessment Committee (CWAC)  
Agenda for March 27, 2018

Agenda items

Follow up:
Assessment report review

CWAC and Office for Institutional Effectiveness collaboration

Faculty engagement and outreach

New Items:
Newsletter

Schedule for next meetings
Meeting from 2:30-3:00pm

Present: Lucia Velotti (chair, LV); Alison Orlando (AO) Lissette Delgado-Cruzata (LDC); Mechthild Prinz (MP).

Agenda items

Follow up:
Assessment report review
- All reports are due April 15, 2018 and will be discussed at the next meeting April 18, 2018.

CWAC and Office for Institutional Effectiveness collaboration
- AO will follow up with Erez Lenchner about editing the content of our website. There had been an idea to possibly offer incentives for a team to work on this over the summer.

Faculty engagement and outreach
- LV will create a draft for a brief survey to be sent to department chairs and program coordinators. We will review at the next meeting.

New Items:
Newsletter
- We want to issue a new newsletter in May. Will be finalized to be send out this semester and also handed out at the next faculty development day in August.
- Here is the content:
  - Dante’s article on assessment (2 pages)
  - Congratulations to new PIG grantees (LDC; 1/2 page)
  - Announcement and explanation of department survey (LV; 1/2 page)
  - CWAC information (1 page)

Schedule for next meetings
- April 18, 2018 - 1:45-3:00pm, Science Dept Conference room 05.66.01
- May 16, 2018 - 1:45-3:00pm, Science Dept Conference room 05.66.01
Meeting from 1:45-3:00pm

Agenda items

Assessment report review
  - All reports are due please send them to Allison Orlando so that she can upload them.
  - Brief discussion of reports

Faculty engagement and outreach
  - Draft for a brief survey to be sent to department chairs and program coordinators.

Newsletter
  - We want to issue a new newsletter in May. Will be finalized to be send out this semester and also handed out at the next faculty development day in August.
  - Here is the content:
    - Dante’s article on assessment (2 pages)
    - Congratulations to new PIG grantees (LDC; 1/2 page)
    - Announcement and explanation of department survey (LV; 1/2 page)
    - CWAC information (1 page)
  - Discuss deadlines

Schedule for next meetings
  - May 16, 2018 - 1:45-3:00pm, Science Dept Conference room 05.66.01
Intro
The CWAC recognizes that synergic approaches (top/down and bottom/up) are necessary to work in meaningful ways for the John Jay community. In order to produce meaningful work, the CWAC needs your help.
We would like you to think about the work we do in the following areas. Thinking about the work done by the CWAC in the last three years list three items for each of the following areas:

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.

STOP - What is the CWAC doing that is not working and therefore should be stopped? (List three items)

START What should the CWAC do to improve the assessment process? (List three items)

CONTINUE What is that the CWAC is already doing well and should keep doing it? (List three items)

Promote assessment activities and a “culture of assessment” across the campus through dissemination of information and best practices.

STOP - What is the CWAC doing that is not working and therefore should be stopped? (List three items)

START What should the CWAC do to improve the assessment process? (List three items)

CONTINUE What is that the CWAC is already doing well and should keep doing it? (List three items)

In collaboration with the Director of the Center for the Advancement of Teaching, recommend faculty development programs on the practice of assessment.

STOP - What is the CWAC doing that is not working and therefore should be stopped? (List three items)

START What should the CWAC do to improve the assessment process? (List three items)

CONTINUE What is that the CWAC is already doing well and should keep doing it? (List three items)
Development of a website for campus assessment

STOP - What is the CWAC doing that is not working and therefore should be stopped? (List three items)

START What should the CWAC do to improve the assessment process? (List three items)

CONTINUE What is that the CWAC is already doing well and should keep doing it? (List three items)
Meeting from 1:45-3:00pm

Present: Lucia Velotti (chair, LV); Alison Orlando (AO) Lissette Delgado-Cruzata (LDC); Mechthild Prinz (MP); Maureen Richards (MR); Dante Tawfeeq (DT); Ex-officio members present: Anne Lopes (AL); Erez Lenchner (EL)
Jennifer Rutledge is on sabbatical.

**Agenda items**

**Assessment report review**
- LV asking about committee reviews; the program report assigned to her was lacking in quality. Other members had mixed experiences. It was decided to approach chairs and major/minor coordinators about these reports. LV and DT will review all reports and reviews and then reach out. Chairs will be reminded to use the assessment report template.
- Deadline for committee reviews was extended to April 27th, 2018. Last call. **ALL** - please send reports and reviews to LV and DT.
- Deadline for LV and DT is May 15th, they will forward material to AO to upload on website.

**Faculty engagement and outreach**
- LV distributed draft of survey to be sent to department chairs and program coordinators. Questions address CWAC feedback and departmental needs in a START –STOP – CONTINUE format.
- It was decided to make the questions more specific. MP and AL will support LV.
- Deadline is May 15th, 2018.

- Importance of training was brought up at this point. A workshop with a “show and tell” where a department doing assessment well can explain their process would work. Candidate as before is the English department. No specific plan and o person assigned yet.

**Newsletter**
- Content was finalized as follows:
  - Dante’s article on assessment (DT done; 2 pages)
  - Interview with Gina Foster about new PIG grantees (LDC will write; 1/2 page)
  - Mention department survey and request responses (LV; 1/2 page)
  - CWAC information (standard text; 1 page)
- AO will be responsible for formatting everything, send contributions to her.
- Deadline for content May 15th, discuss at CWAC meeting May 16th, finalize and distribute final version via email May 17th
- Print hard copies for August Faculty development day.

**Schedule for next meeting**
- May 16, 2018 - 1:45-3:00pm, Science Dept Conference room 05.66.01
Agenda
05/16/18

Assessment report review
LV (DONE)
I am still missing the following reports:
- Dante
- Anne

Faculty engagement and outreach
I drafted a survey. I know Mecki and Anne were going to do minor changes on it. What is the status of it?

Newsletter
Content was finalized as follows:
- Dante’s article on assessment (DT done; 2 pages) Please find article attached to this email.
- Interview with Gina Foster about new PIG grantees (LDC will write; 1/2 page)
- Mention department survey and request responses (LV; 1/2 page)
- CWAC information (standard text; 1 page)
- AO will be responsible for formatting everything, send contributions to her.
Meeting from 1:45-2:45pm

Present: Lucia Velotti (chair, LV); Alison Orlando (AO); Maureen Richards (MR); Lissette Delgado-Cruzata (LDC)
Ex-officio members present: Erez Lenchner (EL)
Excused:, Mechthild Prinz (MP), Dante Tawfeeq (DT)
Jennifer Rutledge is on sabbatical.

Agenda items

Assessment report review
- LV completed the review of all reports that were submitted to her. After making some minor changes, she sent these feedback reports to the departments.
- LV is still waiting for reports from DT and Anne Lopes (AL). DT will submit his report to LV and AO on Monday.
- A general discussion took place about whether there was a need to provide training on writing assessment reports.
- EL suggested an approach that focuses on establishing guidelines for assessment coordinators. These coordinators serve 2 year terms so focus should be on making sure they have the tools and skills needed to take on this responsibility. Some areas of focus could include making sure each assessment coordinator is familiar with any assessment guidelines for their discipline and that they are able to articulate where their department currently is in its 5 year assessment cycle. These guidelines might also provide more information or examples of what should be included and or excluded from the assessment reports.

Faculty Engagement and Outreach
- LV drafted a survey to solicit faculty feedback on the work of CWAC.
- LV will follow up with MP and AL for suggested changes.
- LV plans on writing an article for the newsletter summarizing the results of this survey.

Newsletter
- Content was finalized as follows:
  - DT’s article on assessment finalized (2 pages)
  - LDC will complete her interview with Gina Foster about new PIG grantees by May 30th (1/2 page) and send final piece to AO
  - CWAC information – same as last newsletter (standard text; 1 page)
- AO will be responsible for formatting everything.
- Distribute final version by email as soon as ready.
- Print hard copies for August Faculty development day.

Next meeting
- To be scheduled in the Fall 2018 when new committee members are appointed.

Minutes prepared by MR, 5-17-18
<table>
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<th><strong>CWAC members</strong></th>
<th>9/14/2017</th>
<th>10/16/2017</th>
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Committee on Faculty Elections
From: Maria Kiriakova
Sent: Wednesday, November 1, 2017 4:49 PM
To: Brandon Tilghman <btilghman@jjay.cuny.edu>
Cc: Kyeanna Bailey <kbailey@jjay.cuny.edu>; Schevaletta Alford <salford@jjay.cuny.edu>; Chelsea Binns <cbinns@jjay.cuny.edu>; Ekaterina Korobkova <ekorobkova@jjay.cuny.edu>; Ned Benton <nbenton@jjay.cuny.edu>
Subject: RE: Faculty Personnel Appeals Panel Voting

The Faculty Elections Committee met today, November 1, 2017 at 1:30 p.m. – 3:15 p.m. to count the ballots for the Faculty Appeals Panel.
Present: Prof. Maria Kiriakova (Library) and Prof. Ekaterina Korobkova (Science)
Location: Library Conference Room

There were 161 envelopes received but only 160 counted (empty ballot).

The following 8 candidates were elected to the Faculty Personnel Appeals Panel:

- Monica Varsanyi – 96 votes
- Mangai Natarajan – 90 votes
- Patricia Tovar - 83 votes
- Peter Shenkin - 80 votes
- Katarzyna Celinska - 79 votes
- Jayne Mooney - 71 votes
- Suzanne Oboler - 64 votes
- Benjamin Bierman - 62 votes

The remaining candidates received:

- Jason Rauceo - 59 votes
- Ali Kocak - 54 votes
- Micahel Puls - 54 votes

Regards,
Maria Kiriakova (Chair of the Faculty Elections Committee)

P.S. Chelsea Binns reported that she was put on the Elections Committee by mistake. Ekaterina Korobkova is a continuing member of the Elections Committee this year.
The Faculty Senate Committee met today to count the ballots for the FPC Spring 2018 At Large/Alternate Membership.

Present: Maria Kiriakova, Ekaterina Korobkova, Matthew Murphy
Absent: Chevy Alford

There were 145 ballots submitted with votes and 2 with abstentions.

The results are as following:

The three highest votes recipients who will become At Large representatives are – Rosemary Barberet (SOC) with 96 votes, Elise Champeil (SCI) with 90 votes, and Michael Pfeifer (HIS) with 90 votes.

The other candidates on the ballot will be the Alternates – Nicholas Petraco (SCI) with 76 votes, Aftab Ahmad (MTH) with 76 votes, and Warren (Ned) Benton (PAD) with 56 votes.

Submitted by Prof. Maria Kiriakova (chair of the Elections Committee)