

**COLLEGE COUNCIL COMMITTEES**

**AGENDAS**

**ATTENDANCE**

**MINUTES**

**2017-2018**

# College Council Committee Agendas, Attendance & Minutes 2017-2018

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*\*Exempt from submitting minutes.*

# **College Council**

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

September 12, 2017

1:40 p.m.

9.64NB

- I. Adoption of the Agenda**
- II. Election of the Interim Secretary to the College Council**
- III. Minutes of the May 15, 2017 College Council (attachment A), Pg. 3**
- IV. College Council Orientation – Interim Provost Anne Lopes**
- V. Approval of the Members of the College Council Committees (attachment B), Pg. 6**
- VI. Interim Provost's COACHE Status Report (attachment C) – Interim Provost Anne Lopes, Pg. 21**
- VII. Report from the Undergraduate Curriculum and Academic Standards Committee (attachments D1-D6) – Associate Provost for Undergraduate Retention and Dean of Undergraduate Studies, Dara Byrne**

**New Courses**

- |                   |  |
|-------------------|--|
| D1. AFR 1XX (145) | Introduction to Community Justice, Pg. 31                          |
| D2. AFR 3XX (325) | Research Methods in Human Services & Community Justice, Pg. 48     |
| D3. ESA 3XX (360) | Response to large-Scale Disaster & Mass Casualty Incidents, Pg. 62 |
| D4. PSC 3XX (337) | Chinese Americans in Policing, Pg. 78                              |

**Course Revisions**

- |             |   |
|-------------|---|
| D5. ANT 325 | Ethnographic Research Methods in Anthropology, Pg. 92       |
| D6. POL 409 | Colloquium for Research in Government and Politics, Pg. 100 |

- VIII. Report from the Committee on Graduate Studies (attachments E1-E6) – Interim Dean of Graduate Studies, Avram Bornstein**

**Program Revisions**

- E1. Changes to the MA program in International Crime and Justice, Pg. 102
- E2. Changes to the Advanced Certificate in Transnational Organized Crime Studies, Pg. 107
- E3. Changes to the MS program in Digital Forensics and Cybersecurity, Pg. 110

**Course Revisions**

- |             |  |
|-------------|--|
| E4. ICJ 704 | Culture and Identity in a Global Context, Pg. 114                  |
| E5. ICJ 715 | Research Methods in International Organized Crime Studies, Pg. 116 |
| E6. FCM 780 | Capstone Seminar and Fieldwork, Pg. 128                            |

- IX.** 2016-2017 College Council Committee Activity Report (attachment F), **Pg. 130**
- X.** 2017-2018 College Council Calendar (attachment G), **Pg. 131**
- XI.** New Business
- XII.** Administrative Announcements – President Karol Mason
- XIII.** Announcements from the Student Council – President Fatime Uruci
- XIV.** Announcements from the Faculty Senate – President Warren (Ned) Benton

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

COLLEGE COUNCIL ATTENDANCE SHEET

Tuesday, September 12, 2017

<input checked="" type="checkbox"/> Alford, Chevy	<input checked="" type="checkbox"/> Johnson, Asia M.
<input checked="" type="checkbox"/> Almonte, Rael <i>RCA</i>	<input checked="" type="checkbox"/> Kaplowitz, Karen <i>KK</i>
<input checked="" type="checkbox"/> Baldera, Wanda <i>Wanda</i>	<input checked="" type="checkbox"/> King-Toler, Erica <i>EKT</i>
<input checked="" type="checkbox"/> Balis, Andrea	<input checked="" type="checkbox"/> Kiriakova, Maria <i>MK</i>
<input checked="" type="checkbox"/> Bandini, Andrew	<input checked="" type="checkbox"/> Kontos, Louis
Barberet, Rosemary <i>RB</i>	<input checked="" type="checkbox"/> Lee, Anru <i>AL</i>
<input checked="" type="checkbox"/> Beckett, Elton <i>EB</i>	<input checked="" type="checkbox"/> Lessinger, Johanna <i>JL</i>
<input checked="" type="checkbox"/> Belcher, Ellen	<input checked="" type="checkbox"/> Lopes, Anne
<input checked="" type="checkbox"/> Bornstein, Avram	<input checked="" type="checkbox"/> Ma, Yue <i>YM</i>
<input checked="" type="checkbox"/> NA Brownstein, Michael	<input checked="" type="checkbox"/> Maiorino, Vincent <i>VM</i>
<input checked="" type="checkbox"/> Byrne, Dara	<input checked="" type="checkbox"/> Malki, Xerxes
<input checked="" type="checkbox"/> Candia, Andrew <i>AC</i>	<input checked="" type="checkbox"/> Mameli, Peter <i>PM</i>
<input checked="" type="checkbox"/> Carpi, Anthony <i>AC</i>	<input checked="" type="checkbox"/> Martinez, MariaJose <i>MJM</i>
<input checked="" type="checkbox"/> Carvajal, Brian <i>BC</i>	<input checked="" type="checkbox"/> Martinez-Gomez, Aida <i>AM</i>
<input checked="" type="checkbox"/> Cauthen, Jim <i>JC</i>	<input checked="" type="checkbox"/> Mason, Karol <i>KM</i>
<input checked="" type="checkbox"/> Cedeno, Helen <i>CD</i>	<input checked="" type="checkbox"/> Melendez, Mickey <i>MM</i>
<input checked="" type="checkbox"/> Celinska, Katarzyna <i>KC</i>	<input checked="" type="checkbox"/> Montes, Brian <i>BM</i>
<input checked="" type="checkbox"/> Chacon, Diana <i>PD</i>	<input checked="" type="checkbox"/> Ned, Benton <i>BN</i>
<input checked="" type="checkbox"/> Chandler, Kinya	<input checked="" type="checkbox"/> Pacheco, Steven <i>SP</i>
<input checked="" type="checkbox"/> Cook-Francis, Lynette	<input checked="" type="checkbox"/> Pezzella, Frank
<input checked="" type="checkbox"/> Davies, Dana <i>DD</i>	<input checked="" type="checkbox"/> Rebello, Joseph
<input checked="" type="checkbox"/> Dietrich, Sven <i>SD</i>	<input checked="" type="checkbox"/> Rincon, Belinda <i>BR</i>
<input checked="" type="checkbox"/> Dikambi, Sandrine <i>SD</i>	<input checked="" type="checkbox"/> Shapiro, Lauren <i>SL</i>
<input checked="" type="checkbox"/> Domashevskiy, Artem	<input checked="" type="checkbox"/> Sheehan, Francis <i>FS</i>
<input checked="" type="checkbox"/> Farrington, Lisa <i>LF</i>	<input checked="" type="checkbox"/> Smith, Nicholas <i>NT</i>
<input checked="" type="checkbox"/> Foster, Jarrett <i>JF</i>	<input checked="" type="checkbox"/> Stone, Charles
<input checked="" type="checkbox"/> Freiser, Joel <i>JF</i>	<input checked="" type="checkbox"/> Tawfeeq, Dante <i>DT</i>
Gentile, Katie	<input checked="" type="checkbox"/> Titan, Steven <i>ST</i>
Grant, Heath <i>BG</i>	<input checked="" type="checkbox"/> Uruci, Fatime <i>FU</i>
<input checked="" type="checkbox"/> Gray, Jonathan <i>GG</i>	<input checked="" type="checkbox"/> Wei, Hung-Lung <i>WH</i>
<input checked="" type="checkbox"/> Grose-Fifer, Jill <i>JG</i>	<input checked="" type="checkbox"/> Weiss, Rebecca <i>WR</i>
<input checked="" type="checkbox"/> Haberfeld, Maki <i>MH</i>	<input checked="" type="checkbox"/> Winter, Janet <i>WN</i>
<input checked="" type="checkbox"/> Hayles, Bianca <i>BH</i>	<input checked="" type="checkbox"/> Yam, Melinda <i>MY</i>
Hendrick, Veronica	<input checked="" type="checkbox"/> Zhang, Guoqi <i>ZG</i>

Alternates are italicized	
<input checked="" type="checkbox"/>	Avalos, Andreina
<input checked="" type="checkbox"/>	Awad, Jasmine
<input checked="" type="checkbox"/>	Duro, Anila
<input checked="" type="checkbox"/> NA	Garot, Robert
<input checked="" type="checkbox"/>	<i>Gutierrez, Vanessa</i>
<input checked="" type="checkbox"/>	<i>Hatos, Janice</i>
<input checked="" type="checkbox"/>	<i>Corbett, 60n</i>
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	

NA: Not Attending

Alternates are Italicized

Student Council is Bolded

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE COLLEGE COUNCIL**

Tuesday, September 12, 2017

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

Absent: Andreina Avalos\*, Jasmine Awad\*, Michael Brownstein, Anila Duro\*, Katie Gentile, Robert Garot\*, Heath Grant, Veronica Hendrick, Maria Kiriakova, Louis Kontos, Yue Ma, Joseph Rebello, Charles Stone

\*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 Kiriakova, 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
- E2. Changes to the Advanced Certificate Program in Transnational Organized Crime Studies
- 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.

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

October 11, 2017

1:40 p.m.

9.64NB

- 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
- IV. Report from the Committee on Graduate Studies (attachment C) – Interim Dean of Graduate Studies, Avram Bornstein**
  - Academic Policy Revision**
    - C. Proposal to Designate 9 Credits as Minimum Credit Load for Full-Time Graduate Status, Pg. 21
- V. New Business**
- VI. Administrative Announcements – Interim Provost Anne Lopes**
- VII. Announcements from the Student Council – President Fatime Uruci**
- VIII. Announcements from the Faculty Senate – President Warren (Ned) Benton**
- IX. Announcements from the HEO Council – President Sandrine Dikambi**

**JJAY College Council  
October 11, 2017**

<u>College Council Members</u>	<u>Sign-In</u>
1 Alford, Chevy	
2 Almonte, Rael (STDT)	
3 Baldera, Wanda (STDT)	
4 Balis, Andrea	
5 Bandini, Andrew (STDT) (NA)	
6 Barberet, Rosemary	
7 Beckett, Elton	
8 Belcher, Ellen	
9 Benton, Ned	
10 Bornstein, Avram	
11 Brownstein, Michael (NA)	-
12 Byrne, Dara	
13 Candia, Andrew (STDT)	
14 Carpi, Anthony	
15 Carvajal, Brian (STDT)	
16 Cauthen, Jim	
17 Cedeno, Helen	
18 Celinska, Katarzyna	
19 Chacon, Diana (STDT)	
20 Chandler, Kinya	
21 Cook-Francis, Lynette	
22 Davies, Dana	
23 Dietrich, Sven	
24 Dikambi, Sandrine	
25 Farrington, Lisa	-
26 Foster, Jarrett (NA)	-
27 Freiser, Joel	
28 Gentile, Katie (NA)	-

Lisa was marked absent on 10/11/17 at 11/9 meeting she indicated she was present correction was made to attendance

• 29	Grant, Heath	<i>H.G.</i>
30	Gray, Jonathan	
31	Grose-Fifer, Jill (NA)	
• 32	Gutierrez, Vanessa (STDT)	<i>Vanessa Gutierrez</i>
33	Haberfeld, Maki (NA)	
• 34	Hayles, Bianca (STDT)	<i>Bianca Hayles</i>
• 35	Hendrick, Veronica	<i>Veronica Hendrick</i>
• 36	Johnson, Asia M. (STDT)	<i>Asia M. Johnson</i>
• 37	Kaplowitz, Karen	<i>Karen Kaplowitz</i>
• 38	King-Toler, Erica	<i>Erica King-Toler</i>
• 39	Kiriakova, Maria	<i>Maria Kiriakova</i>
40	Kontos, Louis	
41	Lee, Anru (NA)	
• 42	Lessinger, Johanna	<i>Johanna Lessinger</i>
• 43	Lopes, Anne	<i>Anne Lopes</i>
• 44	Ma, Yue	<i>Yue Ma</i>
• 45	Maiorino, Vincent	<i>Vincent Maiorino</i>
• 46	Malki, Xerxes	
• 47	Mameli, Peter	<i>Peter Mameli</i>
• 48	Martinez, MariaJose (STDT)	<i>MariaJose Martinez</i>
• 49	Martinez-Gomez, Aida	
50	Mason, Karol (NA)	
• 51	Melendez, Mickey	<i>Mickey Melendez</i>
• 52	Montes, Brian	
• 53	Pacheco, Steven (STDT) (NA)	<i>Steven Pacheco</i>
• 54	Pezzella, Frank	<i>Frank Pezzella</i>
55	Rebello, Joseph	
• 56	Rincon, Belinda	<i>Belinda Rincon</i>
• 57	Russell, Stephen	
58	Shapiro, Lauren	

59	Sheehan, Francis	<i>Francis Sheehan</i>
60	Smith, Nicholas (STDT)	<i>Nicholas Smith</i>
61	Stone, Charles (NA)	<i>Charles Stone</i>
62	Tawfeeq, Dante	<i>Dante Tawfeeq</i>
63	Titan, Steven	<i>Steven Titan</i>
64	Uruci, Fatime (STDT)	<i>Fatime Uruci</i>
65	Wei, Hung-Lung	<i>Hung-Lung Wei</i>
66	Weiss, Rebecca (NA)	<i>Rebecca Weiss</i>
67	Winter, Janet	<i>Janet Winter</i>
68	Yam, Melinda (STDT)	<i>Melinda Yam</i>
69	Zhang, Guoqi	<i>Guoqi Zhang</i>
<u>Alternates</u>		
1	Avalos, Andreina	<i>-</i>
2	Awad, Jasmine	<i>Jasmine Awad</i>
3	Corbett, Glenn	<i>Glenn Corbett</i>
4	Duro, Anila	<i>Anila Duro</i>
5	Garot, Robert	<i>Robert Garot</i>



**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE COLLEGE COUNCIL**

Wednesday, October 11, 2017

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 Uruci, Hung-Lung Wei, Janet Winter, and Guoqi Zhang.

Absent: Andreina Avalos\*, Andrew Bandini, Michael Brownstein, Andrew Candia, Diana Chacon, Glenn Corbett\*, Jarrett Foster, Katie Gentile, Jonathan Gray, Jill Grose-Fifer, Maki Haberfeld, Louis Kontos, Anru Lee, Karol Mason, Steven Pacheco, Joseph Rebello, Charles Stone, Rebecca Weiss, and Melinda Yam.

\*Alternates

**I. Adoption of the Agenda**

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

**II. Minutes of the 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.

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

November 9, 2017

1:40 p.m.

9.64NB

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

- 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, <b>Pg. 39</b>
C2. HR 701	International Human Rights: Organizations and Institutions, <b>Pg. 50</b>
C3. HR 702	Human Rights: International and Domestic Legal Frameworks, <b>Pg. 63</b>
C4. HR 705	Philosophy of Human Rights, <b>Pg. 76</b>
C5. HR 706	Human Rights Advocacy and Activism, <b>Pg. 88</b>

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

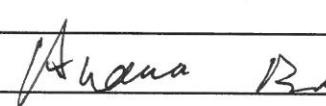
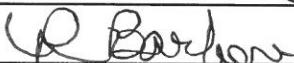
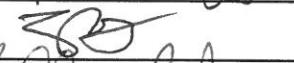
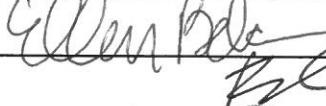
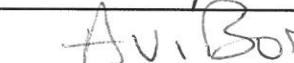
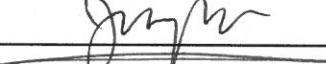
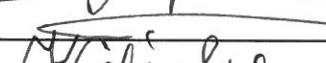
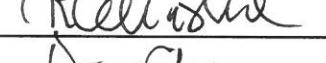
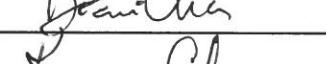
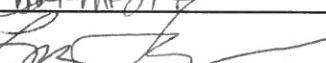
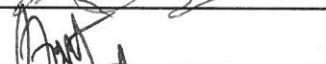
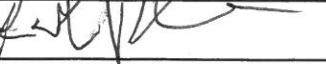
**VIII.**   Administrative Announcements – President Karol Mason

**IX.**   Announcements from the Student Council – President Fatime Uruci

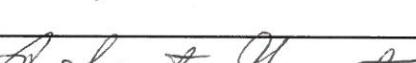
**X.**   Announcements from the Faculty Senate – President Warren (Ned) Benton

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

**JJAY College Council**  
**November 9, 2017**

College Council Members	Sign-In
1 Alford, Chevy	
2 <b>Almonte, Rael (STDT)</b>	
3 <b>Baldera, Wanda (STDT) (NA)</b>	
4 Balis, Andrea	
5 <b>Bandini, Andrew (STDT) (NA)</b>	
6 Barberet, Rosemary	
7 Beckett, Elton	
8 Belcher, Ellen	
9 Benton, Ned	
10 Bornstein, Avram	
11 Brownstein, Michael	
12 Byrne, Dara	
13 <b>Candia, Andrew (STDT)</b>	
14 Carpi, Anthony	
15 <b>Carvajal, Brian (STDT)</b>	
16 Cauthen, Jim	
17 Cedeno, Helen	
18 Celinska, Katarzyna	
19 <b>Chacon, Diana (STDT)</b>	
20 Chandler, Kinya	
21 Cook-Francis, Lynette	
22 Davies, Dana	
23 Dietrich, Sven	
24 Dikambi, Sandrine	
25 Farrington, Lisa	
26 Foster, Jarrett	
27 Freiser, Joel	
28 Gentile, Katie	

29	Grant, Heath	<del>Heath</del>
30	Gray, Jonathan	<del>Jonathan</del>
31	Grose-Fifer, Jill	<del>Jill</del>
32	<b>Gutierrez, Vanessa (STDT) (NA)</b>	<del>Vanessa</del>
33	Haberfeld, Maki	<del>Maki</del>
34	<b>Hayles, Bianca (STDT)</b>	<del>Bianca</del>
35	Hendrick, Veronica	<del>Veronica C. Hendrick</del>
36	<b>Johnson, Asia M. (STDT) (NA)</b>	<del>Asia M.</del>
37	Kaplowitz, Karen	<del>Karen Kaplowitz</del>
38	King-Toler, Erica	<del>Erica King-Toler</del>
39	Kiriakova, Maria	<del>Maria Kiriakova</del>
40	Kontos, Louis	<del>Louis Kontos</del>
41	Lee, Anru	<del>Anru Lee</del>
42	Lessinger, Johanna	<del>Johanna Lessinger</del>
43	Lopes, Anne	<del>Anne Lopes</del>
44	Ma, Yue	<del>Yue Ma</del>
45	Maiorino, Vincent	<del>Vincent Maiorino</del>
46	Malki, Xerxes	<del>Xerxes Malki</del>
47	Mameli, Peter (NA)	
48	<b>Martinez, MariaJose (STDT)</b>	
49	Martinez-Gomez, Aida	
50	Mason, Karol	<i>Karol W. Mason</i>
51	Melendez, Mickey (NA)	
52	Montes, Brian	<del>Brian Montes</del>
53	<b>Pacheco, Steven (STDT)</b>	<del>Steven Pacheco</del>
54	Pezzella, Frank	
55	Rebello, Joseph	
56	Rincon, Belinda	<i>Belinda Rincon</i>
57	Russell, Stephen	<i>Stephen Russell</i>
58	Shapiro, Lauren	

59	Sheehan, Francis	
60	<b>Smith, Nicholas (STDT)</b> (NA)	
61	Stone, Charles	
62	Tawfeeq, Dante	
63	Titan, Steven	
64	<b>Uruci, Fatime (STDT)</b>	
65	Wei, Hung-Lung	
66	Weiss, Rebecca	
67	Winter, Janet	
68	<b>Yam, Melinda (STDT)</b>	
69	Zhang, Guoqi	
	<u>Alternates</u>	
1	Avalos, Andreina (NA)	
2	Awad, Jasmine	
3	Corbett, Glenn	
4	Duro, Anila	
5	Garot, Robert	



**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE COLLEGE COUNCIL**

Thursday, November 9, 2017

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.

Absent: Rael Almonte, Andreina Avalos\*, Wanda Baldera, Andrew Bandini, Anila Duro\*, Vanessa Gutierrez, Asia M. Johnson, Erica King-Toler, Peter Mameli, Maria Jose Martinez, Aida Martinez-Gomez, Mickey Melendez, Frank Pezzella, and Nicholas Smith.

\*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.

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

December 4, 2017

1:40 p.m.

9.64NB

- 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  | Cybservice, Pg. 132   |
| E10. SEC 3WW | Hospital Security, Pg. 148                                    |

Course Revisions

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

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

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

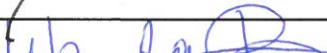
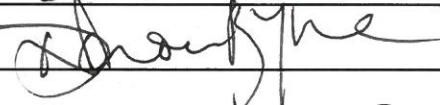
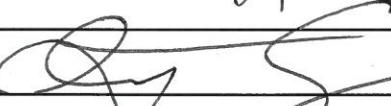
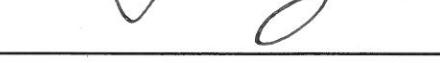
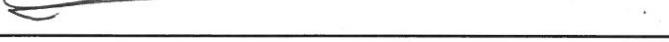
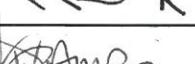
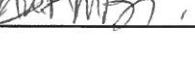
- IX.** Administrative Announcements – President Karol Mason

- X.** Announcements from the Student Council – President Fatime Uruci

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

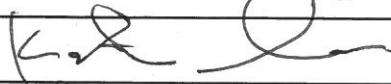
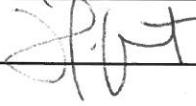
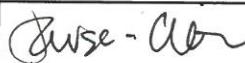
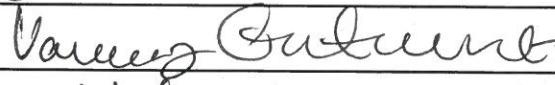
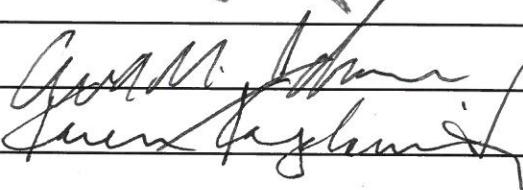
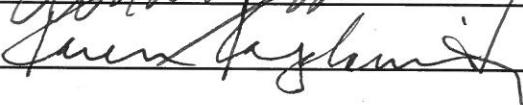
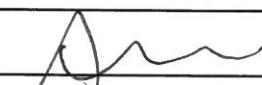
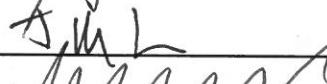
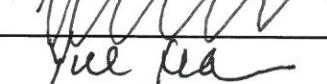
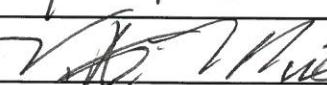
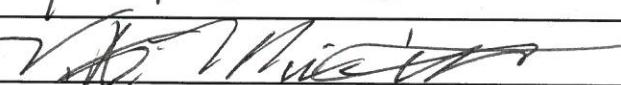
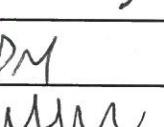
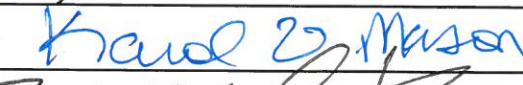
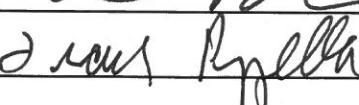
- XII.** Announcements from the HEO Council – President Sandrine Dikambi

**College Council Attendance Sheet**  
**December 4, 2017**

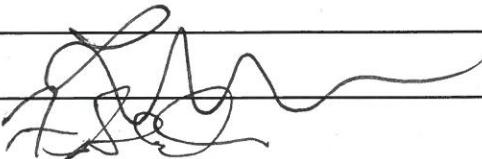
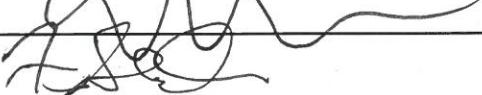
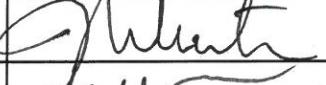
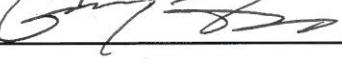
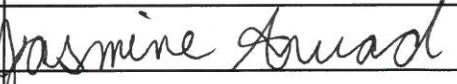
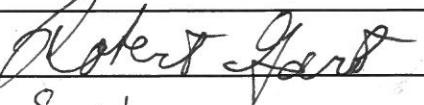
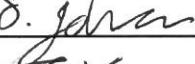
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Chandler, Kinya	
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Dietrich, Sven	
Dikambi, Sandrine	
Farrington, Lisa	
Foster, Jarrett	
Freiser, Joel	

**College Council Attendance Sheet**  
**December 4, 2017**

29

Gentile, Katie	
Grant, Heath	
Gray, Jonathan	
Grose-Fifer, Jill	
<b>Gutierrez, Vanessa</b>	
Haberfeld, Maki	
<b>Hayles, Bianca</b>	
Hendrick, Veronica	
<b>Johnson, Asia M.</b>	
Kaplowitz, Karen	
King-Toler, Erica	NA
Kiriakova, Maria	NA
Kontos, Louis	
Lee, Anru	
Lessinger, Johanna	
Lopes, Anne	
Ma, Yue	
Maiorino, Vincent	
Malki, Xerxes	
Mameli, Peter	PM
<b>Martinez, MariaJose</b>	
Martinez-Gomez, Aida	
Mason, Karol	
Melendez, Mickey	
Montes, Brian (NA)	
<b>Pacheco, Steven</b>	
Pezzella, Frank	

**College Council Attendance Sheet**  
**December 4, 2017**

Rebello, Joseph	
Rincon, Belinda	
Russell, Stephen <span style="color: red;">NA</span>	
Shapiro, Lauren	
Sheehan, Francis	
<b>Smith, Nicholas</b>	
Stone, Charles	
Tawfeeq, Dante	
Titan, Steven	
<b>Uruci, Fatime</b>	
Wei, Hung-Lung <span style="color: red;">(NA)</span>	
Weiss, Rebecca	
Winter, Janet	
<b>Yam, Melinda</b>	
Zhang, Guoqi	
Alternates:	
Avalos, Andreina	
Awad, Jasmine	
Corbett, Glenn <span style="color: red;">(NA)</span>	
Duro, Anila	
Garot, Robert	
Sheeba John-Johnson	
Thurai Kugan	
<del>Bob</del>	

College Council Attendance Sheet  
December 4, 2017

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Guests	
GREG LENTNER	Greg Lenthal
Jennifer Dysart	Jen Dysart
Kyle Roberts	<del>Jen Roberts</del>
Eric Dvering	E K D
Ray Easton	<del>Ray Easton</del>
Katherine Killoran	<del>Katherine Killoran</del>
Robolin Meeks	<del>Robolin Meeks</del>
Robert Till	<del>Robert Till</del>

## **JOHN JAY COLLEGE OF CRIMINAL JUSTICE**

### **The City University of New York**

#### **MINUTES OF THE COLLEGE COUNCIL**

Monday, December 4, 2017

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, Maria Jose 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.

Absent: Rael Almonte, Andreina Avalos\*, Andrew Bandini, Andrew Candia, Brian Carvajal, Jim Cauthen, Glenn Corbett\*, Katarzyna Celinska, Diana Chacon, Anila Duro\*, Lisa Farrington, Joel Freiser, Jonathan Gray, Veronica Hendrick, Erica King-Toler, Maria Kiriakova, Louis Kontos, Brain Montes, Belinda Rincon, Stephen Russell, Nicholas Smith, and Hung-Lung Wei.

\*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	Cybservice
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.

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

February 13, 2018

1:40 p.m.  
9.64NB

- 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

E5. LLS 2XX

E6. MAT 4XX

E7. PSC 3XX

**Course Revisions**

Program Planning and Development, **Pg. 50**

U.S. Latinx Identity in the 21<sup>st</sup> Century, **Pg. 62**

Mathematical Cryptography, **Pg. 83**

International Police Cooperation, **Pg. 93**

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

**College Council Attendance Sheet**  
**February 13, 2018**

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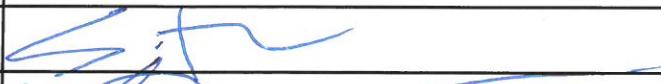
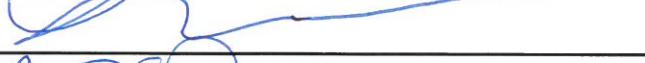
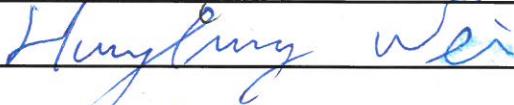
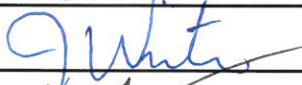
Alford, Chevy	<i>Chevy Alford</i>		
Almonte, Rael (NA)	<i>Catharina</i>	<i>Alvarado</i>	CATHERINE -fill in ALVARADO
Baldera, Wanda	<i>Wanda Baldera</i>		
Balis, Andrea	<i>Andrea Balis</i>		
Bandini, Andrew	<i>Andrew Bandini</i>		
Barberet, Rosemary	<i>Rosemary Barberet</i>	<i>Lucia Trimble</i>	<i>Lucia Trimble</i>
Beckett, Elton	<i>Elton Beckett</i>		
Belcher, Ellen	<i>Ellen Belcher</i>		
Benton, Ned	<i>Ned Benton</i>		
Bornstein, Avram	<i>Avram Bornstein</i>		
Brownstein, Michael (NA)	<i>Michael Brownstein</i>		
Byrne, Dara	<i>Dara Byrne</i>		
Candia, Andrew	<i>Andrew Candia</i>		
Carpi, Anthony			
Carvajal, Brian	<i>Brian Carvajal</i>		
Cauthen, Jim	<i>Jim Cauthen</i>		
Cedeno, Helen	<i>Helen Cedeno</i>		
Celinska, Katarzyna	<i>Katarzyna Celinska</i>		
Chacon, Diana			
Chandler, Kinya	<i>Kinya Chandler</i>		
Cook-Francis, Lynette	<i>Lynette Cook-Francis</i>		
Davies, Dana (NA)			
Dietrich, Sven	<i>Sven Dietrich</i>		
Dikambi, Sandrine	<i>Sandrine Dikambi</i>		
Farrington, Lisa	<i>Lisa Farrington</i>		
Foster, Jarrett	<i>Jarrett Foster</i>		
Freiser, Joel			

**College Council Attendance Sheet**  
**February 13, 2018**

Gentile, Katie	(NA)	notified 1:44 pm. today.
Grant, Heath		Hgt
Gray, Jonathan		
Grose-Fifer, Jill (NA)		
<b>Gutierrez, Vanessa</b>		Vanessa Gutierrez
Haberfeld, Maki		Maki
<b>Hayles, Bianca</b>		
Hendrick, Veronica		
<b>Johnson, Asia M.</b>		Asia Johnson
Kaplowitz, Karen		Karen Kaplowitz
King-Toler, Erica		Erika King-Toler
Kiriakova, Maria		Maria Kiriakova
Kontos, Louis		Louis Kontos
Lee, Anru		Anru Lee
Lessinger, Johanna		Johanna Lessinger
Lopes, Anne		Anne Lopes
Ma, Yue		Yue Ma
Maiorino, Vincent		Vincent Maiorino
Malki, Xerxes		Xerxes Malki
Mameli, Peter (NA)		
<b>Martinez, MariaJose</b>		MariaJose Martinez
Martinez-Gomez, Aida		Aida Martinez-Gomez
Mason, Karol		Karol D. Mason
Melendez, Mickey		Mickey Melendez
Montes, Brian (NA)		
<b>Pacheco, Steven</b>		Steven Pacheco
Pezzella, Frank		

**College Council Attendance Sheet**  
**February 13, 2018**

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Rebello, Joseph	
Rincon, Belinda (NA)	
Russell, Stephen	
Shapiro, Lauren	
Sheehan, Francis	
<b>Smith, Nicholas (NA)</b>	
Stone, Charles (NA)	
Tawfeeq, Dante (NA)	
Titan, Steven	
<b>Uruci, Fatime</b>	
Wei, Hung-Lung	
Weiss, Rebecca (NA)	
Winter, Janet	
<b>Yam, Melinda</b>	
Zhang, Guoqi	
Alternates:	
Avalos, Andreina	
Awad, Jasmine	
Corbett, Glenn	
Duro, Anila	
Garot, Robert	
Sheeba John-Johnson (NA)	
Thurai Kugan (NA)	

**College Council Attendance Sheet**  
**February 13, 2018**

Guests	
ISABEL martinez	Dulce
Jeanne-Marie Col	Melissa
DANIEL Flores	Wendy
Gza Kochueva	Eya Kochueva
Ray Litten	Ray Litten
Robin Kots	Robin Kots
Margorie Sings	Margorie Sings
Kristina Hardy	Kristina Hardy
Kathy Killon	K. Killon
Lyle Roberts	Lyle Roberts

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE COLLEGE COUNCIL**

Tuesday, February 13, 2018

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, MariaJose 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.

Absent: Rael Almonte, Andreina Avalos\*, Michael Brownstein, Andrew Candia, Anthony Carpi, Diana Chacon, Anila Duro\*, Joel Freiser, Robert Garot\*, Katie Gentile, Jonathan Gray, Jill Grose-Fifer, Bianca Hayles, Veronica Hendrick, Sheeba John-Johnson\*, Thurai Kugan\*, Brian Montes, Frank Pezzella, Joseph Rebello, Nicholas Smith, Dante Tawfeeq, Steven Titan, and Rebecca Weiss.

\*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 21 <sup>st</sup> 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 2:17p.m. and was replaced by Provost and Senior Vice President Anne Lopes.

The meeting was adjourned at 2:29 p.m.

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

March 19, 2018  
1:40 p.m.  
9.64NB

- 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, <b>Pg. 90</b>                                       |
| C6. HIS 240  | Historiography, <b>Pg. 92</b>   |
| C7. ISP 160  | The Twentieth Century: A Decade in Depth (already appd: Learn fr Past), <b>Pg. 94</b> |

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

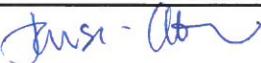
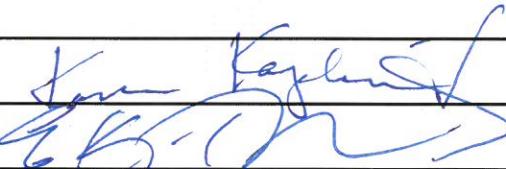
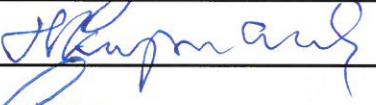
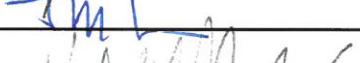
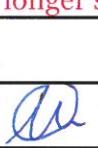
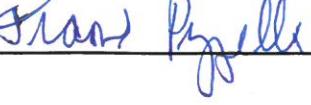
- XI.** Announcements from the HEO Council – President Sandrine Dikambi

**College Council Attendance Sheet**  
**March 19, 2018**

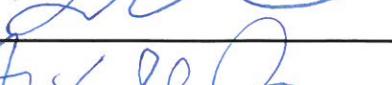
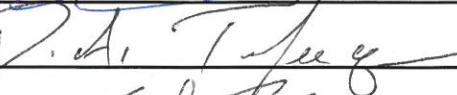
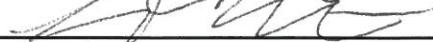
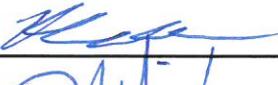
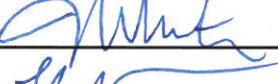
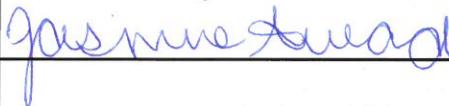
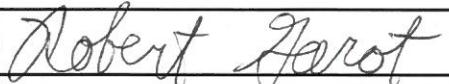
Alford, Chevy	
Baldera, Wanda	
Balis, Andrea	
Bandini, Andrew	
Beckett, Elton	
Belcher, Ellen	
Benton, Ned	
Bornstein, Avram	
Brownstein, Michael	
Byrne, Dara	
Caceres, Paula	
Candia, Andrew	
Carpi, Anthony	
Carvajal, Brian (NA)	
Cauthen, Jim (NA)	
Cedeno, Helen	
Celinska, Katarzyna	
Chacon, Diana	
Chandler, Kinya	
Col, Jean-Marie	
Cook-Francis, Lynette	
Dietrich, Sven (NA)	
Dikambi, Sandrine	
Farrington, Lisa	
Foster, Jarrett	
Freiser, Joel	
Gentile, Katie	

**College Council Attendance Sheet**  
**March 19, 2018**

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Grant, Heath	
Gray, Jonathan	
Grose-Fifer, Jill	
<b>Gutierrez, Vanessa</b>	
Haberfeld, Maki	
<b>Hayles, Bianca</b>	
Hendrick, Veronica	No longer serving after 3/19/18.
<b>Johnson, Asia M.</b>	
Kaplowitz, Karen	
King-Toler, Erica	
Kiriakova, Maria	
Kontos, Louis	
Lee, Anru	
Lessinger, Johanna	
Lopes, Anne	
Ma, Yue	
Maiorino, Vincent	
Malki, Xerxes	
Mameli, Peter	No longer serving after 3/19/18.
<b>Martinez, MariaJose</b>	
Martinez-Gomez, Aida	
Mason, Karol	
Meeks, Roblin	
Melendez, Mickey	
Montes, Brian	
<b>Pacheco, Steven</b>	
Pezzella, Frank	

**College Council Attendance Sheet**  
**March 19, 2018**

Rebello, Joseph	
Russell, Stephen	
Shapiro, Lauren	
Sheehan, Francis	
Stone, Charles	
Tawfeeq, Dante (NA)	
Titan, Steven	
Trimbur, Lucia	
<b>Uruci, Fatime</b>	
Wei, Hung-Lung	
Weiss, Rebecca	
Winter, Janet	
<b>Yam, Melinda</b>	
Zhang, Guoqi	
Alternates:	
Avalos, Andreina	
Awad, Jasmine	
Corbett, Glenn (NA)	
Duro, Anila (NA)	
Garot, Robert	
John-John Sheeba	
Kugan, Thurai	

## **College Council Attendance Sheet**

### **March 19, 2018**

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Total Members: 69

Quorum: 36

Attendance: \_\_\_\_\_

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE COLLEGE COUNCIL  
Monday, March 19, 2018**

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 Baldera, 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 Uruci, Rebecca Weiss, Janet Winter, and Melinda Yam.

Absent: Andreina Avalos\*, Paula Caceres, Andrew Candia, Brian Carvajal, Jim Cauthen, Glenn Corbett\*, Sven Dietrich, Anila Duro\*, Lisa Farrington, Jonathan Gray, Bianca Hayles, Asia M Johnson, MariaJose Martinez, Joseph Rebello, Lucia Trimbur, Hung-Lung Wei, and Guoqi Zhang.

\* 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.

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

April 19, 2018  
1:40 p.m.  
9.64NB

- 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

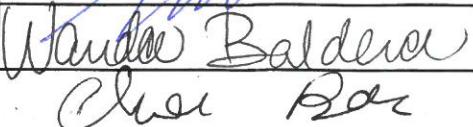
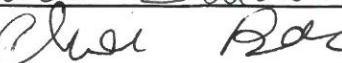
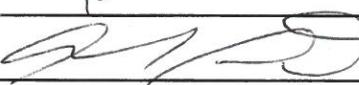
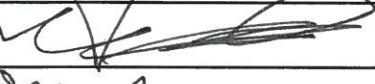
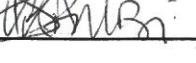
- X.** Announcements from the Student Council – President Fatime Uruci

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

- XII.** Announcements from the HEO Council – President Sandrine Dikambi

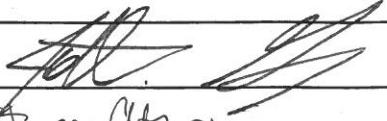
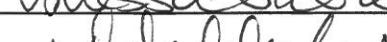
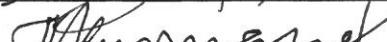
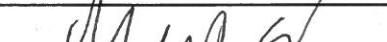
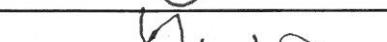
**College Council Attendance Sheet**  
**April 19, 2018**

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Alford, Chevy	
<b>Baldera, Wanda</b>	 
Balis, Andrea	
<b>Bandini, Andrew (NA)</b>	
Beckett, Elton	
Belcher, Ellen (NA)	
Benton, Ned	
Bornstein, Avram	
Brownstein, Michael	
Byrne, Dara	
<b>Caceres, Paula</b>	
<b>Candia, Andrew</b>	
Carpi, Anthony	
<b>Carvajal, Brian</b>	
Cauthen, Jim	
Cedeno, Helen (NP)	 <i>Anila filled in for her</i>
Celinska, Katarzyna (NA)	
<b>Chacon, Diana</b>	
Chandler, Kinya (NP)	
Col, Jean-Marie	
Cook-Francis, Lynette	
Dietrich, Sven	
Dikambi, Sandrine	
Farrington, Lisa	
Foster, Jarrett	
Freiser, Joel	
Gentile, Katie (NA)	

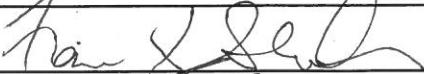
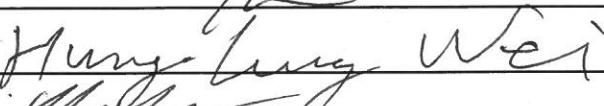
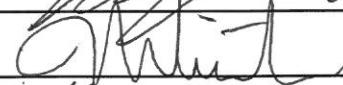
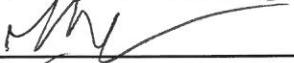
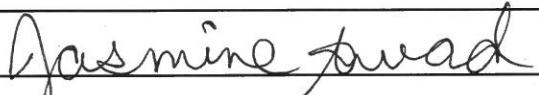
*Alvarado, Catherine CD*

**College Council Attendance Sheet**  
**April 19, 2018**

Grant, Heath	
Gray, Jonathan	
Grose-Fifer, Jill	
<b>Gutierrez, Vanessa</b>	
Haberfeld, Maki	
<b>Hayles, Bianca</b>	
<b>Johnson, Asia M.</b>	
Kaplowitz, Karen	
King-Toler, Erica	
Kiriakova, Maria	
Kontos, Louis	
Lee, Anru	
Lessinger, Johanna (NO)	
Lopes, Anne	
Ma, Yue	
Maiorino, Vincent	
Malki, Xerxes	
<b>Martinez, MariaJose</b>	
Martinez-Gomez, Aida	
Mason, Karol	
Meeks, Roblin	
Melendez, Mickey	
Montes, Brian	
<b>Pacheco, Steven</b>	
Pezzella, Frank	
Rebello, Joseph	
Russell, Stephen	

**College Council Attendance Sheet**  
**April 19, 2018**

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Shapiro, Lauren	
Sheehan, Francis	
Stone, Charles	
Tawfeeq, Dante (NA)	
Titan, Steven	
Trimbur, Lucia	
<b>Uruci, Fatime</b>	
Wei, Hung-Lung	
Weiss, Rebecca	
Winter, Janet	
<b>Yam, Melinda</b>	
Zhang, Guoqi	
Alternates:	
Avalos, Andreina	
Awad, Jasmine	
Corbett, Glenn	
Duro, Anila	
Garot, Robert (NA)	
John-Johnson, Sheeba (NA)	
Kugan, Thurai	

**College Council Attendance Sheet  
April 19, 2018**

Guests	
MATOS, Daniel	D. Matos
Killoran, Katherine	K. Killoran
Kyle Roberts	Kyle Roberts
Marjorie Singer	Marjorie Jan.
Ray Lator	R. Lator
Rosemary Barberet	(R. Barberet)

## JOHN JAY COLLEGE OF CRIMINAL JUSTICE

### The City University of New York

#### MINUTES OF THE COLLEGE COUNCIL

Thursday, April 19, 2018

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.

Absent: Andrew Bandini, Andreina Avalos\*, Ellen Belcher, Andrew Candia, Helen Cedeno, Katarzyna Celinska, Kinya Chandler, Jean-Marie Col, Glenn Corbett\*, Lisa Farrington, Robert Garot\*, Katie Gentile, Heath Grant, Bianca Hayles, Sheeba John-Johnson\*, Louis Kontos, Thurai Kugan\*, Johanna Lessinger, Aida Martinez-Gomez, Frank Pezzella, Dante Tawfeeq, and Lucia Trimbur.

\* 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<br>(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.

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

May 9, 2018  
1:40 p.m.  
9.64NB

- 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

<sup>64</sup>  
Bandini, Andrew

College Council Attendance Sheet  
May 9, 2018

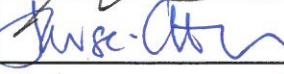
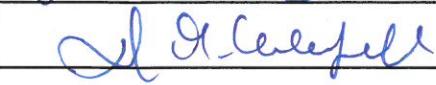
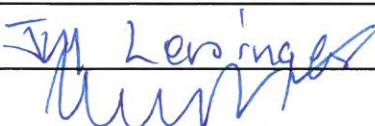
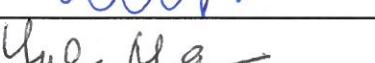
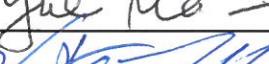
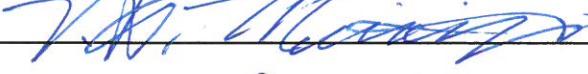
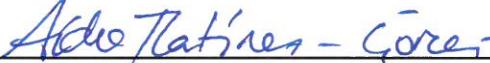
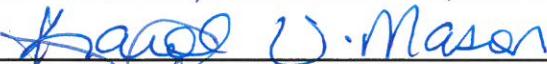
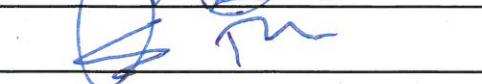
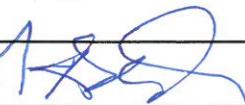
Andrew Bandini

Alford, Chevy	
Alvarado, Catherine	
Baldera, Wanda	
Balis, Andrea	
Beckett, Elton	
Belcher, Ellen	
Benton, Ned	
Bornstein, Avram	
Brownstein, Michael	
Byrne, Dara	
Caceres, Paula	
Carpi, Anthony	
Carvajal, Brian (NA)	
Cauthen, Jim	
Cedeno, Helen	
Celinska, Katarzyna	
Chacon, Diana	
Chandler, Kinya (NA)	
Col, Jean-Marie	
Cook-Francis, Lynette	
Dietrich, Sven	
Dikambi, Sandrine	
Farrington, Lisa	
Foster, Jarrett	
Freiser, Joel	
Gentile, Katie (NA)	
Grant, Heath	

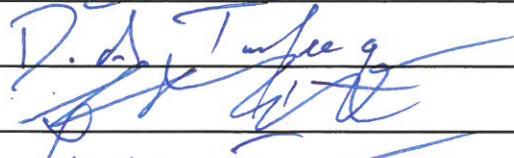
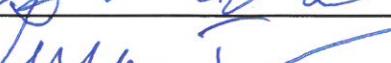
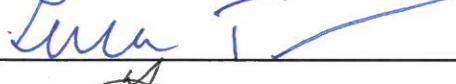
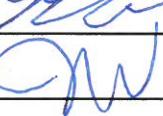
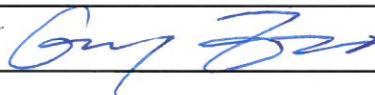
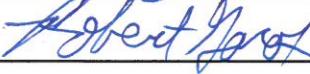
## College Council Attendance Sheet

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May 9, 2018

Gray, Jonathan	
Grose-Fifer, Jill	
<b>Gutierrez, Vanessa</b>	
Haberfeld, Maki	
<b>Johnson, Asia M.</b>	
Kaplowitz, Karen	
King-Toler, Erica	
Kiriakova, Maria	
Kontos, Louis	
Lee, Anru (NA)	
Lessinger, Johanna	
Lopes, Anne	
Ma, Yue	
Maiorino, Vincent	
Malki, Xerxes	
<b>Martinez, MariaJose</b>	
Martinez-Gomez, Aida	
Mason, Karol	
Meeks, Roblin	
Melendez, Mickey	
Montes, Brian	
<b>Pacheco, Steven</b>	
Pezzella, Frank	
Rebello, Joseph	
Russell, Stephen	
Shapiro, Lauren	
Sheehan, Francis	

**College Council Attendance Sheet**  
**May 9, 2018**

Stone, Charles	
Tawfeeq, Dante	
Titan, Steven	
Trimbur, Lucia	
<b>Uruci, Fatime</b>	
Wei, Hung-Lung	
Weiss, Rebecca	
Winter, Janet	
<b>Yam, Melinda</b>	
Zhang, Guoqi	
Alternates:	
Avalos, Andreina	
Awad, Jasmine (NA)	
Corbett, Glenn (NA)	
Duro, Anila	
Garot, Robert	
John-Johnson, Sheeba (NA)	
Kugan, Thurai	
Guests	

College Council Attendance Sheet  
May 9, 2018

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Kathy Killoran	K. Killoran
Kristina Harday	K. Harday
Bryant Almaraz	Bryant Almaraz
John Pittman	J. Pittman
Jennifer Martinez	Jennifer Martinez
Lindrit Lukay	Lindrit Lukay
Margorie Sings	Margorie Sings
Ray P. Han	Ray P. Han
Kyle Roberts	Kyle Roberts
Danielle Lemos	Danielle Lemos
Ed Sandor	Ed Sandor
Jessica Gorde-Nurk	Jessica Gorde-Nurk

Total Members: 69

Quorum: 35

Attendance: \_\_\_\_\_

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

## MINUTES OF THE COLLEGE COUNCIL

Wednesday, May 9, 2018

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, Dara Byrne, 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 Uruci, 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)

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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

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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

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- 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**

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

August 31, 2017  
1:40 p.m.  
610HH

- 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

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE INTERIM EXECUTIVE  
COMMITTEE OF THE COLLEGE COUNCIL**

Thursday, August 31, 2017

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 1:50p.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

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE EXECUTIVE COMMITTEE OF  
THE COLLEGE COUNCIL**

Wednesday, September 27, 2017

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.

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

October 31, 2017  
1:40 p.m.  
610HH

- 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

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE EXECUTIVE COMMITTEE OF  
THE COLLEGE COUNCIL**

Tuesday, October 31, 2017

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.

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

November 20, 2017  
1:40 p.m.  
610HH

- 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

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE EXECUTIVE COMMITTEE OF  
THE COLLEGE COUNCIL**

Monday, November 20, 2017

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.

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

January 31, 2018  
1:40 p.m.  
610HH

- 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.

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

March 8, 2018  
1:40 p.m.  
610HH

- 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

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE EXECUTIVE COMMITTEE OF  
THE COLLEGE COUNCIL**

Thursday, March 8, 2018

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 Uruci.

Absent: Sven Dietrich, Asia M. Johnson, Karen Kaplowitz, Anne Lopes, and 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 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 19<sup>th</sup> 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 19<sup>th</sup> 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.

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

April 9, 2018  
1:40 p.m.  
610HH

- 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

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE****The City University of New York****MINUTES OF THE EXECUTIVE COMMITTEE OF  
THE COLLEGE COUNCIL**

Monday, April 9, 2018

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.
  - Item D2. Proposal to revise the BS in Computer Science & Informational Security shall be removed.
  - 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.

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

May 1, 2018  
1:40 p.m.  
610HH

- 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.

Absent: Warren (Ned) Benton, Asia M. Johnson, Karen Kaplowitz, and Steven Pacheco.

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**

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS  
COMMITTEE**

**AGENDA**  
**September 8, 2017**  
**9:45 A.M. – 12:00 P.M.**  
**ROOM 630 Haaren Hall**

- 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

## CURRICULUM COMMITTEE

September 8, 2017

## ATTENDANCE

Quorum = 16 Voting Members

97

Last Name	First Name	Department	Initials
Balis	Andrea	History	AB
Byrne	Dara	Dean, Undergraduate Studies	
Crowder	Susannah	Interdisciplinary Studies Program	SC
Diaz-Mendoza	Virginia	SEEK	Absent
Endsley	Crystal	African-American Studies	CG
Gates	Jay	English	Absent
Glasford	Demis	Psychology	DG
Haberfeld	Maria	Law, Police Science, CJA	MH
Hammond	Sarah	Scribe	SK
Holder	Michelle	Economics	M.H.
Katz	Jane	Health and Physical Education	JK
Killoran	Kathy	Undergraduate Studies	K-KO
Lewis	Ma'at	Counseling	MA
Matos	Daniel	Associate Registrar, Enroll Management	Absent
Moffet-Bateau	Alexandra	Political Science	Absent
Murray	Bettina	Communication and Theater Arts	Present
Oboler	Suzanne	Latin America & Latina/o Studies	SO
Peters	Judy-Lynne	Public Management	JP
Petrosian	Gohar	Criminal Justice	Gohar A. Petrosian
Pittman	John	Philosophy	Absent
Puls	Michael	Mathematics and Computer Science	Absent
Rossi	Maria Julia	Modern Languages & Literature	Maria
Sexton	Ellen	Library	Ellen
Snajdr	Edward	Anthropology	Absent
Spunt	Barry	Sociology	BS
Swenson	Sandra	Sciences	SB
Thompson	Erin	Art and Music	EM
Till	Robert	SFEM Security Management	R-Till
Guests:			
Patton	Raymond	UGS	RP

## CURRICULUM COMMITTEE

September 8, 2017

## ATTENDANCE

Quorum = 16 Voting Members

young	Nedine	Reistner	✓ C of S
Putton	Raymond	VMS	✓ C of S
Lawton	Brian		
Villanueva	Silmain		
Sturz	Katalin	Y - ?	

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
City University of New York  
**UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE**  
**Minutes of September 8, 2017**

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**

2

3  
4 Dean Byrne called the meeting to order. As it was the first meeting of the year, the members of  
5 the committee introduced themselves and spoke about what they look forward to this year.  
6 Common sentiments included praise for the efficiency of UCASC meetings last year, as well as  
7 appreciation for a forum to get to know the wider workings of the curriculum with people from  
8 across the college.  
9

## **Approval of the minutes of May 19, 2017**

10

11 There was no discussion or changes necessary.  
12

13

14 A motion was made and seconded to approve the minutes of May 19, 2017. The  
15 minutes were adopted with 14 votes in favor and 5 abstentions.  
16

## **Elections**

17

### **Vice Chairperson**

18

19 Dean Byrne explained that the Vice Chairperson would step in as chair in the case of Dean  
20 Byrne's absence. Professor Judy Lynne Peters has been filling this position. Dean Byrne asked  
21 for nominations. Professor Peters was nominated and the nomination was seconded.  
22

23

24 A motion was made and seconded to elect Professor Peters as Vice Chairperson.  
25 Professor Peters was elected with 19 votes in favor.  
26

27

### **Two Representatives to the Honors Program Advisory Committee**

28

29

30

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

6  
7 **A motion was made and seconded to approve Honors Program Advisory**  
8 **Committee Members. The motion was approved unanimously with 19 votes in**  
9 **favor.**

10  
11 **UCASC Subcommittees**

12  
13 Dean Byrne introduced a proposal to collapse the number of subcommittees from six to three.  
14 She felt that a smaller number of committees with consolidated workloads might make the work  
15 more efficient for faculty. Kathy Killoran explained the various subcommittees. The Programs  
16 Subcommittee which looks at proposals for new and revised majors, minors and certificate  
17 programs will be combined with the Program Review Subcommittee. The Program Review  
18 subcommittee is responsible for reviewing departments' self-study documents, which are  
19 generated by each department every five years. That subcommittee works with the majors or  
20 departments to get the self-study into the best shape possible to go to the outside reviewers. It is  
21 a negotiation between the administration and the department/program about the next steps to  
22 improve the major. When the self-study document is ready, it goes to UCASC for a vote to adopt  
23 it. This year there are likely to be four self-studies. The second subcommittee is Academic  
24 Standards, where there might be proposals about grading, academic honors, or any policies that  
25 affect students, such as policies about incompletes. Thirdly, the Courses subcommittee will now  
26 encompass both new and revised courses. Previously there was a separate General Education  
27 committee that reviewed Gen Ed courses, and this body was made up of members from UCASC  
28 and the Faculty Senate. While that committee was important and vital while the General  
29 Education revision was underway, since then the bulk of that work has dwindled. There was  
30 previously a requirement that General Education committee members were elected to their  
31 positions, but since this committee is changing, that is changing also. The Faculty Senate has  
32 left it up to UCASC to populate the subcommittee as it sees fit.

33  
34 Professor Balis said that at the time the Gen Ed committee was established, the historical  
35 context was very different. Not only was it a lot of work, but it was also in all departments'  
36 interest to keep an eye on how this new program was being rolled out. Now that the Gen Ed  
37 work is well underway, such vigilance is no longer required.

38  
39 Dean Byrne asked for questions about the subcommittees. Professor Jane Katz asked how an  
40 experimental course should be brought to UCASC. Katherine Killoran said that experimental  
41 courses go through the Office of Undergraduate Studies not UCASC.

42  
43 Professor Ellen Sexton was concerned that the larger committees would make scheduling more  
44 difficult. Kathy Killoran said she did not think that everybody necessarily would be at every  
45 meeting, and also that she is always open to getting feedback from members by e-mail. Dean  
46 Byrne said that if the new layout does not work, it could certainly be revisited later on. She said  
47 the goal is to make UCASC a little more faculty friendly and tie committees together to reduce  
48 redundancy. For the moment, it is a pilot project. Sign-up sheets were distributed.

1   **New Business**

2  
3   **Two Reading Rule**

4  
5   Dean Byrne said she learned from former provost Jane Bowers that the two-reading rule  
6   was not an official UCASC policy, but rather a practice that Provost Bowers introduced.  
7   The rule in place has been that everything brought to UCASC is brought in once and  
8   then brought in second time after time to reflect. Dean Byrne said she had seen a  
9   number of proposals for which the committee had very little feedback, or perhaps only  
10   commented on wording issues, typos, etc. She said she would like to have discretion to  
11   waive the two-reading rule or to apply it in instances when there is a lot of discussion  
12   and it needs to be visited again. Professor Suzanne Oboler moved that we apply the two-  
13   reading rule when common sense requires it. There was much head-nodding around the  
14   table. Professor Balis agreed fervently, noting that the subcommittees do a great deal of  
15   work with the proposers, which has been quite effective and means that there is less  
16   need for the time and space for thought after the initial UCASC proposal. Professor  
17   Peters said that there have been very few courses that really needed a second reading,  
18   and when there have been legitimate problems hindering a course's speedy approval  
19   that has been very clear and obvious and UCASC has handled such courses  
20   appropriately.

21  
22   Dean Byrne asked if a vote is needed, considering that it is not an official rule. Kathy  
23   Killoran said it is a practice, and the committee can vote on practices. Professor Crowder  
24   asked for clarification about how the group would decide which courses get a second  
25   reading. Dean Byrne said she would ask the sense of the committee.

26  
27   Kathy Killoran noted that three student members should be joining UCASC after this  
28   year's student elections happen at the first College Council.

29  
30   A motion was made to propose that second readings are held based on common sense.  
31  
32   Professor Ma'at Lewis felt that perhaps such a vote should be held up until students join  
33   the committee. Dean Byrne felt this was fair, and said we could talk about this at the  
34   beginning of the next meeting and then take the vote and discuss the procedure.

35  
36   **Dean's Initiatives for the Academic Year**

37  
38   Dean Byrne said last year there was a great effort to connect Gen Ed to John Jay's big missions,  
39   such as post-graduate outcomes, global identity, and commitment to diversity in the curriculum.  
40   One of her priorities will be to improve and expand experiential learning. Another area she  
41   hopes to work on is capstone courses in majors and how they are scaffolded and what resources  
42   are available for faculty to work on them? To explore these questions, she is convening a group  
43   this year to talk to faculty about what is working and what is not about capstones in an effort to  
44   develop recommendations. She wants to clean up how majors conceive of the capstone, how to

1 support faculty in that effort, and how to signal to students that doing one is actually an  
2 accomplishment.

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

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

15 Another issue of concern is the way students develop writing skills from the 100-level to the  
16 400- level. The writing intensive program has been changed, because there were not enough WI  
17 courses for the amount of professors receiving training. Instead, WI courses are now being  
18 distributed among departments so that they won't be all be consolidated in one department.  
19 Skills for transfers have been the number one point of discussion for professors who receive  
20 justice academy transfer students. Their ability to write at the 300- level when they enter the  
21 college is particularly challenging.

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

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

37 Dean Byrne expressed that there was a great deal of discussion about assessment last year, at  
38 this body in particular, and now she'd like to work on figuring out how to use this assessment  
39 data about student success to shift the narrative about what we want for our students and how  
40 we get improvements in that. Last year's Gen Ed assessment revealed that it is primarily taught

1 by adjuncts, so outreach was done to cultivate understanding of the place of each course in the  
2 Gen Ed among adjuncts who are actually teaching the courses. Assessments also revealed some  
3 questions surrounding John Jay's position as a Hispanic Serving Institution. Latino studies here  
4 are primarily U.S. based. While John Jay has been receiving HSI money, the college has not  
5 been addressing these issues and ideas academically across the college. There has been no  
6 conversation around this problem, so Dean Byrne would like UCASC to address it. Katherine  
7 Killoran said that a lot of the Latina/o oriented material is recent, but there are some courses  
8 that have not been updated in a very long time. In particular, the language in course  
9 descriptions and titles needs updating.

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

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

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

40 Dean Byrne brought up the item from last year regarding globalizing the curriculum. Dean  
41 Lopes' (now Interim Provost Lopes) proposal for some sort of recognition of global work as a

1 competency, etc. Dean Byrne said that she and Ray Patton and Katherine Killoran spent a good  
2 bit of time discussing how this sort of thing might actually roll out, in terms of the Registrar and  
3 student's transcripts, etc. To begin this work, Undergraduate Studies received a small grant to  
4 look at John Jay's learning outcomes in terms of global content.

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

## 12 **Discussion on Helping Students Make Meaning of Their 13 Curriculum and Post-Graduate Opportunities**

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

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

28 Katherine Killoran said that students struggle to make sense of how to use their general  
29 electives. Dean Byrne said students at the college switch majors not because they found a  
30 passion for something, but rather because they are running from another major. Often, they  
31 switch majors because they can, and there is no intervention step requiring them to speak with  
32 someone. She asked how the college can speak with students earlier about being intentional in  
33 switching and thinking and exploring. They may not know the difference between various  
34 disciplines, such as forensic science and forensic psychology. Sometimes a student is saying  
35 psychology but what they really mean is human services, and the college needs to help them  
36 understand that in the first three semesters. If they realize it in semester 7, and try to change  
37 then, they will run out of money. At other institutions, there are actual schools that make those  
38 divisions clear, but John Jay does not have such structures. Someone suggested an open house  
39 at which categories are discussed.

1 Professor Peters said she felt like the emphasis on choosing something at age 17 is dysfunctional,  
2 so one of the ways she has liked to frame it is by discussing competencies. In the first two years,  
3 the college should stress good competencies in writing and so forth, rather than emphasizing  
4 choosing a major. This way, students can be prepared to pivot for various careers. Dean Byrne  
5 loved this point, and agreed, but noted that every major should be teaching competencies, but  
6 every major approaches those competencies slightly differently. She wants to give students the  
7 space to consider what they are doing and why it matters, in particular why it matters that they  
8 are in the program they are in, so that they can go out into the world and be a champion of their  
9 own education. The college has the content, but the mission is not clear or digestible.

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

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

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

30 The meeting concluded at 12:10.

31  
32 Respectfully submitted,  
33 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)

PSC 216 Crime Mapping

SEC 378 Security Management Internship

SOC 210/ANT 210/ PSY 210 Sex and Culture

SOC 251 Sociology of Rights

SOC 252 Environmental Sociology

SOC 305 Sociology of Law

SOC 327 Advanced Sociological Methodology

SOC 364 Food Justice

## CURRICULUM COMMITTEE

October 20, 2017

## ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Awad	Jasmine	Student Member	Jasmine Awad
Balis	Andrea	History	A
Byrne	Dara	Dean, Undergraduate Studies	Dara
Caceres	Paula	Student Member	P
Crowder	Susannah	Interdisciplinary Studies Program	Susannah
Diaz-Mendoza	Virginia	SEEK	V
Endsley	Crystal	African-American Studies	Crystal
Gates	Jay	English	Jay Gates
Glasford	Demis	Psychology	Demis
Haberfeld	Maki	Law, Police Science, CJA	Maki
Hammond	Sarah	Scribe	Sarah
Holder	Michelle	Economics	M. Holder
Katz	Jane	Health and Physical Education	Jane Katz
Killoran	Kathy	Undergraduate Studies	Kathy
Lewis	Ma'at	Counseling	Absent
Matos	Daniel	Associate Registrar, Enroll Management	Absent
Moffet-Bateau	Alexandra	Political Science	Alex
Murray	Bettina	Communication and Theater Arts	Bettina
Oboler	Suzanne	Latin America & Latina/o Studies	Absent
Peters	Judy-Lynne	Public Management	Judy-Lynne
Petrosian	Gohar	Criminal Justice	Gohar A. Petrosian
Pittman	John	Philosophy	Absent
Puls	Michael	Mathematics and Computer Science	Michael Puls
Rossi	Maria Julia	Modern Languages & Literature	Maria Julia
Sexton	Ellen	Library	Ellen
Snajdr	Edward	Anthropology	Edward Snajdr
Spunt	Barry	Sociology	Barry Spunt
Swenson	Sandra	Sciences	Sandra Swenson
Thompson	Erin	Art and Music	Erin
Till	Robert	Security Management	Robert Till

## CURRICULUM COMMITTEE

109

October 20, 2017

## ATTENDANCE

Quorum = 16 Voting Members

Guests:			
Patton	Raymond	UGS	
Boettner	Douglas	Enrollment mgmt/ Spec. Acad. Sessions	✓
Pastrana	Jay		✓
Gentile	Katie		✓
McKiever	Shavonne		✓
Villanueva	Sunaya		✓

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

**Present:** Jasmine Awad, Andrea Balis, Dara Byrne, Paula Caceres, Susannah Crowder, Virginia Diaz-Mendoza, Crystal Endsley, Jay Gates, Demis Glasford, Maria Haberfeld, Sarah Hammond, Michelle Holder, Jane Katz, Katherine Killoran, Alexandra Moffet-Bateau, Bettina Murray, Judy-Lynne Peters, Gohar Petrossian, Michael Puls, Maria Julia Rossi, Ellen Sexton, Edward Snajdr, Barry Spunt, Sandra Swenson, Erin Thompson, Robert Till.

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

**Guests:** Douglas Boettner, Katie Gentile, Brian Lawton, Christen Madrazo, Shavonne McKiever, Jay Pastrana, Ray Patton, Tara Pauliny, Sumaya Villanueva.

1

## 2 **Announcements**

3

4 Dean Byrne called the meeting to order.

5

## 6 **Approval of the minutes of September 8, 2017**

7

8 There was no discussion.

9

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

12

## 13 **New Business**

14

## 15 **Using E-Portfolio to Improve Student Learning**

16

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

25

26 Sandra Swenson spoke about how this type of work can be integrated into her science classes.  
27 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,

1 which prevents plagiarism. Another nice thing about this format is it allows for images. It is very  
2 easy to create graphs.

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

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

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

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

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

23 **Program Review / Programs Subcommittee**

24 **Self-Study for the BA in Gender Studies**

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

36 Professor Balis complimented the assessment, noting that the record-keeping and  
37 thoughtfulness was very good. Professor Katie Gentile said that they had put a lot of thought

1 into that because they are not a department, so they determined that they had to have their own  
2 methods and organization.

3 Professor Gentile said that they focused a lot on the introductory course and the transition to the  
4 200-level. GEN 205 had to do a bit of the labor to cover methods, since there was not a  
5 dedicated methods course. She spoke about the growth in the program, which began with one  
6 section of GEN 101 and now has grown to eight sections. Those students are not all majors or  
7 minors, which she felt was a good thing in this case, as it meant they would take this lens into  
8 their other majors.

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

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

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

23 **General Education / Courses Subcommittee**

24 **New Course**

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

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

32 Speaking for the Anthropology major, Professor Snajdr noted that this course is not sequenced  
33 before or after the research methods course, and that decision was intentional because the  
34 program is small and they want to make it available to students whenever it is taught. This  
35 enables professors to focus on the writing, which is what this course is trying to do, without  
36 necessarily requiring students to have great experience on the methods of data collection.  
37 Ideally, it could be sequenced, and that is the long term plan, but at the moment it is nicely

1 flexible. He also noted that this course is very open to new forms of writing, such as blogging, or  
2 writing letters to field sites to get permission for research.

3  
4 Dean Byrne was extremely excited about this course. She said upper level courses in writing are  
5 crucial for transfer students, both transferring from other schools and from other majors. She  
6 said we need more of these types of courses. Often, 1XX and 2XX level writing courses are good  
7 but not specific to the discipline or particular professions. This course asks students to write like  
8 anthropologists at the Bachelor's level. Right now, a number of majors do not have this  
9 opportunity for students to work towards that goal. She thought this particular course proposal  
10 would make a good example for other departments, if faculty wish to bring this idea back to  
11 their own departments.

12  
13 Katherine Killoran complimented the exercises in the syllabus, which seem accessible to  
14 students, and scaffold well toward the final assignment.

15  
16 **A motion was made and seconded to adopt the new course. ANT 3XX was**  
17 **approved unanimously with 23 votes in favor.**

18  
19 **Course Revisions**

20  
21 **GEN 205 Gender and Justice**  
22 **GEN/HIS 364 History of Gender and Sexuality: Prehistory to**  
23 **1650**

24  
25 These are two proposal are simple changes to prerequisites. When the college created the new  
26 Gen Ed, the ISP department created a course that is similar to GEN 101, so that course has now  
27 been added as an alternative prerequisite (ISP 145 Why Gender Matters) to these two courses.

28  
29 **A motion was made and seconded to take the two GEN courses as a slate. The**  
30 **motion was approved unanimously with 24 votes in favor.**

31  
32 **A motion was made and seconded to approve the course revisions. The course**  
33 **revisions were approved unanimously with 24 votes in favor.**

34  
35 **ACC 308 Auditing**

36  
37 Katherine Killoran introduced this course, which is adjusting its prerequisites. Recently, the  
38 college has added Intermediate Accounting courses to the major so ACC 270 will become the  
39 pre-requisite for Auditing rather than another 300-level course.

40  
41 **A motion was made and seconded to approve the course revision. The course**  
42 **revision was approved unanimously with 24 votes in favor.**

43  
44  
45  
46

1   **CRJ 255 Computer Applications in Criminal Justice**  
2   **PSC 216 Crime Mapping**

3  
4   Katherine Killoran proposed taking these courses as a slate, since both courses are making the  
5   same revision to the course prerequisites to accommodate students in the older version of the  
6   Police Studies major. Those students did not necessarily have to take CRJ 101 or ICJ 101, so they  
7   were getting caught up in financial aid because they take PSC 101. It was a hidden prerequisite  
8   that was hindering TAP certification. Now that hidden prerequisite is being added to these two  
9   courses.

10  
11   **A motion was made and seconded to take the two courses as a slate. The motion**  
12   **was approved unanimously with 24 votes in favor.**

13  
14   **A motion was made and seconded to approve the course revisions. The course**  
15   **revisions were approved unanimously with 24 votes in favor.**

16  
17   **ISP 100-level Course Prerequisite Bulk Request (ISP 101, 110,**  
18   **112, 134, 145, 147, 160)**

19  
20   Katherine Killoran explained the context of these changes, resulting from CUNY First's  
21   treatment of co-requisites. Now, there is a block programming for all freshmen to take ENG 101  
22   so the co-requisite for these courses are unnecessary. The co-requisite is making it hard for  
23   students to register seamlessly for these courses.

24  
25   **A motion was made and seconded to approve the course prerequisite bulk**  
26   **changes. The bulk changes were approved unanimously with 23 votes in favor and**  
27   **1 abstention.**

28  
29   **SEC 378 Security Management Internship**

30  
31   Katherine Killoran said this revision is a bit more substantive. It has to do with the required  
32   internship course for the Security Management major. The department would like to expand  
33   the course focus allow for different variants, such as an internship at a current place of work, or  
34   a practicum project, etc. Students would still be required to meet at a class time and get the  
35   mentoring of a faculty member. This major does not have a huge amount of students so  
36   combining the practicum and the internship in one course makes sense. The department is  
37   trying to accommodate students who already work in the field or want to do their own research  
38   project to complete this requirement. The Courses Subcommittee thought this would be a good  
39   idea, though perhaps challenging to implement in the classroom.

40  
41   **A motion was made and seconded to approve the course revision. The course**  
42   **revision was approved unanimously with 24 votes in favor.**

43  
44  
45

1   **SOC 210/ANT 210/PSY 210 Sex and Culture**

2  
3 This revision results from overall work being done in the Sociology Department to refresh their  
4 courses. In their internal review, they are proposing to drop the SOC cross-listing for this  
5 course. Some of these cross-listings are vestiges from when the college had departments that  
6 did not have majors. So this revision represents a parting of ways, and this course primarily run  
7 by Anthropology will only be cross-listed with PSY. The Sociology Department has a new course  
8 that touches on similar subject matter, the Sociology of Sexualities. Professor Peters asked if  
9 removing this from the sociology minor would have any effect on the minor. Killoran said it is  
10 not a structured minor, and they have plenty of electives available.

11  
12 **A motion was made and seconded to approve the course revision. The course**  
13 **revision was approved unanimously with 23 votes in favor.**

14  
15 **SOC 251 Sociology of Rights**  
16 **SOC 252 Environmental Sociology**  
17 **SOC 305 Sociology of Law**  
18 **SOC 327 Advanced Sociological Methodology**  
19 **SOC 364 Food Justice**

20  
21 Katherine Killoran proposed taking these courses as a slate, because they are all minor revisions  
22 to the course descriptions. On the back of each one, the changes have been highlighted in bold.  
23 She noted that they are quite minor tinkering with the wording. Professor Spunt said that a few  
24 of these course descriptions were extremely old and in dire need of revision, while the others are  
25 extremely minor wording changes.

26  
27 **A motion was made and seconded to take the SOC courses as a slate. The motion**  
28 **was approved unanimously with 24 votes in favor.**

29  
30 **A motion was made and seconded to approve the course revisions. The course**  
31 **revisions were approved unanimously with 24 votes in favor.**

32  
33 The meeting concluded at 11 a.m.  
34  
35 Respectfully submitted,  
36 Sarah Hammond, Scribe

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS  
COMMITTEE**

**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 Cybservice

**Course Revisions**

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

***Attachments:***

Agenda for Dec 15<sup>th</sup>

Minutes of Nov 17<sup>th</sup>

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 Cybservice

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

## CURRICULUM COMMITTEE

November 17, 2017

## ATTENDANCE

Quorum = 15 Voting Members (One student member seat vacant)

Last Name	First Name	Department	Initials
Awad	Jasmine	Student Member	Absent
Balis	Andrea	History	A B
Byrne	Dara	Dean, Undergraduate Studies	(Signature)
Caceres	Paula	Student Member	P
Crossman	Angela	Psychology	
Crowder	Susannah	Interdisciplinary Studies Program	Absent
Diaz-Mendoza	Virginia	SEEK	Absent
Endsley	Crystal	African-American Studies	C
Gates	Jay	English	Absent
Haberfeld	Maki	Law, Police Science, CJA	Maki
Hammond	Sarah	Scribe	SARAH
Holder	Michelle	Economics	absent
Katz	Jane	Health and Physical Education	Jane Katz
Killoran	Kathy	Undergraduate Studies	(Signature)
Lewis	Ma'at	Counseling	Ma'at
Matos	Daniel	Associate Registrar, Enroll-Management	Daniel Matos
Moffet-Bateau	Alexandra	Political Science	absent
Murray	Bettina	Communication and Theater Arts	Bettina Murray
Oboler	Suzanne	Latin America & Latina/o Studies	Absent
Peters	Judy-Lynne	Public Management	JLP
Petrosian	Gohar	Criminal Justice	Gohar D. Petrosian
Pittman	John	Philosophy	JP Pittman
Puls	Michael	Mathematics and Computer Science	MP
Rossi	Maria Julia	Modern Languages & Literature	Maria Julia
Sexton	Ellen	Library	
Snajdr	Edward	Anthropology	ES
Spunt	Barry	Sociology	Absent
Swenson	Sandra	Sciences	SS
Thompson	Erin	Art and Music	Absent
Till	Robert	Security Management	Robert Till

REGISTRAR  
STUDENT AFFAIRS

## CURRICULUM COMMITTEE

119

November 17, 2017

## ATTENDANCE

Quorum = 15 Voting Members (One student member seat vacant)

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
City University of New York  
**UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE**  
**Minutes of November 17, 2017**

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.

**Absent:** Jasmine Awad, Susannah Crowder, Virginia Diaz-Mendoza, Jay Gates, Michelle Holder, Alexandra Moffet-Bateau, Suzanne Oboler, Barry Spunt, Erin Thompson.

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

1

## **Announcements**

2

3  
4 Dean Byrne called the meeting to order. Douglas Boettner, the Director of Special Academic  
5 Sessions reminded everyone that Winter Session registration was underway, and he asked them  
6 to bring that information back to their departments. His office was finalizing the dates for  
7 summer sessions. There was some discussion of how many courses students are allowed to take  
8 during Winter session, since technically only three credits are permitted. Douglas Boettner said  
9 that the registrar can grant exceptions to the limit. Kathy Killoran said that exceptions are  
10 granted on an individual basis, and those are determined by a number of factors, including  
11 GPAs.

12

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

16

## **Approval of the minutes of October 20, 2017**

17

18 There was no discussion or changes requested.

19

20 **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.**

21

## **New Business**

22

23 **Program Review / Programs Subcommittee**

24

25 **New Minor in Cybercrime**

26

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

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

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

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

17  
18 **General Education / Courses Subcommittee**

19  
20 **Gen Ed Assessment Report**

21 Ray Patton introduced the report, written by Professor Andrew Sidman. He thanked Professor  
22 Sidman for his detailed work. He also thanked the Science Department and Professor Sandra  
23 Swenson for producing their own analysis. He drew attention to the appendix page that  
24 addresses actions the college took in response to last year's assessment report, such as work on  
25 300-level courses, the Open Educational Resources grant, support for course design and  
26 pedagogy workshops, and 100 & 200-level scaffolding seminars, among other things.

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

35  
36 Dean Byrne said there is an ongoing discussion in her office about how to bring issues like this  
37 out to faculty and to students. Her office has been looking at tools that can make assessment of  
38 the curriculum more visible both to students and to the administration, such as milestone  
39 credentials. These credentials would provide a metric for the college to examine how many  
40 students are meeting the college's institutional learning goals at various points within the  
41 degree. She noted a conversation she had had with a student who thought she had taken no

1 ethics courses, while Dean Byrne knew that this student had taken courses that contained ethics,  
2 but was unaware because that content was not made explicit. Dean Byrne also noted that now it  
3 is entirely possible for students to dodge the things they do not want, such as Quantitative  
4 Reasoning. She said the concern might not be limited to quantitative reasoning, and that the  
5 curriculum should be structured such that students cannot skirt methods. Regarding executing  
6 assessment, she said it has not always been clear when the improvements are made and we close  
7 the loop.

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

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

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

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

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

24  
25 **New Course**  
26

## 27 **MAT 3XX Mathematics of Signal Processing**

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

32  
33 Regarding UCASC procedure, Professor Lewis asked if we ever test course descriptions with  
34 students before finalizing them, and asked if that had been done with this description in  
35 particular. Professor Puls said this course description is a pretty standard math description.  
36 Katherine Killoran said this course was already taught experimentally as a selected topics  
37 course, which fourteen students completed. That is why the course proposal did not need as  
38 much vetting in the subcommittee. She agreed that the course description should be student-  
39 friendly and understandable but it also important for transfer purposes to explicitly state course  
40 content.  
41

42

1   **A motion was made and seconded to approve MAT 3XX Mathematics of Signal  
2   Processing. The course was approved with 18 votes in favor.**

3

## 4   **SEC 3WW Hospital Security**

5

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

9

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

12

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

15

## 16   **SEC 1XX Introduction to Cybercrime: Theories and Applications**

17

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

20

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

28

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

40

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

45

46   Dean Byrne said that question is not in play when the text is the professor's own book, when the  
47   professor is both author and instructor. Professor Maras noted the difference between existing  
48   cybersecurity texts, which are difficult to read, and her own text, which endeavors to make the  
49   material exciting for students. Dean Byrne remained curious about why students are not

1 exposed to other materials. Professor Maras said there are hundreds of sources for her text.  
2 Dean Byrne said courses are often structured using multiple articles.

3  
4 Professor Robert Till asked for clarification of the question, wondering why it was important to  
5 distinguish between one author and multiple authors. Professor Balis said that much of the  
6 college's work is to expose students to multiple points of view and ask them to step out, analyze,  
7 and consider ideas via multiple texts. Professor Maras said her book is not one-sided; it provides  
8 multiple perspectives and asks students to draw conclusions.

9  
10 Professor Swenson suggested listing the various references that might be employed by the text  
11 in the syllabus, to make the multiple viewpoints explicit. She said if she were a student  
12 approaching this class, she might feel challenged in representing her own voice. She said she  
13 realized that this is not the intention, and she thought it might be a question of how the material  
14 is represented on the syllabus.

15  
16 Paula Caceres, a student, said it is actually quite valuable to have a text written by the professor.  
17 She said she has had a few such classes, and it was clear that the professors were using those  
18 texts to facilitate learning. She also felt that it makes sense that references within a textbook are  
19 condensed. The condensed collection is appealing to her as a student – more so than a long list  
20 of multiple articles from many places. She thought it was important to acknowledge that this is a  
21 new course for a new minor.

22  
23 Dean Byrne noted that the debate in the room is the key work of this committee, and it only  
24 showed that the people in the room read the material and care. She reminded everyone that she  
25 has received official complaints filed by students who raised ethical questions about the  
26 instructor/author boundary. That said, Dean Byrne's own question for Professor Maras was not  
27 about ethics, but purely about the cost of the textbook, and what it means if the only source is  
28 coming from this professor. It is known that students delay on purchasing texts. She reiterated  
29 that this is no comment on Professor Maras' integrity, which is impeccable.

30  
31 Professor Maras thanked everyone for their comments. She explained that professors are not  
32 paid for these textbooks, and also that each chapter in the text was reviewed by ten experts in  
33 the field. She noted that in her own pedagogy she encouraged spirited debate and students are  
34 not force fed conclusions. Dean Byrne reiterated that her question was not a criticism, but a pure  
35 question about cost with awareness of student consumer habits. Professor Maras said the book  
36 is available in the library.

37  
38 Speaking for the library, Professor Ellen Sexton strongly stated that it is library policy not to buy  
39 textbooks. She said that Professor Maras' book is in the library because it falls under a Criminal  
40 Justice category, and so it has an independent reason to be part of the library collection. She  
41 wanted to be absolutely clear that professors cannot rely on the library to provide textbooks for  
42 students.

43  
44 **A motion was made and seconded to approve SEC 1XX Introduction to**  
45 **Cybercrime: Theories and Applications. The course was approved with 17 votes in**  
46 **favor 1 abstention.**

47  
48 **SEC 2XX Cybercrime Investigations**

49

1 Professor Peters introduced the course. There was no further discussion  
2  
3 **A motion was made and seconded to approve SEC 2XX Cybercrime Investigations.**  
4 **The course was approved with 18 votes in favor.**

5  
6 **SEC 2YY Cyberlaw and Cyberliberties**

7 Professor Peters introduced this course, noting that the committee had had some questions  
8 about the difference between this course and the previous one, which the proposer had  
9 answered. Professor Lewis asked why “Cyberliberties” was added to the title. Professor Maras  
10 said that there is much discussion in the course of people defending their rights online. Since  
11 that is such a core element of the class, it was added to the title.  
12

13  
14 **A motion was made and seconded to approve SEC 2YY Cyberlaw and**  
15 **Cyberliberties. The course was approved with 17 votes in favor.**

16  
17 **SEC 3XX Cyberfraud and Identity Theft**

18 **SEC 3YY Cyberpredators**

19 **SEC 3ZZ Cybservice**

20 Professor Peters proposed discussing these three courses as a slate, since in the subcommittee  
21 had the same feedback about all three courses. There were discussions of the difference between  
22 200-level and 300-level courses, as well as discussion of the similarity of assignments from  
23 course to course. The subcommittee had asked that the courses be distinguished from each  
24 other, and the proposer was amenable.  
25

26  
27 **A motion was made and seconded to take the three courses as a slate. The motion**  
28 **to take the courses as a slate was approved with 16 votes in favor and 1 abstention.**

29  
30 Professor Sexton was concerned about coverage of intellectual property rights. She asked if any  
31 of these courses cover the ethics of sharing published material, which students may be  
32 accustomed to doing illegally. Professor Maras said that is one of the first questions she asks  
33 students in the Cyberfraud class, noting that information is not really free, regardless of what  
34 certain individuals think, and laws made in the 90's are not equipped to manage today's  
35 proliferation of information. She said the classes examine the conflict between the right to  
36 information and intellectual property rights.  
37

38 Professor Petrossian asked about the term “cybservice,” a term she had not heard. Professor  
39 Maras said it is a common term in the field. Where “vice” is already used in criminal justice  
40 terminology, here, it is qualified here for the digital world. She said that one of the conversations  
41 in the course is actually a spirited interrogation of the way they slap the word “cyber” onto  
42 anything and what that really means.  
43

44  
45 **A motion was made and seconded to approve the slate of courses. The slate was**  
**approved with 16 votes in favor.**

46  
47

1 **Proposal to Revise the BA/MA Program in Forensic Psychology**

2  
3 Katherine Killoran introduced this revision. Since the number of Gen Ed credits has been  
4 reduced so much, the program has space to require additional psychology courses in the  
5 undergraduate portion that it did not previously require, making it more possible for students to  
6 succeed at the graduate level.

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

10 **Course Revisions**

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

13  
14 Katherine Killoran introduced this very minor course revision to PSC 255, which brings the  
15 math prerequisites for this course into alignment with its sister course in the criminal justice  
16 major, CJBS 250. The revision is required because students have been trying to use CJBS to skip  
17 around this police studies research methods courses.

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

20  
21 For the SCI 114 course, the Science Department is adding some material into the course  
22 description in response to student concerns about gory material. This change makes clearer that  
23 some of the material can be a bit graphic.

24  
25 Professor Ma'at Lewis asked about the word choice, wondering if the word "disturbing" is the  
26 best word. She suggested "distressing." Professor Peters said there was a very long discussion  
27 about this in the subcommittee. Ultimately they chose to stick with the word "disturbing," even  
28 though it was a bit strong, because this type of language is universally understood. They wanted  
29 to make sure to get the message across.

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

32  
33 The meeting concluded at 11:20 a.m.

34  
35 Respectfully submitted,  
36 Sarah Hammond, Scribe

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS  
COMMITTEE**

**AGENDA**  
**December 15, 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 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 15<sup>th</sup>

Minutes of Nov 17<sup>th</sup>

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

**CURRICULUM COMMITTEE**  
**December 15, 2017**  
**ATTENDANCE**  
Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Awad	Jasmine	Student Member	<i>Jasmine Awad</i> ✓
Balis	Andrea	History	<i>A.B.</i>
Byrne	Dara	Dean, Undergraduate Studies	<i>D.B.</i>
Caceres	Paula	Student Member	<i>P.C.</i>
Cazares	Christopher	Student Member	<i>C.C.</i>
Crowder	Susannah	Interdisciplinary Studies Program	<i>Absent</i>
Diaz-Mendoza	Virginia	SEEK	<i>V.D.</i>
Endsley	Crystal	African-American Studies	<i>C.E.</i>
Gates	Jay	English	<i>J.G. (early)</i> ✓
Glasford	Demis	Psychology	<i>Absent</i>
Haberfeld	Maki	Law, Police Science, CJA	<i>M.H.</i>
Hammond	Sarah	Scribe	<i>S.H.</i>
Holder	Michelle	Economics	<i>Absent</i>
Katz	Jane	Health and Physical Education	<i>Absent</i>
Killoran	Kathy	Undergraduate Studies	<i>K.K.</i>
Lewis	Ma'at	Counseling	<i>Absent</i>
Matos	Daniel	Registrar, Student Affairs	<i>Absent</i>
Moffet-Bateau	Alexandra	Political Science	
Murray	Bettina	Communication and Theater Arts	<i>Absent</i>
Oboler	Suzanne	Latin America & Latina/o Studies	
Peters	Judy-Lynne	Public Management	<i>J.P.</i>
Petrossian	Gohar	Criminal Justice	<i>Gohar A. Petrossian</i> ✓
Pittman	John	Philosophy	<i>Absent</i>
Puls	Michael	Mathematics and Computer Science	<i>M.P.</i>
Rossi	Maria Julia	Modern Languages & Literature	<i>M.J.R.</i>
Sexton	Ellen	Library	<i>E.S.</i>
Snajdr	Edward	Anthropology	<i>E.S.</i>
Spunt	Barry	Sociology	<i>M.W.S.</i> ✓
Swenson	Sandra	Sciences	
Thompson	Erin	Art and Music	<i>C.T.</i>

## CURRICULUM COMMITTEE

129

December 15, 2017

## ATTENDANCE

Quorum = 16 Voting Members

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
City University of New York  
**UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE**  
**Minutes of December 15, 2017**

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.

**Present:** Jasmine Awad, Andrea Balis, Dara Byrne, Paula Caceres, Christopher Cazares, Virginia Diaz-Mendoza, Crystal Endsley, Jay Gates, Maria Haberfeld, Sarah Hammond, Jane Katz, Katherine Killoran, Alexandra Moffet-Bateau, Suzanne Oboler, Judy-Lynne Peters, Gohar Petrossian, Michael Puls, Maria Julia Rossi, Ellen Sexton, Edward Snajdr, Barry Spunt, Sandra Swenson, Erin Thompson.

**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.

1

**Announcements**

2

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

3

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

4

**Approval of the minutes of November 17, 2017**

5

There was no discussion.

6

**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.**

7

**New Business**

8

**Program Review / Programs Subcommittee**

9

**Making Learning Visible Across the Undergraduate Curriculum**

10

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.

11

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

1 that this work can be developed into a document that can offer a common language across the  
2 college about what the John Jay curriculum means.

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

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

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

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

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

38 Professor Suzanne Oboler said she loved this discussion and felt it was much needed. However,  
39 she had concerns about the practical impact of micro-credentials. She asked who defines when  
40 and how students obtain these. She also cautioned that adding this layer of awards might have

1 negative impact on students who obtain fewer micro-credentials than their peers. She felt it is  
2 important to consider not just the overachievers, but the majority of students who have  
3 difficulty during a semester. Dean Byrne said the key here is that micro-credentials will not be  
4 included in the transcript. Not all students will receive all micro-credentials, in fact it will be  
5 rare that anybody receives all ten. Dean Byrne spoke further to how valuable these will be when  
6 the college wants to examine how the various learning goals are being taught across the majors.  
7 For the student, lacking a micro-credential will not present any sort of barrier to completion.  
8 Professor Oboler felt there is too much potential for students to feel negatively if they do not  
9 receive enough badges. Dean Byrne countered that such a moment might steer a student to  
10 make better choices in subsequent semesters.

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

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

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

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

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

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

38  
39

1   **Program Review/Programs Subcommittee**

2

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

6

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

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

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

17

18   **Proposal to Revise the Minor in Criminology**

19

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

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

24

25   **Proposal to Revise the Minor in Human Services**

26

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

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

35

36   **General Education / Courses Subcommittee**

37

38   **New Courses**

39

40   **CHS 3XX Program Planning and Development**

41

42   Ray Patton introduced the course, which will be crucial in the new Human Services and  
43   Community Justice major. When the course came to subcommittee, it was packed to the brim

1 with topics that could have sustained three courses. The subcommittee recommended that the  
2 course focus more on program planning, leaving grant-writing for another course. They were  
3 very impressed with the proposer's work.

4  
5 Professor Nancy Velazquez-Torres said that the grant-writing component was initially included  
6 with the idea that it would eventually become another course, and they hope to offer such a  
7 course down the road.

8  
9 **A motion was made and seconded to approve CHS 3XX Program Planning and**  
10 **Development. The course was approved with 19 votes in favor.**

11  
12 **PSC 3XX International Police Cooperation**

13  
14 Kathy Killoran said this course came to the committee very well prepared. The subcommittee  
15 only asked for some revisions to the learning outcomes and rationale.

16  
17 **A motion was made and seconded to approve PSC 3XX International Police**  
18 **Cooperation. The course was approved with 19 votes in favor.**

19  
20 **LLS 2XX Latinx Identity (US Exp)**

21  
22 Ray Patton introduced the course, saying that the subcommittee had asked the course for a  
23 slight revision to tie course content to Gen Ed learning outcomes.

24  
25 Professor Jose Morin said this course is linked to a series of courses that could carry a student  
26 from freshmen year on. Ray Patton said this course is part of the sophomore signature program,  
27 which aims to continue support and guidance in the classroom beyond the freshmen year. Dean  
28 Byrne said analysis has shown that at the end of the sophomore year, only 36% of students are  
29 on track to graduate.

30  
31 Katherine Killoran said that 200-level offerings are being expanded intentionally, in support of  
32 the new 200-level overlay.

33  
34 **A motion was made and seconded to approve LLS 2XX Latinx Identity (US Exp).**  
35 **The course was approved with 20 votes in favor.**

36  
37 **AFR 2XX African American Youth and Social Struggle**

38  
39 Professor Jama Adams was not present to speak for this course. There was some discussion of  
40 whether the course could be approved without the proposer present. It was saved for later in the  
41 agenda.

42  
43 **MAT 4XX Mathematical Cryptography**

44  
45 Dr. Patton said this will be the capstone for one of the concentrations in the new Applied  
46 Mathematics major. There was a language tweak, to remove the word "hopefully" from the  
47 learning outcomes. The course had a scaffolded series of applied learning projects, and the  
48 subcommittee asked that the professor have students write about those projects. That was the

1 original intention behind the projects, so Professor Puls included that in the syllabus to make it  
2 more explicit.

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

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

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

11 **Course Revisions**

12 **PHY 101 College Physics I**

13  
14 Katherine Killoran said this was a revision that she requested herself because there have been  
15 problems with the vagueness of the prerequisites for this course for years. The previous  
16 prerequisites referred to high school courses, which were unenforceable at the college level.  
17 Now, the department will require math courses from the curriculum, ensuring that students can  
18 be vetted properly for this course.

19  
20 Dean Byrne asked if this change would mean students have to take an extra course before taking  
21 PHY 101. Killoran said no, they would have to take college algebra or higher and those courses  
22 serve to satisfy the general education math requirement. This revision actually only makes  
23 explicit something that was already happening. Students who were prepared for the class  
24 already had these MAT courses.

25  
26 Professor Peters said this would be a good opportunity to tweak the course description. She felt  
27 it was a bit cryptic, and could use an extra sentence. Raymond Patton said it would be useful to  
28 know that it is intended for general students rather than science students. Kathy Killoran said it  
29 is not. It is a STEM variant for General Education. Some of the new science majors allow  
30 students to take this physics course or one that is calculus-based (PHI 203). Killoran said the  
31 suggestion to examine the course description was a good one, but she hoped the prerequisite  
32 revision could be passed now, because it is a problem for students.

33  
34 **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.**

35  
36 AFR 2XX would be discussed at a future meeting.

37  
38 Dean Byrne wished everyone a wonderful end of semester. The meeting concluded at 11:16 a.m.

39  
40  
41 Respectfully submitted,  
42  
43 Sarah Hammond, Scribe

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS  
COMMITTEE**

**AGENDA**  
**February 2nd, 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 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

**Attachments:**

Agenda for Feb 2nd  
Minutes of Dec 15<sup>th</sup>

Proposal for new BA/MA Program in International Criminal Justice  
AFR 2XX African American Youth & Social Struggle

## CURRICULUM COMMITTEE

137

February 2, 2018

## ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
✓ Awad	Jasmine	Student Member	JaAwad
✓ Balis	Andrea	History	AB
✓ Thompson Bierman	Erin Ben	Art and Music	EwBT
✓ Byrne	Dara	Dean, Undergraduate Studies	(initials)
✓ Caceres	Paula	Student Member	(initials)
✓ Cheng	Demi	Sciences	ShwCheng
✓ Crowder	Susannah	Interdisciplinary Studies Program	sus
✓ Diaz-Mendoza	Virginia	SEEK	
✓ Endsley	Crystal	African-American Studies	C
✓ Haberfeld	Maki	Law, Police Science, CJA	Maki
✓ Hammond	Sarah	Scribe	SAC
✓ Holder	Michelle	Economics	absent
✓ Katz	Jane	Health and Physical Education	Jane Katz
✓ Killoran	Kathy	Undergraduate Studies	KBK
✓ Kynard	Carmen	English	absent
✓ Lewis	Ma'at	Counseling	Ma'at
✓ Matos	Daniel	Associate Registrar, Enroll Management	D
✓ Moffet-Bateau	Alexandra	Political Science	absent
✓ Murray	Bettina	Communication and Theater Arts	absent
✓ Oboler	Suzanne	Latin America & Latina/o Studies	Sohol
✓ Peters	Judy-Lynne	Public Management	JP
✓ Petrossian	Gohar	Criminal Justice	Gohar A. Petrossian
✓ Pittman	John	Philosophy	
✓ Puls	Michael	Mathematics and Computer Science	MP
✓ Rossi	Maria Julia	Modern Languages & Literature	MJ
✓ Sexton	Ellen	Library	absent
✓ Snajdr	Edward	Anthropology	absent
✓ Spunt	Barry	Sociology	BS
✓ Stoudt	Brett	Psychology	BST
✓ Till	Robert	Security Management	RB

COLLEGE REGISTRAR  
STUDENT AFFAIRS

## **CURRICULUM COMMITTEE**

February 2, 2018

## ATTENDANCE

Quorum = 16 Voting Members

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

## **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.

**Present:** Jasmine Awad, Andrea Balis, Dara Byrne, Paula Caceres, Demi Cheng, Susannah Crowder, Virginia Diaz-Mendoza, Crystal Endsley, Maria Haberfeld, Sarah Hammond, Jane Katz, Katherine Killoran, Ma'at Lewis, Daniel Matos, Suzanne Oboler, Judy-Lynne Peters, Gohar Petrossian, John Pittman, Michael Puls, Maria Julia Rossi, Barry Spunt, Brett Stoudt, Robert Till, Erin Thompson.

**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.

1

### **Announcements**

2

3

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

8

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

13

### **Approval of the minutes of December 15, 2017**

14

15 There was no discussion.

16

17

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

20

### **Old Business**

21

#### **New Course (1<sup>st</sup> Reading)**

22

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

23

24 Crystal Endsley was present to speak for the department. This new course is a 200-level  
 25 sophomore experience course proposed by Professor Jessica Nembhard and Professor Jama

1 Adams. The department needed another sophomore offering for the general education program,  
2 the new Human Services Community Justice major and it will flesh out the Africana Studies  
3 minor. It is a new elective that looks at African American youth and the struggle for social  
4 justice.

5  
6 Professor Judy-Lynne Peters asked about the definition of service learning. Dr. Raymond Patton  
7 said the revised syllabus includes a description of the service project and reduces the required  
8 hours from 30 to 15. He said the Courses Subcommittee had discussed the question of  
9 definitions for service learning, and the department's response was that it is the instructor's  
10 prerogative to define service learning in each course.

11  
12 Dr. Patton also noted that the proposers added the word justice to the title of the course to  
13 better describe course content.

14  
15 Katherine Killoran asked how this course meets the learning outcomes for Gen Ed. Dr. Patton  
16 said there are sufficient assignments to meet three main outcomes: information literacy, critical  
17 thinking, and writing. Further, the course has content on ethical views, individual and society,  
18 and fundamental concepts in methods of a discipline.

19  
20 Jasmine Awad asked about one of the paper assignments that was detailed in the original  
21 syllabus but not the most recent revision of the syllabus. That assignment called for students to  
22 interview an adult in their family over age 65, but Ms. Awad asked what the professor would do  
23 for students whose older family may be out of the country or deceased. Professor Endsley said  
24 that is a good question and it falls under the professor's discretion to find a substitute  
25 assignment that would achieve the same outcome for their goal for the assignment.

26  
27 Erin Thompson noted that the grade distribution is listed twice in the syllabus with different  
28 numbers in each set, on pages 4 and 6. At this point, Professor Adams arrived. Dean Byrne  
29 noted that if the course is approved, it would be approved with the resolution that the correct  
30 grade distribution would be identified and listed as such in the proposal.

31  
32 **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.**

33  
34 **New Business**

35  
36 **Program Review / Programs Subcommittee**

37  
38 **Proposal for a New BA in International Criminal Justice / MA in  
International Crime and Justice**

39  
40 Kathy Killoran introduced this proposal to join the BA and MA degrees, noting that she was  
41 particularly happy to see this. Now that the masters has been around for a few years and  
42 enrollment is increasing, it is a good time to join these programs as a dual degree. This proposal  
43 is the first of a few such programs planned for future proposals. It would allow undergrads to  
44 apply to a dual degree and earn both degrees in five years instead of six, saving a year's worth of  
45 tuition. There are some students with very high GPAs in this program, which means the  
46 students are qualified. The savings in credits comes from required courses that were duplicated  
47 across the two degrees, as well as some electives that are removed from the major. Killoran said  
48  
49

1 the subcommittee asked for more information about job opportunities in the proposal, so  
2 Professor Mangai Natarajan attached a list of places where students have done internships,  
3 some of which have turned into jobs.  
4  
5 Professor Barry Spunt asked if this will lead to undergraduates in the grad classes, with concern  
6 that there will be unprepared students in grad courses, a problem he has already experienced  
7 with BA/MA students in his CRJ 715 course. He has found that those students do not have a  
8 background in methods.  
9  
10 Kathy Killoran noted that this is the program in International Crime and Justice. She said that  
11 in the ICJ major, they take statistics and have a 300-level methods class. She then spoke in  
12 detail about the methods requirements for the newly revised BA/MA and BS/MA programs in  
13 Criminal Justice. The revision strengthened the undergraduate requirements to require the  
14 undergraduate research methods and capstone courses. She thought perhaps Professor Spunt  
15 might be seeing students who were still working under the old curriculum.  
16  
17 Dean Byrne said it is important to remember that this committee see continuous revisions, and  
18 it takes time for students to make their way through. She thought that professors would be  
19 seeing more prepared students in the graduate classes in the future. Now there is also better  
20 transparency about degree mapping, which means students will take things in the right  
21 sequence, getting methods at a point that will support the subsequent achievement at the  
22 capstone level, the thesis level, and so on.  
23  
24 Professor Suzanne Oboler said she thought the whole thing is a great idea. She suggested  
25 including at least one human rights course in the graduate program as a requirement, especially  
26 for Latin America. Professor Natarajan said they are still preparing new courses at the master's  
27 level, and human rights is on their radar. She said they do have it at the BA level. The MA does  
28 not focus on the level of regions. She also said that some content on human rights is spread out  
29 among most of the courses in the program. It is spread out, rather than located in one dedicated  
30 course.  
31  
32 Professor Oboler was concerned that this is not required.  
33  
34 Professor Gohar Petrossian noted that the graduate program has been extremely small, and this  
35 year there has been a 150% increase in enrollment. So there have not been enough faculty or  
36 enrollment. Now, with the huge influx of students into the program, the department can afford  
37 to consider developing new courses without having to cancel other courses. Professor Natarajan  
38 added that we do have experts in the human rights area teaching in the master's program.  
39  
40 Professor John Pittman wished to add his support to Professor Oboler's point that the  
41 suggestion is to add a *required* human rights course to the curriculum. Though the department's  
42 intention is to distribute it across the program, he noted that implementation of curricular goals  
43 varies widely from semester to semester as different instructors teach each course. So, though  
44 the program-wide goal is good, he did not think it was enough. Attention to human rights is an  
45 issue everywhere, not just South America, and it is critical to any discussion of justice. He urged  
46 them to consider adding a required human rights course on the master's level.  
47  
48 Kathy Killoran said that while feedback is welcome, the purview of this committee is not the  
49 graduate curriculum, but the undergraduate curriculum. In this case, we can advise. However,  
50 this proposal is to join the existing MA to the existing BA. We can send them feedback, but we

1 cannot tie it to the success of this proposal. She spoke a bit to the content of this major, which  
2 she called one of the best majors at the college for its robust interdisciplinary curriculum. There  
3 is a lot going on in this major, which is very large and falls in line with the best practices we like  
4 to see. The size of the major means there are a few areas that may not be as robust. She asked  
5 Professor Natarajan to speak about the capstone.

6  
7 Professor Natarajan said there is along research paper which is called a mini-thesis, in which  
8 students are expected to have competence of human rights issues as they examine a region. So,  
9 that competency is expected in the undergraduate program. She did agree with the larger point  
10 and said she would take this recommendation back.

11  
12 Professor Pittman asked if the master's program would admit students from elsewhere who had  
13 not had the BA at John Jay. If so, how would the degree educate these students in human rights?

14  
15 Dean Byrne reminded the committee that this body works on the undergraduate curriculum.  
16 She said she would draft a letter to Avi, but this body could not legislate changes to the master's  
17 program. She said the purpose here is to align, not to reshape. She also spoke to the vast  
18 differences between the populations of graduate programs and undergraduate programs at John  
19 Jay and said that these joint degrees are intended to help graduate studies increase their  
20 diversity by increasing pathways for students to get to graduate studies. We have students who  
21 are well-prepared but have barriers when it comes to standardized testing, which has been a  
22 national trend. Furthermore, there are very few full-time faculty, and these professors are  
23 concentrated in graduate programs. Faculty are stretched, partly because of faculty burden  
24 advising graduate students in masters and doctoral programs. Joining programs provides an  
25 opportunity for students to connect to more full-timers, who can then mentor, and, critically,  
26 write the letters of recommendation that are necessary to entry. Students are eager to get into  
27 the field, and these five-year programs make it more possible for students to keep the  
28 momentum through both degrees toward an actual job. She said the college is working hard on  
29 finding these five-year opportunities in multiple departments. The success of students in the  
30 CUNY Justice Academy has already shown that joining programs is effective. Though there are  
31 rumors about the difficulty of transfer students, the transfer students you do not notice are the  
32 ones who come through the Justice Academy. Joining programs makes a difference because it  
33 helps students stay on track, understand the curriculum, connect to faculty, and, most  
34 importantly, learn.

35  
36 Kathy Killoran added that there is a new master's in human rights, which has been registered. It  
37 is just kicking off, but courses are in the pipeline.

38  
39 Professor Andrea Balis had a question about this committee's work. She noted that this  
40 committee is always mindful of gender, race, ethics, and so forth when considering curricular  
41 questions. She asked if this is in any way institutionalized, with concern that another group of  
42 people in the same position might not attend to these matters. Is it dependent on who is in this  
43 room?

44  
45 Dean Byrne said, essentially, the institutional piece is the education mission. The orientation of  
46 the college keeps certain things in check. It is very difficult to write a proposal at John Jay  
47 without looking to these things. It is our culture. We expect all our work to connect to our core  
48 questions and values. She did not think a policy could address this.

49

1 Professor Oboler said it takes a long time to build a culture, but it takes two seconds to destroy  
2 it.

3  
4 Dean Byrne noted that faculty have tenure, while administrators may change. If the college  
5 invests in full-time hires who are embedded in every department, the faculty provide the  
6 leadership and stability, and that should continue to happen no matter who is sitting in her seat.  
7

8 Kathy Killoran added that there are a few foundational documents from 2006, during Provost  
9 Bowers' tenure, that document principles underlying undergraduate education at John Jay. She  
10 also pointed out the draft map of Institutional Learning Goals that will come back to the  
11 committee in a future meeting. That is another place to instill the college's culture in  
12 curriculum.  
13

14 Professor Maki Haberfeldt noted that her course CRJ 748 is missing from the electives. Kathy  
15 Killoran said she would match the graduate electives against the Graduate Bulletin.  
16

17 On the point about graduate programs, Professor Peters said that the MPA program is not only  
18 the most diverse at this college, but it is the most diverse graduate program at the university.  
19 Referring to Professor Spunt's earlier point, she said that she once had a student taking her  
20 graduate introductory public administration course at the same time as the undergraduate intro  
21 course. She asked if there is a way to require students to take methods courses before they begin  
22 graduate courses. Right now, it is an advisement issue but we can encourage this sequence via  
23 the plan of study. A note can be added to the program as well. Kathy Killoran said it would be  
24 challenging to require this because of the number of courses, but she said it is a good point. We  
25 can work on the sequencing.  
26

27 **A motion was made and seconded to approve the Proposal for a new BA in  
28 International Criminal Justice / MA in International Crime and Justice. The  
29 proposal was approved unanimously with 22 votes in favor.**  
30

31 Dean Byrne encouraged anyone inspired by the idea of joint programs to reach out to her.  
32

### 33 **CUNY Academic Momentum Initiative**

34

35 Dean Byrne wished to keep the committee updated about this initiative, which has three main  
36 areas of interest: 1) course completion, credit accumulation, and degree mapping.  
37

38 Students who are not taking fifteen credits per semester are at high risk for dropping out  
39 because of TAP eligibility, which is a big problem at John Jay because of the huge number of  
TAP students at John Jay.  
40

41 Dean Byrne and a few other John Jay administrators went to a summit at Lehman, where they  
42 learned a great deal about John Jay's work compared to other colleges. Cross-CUNY data shows  
43 that John Jay students far surpass other CUNY students when it comes to pass rates in gateway  
44 math and English courses. The "Take 15" campaign has also increased enrollment in courses  
45 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

1 momentum. Dean Byrne wished to acknowledge the faculty's role in that, noting faculty  
2 leadership helps students the most.

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

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

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

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

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

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

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

36 Regarding Incompletes, Professor Robert Till suggesting including an option to address the  
37 circumstances of the incomplete. Registrar Daniel Matos discussed some of the scenarios in

1 which professors incorrectly assign Incomplete grades and scenarios in which the grade impacts  
2 financial aid.

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

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

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

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

25

26 Respectfully submitted,  
27 Sarah Hammond, Scribe

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS  
COMMITTEE**

**AGENDA**  
**February 23<sup>rd</sup>, 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 February 2<sup>nd</sup>, 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

CSCI 271 Introductions to Computer Sci  
HIS 240 Historiography

## CURRICULUM COMMITTEE

147

February 23, 2018

## ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Awad	Jasmine	Student Member	Jasmine Awad
Balis	Andrea	History	Absent
Lopes Bierman	Cyriaco Ben	Art and Music	B.L.
Byrne	Dara	Dean, Undergraduate Studies	Dara Byrne
Caceres	Paula	Student Member	Paula
Crowder	Susannah	Interdisciplinary Studies Program	Susannah
Diaz-Mendoza	Virginia	SEEK	Virginia
Endsley	Crystal	African-American Studies	Crystal
Haberfeld	Maki	Law, Police Science, CJA	Absent
Hammond	Sarah	Scribe	Absent
Holder	Michelle	Economics	M. Holder
Katz	Jane	Health and Physical Education	Jane here
Killoran	Kathy	Undergraduate Studies	K. Killoran
Kynard	Carmen	English	Absent
Lewis	Ma'at	Counseling	Ma'at Lewis
Matos	Daniel	Registrar, Student Affairs	Daniel Matos
Moffet-Bateau	Alexandra	Political Science	Alexandra
Murray	Bettina	Communication and Theater Arts	Absent
Oboler	Suzanne	Latin America & Latina/o Studies	Suzanne Oboler
Peters	Judy-Lynne	Public Management	Judy-Lynne Peters
Petrossian	Gohar	Criminal Justice	Absent
Pittman	John	Philosophy	John Pittman
Puls	Michael	Mathematics and Computer Science	M.P.
Rossi	Maria Julia	Modern Languages & Literature	Maria Rossi
Sexton	Ellen	Library	Ellen Sexton
Snajdr	Edward	Anthropology	Edward Snajdr
Spunt	Barry	Sociology	Barry Spunt
Stoudt	Brett	Psychology	Brett Stoudt
Swenson	Sandra	Sciences	Sandra Swenson
Till	Robert	Security Management	Robert Till

## CURRICULUM COMMITTEE

February 23, 2018

## ATTENDANCE

Quorum = 16 Voting Members

Guests:			
Patton	Raymond	UGS	
Cazares	Christopher	Student Member	AS
Suri	Kate	SASP	Y
Hardy	KRISTINA	UGS	AS
Cawken	James	Political Science	JC
Fischer	Nina Rose	DR	NR

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

**Minutes of February 23, 2018**

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 Puls, 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.

1

**Announcements**

2

3  
4 Dean Byrne called the meeting to order.

5

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

13

14 Dean Byrne introduced Professor Cyriaco Lopes who is the representative from the Art and  
15 Music Department this month. Dean Byrne then asked all faculty to introduce themselves.  
16

**Approval of the minutes of February 2, 2017**

17

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

22

23 Jasmine Awad requested on page 2 line 22 her last name be spelled correctly and that Student  
24 Representative Christopher Cazares be added to the list of those that were absent.  
25

26

27 **A motion was made and seconded to approve the minutes of February 2, 2017 with  
28 those changes. The minutes were adopted with 16 votes in favor and 5 abstentions.**  
29

1   **New Business**

2

3   **Proposal to adopt Institutional Learning Goals**

4

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

14

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

23

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

27

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

32

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

38

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

45

46   Professor Lewis said that the learning goal surrounding justice advocacy doesn’t mention  
47   anything about the dynamics of power. She suggested the term power be incorporated into the  
48   document. Professor Peters asked how these learning goals will be implemented because for  
49   years these learning goals have existed but faculty wasn’t aware of them. Dean Byrne stated that

1 by mapping all these goals we can assess what courses and programs of study students are  
2 taking, what they are missing, and what they are getting every year by level and so on. She said  
3 by developing a system to understand what the gaps are and how our curriculum fits with these  
4 goals we have a more targeted way of figuring out how to fill in these gaps.

5  
6 Professor Moffet-Bateau asked if the institutional learning goals would only be a framework for  
7 assessing curriculum or would these goals be used as expectations that are made for faculty in  
8 teaching their courses. She also asked how this would be communicated to all faculty at the  
9 college.

10  
11 Dean Byrne said the college was out of step by not having posted, established institutional  
12 learning goals. She stated that these goals are not just directed at faculty because there needs to  
13 be a common framework that assesses what we are supposed to measure and how well we are  
14 doing this. Dean Byrne also stated that Academic Affairs, Student Affairs, Enrollment  
15 Management, Finance, etc. have to meet these same institutional learning goals as well.

16  
17 Professor Snajdr said that the document was very complex and detailed but pointed out that on  
18 page 6 in point 4 the word creative modifies research but not problem solving. He asked if this  
19 could be changed to creative problem solving. He also inquired if the learning goal could be  
20 listed as "Creative Research, Production and Problem Solving".

21  
22 Professor Oboler asked if her suggestions to incorporate difference into learning goal number 9  
23 would be added. Dean Byrne validated these concerns but also pointed out that the point of the  
24 learning goal is to develop leadership and collaboration skills. Professor Lewis also agreed with  
25 Professor Oboler that swapping the word difference with diversity would be bolder.

## 27 **Self-Study for BA in Law and Society**

28  
29 Kathy Killoran gave the report from the Program Review Subcommittee and said the self-study  
30 was excellently done and liked the strengths of the assessment section where each learning goal  
31 is examined and assessed separately. She also said that the self-study was honest in its  
32 challenges and felt it undersold its strengths a bit. Kathy Killoran also noted that this major is  
33 popular amongst students because of its law and social change theme. Professor Cauthen  
34 mentioned that the department recently received a program improvement grant from the  
35 Teaching and Learning Center which will allowed them to have a retreat at semester's end to  
36 consider making changes to this and the Political Science programs.

37  
38 Kathy Killoran asked Professor Cauthen to elaborate more on his notes about the governance  
39 structure of the program. Professor Cauthen mentioned the issue about interdisciplinary majors  
40 not having governance or ownership over some of the courses in the major. He said his  
41 department has plans to discuss governance structure during their retreat to plan for any  
42 challenges. Kathy Killoran suggested faculty working together from different departments that  
43 teach courses in the major to discuss this. Professor Cauthen stated that their biggest problem is  
44 they only have four core Law and Society trained faculty. He said the due to many adjuncts  
45 teaching introductory courses students may not be exposed to full-time faculty until they take  
46 the capstone course. Kathy Killoran stated that new transfer students have trouble getting seats  
47 in LWS 200 upon entry and asked if the department would be able to offer more sections. She  
48 also asked if it would be possible now that they have a part-time advisor for the department to

1 reach out to all new transfer students every semester in order to help them get on track.  
2 Professor Cauthen stated that LWS 200 will be offered during the summer for the first time.

3  
4 **A motion was made and seconded to endorse the Self-Study for BA in Law and**  
5 **Society. The Self-Study was endorsed with 24 votes in favor.**

6  
7 **Proposal to Revise the Learning Outcomes for 300-level Justice**  
8 **Core II area of the College Option**

9  
10 Ray Patton presented this item and said that according to the general education assessment  
11 John Jay students were not meeting the increased expectations as course levels increased. He  
12 said that the current learning outcomes were vague and did not specify critical thinking. He  
13 worked with a group of faculty to revise the learning outcomes to be more explicit and  
14 measurable. Ray also explained that the analysis of text was broadly defined because it doesn't  
15 only pertain to written text but pictures, songs, etc.

16  
17 Professor Till asked if the word "work" could be replaced with "text". Dean Byrne said that from  
18 her discipline anything could be analyzed is a text and that the word does not need to be  
19 changed. Professor Lewis stated that "broadly defined" isn't clear and asked for that to be better  
20 explained in the learning outcomes.

21  
22 Professor Sexton stated that she loved the learning outcomes but asked if the word "discover"  
23 could be added into learning outcome 2. Professor Swenson asked how discover would be  
24 measured. Professor Moffet-Bateau stated that when she thinks of these terms "gather" and  
25 "discover" she thinks about research and inquired if research could replace both these words.

26  
27 Kathy Killoran said that they are trying to link the outcomes from the flexible core on the 100-  
28 and 200-level to the 300-level courses in the college option in order to scaffold them over all  
29 course levels.

30  
31 Dean Byrne mentioned that initially the hope had been around the 300-level students could take  
32 more writing intensive courses in general education but with the size of the college and the  
33 paucity of classrooms that is not possible. She mentioned the issue of advancing efforts to  
34 improve student written/oral skills without enough faculty, classrooms, etc. Dean Byrne  
35 explored options about adding writing into the disciplines in the majors. Ray Patton said that he  
36 wants to have a faculty development day seminar on how to teach writing in a section with 36  
37 students.

38  
39 Professor Lewis stated that she liked the learning outcomes but asked if we are advocating to  
40 analyze justice related texts and work. Professor Endsley stated that learning outcome 1  
41 somewhat speaks to this. Professor Peters raised the point that there is a course levels document  
42 that has writing requirements for courses at the different levels. She explained that documents  
43 like this do not get disseminated and implemented by a lot of faculty. She said that writing  
44 requirements need to be pushed to the majors because students can make their way through  
45 college by avoiding classes that are writing intensive and then get to graduate school and  
46 struggle.

47  
48 Dean Byrne said there are "two John Jay's". One in which a set of students go through writing  
49 intensive courses and research and another set of students that take a plethora of classes with

1 very minimal to no writing requirements. She mentioned that this is a capacity question because  
2 with the lack of full-time faculty at the college how can there be better distribution of writing  
3 intensive courses.

4  
5 **A motion was made and seconded to approve the Proposal to revise the Learning**  
6 **Outcomes for the 300-level Justice Core II area of the College Option. The motion**  
7 **was approved with 23 votes in favor and 1 abstention.**

8  
9 **New Course**

10  
11 **MAT 4YY Data Analysis**

12  
13 Kathy Killoran gave the report from the Courses Subcommittee and stated the proposal came in  
14 well prepared. The Subcommittee asked for the writing content in the course to be more  
15 explicit. She said the committee liked that the course included ethical case studies. Professor  
16 Sexton brought up bullet two in the course proposal about library sources.

17  
18 **A motion was made and seconded to approve MAT 4YY Data Analysis. The course**  
19 **was approved with 23 votes in favor.**

20  
21 **Course Revisions**

22  
23 **ISP 160 The Twentieth Century by the Decade**

24  
25 Kathy Killoran stated that this course is already an approved course for the College Option:  
26 Learning from the Past category. She explained that the revision is to raise the course from a  
27 100- to a 200-level course and to adjust the prerequisites so it is appropriate for a 200-level  
28 course. Killoran said the changes to course content were highlighted in the syllabus. She said  
29 that the subcommittee asked for the final paper scaffolding to be more visible and the learning  
30 outcomes more measurable. Professor Fisher mentioned that they received input from non-ISP  
31 students who wanted to take this course when making these revisions in order to serve that  
32 population.

33  
34 **A motion was made and seconded to approve the revision to ISP 160 The**  
35 **Twentieth Century by the Decade. The motion was approved with 24 votes in favor.**

36  
37 **CSCI 271 Introduction to Computer Science**

38  
39 Kathy Killoran said this is the gateway course into the Computer Science major. She stated this  
40 course is adjusting its prerequisites so that it is clear that it is for students in STEM majors or  
41 the minor in Computer Science. She reminded the committee that the Math and Computer  
42 Science Department created a general education course that introduces computer science last  
43 fall. She said that it is important to install these course prerequisites so students get into the  
44 proper sections for their purposes. Ten sections are usually offered, five will be for the majors in  
45 CSCI 271 and five will be set aside for CSCI 171 for general education. Killoran said that seats in  
46 this course need to be protected for students in the major and transfer students that come later.  
47 Killoran explained that the prerequisites specify which majors have access to the course but also  
48 gives other students the ability to request permission to take it if they need it for a particular

1 purpose. Killoran also noticed the Toxicology major was excluded from the list of STEM majors  
2 that can take this course and she will added it.

3  
4 **A motion was made and seconded to approve the revision to CSCI 271 Introduction**  
5 **to Computer Science. The motion was approved with 23 votes in favor.**

6  
7  
8 **HIS 240 Historiography**

9  
10 Kathy Killoran described the revision to this course as a prerequisite change. She stated that HIS  
11 150 is sometimes a bottleneck course because most students declare a major in history later in  
12 their academic careers. Therefore, the History Department is removing HIS 150 from the  
13 prerequisites. The new prerequisite will be any 200-level or above history course. Kathy  
14 Killoran stated that this change should work better for current students and transfers and allow  
15 them to move through the major more efficiently.

16  
17 **A motion was made and seconded to approve the revision to HIS 240**  
18 **Historiography. The motion was approved with 24 votes in favor.**

19  
20  
21 **Academic Standards Subcommittee**

22  
23 **Revision of Declaration of Major Language**

24  
25 Dean Byrne said there was no policy in the bulletin that specifically stated that students needed  
26 to declare a major by 60 credits or otherwise deal with the loss of financial aid and a hold being  
27 placed on their account. This proposed revision will make sure that students know they have to  
28 declare a major and how to do it.

29  
30 Professor Oboler stated that her students are not aware that they can change their major. Dean  
31 Byrne stated that an analysis is being done to find out if students are changing majors because  
32 they are discovering themselves or fleeing from a major in which they did not do well.

33  
34 Professor Sexton said that the document talks about the negative things that will happen if a  
35 student doesn't declare a major but doesn't discuss the good things as to why a student should  
36 declare a major and choose the correct one for them. Kathy Killoran said this document is  
37 transparent about the requirements, consequences and the process. Dean Byrne agreed and said  
38 that there is nothing in the bulletin that explains to students what the consequences are for  
39 failure to declare a major and that they are likely to discover these consequences once they lose  
40 financial aid or have a hold.

41  
42 Professor Rossi asked if this also applies to switching majors. Dean Byrne said it does not.

43  
44 **A motion was made and seconded to approve the Revision of Declaration of Major**  
45 **Language. The motion was approved with 24 votes in favor.**

46  
47  
48

## 1 Revision of Declaration of Double Major Policy

2  
3 Dean Byrne stated that the current Double Major policy states students cannot double major if  
4 their program of study is 45 credits or above. Dean Byrne said students understand they may be  
5 in a big major but want to double major anyway. She said that certain majors which have hidden  
6 prerequisites are prohibiting more students from being able to double major as well. To address  
7 this, Dean Byrne explained wanting to make an amendment to the policy that if a major is above  
8 45 credits the student must receive permission to double major. This permission would include  
9 an review of their academic record, a discussion with the major advisors in both majors and a  
10 degree plan for completing both majors.

11  
12 Dean Byrne also explained that the original policy does not state that a student must have at  
13 least a 2.0 in both majors and a cumulative GPA of a 2.0 in order to graduate with a double  
14 major.

15  
16 Kathy Killoran pointed out an incorrect total in the data attached to the proposal for the amount  
17 of students who have earned a double major. Kathy also stated that double majors are purely  
18 optional and even if a student decides to double major they can choose to drop one of the  
19 major's later and graduate without it.

20  
21 Professor Moffet-Bateau asked why both of the major's cannot be acknowledged on their  
22 diploma. Registrar Matos explained that both major's appear on the transcript but the diploma  
23 will only show the primary major. Professor Moffet-Bateau said that if students are going to put  
24 in the extra work to double major she feels they should be recognized for that.

25  
26 Dean Byrne explained that degree programs do not appear on degrees at all. Instead the degree  
27 will only say Bachelor of Arts or Bachelor of Science.

28  
29 Professor Peters asked about advisement in regards to students that double major. She said that  
30 students often see advisors because they are told to and wanted to know if there would be  
31 anything put in place to ensure students formally complete the requirements.

32  
33 Dean Byrne clarified that students in major's with less than 45 credit can declare a double major  
34 on their own and that this policy is solely to give those students in larger major's the option to  
35 do so. Kathy asked for a change so the document specifically states that students need at least a  
36 2.0 in each major.

37  
38 Registrar Matos asked the last sentence be deleted regarding the two course overlap limitation.  
39 Kathy Killoran stated that the language needs to be made clear that students who graduate with  
40 one baccalaureate degree from John Jay and then return for a second baccalaureate degree are  
41 not subject to the two course overlap rule. But will still need to do an additional thirty credits.

42  
43 **A motion was made and seconded to approve the Revision of the Double Major  
44 Policy. The motion was approved with 22 votes in favor and 2 abstentions.**

45  
46 Dean Byrne thanked everyone for attending the meeting due to its late start after the Malcolm  
47 King Breakfast.

48  
49 Respectfully Submitted,  
50 Phylicia McClendon

**THE UNDERGRADUATE CURRICULUM & ACADEMIC STANDARDS  
COMMITTEE**

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

- 1. Dean's Announcements** – Dean Byrne
  - 2. Approval of the minutes of February 23<sup>rd</sup>, 2018**
  - 3. Old Business**
- Institutional Learning Goals** (2<sup>nd</sup> 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...  
Courses:  
AFR 2XX Poetic Justice  
MAT 3YY Multivariate Analysis

fCourse revision: AFR 270 History of African-American Social & Intellectual Thought

## CURRICULUM COMMITTEE

March 23, 2018

## ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Awad	Jasmine	Student Member	Jasmine Awad ✓
Balis	Andrea	History	AB ✓
Byrne	Dara	Dean, Undergraduate Studies	✓
Caceres	Paula	Student Member	
Cazares	Christopher	Student Member	
Crowder	Susannah	Interdisciplinary Studies Program	J.C. ✓
Diaz-Mendoza	Virginia	SEEK	V.D.M. ✓
Endsley	Crystal	African-American Studies	C.E. ✓
Haberfeld	Maki	Law, Police Science, CJA	
Hammond	Sarah	Scribe	✓
Holder	Michelle	Economics	
Katz	Jane	Health and Physical Education	Jane Katz ✓
Killoran	Kathy	Undergraduate Studies	K.K. ✓ 6
Kynard	Carmen	English	
Lewis	Ma'at	Counseling	M.A. ✓
Lopes	Cyriaco	Art and Music	
Matos	Daniel	Registrar, Student Affairs	D.M. ✓
Moffet-Bateau	Alexandra	Political Science	Alexandra M. ✓
Murray	Bettina	Communication and Theater Arts	
Oboler	Suzanne	Latin America & Latina/o Studies	S.O. ✓
Peters	Judy-Lynne	Public Management	J.P. ✓
Petrosian	Gohar	Criminal Justice	Gohar A. Petrosian ✓
Pittman	John	Philosophy	
Puls	Michael	Mathematics and Computer Science	Michael Puls ✓
Rossi	Maria Julia	Modern Languages & Literature	
Sexton	Ellen	Library	Ellen S. ✓
Snajdr	Edward	Anthropology	E.S. ✓
Spunt	Barry	Sociology	B.S. ✓
Stoudt	Brett	Psychology	B.S. ✓
Swenson	Sandra	Sciences	S.B. ✓

## CURRICULUM COMMITTEE

159

March 23, 2018

## ATTENDANCE

Quorum = 16 Voting Members

Till	Robert	Security Management	<i>Robert</i>	✓
<b>Guests:</b>				
Patton	Raymond	UGS	<i>R</i>	✓
Hardy	Kristina	UGS		
Boettner	Douglas	Employee mgmt/ Student Aff	<i>C</i>	
Pfeifer	Michael			
Russell	Stephen			
Bornstein	Avram			

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
City University of New York  
**UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE**  
**Minutes of March 23, 2018**

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

**Present:** Jasmine Awad, Andrea Balis, Dara Byrne, Susannah Crowder, Virginia Diaz-Mendoza, Crystal Endsley, Sarah Hammond, Jane Katz, Katherine Killoran, Ma'at Lewis, Cyriaco Lopes, Daniel Matos, Alexandra Moffet-Bateau, Suzanne Oboler, Judy-Lynne Peters, Gohar Petrossian, Michael Puls, Maria Julia Rossi, Ellen Sexton, Edward Snajdr, Barry Spunt, Brett Stoudt, Sandra Swenson, Robert Till.

**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.

1

## **Announcements**

2

3

4

There were no announcements.

5

## **Approval of the minutes of February 23, 2018**

6

7

8

There was no discussion.

9

**A motion was made and seconded to approve the minutes of February 23, 2018.**

10

**The minutes were adopted unanimously with 16 votes in favor.**

11

12

## **Old Business**

13

14

## **Institutional Learning Goals (2<sup>nd</sup> Reading)**

15

16

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.

17

18

19

20

21

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

22

23

24

**A motion was made and seconded to adopt the Institutional Learning Goals. The document was adopted unanimously with 17 votes in favor.**

25

26

27

28

1 Dean Byrne thanked everyone for their work on this document, because it will provide critical  
2 guidance for John Jay's mission.

3

4 **New Business**

5

6 **Program Review / Programs Subcommittee**

7

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

10

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

14

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

17

18 **A motion was made and seconded to approve the Proposal to Revise the BS in  
19 Computer Science & Information Security. The proposal was approved with 18  
20 votes in favor.**

21

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

23

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

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

29 **A motion was made and seconded to approve the Proposal to Revise Minor in  
30 Humanities and Justice. The proposal was approved unanimously with 19 votes in  
31 favor.**

32

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

35

36 Professor Avram Bornstein, Interim Dean of Graduate Studies, explained the history of this  
37 proposal. A few years ago, the college shifted to online evaluations of faculty. This has proved  
38 complicated for courses that operate in non-traditional time frames such as eight-week courses  
39 or summer courses so they were not included in the past initiative. In practice, the 8-week and  
40 summer courses do get evaluated, but the results are not able to be used in the Faculty  
41 Personnel Process. Accordingly, this proposal would make an amendment to the College  
42 Council resolution to account for evaluations of these courses and include their results in the  
43 personnel process.

44

1 Professor Andrea Balis asked if this would include winter classes. Professor Bornstein said that  
2 Daniel Matos might need to answer that in more detail, but as far as he understood, winter  
3 courses currently do not get evaluated.

4  
5 Professor Alexandra Moffet-Bateau said that it seems that there has been a large push from the  
6 college to get professors to teach online courses. She asked if junior professors trying such a  
7 thing for the first time might now be discouraged from taking on such a class.

8  
9 Dean Byrne said the resolution refers to the fact that the evaluation is done online, not the  
10 online nature of courses themselves. Currently, the only evaluations that go into a professor's  
11 files are for 15-week courses. Though evaluations for eight-week courses are done by students,  
12 they do not go into faculty files. The nature of the resolution is to get all the evaluations that are  
13 already being done by students into faculty records, which should help with the tenure and  
14 promotion process and also, the adjunct hiring process.

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

20  
21 Dean Byrne said it is problematic that we have no ability to look at what a part-timer is doing if  
22 they are only teaching in the summer or in a non-traditional time format. Those evaluations are  
23 currently hidden.

24  
25 Professor Gohar Petrossian said she has developed three online courses for the graduate  
26 program, which she has taught for almost three years. She felt that having evaluations were  
27 helpful in designing the course. She put her entire energy into this course just as she would in a  
28 regular classroom, assuming that she deserves the same level of responsibility and criticism.  
29 Professor Sandra Swenson said that evaluations are not punitive, so the feedback is valuable.  
30 Anyone looking at them must be aware of a professor's teaching load. It can only be helpful.  
31 Professor Andrea Balis agreed that feedback is valuable.

32  
33 Professor Alexandra Moffet-Bateau noted that there is a great amount of data showing how  
34 women of color receive disproportionately negative student feedback, so these professors must  
35 be careful about including more evaluations into their tenure file.

36  
37 Professor Petrossian said it should be a good thing to have more samples rather than fewer  
38 samples because they can average out.

39  
40 Dean Byrne noted that evaluations give professors the opportunity to respond, to talk about  
41 what you are doing and how you are processing the feedback you are given. Students are  
42 processing faculty feedback all the time, and it is important that faculty are willing to do the  
43 same. She noted that the issue on the table is the accessibility of evaluations of faculty in various  
44 formats of courses being taught, whether it is 15 weeks, 8 weeks, or 5 weeks. If you have summer  
45 classes running in brief timeframes where things go terribly, there is currently no way for  
46 administration to look at the student feedback. Looking at student outcomes from summer  
47 courses without access to student feedback about the experience has been perplexing. With only  
48 scores but no student feedback, the administration has no sense of how to improve what is going  
49 on in the classroom. Having sat on FPC, Dean Byrne said she has not found anyone who has lost  
50 their job or gone through a raking of the coals because of student evaluations. What she has seen

1 are people, aware of the information from the evaluations, responded and explained what that  
2 they did to address the feedback.

3  
4 Jasmine Awad said that online classes and short classes are also quite challenging for the  
5 student, because there is so much information packed into a shorter package that they are not  
6 used to. Assignments come at a different pace, and it is important to be able to evaluate that.

7  
8 Dean Byrne said that students in STA 250 get lower grades in summer when the course are  
9 shorter. What she cannot see is if that is specific to an instructor or a course section. She said  
10 she has asked the Math Department about it, but that is not the same thing as being able to talk  
11 to the people who are in the fray. Professor Petrossian said that some programs are going fully  
12 online, which makes a resolution like this even more critical, as an entire program may not have  
13 transparent student feedback. Professor Barry Spunt asked about the number of courses going  
14 online and large format courses, asking if there are limits to such things.

15  
16 Dean Byrne noted that this will also go to FPC for a full discussion with the academic  
17 department chairs and so forth. Professor Bornstein would like an endorsement from UCASC  
18 before it goes there.

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

## 24 25 **Self-Study for the BA in Global History**

26  
27 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  
28 program. She pointed out they are working with the career center on post-grad options for  
29 students in career paths. Challenges include enrollment, which has dropped from a high of  
30 about 150 to 70, and scaffolding the skills sequence, where it proves a challenge to get the  
31 desired outcomes they want in the capstone.

32  
33 Professor Balis congratulated Professor Matthew Perry for doing a magnificent job of putting  
34 the self-study together.

35  
36 Professor Swenson asked if the rubrics included in the appendix were designed by the  
37 department or if there was another source. Professor Balis said it was a mix, as they had adapted  
38 existing rubrics to John Jay's students' needs. They have meetings every semester about those  
39 needs. Professor Swenson asked about some specific parts of the rubric, which had different  
40 targets for higher level courses and lower level courses, which is unusual. Professor Pfeifer said  
41 they found that moving in spirals was the most effective, coming back to a skill again and again  
42 rather than using a clearer graduated scaffold. He said it is a scaffold, but skills require  
43 reinforcement even as new skills are added.

44  
45 Professor Swenson also asked about the use of subjective terms like "excellent understanding,"  
46 in the rubric, noting that this would be difficult to measure. She thought that could be rephrased  
47 to be more specific. She also asked about the use of the terms "nuanced" and "precision" and  
48 what these terms mean within the History department. She suggested using tried and true

1      rubrics that other institutions use. Professor Balis said that they have tried that, but those  
2      templates did not fit entirely and serve John Jay students.  
3  
4      Professor Swenson also complimented the department's advising handbook, which she thought  
5      was excellent.  
6  
7      Katherine Killoran said it is difficult to assess learning outcomes that use vague language, so one  
8      thing the department could do is to look at the outcome for each level and scaffold accordingly.  
9      This would serve to help the department articulate clearer goals for each year of study, which  
10     would allow better measurement of success. She said anecdotal evidence from postgrads is that  
11     their skills are great. This contradicts some of the assessment results. Professor Balis said they  
12     are really involved and committed to assessment and change. They really want students to be  
13     independent scholars when they leave.  
14  
15     Dean Byrne asked if they have thought about visiting other campuses with History programs in  
16     the same approximal range as their own. When a major has a small group of people showing a  
17     lot of different things, it can be helpful to talk to peers at other institutions. She asked about the  
18     item about Programs and Partnerships to attract new students, which she felt directly connected  
19     to. She felt her department could work with the major to talk about marketing and direct  
20     connections to justice. She said a lot of programs, such as the Justice Academy, have improved  
21     enrollment because of partnerships. There are ways to help humanities and liberal arts students  
22     see John Jay as a path to a career, perhaps in nontraditional justice careers. This could be a way  
23     to create more enrollment, though it would also create more variables.  
24  
25     Professor Puls asked about the photo of Newton in the handbook. Professor Balis said that  
26     history of science is one of the major's offerings.  
27  
28     Katherine Killoran said this program has the situation of having many Gen Ed students taking  
29     the same courses as their majors, which provides a challenge to the faculty, who must structure  
30     their courses toward both populations. It is especially complicated she opined at the higher  
31     levels. The History Department overall has robust enrollment in their courses, but this major  
32     does not have the same numbers. Professor Balis said they have been working on making the  
33     minor flexible and maybe the major could use the same attention.  
34  
35     Professor Michael Pfeifer explained that they get many transfer students to the major and they  
36     are not quite able to pursue the full skills sequence they have developed, and that probably plays  
37     a role in the assessment issues. He felt partnerships might help with the sequencing. He said  
38     they are looking very hard at how to teach the skills and bring students all the way through the  
39     capstone sequence.  
40  
41     Professor Suzanne Oboler said that her students have shown a great love of history, and she  
42     thought it might be worth asking the students directly why they are not signing up for this  
43     major. Professor Balis said they have tried asking. Recently, they have started having receptions,  
44     which were popularly attended. Professor Pfeifer said that the major struggled after the  
45     implementation of Pathways. Before that, all students were taking history courses, so it was  
46     much easier for students to find the department. Now it is more difficult.  
47  
48     Dean Byrne spoke a bit to what she knew about students' patterns of major-choices, noting that  
49     students tend to stick near the major they start with. So, a student who enters with a clear  
50     criminal justice interest is not as likely to wind up in a major like history. What are we doing to

1 attract students specifically and directly, not incidentally, to history? This would start in  
2 admissions – in thinking about who the ideal students are for this major at this college. How do  
3 we make history at John Jay very different from history at Brooklyn? There are a number of  
4 programs under the radar now that could be better publicized on the website and with  
5 admissions. It is notable that such a major could come with a very clear pathway to very elite  
6 masters programs.

7  
8 Professor Moffet-Bateau asked about the number of double majors in the major. She felt it  
9 might be interesting to talk to these students about how a global history double major might be a  
10 nice compliment to what they are trying to accomplish. Contextual knowledge might make you a  
11 better scientist or detective. Dean Byrne said there are currently thirteen students double  
12 majoring, with the biggest overlap in forensic science, English, and criminal justice.  
13

14 Professor Moffet-Bateau said it seems that if you have this criminal justice course that gets a lot  
15 of these students anyway, that might be a good time to pounce on these students, telling them  
16 how history can make them better writers. Killoran agreed that this was a fruitful suggestion,  
17 also noting that transfer students often do not have many major courses to take, so they have  
18 room to take more electives, perhaps take on a minor. She said that getting a minor in a field  
19 outside of their major can really enhance their abilities and marketability.  
20

21 Dr. Patton felt that the subtext of the conversation is that students are not always very informed  
22 about the differences between the different major and minor programs, what skills they build,  
23 and what careers they connect to. There are lots of different pathways to law, including history.  
24 Something he would like to work on, with help from departments, is to find ways of helping  
25 students align interests and careers with majors.  
26

27 Professor Ellen Sexton commended a line on page 28 about the library, “the major has been  
28 structured to take advantage of the resources that the library currently offers.” The library is  
29 often concerned about resources when new majors are created.  
30

31 Regarding enrollment, Dean Byrne said we cannot be a liberal arts college that fails to produce  
32 graduates in the humanities.  
33

34 Professor Ma’at Lewis said specialized programs that serve the needs of our students are  
35 valuable. Katherine Killoran said that this is good, but there is a point at which you need enough  
36 students for a major to be self-sustaining, and with only 75, that is not even 25 per cohort. Dean  
37 Byrne said that faculty assignments rely on this number, as does growth of the major and of its  
38 personnel. Kathy Killoran said they have awesome faculty in history, and those faculty should be  
39 able to teach majors as well as Gen Ed courses and electives.  
40

41 Professor Lewis said that law seemed like a natural part of the pipeline. Dean Byrne said there is  
42 a particular kind of student this major could attract, but something has been missing in  
43 recruitment. Since history does not have required courses in the Gen Ed anymore, they have lost  
44 that opportunity to connect to students in the first semester. Kathy Killoran pointed out that  
45 while history is not required in the new Gen Ed, many students still take the wide variety of  
46 history courses that are part of the program.  
47

48 Professor Oboler said that while she has found that students love history, she has also found that  
49 they know less and less history over her 30 years of teaching. She asked what might be  
50 responsible for that decline in interest in relevance of the past. The history professors said this is

1 a nationwide trend, and high schools are part of the problems. Dean Byrne said it is very  
2 expensive for students to come to college, so it is critical to connect the major, even a humanities  
3 major, to a potential career path. This is an institution-wide burden. She said we must make  
4 clear the kinds of pathways and options that are available, but that kind of conversation is a bit  
5 obscure now. She commended the history professors on their fantastic document.

6  
7 **A motion was made and seconded to adopt the Self-Study for the BA in Global**  
8 **History. The proposal was adopted unanimously with 21 votes in favor.**

9  
10 **New Courses**

11  
12 **AFR 2XX Poetic Justice (Creative Expression)**

13  
14 Ray Patton introduced this course, which the subcommittee liked very much for its combination  
15 of analysis and creative work. The subcommittee felt it is a great fit for the Creative Expression  
16 area. The subcommittee asked for some changes, including more discussion of how to read a  
17 scholarly article.

18  
19 Professor Endsley thanked the subcommittee for their feedback.

20  
21 There was a conversation about the interaction between this course and the creative writing  
22 minor. Kathy Killoran said that the subcommittee suggested that Professor Endsley speak to the  
23 coordinator of the Creative Writing Minor after the course is approved. Dean Byrne said this  
24 course could open student interest which would naturally lead to the larger creative writing  
25 program. Kathy Killoran said it could also interact with the speech and communications minor.

26  
27 Speaking about the whole college, Professor Balis said that faculty do not necessarily know how  
28 their own courses interact with other offerings at the college. She asked for administration to  
29 find a way to make faculty more aware of the various programs, minors, and so forth, so that  
30 faculty can guide students toward these programs. When a student loves a course, a professor  
31 may not know where to send them next. Professor Oboler agreed, then spoke about an  
32 experience she had with a student who summarized an entire course in a virtuosic rap-poem.  
33 She had a meeting coming up with the student, and she would like to know where to send him  
34 next, but she does not have specific curricular knowledge.

35  
36 Professor Moffet-Bateau said she talks to her students all the time about taking creative electives  
37 to push them. They are so focused on going to law school, and she reminds them assertively to  
38 use those electives to expand their purview. She wondered if they need a big map in the  
39 department that might say “these are places you can end up after taking this course, or this  
40 major.” She asked how faculty can better convince students, many of them students of color and  
41 first generation, that the arts and humanities have real tangible value to their long-term job  
42 outcomes.

43  
44 Dean Byrne said that this idea falls right into the big conversation about institutional learning  
45 goals and how the college can best articulate its values to all faculty and students. She said it is  
46 known that students who have somebody to talk to will get that information, but the other 7,000  
47 students may not.

48  
49 Professor Susannah Crowder was concerned that this conversation would lead to landing too-  
50 great a responsibility on the faculty’s shoulders. Dean Byrne said it is common for faculty at

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

10  
11 Professor Lewis asked about the participation item on the syllabus and the specific parameters  
12 set around absences. Professor Endsley said that she would clarify that the failing grade for the  
13 presentation is meant to be for that specific assignment, not the whole course. Jasmine Awad  
14 asked about absences and the language around "emergencies." Professor Swenson agreed that  
15 she felt that emergencies do not have to be the only reasons for absences. In her own syllabus,  
16 she does not spell out acceptable circumstances. Dean Byrne said that if it is not in the syllabus,  
17 it is not enforceable, and most appeals that come to her office are about failures and absences.  
18 Professor Lewis felt the pop quizzes in the syllabus could be tied to the attendance and  
19 participation grade.

20  
21 Katherine Killoran noted that the committee approves the course, not the sample syllabus, so it  
22 would be appropriate to vote.

23  
24 Professor Moffet-Bateau said in her courses, she does not differentiate between excused and  
25 unexcused absences, she simply tells them how many classes they may miss without penalty.  
26 Jasmine Awad said she felt that sometimes an absence is personal, and it should not be the  
27 student's burden to divulge a personal problem.

28  
29 **A motion was made and seconded to approve AFR 2XX Poetic Justice (Creative  
30 Expression). The proposal was approved with 21 votes in favor.**

31  
**MAT 3YY Multivariate Analysis**

32  
33 Ray Patton introduced this course. The subcommittee especially liked learning outcomes  
34 number four and five, developing problem solving skills in a learning intensive environment and  
35 writing. These are skills that are developed between the Gen Ed and the major, and it is great to  
36 see them reiterated in the major.

37  
38 **A motion was made and seconded to approve MAT 3YY Multivariate Analysis. The  
39 proposal was approved unanimously with 19 votes in favor.**

40  
**Course Revisions**

41  
**AFR 270 History of African-American Social and Intellectual  
42 Thought**

43  
44 Ray Patton introduced this course. Professor Endsley said this revision changes the name from  
45 African-American to Africana and changes a prerequisite.

1   **A motion was made and seconded to approve the revisions to AFR 270 History of  
2   African-American Social and Intellectual Thought. The course revision was  
3   approved unanimously with 19 votes in favor.**

4  
5   Regarding an item from last year, Jasmine Awad asked about the change to the model syllabus  
6   that the students brought to UCASC, which proposed adding information about the wellness  
7   center. She said she has not seen it carrying through to courses. Katherine Killoran said she  
8   needs to get it updated on the website.

9  
10   Katherine Killoran also reminded the group that April attendance is very important, as there will  
11   be several timely items on the agenda.

12  
13   The meeting concluded at 11:31 a.m.

14  
15   Respectfully submitted,  
16   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 23<sup>rd</sup>, 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 23<sup>rd</sup>  
 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

## CURRICULUM COMMITTEE

April 20, 2018

## ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Awad	Jasmine	Student Member	Awad
Balis	Andrea	History	Clare
Byrne	Dara	Dean, Undergraduate Studies	KB
Caceres	Paula	Student Member	KC
Cazares	Christopher	Student Member	Absent
Crowder	Susannah	Interdisciplinary Studies Program	Nicole
Diaz-Mendoza	Virginia	SEEK	VJ
Endsley	Crystal	African-American Studies	SW
Farrington	Lisa	Art and Music	Absent
Haberfeld	Maki	Law, Police Science, CJA	AH
Hammond	Sarah	Scribe	✓
Holder	Michelle	Economics	M.H.
Katz	Jane	Health and Physical Education	Jane Katz
Killoran	Kathy	Undergraduate Studies	K.K.
Kynard	Carmen	English	Absent
Lewis	Ma'at	Counseling	Ma'at J.
Matos	Daniel	Registrar, Student Affairs	Daniel Matos
Moffet-Bateau	Alexandra	Political Science	Absent
Murray	Bettina	Communication and Theater Arts	Absent
Oboler	Suzanne	Latin America & Latina/o Studies	Suzanne Oboler
Peters	Judy-Lynne	Public Management	JLP
Petrosian	Gohar	Criminal Justice	Gohar A. Petrosian
Pittman	John	Philosophy	JP
Puls	Michael	Mathematics and Computer Science	Michael Puls
Rossi	Maria Julia	Modern Languages & Literature	Maria Rossi
Sexton	Ellen	Library	Ellen S.
Snajdr	Edward	Anthropology	Edward Snajdr
Spunt	Barry	Sociology	Barry Spunt
Stoudt	Brett	Psychology	Absent
Swenson	Sandra	Sciences	Absent

Jessica Gordon-Nembhard  
Entsley

## CURRICULUM COMMITTEE

171

April 20, 2018

## ATTENDANCE

Quorum = 16 Voting Members

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
City University of New York  
UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE  
**Minutes of April 20, 2018**

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 Nembhard, 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.

1

2 **Announcements**

3

4 Dean Byrne announced that John Jay has shown an improvement in retention and graduation  
5 rates. The four-year graduation rate increased to 30%, which brings John Jay to the higher  
6 leagues in CUNY, and is a vast improvement over the 25% rate a few years ago. There was also a  
7 3.6% rise in the six-year graduation rate. The one-year retention rate also increased slightly.  
8

9 **Approval of the minutes of March 23, 2018**

10

11 There was no discussion or changes requested.  
12

13 A motion was made and seconded to approve the minutes of March 23, 2018. The  
14 minutes were adopted with 16 votes in favor and 3 abstentions.  
15

16 **New Business**

17

18 **Program Review / Programs Subcommittee**

19

20 **Proposal for a Degree Completion Program for the BA in English**

21

22 The goal of this proposal is to make it easier for transfer students with Associates degrees to  
23 enter the English program. The new proposal would make 12 of their community college credits  
24 in literature acceptable for transfer, rather than requiring specific course-matching. Kathy  
25 Killoran said the subcommittee asked that it be made clear who would be enforcing the  
26 admissions standards, and it has been decided that Admissions will do that. There was also a  
27 question about how to handle cases in which students might bring in more than 12 credits. A  
28 requirement was added that half the student's major credits need to be taken at John Jay. There  
29 were no questions or discussion.  
30

1   **A motion was made and seconded to adopt the Proposal for a Degree Completion  
2   Program for the BA in English. The document was approved unanimously with 19  
3   votes in favor.**

4

5   **Proposal for a Degree Completion Program for the BA in Global  
6   History**

7

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

11

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

19

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

25

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

36

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

40

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

43

44   Katherine Killoran introduced this proposal, which is the last of the existing programs that  
45   needed to be refreshed due to the change in Gen Ed. It is also being revisited because the  
46   undergraduate major has changed several times. This will link the BS with the Master's in Public  
47   Administration degrees, which come in two options (Inspection and Oversight and Public Policy

1 and Administration). This revision falls in line with previous such revisions, adding a few credits  
2 to the undergraduate degree to ensure that students will be prepared for graduate-level work.

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

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

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

## 11 **Proposal to Revise the BA in Anthropology**

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

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

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

## 24 **Proposal to Revise the BA in Culture and Deviance Studies**

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

35 Kathy Killoran noted that this major did a self-study last year and received feedback from  
36 outside evaluators. This revision responds to that outside feedback, closing the loop on  
37 assessment. Dean Byrne congratulated Professor Snajdr and his department for their impressive  
38 work restructuring the program, especially in looking at which courses are active at the college.  
39 One of the outside evaluators had asked what the focus of the major is, and the department

1 discussed how “deviance studies” is almost “the anti-anthropology,” and it was good to make  
2 that more clear.

3  
4 Professor Lewis pointed out that the old name of the major is still listed in various places in the  
5 proposal, including the text that would be published in the bulletin. Kathy Killoran will clean  
6 that up before College Council.

7  
8 Professor Gohar Petrossian noted that a few of the courses that are being revised are currently  
9 sequenced. Professor Snajdr said that was good to know and could be addressed in advisement.  
10 Kathy Killoran said that CJBA 110 is a prerequisite for CJBA 111, so 111 should probably be  
11 moved from the list.

12  
13 Kathy Killoran suggested adding the statistics course (STA 250) to the elective clusters, for those  
14 students who do want to take it. Professor Petrossian said that a lot of graduate programs  
15 require that students have a statistics course at the undergrad level with a grade of B or higher.  
16 By not requiring it, the major puts students at a slight disadvantage if they want to go forward.

17  
18 Kathy Killoran said that such a thing can be added as a suggestion in the bulletin without  
19 requiring students to take it, something along the lines of “For students considering graduate  
20 school...” Ray Patton said this concern dovetails with conversations he has had with several  
21 departments who have found that their populations come in two halves, students who are  
22 planning to go to grad school versus students who plan to go right out into the work world, and  
23 that those populations have vastly different needs when it comes to quantitative skills.

24  
25 Professor Holder said in her department, they found that statistics as offered by Math was built  
26 for math majors and did not work well with their major. She said Anthropology could consider  
27 building its own statistics class. Professor Michael Puls said the math department’s class is  
28 intended for all majors. Ray Patton said there needs to be a conversation about alignment  
29 between methods offerings and major goals. Kathy Killoran said it is unusual for a college to  
30 offer only one statistics course, and the college could use a few STA courses to give students  
31 alternatives. Dean Byrne said the college needs to help students make the right decisions for  
32 their academic path early on.

33  
34 Professor Balis encouraged structuring graduate degrees such that students can come to those  
35 decisions later in their careers, rather than requiring them to know from freshman year where  
36 they are going. Professor Petrossian spoke about her own experience entering John Jay’s  
37 graduate programs after a degree in linguistics. She had to take statistics in graduate school,  
38 which made her realize it would have been better to have had it in undergrad.

39  
40 Professor Oboler said that her students love statistics. They love discussing numbers. She  
41 thought a course designed for students who are not math majors would be a very popular  
42 course.

43  
44 Professor Robert Till wished to support Kathy Killoran’s idea to add a note to the bulletin,  
45 including the point that some graduate programs require students to have earned a B.

46  
47 **A motion was made and seconded to approve the Proposal to Revise the BA in**  
48 **Culture and Deviance Studies. The proposal was approved unanimously with 22**  
49 **votes in favor.**

50

## 1   **Proposal for a New Minor in Community Justice**

2  
3   Kathy Killoran said this is a proposal for a new minor. This new minor would enhance the  
4   community justice part of last year's new major in Human Service and Community Justice. The  
5   subcommittee asked the department to clarify how this minor would differ from the Africana  
6   Studies minor. Since there is significant overlap between the two, the proposers added a  
7   condition that a student cannot obtain both the Africana Studies minor and Community Justice  
8   minor.

9  
10   Professor Jessica Gordon Nembhard explained that a few years ago Africana Studies tried to  
11   create a major in Community Justice, but CUNY denied the proposal, so now having the new  
12   major and a minor makes it possible.

13  
14   Jasmine Awad asked about CJBA 365, and whether it would be offered. She asked because this  
15   is her major and she has not seen the course offered. Katherine Killoran asked Professor  
16   Petrosian to take feedback about this back to her department, noting that the professor who  
17   teaches the course is still at the college, which is why the course is still listed.

18  
19   Dean Byrne said that uncertainty about course offerings is an issue that must be dealt with.  
20   Departments need to write out four-year degree maps for students. On the admin end, it looks  
21   like there is an array of offerings for students, but students trying to enroll often find things are  
22   not offered, or they are offered at the same time as some other needed course. Dean Byrne said  
23   faculty and departments need to understand the feasibility of a degree from the student point of  
24   view. If a course is only offered every three years, can it really be required in a major?  
25   Sometimes courses go inactive because the person who wrote the course has a workload  
26   problem, has been asked to teach other core things, or has left the college. She urged  
27   departments to gather data about this that she could use to make faculty needs clear to the  
28   institution when talking about needs for resources. Her office will be starting this work soon so  
29   that they can make a case to the Provost's office. The college needs a clearer view of its active  
30   course offerings. With only 400 full-time faculty on the books, and only half of them in the  
31   classroom, we need an easier way to understand the damage of that and the impact of it in the  
32   classroom.

33  
34   Professor Holder asked about capacity of the Africana Studies department. She felt this major  
35   and minor could be a huge draw, since John Jay students are often interested in justice in  
36   communities. Professor Gordon Nembhard said she has fabulous adjuncts and a great pool, so  
37   the more students she can get, the more she can argue for faculty lines. It is all connected to the  
38   major, and hopefully that will open up in the next few years. Kathy Killoran said this department  
39   has benefitted from the change to Gen Ed, with their enrollment numbers in their courses  
40   growing hugely in recent years and a lot of excitement around their offerings.

41  
42   Professor Lewis asked about the use of the term "racial inequality" in various parts of the  
43   proposal and suggested changing that to "inequity." Professor Gordon Nembhard agreed.

44  
45   **A motion was made and seconded to approve the Proposal for a New Minor in**  
46   **Community Justice. The proposal was approved unanimously with 22 votes in**  
47   **favor.**

48  
49  
50

## 1 **Proposal to Revise the Digital Media & Journalism Minor**

2  
3 Kathy Killoran explained that this proposal would change the Digital Media and Journalism  
4 minor to incorporate two relatively new courses and remove two independent study type of  
5 options. The minor will allow students to do the independent studies as long as the topic is  
6 appropriate for the subject of the minor. Professor Devin Harner spoke about the changes,  
7 which are intended to create focus and add appropriate courses.

8  
9 **A motion was made and seconded to approve the Proposal to Revise the Digital**  
10 **Media & Journalism Minor. The proposal was approved unanimously with 22**  
11 **votes in favor.**

## 12 **Proposal to Revise the Africana Minor**

13  
14 Kathy Killoran said this change involves adding an alternative required course to AFR 310  
15 Research Seminar by adding their recently approved AFR 325 Research Methods in Human  
16 Service and Community Justice as another option. Students can take either of these courses.

17  
18 **A motion was made and seconded to approve the Proposal to Revise the Africana**  
19 **Minor. The proposal was approved unanimously with 22 votes in favor.**

## 20 **New Courses**

### 21 **CSCI 2XX Linux System Administration and Security**

22 Ray Patton introduced the course. Professor Puls said he had revised the description to make it  
23 better sense to people outside the field.

24  
25 **A motion was made and seconded to approve CSCI 2XX Linux System**  
26 **Administration and Security. The proposal was approved unanimously with 22**  
27 **votes in favor.**

## 28 **Course Revisions**

### 29 **ANT 325 Ethnographic Research in Anthropology**

30 Professor Snajdr said this revision links up with the major revisions they are doing. To align,  
31 now the prerequisite needs to be “any anthropology course,” rather than ANT 101 specifically,  
32 because the Culture and Deviance Studies major is intended to have a more open gateway  
33 choice.

34  
35 **A motion was made and seconded to approve the revision to ANT 325**  
36 **Ethnographic Research in Anthropology. The course revision was approved with**  
37 **20 votes in favor and 1 abstention.**

## 38 **PHI 204 Logic (Sci World)**

39 Ray Patton introduced this course, which is essentially a re-bucketing after not being approved  
40 at CUNY for the Math & Quantitative Reasoning area. This year, CUNY suggested it go into the

1 Scientific World, which is where all the logic courses across CUNY have gone. The title will be  
2 changed to Symbolic Logic. Professor John Pittman said he felt this would be an important  
3 course in the Gen Ed, and hopefully this is a way for it to fit there.

4  
5 **A motion was made and seconded to approve the revision to PHI 204 Logic (Sci**  
6 **World). The course revision was approved unanimously with 22 votes in favor.**

7  
8 **PHI/LAW 310 Ethics and Law**

9  
10 Ray Patton introduced this revision, which would change the prerequisite from PHI 231 to “any  
11 philosophy course.” Professor Pittman said PHI 231 used to be a Gen Ed required course for all  
12 students. Since that is no longer the case, it made sense for the department to loosen up the  
13 requirement.

14  
15 **A motion was made and seconded to approve the revision to PHI/LAW 310 Ethics**  
16 **and Law. The course revision was approved unanimously with 22 votes in favor.**

17  
18 **Gen Ed**

19  
20 Ray Patton updated the committee about his recent project examining course equivalencies in  
21 the curriculum. He and UCASC student member, Jasmine Awad, went through 40,000 courses  
22 to look at course equivalencies. Dean Byrne commended Jasmine’s work on this project.

23  
24 Ray Patton spoke about the gen ed assessment outcomes - critical thinking, information literacy,  
25 and communications. Depending on what bucket a course is in, it can choose from a number of  
26 possible outcomes, all of which have some version of analysis in them. Rather than looking at  
27 specific content, which varies across departments, these assessments are looking at skills.  
28 Professor Sidman has been looking at this, collecting samples of student work from faculty.  
29 There will be a new GE assessment report in the Fall.

30  
31 Ray Patton said that there will be a look at the overall General Education curriculum next year  
32 as part of the assessment plan and he would like to bring departments more closely into the  
33 conversation. This is an area where administration could potentially learn a lot from  
34 departments and faculty about their experiences with gen ed courses. He asked them to think  
35 about their strategies around Gen Ed. What is it like teaching your Gen Ed courses? What  
36 problems do you face? The more that faculty can tell him, the more he can advocate for  
37 improvements on the administrative side.

38  
39 **Bulletin Language for Change of Major Policy**

40  
41 Dean Byrne introduced this proposal, which would clarify the rules and impact for changing a  
42 major at certain stages of a degree. The Registrar’s Office did an analysis and found that  
43 students who change their majors after 45 credits are in greater danger of losing their TAP  
44 funding and stopping out or extending their time to degree. Right now, there is no language out  
45 there warning students about this, and they can do it easily with a change of a form and no  
46 advisement. Out of 6,518 students who changed their major, almost a thousand changed it two  
47 or more times. Students who change their major repeatedly are overrepresented in the academic  
48 review process, which is the portion before academic dismissal. This proposal would ask  
49 students to submit a degree plan for the new major after consulting with a major advisor or

1 major coordinator or academic advisor, and that form would require a signature. It is important  
2 for students to see, when they plot it out, how changing majors could impact their trajectory. It  
3 is important for them to understand that they might need additional semesters, and what that  
4 might cost.

5  
6 Professor Maria Julia Rossi suggested adding the phrase “in the relevant department” to the line  
7 about requiring a conversation with the advisor. Dean Byrne said they had put “academic  
8 advisor” in to help faculty. If they make the change Professor Rossi suggested, that puts the  
9 burden of this degree plan advising solely on the departments or coordinators. Dean Byrne said  
10 she would love to put “major advisor” or “major coordinator” alone but it had seemed not in  
11 faculty’s interest.

12  
13 Professor Rossi agreed that this could be a problem, especially for some departments, but she  
14 said in her department, they would want some sort of oversight. She asked if there is any way to  
15 add language that would put students in contact with them.

16  
17 Katherine Killoran noted that not only does the faculty need to be well-versed in everything,  
18 they also need to be available year-round. Many major changes happen over the summer. For  
19 some departments/majors, the numbers would make this untenable.

20  
21 Dean Byrne said the largest majors, with 2,000 and 3,000 students, have been piloting part-  
22 time advisors. The language in the proposal as is would allow those people to assist with forms  
23 like this.

24  
25 Professor Peters said that in her department, there is one full-time advisor. Dean Byrne said that  
26 department is unique. Kathy Killoran suggested making a list of which departments approve  
27 which people to make such changes. Such as “for the Spanish major, you must see the major  
28 coordinator or the major advisor” etc. It could vary by department, and forms could be adjusted  
29 accordingly.

30  
31 Professor Till asked if students should speak with the advisor in the department they are going  
32 to or the one they are coming from. Dean Byrne said it would be the department they are going  
33 to, because they need to understand the scope of the changes to come. There are students who  
34 understand the implications for financial aid, and want to go forward anyway, but there are  
35 others who have no idea. Professor Till asked if faculty like him would be educated about  
36 financial aid.

37  
38 Kathy Killoran said the college does not expect faculty to be knowledgeable about financial aid.  
39 It is a very challenging area where the rules change frequently, but it would be advisor’s job to  
40 firmly tell the student to seek out information from financial aid about it.

41  
42 Dean Byrne said that step alone would matter enormously, since faculty are the strongest voices  
43 in students’ lives. She said the main goal of this change would add ample time for points of  
44 contact between students and faculty, rather than letting them make such great changes with  
45 huge implications simply by submitting a form. Kathy Killoran said that adding this point of  
46 contact may help faculty help students find ways to accelerate their path through the new major  
47 also.

48  
49 Dean Byrne spoke about the extreme difficulty for low-income students to finish in four years.  
50 They are working, they are paying for family, but TAP runs out after eight semesters. She spoke

1 of a study done by the Robin Hood foundation recently that found that a student who stops out  
2 for a semester, even at the senior level, is extremely unlikely ever to finish their degree at John  
3 Jay. While we do not know if they transfer to another school, it is very unlikely that would  
4 happen with 90 credits. This affects thousands of students. The college is looking at the early  
5 risk factors in an effort to prevent these stop outs. One way to intervene is to inform students  
6 better about the impact of changing majors, since a lot of students are changing their majors  
7 very late in their careers without any counsel.

8

9 Kathy Killoran noted that the language would be changed to “major coordinator or major  
10 advisor or academic advisor in the relevant department.”

11

12 **A motion was made and seconded to approve the Bulletin Language for Change of  
13 Major Policy. The proposal was approved unanimously with 22 votes in favor.**

14

15 The meeting concluded at 11:43 a.m.

16

17 Respectfully submitted,  
18 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 20<sup>th</sup>, 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	SEC 2ZZ Terrorism, Security & EM
Minutes of April 20	SEC 3WW Intelligence &
Report on HSI Courses	Counterintelligence
Revision of BA in Global History	SEC 3VV Safety & Security in Higher Ed
New Minor in Homeland Security	Course revision: SOC 309 Juvenile
New Minor in Law and History	Delinquency
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	

## CURRICULUM COMMITTEE

May 18, 2018

## ATTENDANCE

Quorum = 16 Voting Members

Last Name	First Name	Department	Initials
Awad	Jasmine	Student Member	Absent
Balis	Andrea	History	AB
Byrne	Dara	Dean, Undergraduate Studies	✓
Caceres	Paula	Student Member	Absent
Cazares	Christopher	Student Member	Absent
Crowder	Susannah	Interdisciplinary Studies Program	SCC
Diaz-Mendoza	Virginia	SEEK	Absent
Endsley	Crystal	African-American Studies	CE
Farrington	Lisa	Art and Music	Lisa Farny
Haberfeld	Maki	Law, Police Science, CJA	Maki
Hammond	Sarah	Scribe	SN
Holder	Michelle	Economics	M. Holder
Katz	Jane	Health and Physical Education	Absent
Killoran	Kathy	Undergraduate Studies	K. Killor
Kynard	Carmen	English	Absent
Lewis	Ma'at	Counseling	Ma'at J.
Matos	Daniel	Registrar, Student Affairs	Daniel Matos
Moffet-Bateau	Alexandra	Political Science	Absent
Murray	Bettina	Communication and Theater Arts	Absent
Oboler	Suzanne	Latin America & Latina/o Studies	SObofz
Peters	Judy-Lynne	Public Management	JLP
Petrosian	Gohar	Criminal Justice	Gohar A-Random
Pittman	John	Philosophy	JPITSE
Puls	Michael	Mathematics and Computer Science	MP
Rossi	Maria Julia	Modern Languages & Literature	Maria Julia
Sexton	Ellen	Library	ES
Snajdr	Edward	Anthropology	Absent
Spunt	Barry	Sociology	BS
Stoudt	Brett	Psychology	Absent
Swenson	Sandra	Sciences	SS

## CURRICULUM COMMITTEE

183

May 18, 2018

## ATTENDANCE

Quorum = 16 Voting Members

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
 City University of New York  
 UNDERGRADUATE CURRICULUM & UNDERGRADUATE STANDARDS COMMITTEE  
**Minutes of May 18, 2018**

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.

1

## **Announcements**

2

3

4 Dean Byrne announced that Phylicia McClendon would be graduating with her masters at the  
 5 end of the semester. Ms. McClendon will leave her position in Undergraduate Studies for a job at  
 6 Children's Core, doing preventative work with families who are entering the ACS system. Dean  
 7 Byrne thanked Ms. McClendon for her work with UCASC.

8 Professor Oboler wished to make note of a recent remark made by President Trump, in which he  
 9 spoke pejoratively of Hispanics. She felt that as a Hispanic Serving Institution, John Jay must  
 10 acknowledge moments like these.

11 Kathy Killoran introduced Professor Lisa Farrington, who was sitting in on the meeting for the  
 12 Department of Art and Music, and is also the college's newest Distinguished Professor. A round  
 13 of applause ensued!

## **Approval of the minutes of April 20, 2018**

15

16 There was no discussion.

17

18 **A motion was made and seconded to approve the minutes of April 20, 2018. The**  
 19 **minutes were adopted with 16 votes in favor and 2 abstentions.**

20

## **New Business**

22

## **Elect Representatives to the CUNY-wide Gen Ed Faculty Review Committee**

25

26 Dean Byrne explained that these review committees meet at CUNY Central to approve new  
 27 courses for the university's General Education program. John Jay's current representatives to  
 28 these committees have been Bettina Carbonell from English and Dante Tawfeeq from Math and  
 29 Computer Science. They both would like to continue. Someone asked what is involved in the

1 position. Kathy Killoran said they meet several times per year and work mostly on the  
 2 documents electronically. These are two year terms. Professor John Pittman asked if the  
 3 representatives are required to be from UCASC. Dean Byrne said that they are not.

4 **A motion was made and seconded to approve the Representatives to the CUNY-  
 5 wide Gen Ed Faculty Review Committees. The proposal was approved with 18 votes  
 6 in favor.**

## 7

## 8 **Report on HSI Content in Undergraduate Curriculum**

9

10 Dean Byrne introduced Ray Patton to give a report on the year's work examining John Jay's  
 11 identity as a Hispanic-Serving Institution (HSI). Ray Patton said that John Jay did not start out  
 12 as an HSI, and so conversations have involved discussion of what that designation means to  
 13 John Jay. He said the curriculum is an important place where institutional commitment can be  
 14 demonstrated. He explained that his report only pertains to what is already listed in the  
 15 undergraduate bulletin, rather than what should be included in the future.

16 Professor Oboler said she thought it was important to do this, but she had concerns about the  
 17 limited content listed in the curriculum. She felt there could be more substance and fields. She  
 18 recommended removing all the language and "how-to" courses, such as how to become a  
 19 translator, which seem to be only mechanical.

20 Professor Maria Julia Rossi said that the language courses are critical, even for students who are  
 21 already bilingual. These courses are transforming and important. It is ideologically important  
 22 that we have Spanish courses. Learning languages is in itself transforming. It reinforces the  
 23 culture they already know and introduces them to professional style and content.

24 Kathy Killoran said the report is just an objective look at the course descriptions from the  
 25 bulletin. It should be considered a snapshot of information, derived from a search for relevant  
 26 terms in the bulletin. This is meant to provide information toward a larger conversation.

27 Professor John Pittman said moving forward we probably need a more fine-grained analysis  
 28 that lists courses in different categories.

29 Professor Oboler spoke about her history in this country and the issue of invisibility. She has  
 30 seen universities relegate Hispanic studies to one professor in languages many times, and she  
 31 was deeply concerned about the attitude that would relegate "Hispanic Studies" to language  
 32 classes, as if it were simply a grammar issue.

33 Dean Byrne felt that the critique was premature, since the group has not discussed the college's  
 34 goals yet, and likely, the way forward would involve language courses in addition to other  
 35 courses.

36 Professor Oboler reiterated that Hispanic students are, in fact, Americans, and should not be  
 37 relegated to "foreign languages." That department is now called "modern languages." Dean  
 38 Byrne said the goal is to discuss without defining, toward analysis. She said we have a lot of  
 39 digging and excavating to do.

40 Professor Rossi agreed that marginalizing the Hispanic burden in the Modern Languages  
 41 Department (or any sole department) is a mistake, and it is critical that UCASC not let that  
 42 happen. She also noted that being a citizen or not is an incredibly important issue in America

- 1 right now, and the college must be cognizant of the relationship to language in that light. She felt  
2 this a great opportunity to look at what it means to be an HSI in each discipline and field.
- 3 Professor Andrea Balis said that Dr. Patton's introduction had noted that there is evidence that  
4 outcomes are improved when students see HSI content in their courses. The conversation is  
5 about developing that going forward.
- 6 Professor Michele Holder wished to commend Professor Oboler for fighting these battles at  
7 universities in the past. Professor Holder noted her own lack of Spanish, despite her family  
8 background, and said that this academic area is critical. She felt that Afro-Latino course content  
9 could be a unique source at John Jay. Dean Byrne said AFR and LLS are meeting to talk about  
10 this. Dean Byrne said faculty hiring would be key. Great hiring is a crucial part of this, and this  
11 body could bring to light the expertise that the college does not have.
- 12 Professor Ma'at Lewis noted that her department, Counseling and Human Services, was absent  
13 from the report, and she was grateful to see that laid out in the report's survey of relevant  
14 offerings. Her department serves Hispanic populations, but the report revealed that this is not  
15 made clear in the course descriptions.
- 16 Professor Judy-Lynne Peters said when she was a student; all students had to take certain  
17 introductory classes. Now with a new curriculum, she thinks UCASC needs to look at which  
18 courses touch all John Jay students. It is possible for students to get through a degree without  
19 touching any of the courses on this list.
- 20 Professor John Pittman said this was a great beginning step. As far as next steps, he proposed  
21 that there should be a public discussion of the college community based on some initial draft  
22 report, which could perhaps be ready by the middle of the Fall semester. He would urge that this  
23 committee organize a public discussion on the question of the role of curriculum in an HSI, with  
24 the aim of issuing a report by this committee with specific recommendations by the end of next  
25 year. He expressed it would be important to open the committee up to a wider variety of  
26 departments. He spoke a bit to what his department has done, including a recent hire whose  
27 field is Latin American Philosophy.
- 28 Dean Byrne said she had been thinking about using Faculty Development Day, and then doing  
29 something broader for mid-Fall. She said inviting people to talk at the start of the year can help  
30 establish priorities.
- 31 Professor Oboler said that was a good idea. She explained that her initial discomfort came from  
32 the fact that the document cataloged 100 courses, but they all seemed to fall in Modern  
33 Languages or LLS. She was struck by the lack of political science and other disciplines. She said  
34 that in her courses, the comment she gets most from students is "I have never known my  
35 history." She also noted that she is in favor of language and culture. Professor Rossi said that all  
36 the language courses involve some examination of culture, from 101 on, and the language  
37 courses qualify students to go work at places like NGOs. She said the fact that her department  
38 has two-thirds of the burden shows that the college is not valuing something it greatly needs.
- 39 Professor Ellen Sexton was concerned about resources. She said the library prioritizes building  
40 to support the curriculum. If the college is going to need a huge influx of Spanish research  
41 materials; that could place a burden on the library. The budget has been declining, while  
42 resources have been growing exponentially. Every time they must renew a database, it costs 5%  
43 more than before. Technologically much content is accessible, but the library cannot afford to  
44 purchase it.

1   **Programs Subcommittee**  
 2  
 3

4   **Proposal to Revise the BA in Global History**

5   Kathy Killoran introduced this revision, which is a follow up from the self-study for the major,  
 6   whose enrollment has been declining. The revision is intended to eliminate bottlenecks and  
 7   make the major friendlier to transfer students and grow the enrollment. Among the changes  
 8   proposed, they plan to revise the HIS 150 course, moving it up to 200-level and move it into the  
 9   section on research and methodology, as well as removing the chronological tracks in the  
 10   elective area.

11   Professor Balis said the department had incorporated feedback from UCASC about the self-  
 12   study when they put the proposal together to revise the major.

13   **A motion was made and seconded to approve the Proposal to Revise the BA in  
 14   Global History. The proposal was approved unanimously with 19 votes in favor.**

15  
 16   **New Minor in Law and History**

17  
 18   Kathy Killoran introduced this minor, which would utilize historiography as their methodology  
 19   to study law. The minor includes one new course called Topics in Legal History.  
 20

21   Professor Balis said that Law and History is an established subfield within the discipline of  
 22   history, complete with journals and heavy intellectual output. She wished to note that John Jay  
 23   did not invent this, especially given the similarity to the name of the Law and Society major.

24   Dean Byrne said that the Law and Society major's enrollments keep going up. She said students  
 25   interested in Political Science often find a better home for themselves in Law and Society there  
 26   than anywhere else. This brings forward for us a crucial issue of advisement, for students to  
 27   make sure they get into the program they are interested in. She said that a history-focused  
 28   student is going to work on streamlining their study of a particular area. Law and History is for  
 29   curating and specializing issues in the relationship between history and the law.

30   Professor Haberfeld voiced her department's concern about the nomenclature. They think it is  
 31   misleading for the students to take a minor that starts with the word "law," and they ask for the  
 32   wording to be changed, so it would be a minor in History and Law.

33   The proposer, Professor Sara McDougall, said her department respects the concern, so they  
 34   discussed other options before settling on Law and History. She said Legal History was  
 35   considered, but sounded dull, and they were concerned it would not draw students. She noted  
 36   that "Law and History" is the traditional name in that order academically. Also, leading with the  
 37   word history is somehow less enticing to students. Law is the word that draws students. They  
 38   felt it would be clear enough that it is being offered by the History Department.

39   Professor Haberfeld said she understood. She noted that she had an undergraduate degree in  
 40   history, and she liked the word. She said that since her department is the department of Law,  
 41   they felt that all majors and minors that start with Law should be LPS majors and courses.

42   Professor Balis noted that this is a terminology that people are using beyond John Jay, as it is an

1 established area of study. Professor Haberfeld said she understood, but she did not want to  
2 dilute the meaning of her department.

3 Professor Lewis asked about the Law and History establishment. Professor McDougall said it  
4 was her field. Law and History is the name of the major journal, and it is also the name of  
5 majors at many schools, and within top tier graduate schools. She said there are several  
6 professors in the History Department with this expertise, which is partly why they are excited  
7 about this new minor, as it takes advantage of existing expertise.

8 Professor Haberfeld said in her department, many students were asking about taking courses  
9 and minors with the word "law" because they thought these courses would put them on the path  
10 to become lawyers. She was concerned about misconceptions and the heavy load this would put  
11 on advising.

12 Dean Byrne spoke to a previous debate over where film studies courses should reside at the  
13 college, particularly because such a course would be taught extremely differently within different  
14 disciplines. The outcome, ultimately, was that such courses are taught in multiple departments,  
15 and the variety of offerings is rich. She felt that in this case, both departments offer compelling  
16 arguments. She hoped that such a conversation might yield a greater understanding of the  
17 workings of the law, from a variety of disciplinary perspectives. This underscores a greater need  
18 for clear advisement, with maps about the links between courses, majors, minors, and paths  
19 toward careers. She encouraged people to bring these back to their departments, to ask what  
20 exactly the minor is preparing students to do. What is the role of the minor? If we ask students  
21 to take six courses in a concentrated area, we should be able to tell them what that prepares  
22 them to do.

23 Professor Lewis linked this conversation back to the LLS conversation, noting that it is  
24 important that content not be siloed in particular departments.

25  
26 **A motion was made and seconded to approve the New Minor in Law and History.**  
27 **The proposal was approved with 16 votes in favor, 2 against, and 1 abstention.**

28  
29 **New Minor in Homeland Security**

30  
31 Kathy Killoran said this minor comes from the Department of Security, Fire, and Emergency  
32 Management, and is accompanied by multiple course proposals to be discussed later in the  
33 meeting. She noted that there was some discussion in the subcommittee of calling the minor "US  
34 Homeland Security." However, when she researched similar programs at colleges across the  
35 country, she found this material is usually titled "Homeland Security," and that is what students  
36 will be looking for. Professor Robert Till noted that this minor is long overdue and is an offering  
37 that John Jay in should have had a while ago.

38 Professor Oboler recognized the importance of this minor, but she wanted to discuss what a  
39 charged issue Homeland Security is for a lot of John Jay students, many of whom have seen ICE  
40 having repercussions in their personal lives and families. She asked what could be done to  
41 mitigate that. She asked that some justice and human rights component be included in the  
42 proposal.

43 Professor Holder agreed with Professor Oboler's point, especially based on the list of courses.  
44 She could not see anything regarding issues related to justice or at-risk communities. She said  
45 that a college of criminal justice should have this minor, and she also felt that given this student

1 population, this minor could be better-rounded. In addition to addressing the technical issues of  
2 working this field, it could also address the issues that vulnerable populations face around  
3 homeland security.

4 Professor Sexton said the term “homeland security” was extremely problematic. “Homeland” is  
5 divisive, nationalistic, and has connotations of Germany. She understood that this signals to  
6 students that it is a growth area where they might be able to get jobs, but she still found the  
7 name of the minor at the college very objectionable. Regarding resources and the library, as a  
8 point of information, she said the library does not buy textbooks, though they do buy books of  
9 lasting value, and so that line in the proposal should be struck.

10  
11 Professor Pittman felt the earlier points must be addressed, since the motto of the school is  
12 “educating for justice.” Considering the college-wide discussion of the significance of being a  
13 minority-serving institution, he felt there should be sensitivity to the fact that a large percentage  
14 of these students feel that they are affected. He said he did not disagree with the existence of the  
15 minor but thought it should be revisited with some attention to these issues.

16  
17 Dean Byrne recalled previous discussions at UCASC about how ethics might be addressed in  
18 science courses. Those courses were perceived as overly technical, though they were written with  
19 the clear understanding of the standards of the field at large. She felt the Homeland Security  
20 minor creates a similar discussion. She said we are talking about big society questions around an  
21 applied component, and there is not one solution, but there are ways to engage the questions.  
22 She said this path of study would be popular with students because there are real opportunities,  
23 and it has the potential to become a major. She said that science and computer science have  
24 done a great job of expanding their offerings or scaffolding specifically to get ethics into the  
25 students’ journey. She pointed to the work Law and Police Science has done about policing,  
26 adjusting practices in consideration of the context of policing today.

27 Professor Sandra Swenson noted a line in the proposal that said one of the learning outcomes is  
28 to “critically evaluate Homeland Security policies and practices.” She suggested that line could  
29 be expanded.

30 Kathy Killoran said when the subcommittee discussed these questions; they were reminded that  
31 John Jay requires majors and minors to come from disciplines that are “distinctly different.”  
32 That means that students from the security major cannot take this minor. Furthermore, in  
33 looking at the titles of these programs across the country, most of them are coming out of  
34 security departments and are very similar to what is being proposed here today. Dean Byrne  
35 said that this is an applied program, but the committee is asking liberal arts questions. The big  
36 question is about where those students in the applied program will get those liberal arts things.  
37 She advised against trying to make the applied program do things it is not equipped to do.

38 Professor Balis said the minor could change the learning outcomes to embed them in everything  
39 or it could create a specific course that addresses this content. Dean Byrne again raised the issue  
40 of the industry standard. If what we have here prepares people for the field, then shouldn’t we  
41 do that? She reminded everyone that the proposer is an expert in the field. Ray Patton said the  
42 upcoming discussion of the individual courses would be informative to this discussion. His  
43 committee gave feedback to course proposer to make the critical and substantive elements of  
44 courses more explicit, and he felt that work has been done to some degree.

45 Professor Holder referred to the learning outcome to “critically evaluate.” She felt that they  
46 probably do not need a whole course on this, but that this learning outcome could be made more

1 integral or explicit in all the courses. It is a valuable outcome, but she said in practice, such a  
2 broad learning outcome can often be overlooked. She felt that if this learning outcome could be  
3 made more explicit, ensuring that courses must address this, that would satisfy her concerns  
4 about the minor.

5 As a point of information, Kathy Killoran noted that there was no rush to approve the minor at  
6 this meeting, since it could not go to College Council until the Fall anyway.  
7

8 Professor Lewis pointed out lines about critical evaluation in the course proposals for the 200-  
9 level and 3XX-levels.

10 Professor Oboler said that John Jay's mission is justice, and it is important that every program  
11 do that. Dean Byrne said that while justice is John Jay's mission, there are multiple perspectives  
12 about how justice works, which vary widely across disciplines and departments. As proposed,  
13 this minor speaks to a component of justice that very much exists and functions. She said this  
14 committee does not have the ability to tell a department exactly what questions it can ask, but  
15 the program could be asked to demonstrate where it is asking and how, which is what other  
16 applied programs have done.

17 Professor Pittman noted that the word critical does not necessarily imply ethical. One can have a  
18 critical conversation that has nothing to do with ethics or justice. He said the words he would  
19 like to see are "ethical," "constitutional," or "human rights." He drew attention to the course  
20 description, which lacks the word "justice" "ethics" and "human rights." He said it seemed like  
21 an unduly narrowly focused way of presenting a program of study that is supposed to prepare  
22 students and educate students to be rounded citizens capable of understanding and thinking  
23 about the justice issues relevant to their areas.

24 Professor Till felt the discussion was placing the burden of major on this minor. Are these issues  
25 going to be discussed elsewhere in the curriculum? Do they have to be hammered home in a  
26 minor as strongly as they would be in a major? Dean Byrne agreed. This is a minor, where  
27 students are also doing a major and Gen Ed at the college.  
28

29 Professor Rossi thought the tension in the room revolved around Homeland Security's place in  
30 the country itself more than the actual content of this minor. If John Jay students go on to work  
31 in Homeland Security, maybe this minor provides an opportunity to work toward changing the  
32 field. Kathy Killoran suggested a subtitle for the minor that lays out exactly what it is intended to  
33 do, noting that the courses are all about the private sector, security of buildings, institutions,  
34 harbors, ports. Dean Byrne agreed with Professor Rossi's point, and drew attention to the  
35 material in the courses, which seem to be about buildings. She felt it was a bit odd to ask a minor  
36 to address people's concerns about homeland security in the country.

37 Professor Till felt the issues from the earlier HSI conversation were bleeding into the discussion  
38 of this minor. He said he looked forward to seeing how the HSI conversation would resolve,  
39 especially if it resulted in a new course that every John Jay student has to take. He also strongly  
40 agreed all students should leave the college with an understanding of what is ethical and what is  
41 not ethical. However, he was not sure that should mean that this minor must have a separate  
42 ethics course. Professor Pittman said that since there is not one course for the HSI content that  
43 all students must take, he asked that the department still respond, constructively, to the  
44 discussion, while retaining the necessary structure of the minor.

1 Professor Holder wanted to clarify her position, stating that she was not against the minor at all,  
 2 but she did want a more explicit recognition in the curriculum of the issues that our students,  
 3 their friends, and families face. She said the current proposal, as presented, evokes visceral  
 4 reactions for many, and for the students. She asked for some sort of discussion within the  
 5 department – even though it is an applied minor – about how justice can be inclusive. Dean  
 6 Byrne noted that we do not hold all programs to that standard. We do not ask all programs to  
 7 represent that broad inclusivity. She felt it would be a false way to proceed in shared governance  
 8 to ask this one minor to do so. There was then a discussion of the difference between inclusivity,  
 9 justice, and ethics, as terms used academically and as standards for programs. She noted that  
 10 with shared governance, it is critical to use uniform standards, so this committee's job is to look  
 11 at outcomes and goals. There was no vote at this meeting. It will come back for a second  
 12 reading.

13  
 14 **Courses / Gen Ed Subcommittee**

15  
 16 **HIS 3XX Topics in Legal History**

17  
 18 Ray Patton introduced the course, which was developed around a theme for the new minor. No  
 19 discussion took place.  
 20  
 21 **A motion was made and seconded to approve HIS 3XX Topics in Legal History. The**  
**course was approved unanimously with 17 votes in favor.**

22  
 23 **SEC 1YY Intro to US Homeland Security**  
**SEC 2ZZ Terrorism, Security and Emergency Management**  
**SEC 3WW Intelligence and Counterintelligence**

24  
 25 Ray Patton explained that these courses have been revised greatly based on feedback from the  
 26 Courses Subcommittee. Professor Maras further developed the critical and contextual  
 27 component of the courses. Ray Patton said Professor Maras always intended to address common  
 28 assumptions about security and to ask students to think critically, but these aims were perhaps  
 29 not made explicit until the revisions were made. Ray Patton noted one example where an  
 30 exercise asks students to use evidence to understand the difference between their preconceived  
 31 notions about terrorism and actual events. In the 200 and 300 level courses, there are ethical  
 32 assignments, with the 300-level course building on the 200 level. He noted individual  
 33 assignments, including a paper that asks students to analyze the difference between popular  
 34 assumptions and evidence. In revising the package, a change was made the 100 and 200 as  
 35 prerequisites for the 300-level course, which enables the professor to scaffold the ethical  
 36 questions. Professor Maras has made sure multiple authors are used for texts, to offer a variety  
 37 of perspectives.  
 38  
 39

40  
 41 **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.**

42  
 43  
 44 **SEC 1YY Intro to US Homeland Security**

45  
 46 Professor Lewis thanked Ray Patton for his introduction. She said she still did not feel that the  
 47 course introduction made clear how the course engages ethics at the 100 level. Ray Patton said  
 48 that Professor Maras had said that ethics would be discussed in all three of the courses.

1 Professor Pittman said the proposal did not seem to have any written mention of ethics. Though  
2 one of the outcomes was about critically examining, it lacks any mention of ethical or  
3 constitutional issues in the carrying out of counterterrorism of homeland security policies.  
4 Without explicit mention, he did not think it could be assumed these elements would be  
5 covered. Professor Pittman also referred to common practice at John Jay for people to take over  
6 courses and build curriculums based on the course proposal. Verbal assurances are not enough.

7 Professor Lewis drew attention to a line in the schedule, "students will explain and critique  
8 border security." She felt the discussion of ethics was probably implied there, and if so, the  
9 professor could make that more explicit in the proposal.

10 Professor Till asked for more specific guidance about the committee's feedback. If the ethics  
11 issues were addressed explicitly for a week in each course, would that be satisfactory? Some  
12 agreed. Professor Till asked if such a change would be enough for support in College Council. He  
13 explained that his background is fire science, and he would need to bring back options for  
14 discussion with Professor Maras, who is the expert in the field.

15 Professor Lewis said a week of ethics in each course would be a fine idea. However, she also  
16 wanted to be clear that the current scaffolding of the course looked good. She said it was clear  
17 that there had been sound effort in the development of these classes. She thought at the 100  
18 level, some discussion of the origins of Homeland Security was warranted.

19 Professor Pittman spoke about the relative advantages of having a whole course to discuss ethics  
20 compared to embedding it in multiple courses. The former could allow deeper discussion, but  
21 the latter would avoid the problem of ghettoizing ethics in one course that students might think  
22 does not matter. Ultimately, he felt that if one must choose one or the other, it would be better  
23 to spread it out. Professor Balis felt it should be everywhere, in everything.

24 Professor Oboler said she thinks this minor is important. With her feedback, she wanted to  
25 speak to the student perspective. They should not have to go in and erase what is going on in  
26 their private lives to take the course.

27 There was no vote. This will return for a second reading.  
28

## 30 **SEC 2ZZ Terrorism, Security, and Emergency Management**

31 Professor Sexton said there was a difference worth noting in the rationale and description of this  
32 course as compared to those of the minor. In this course, Homeland Security is seen as  
33 something that is both national and international, whereas the minor description seemed to  
34 state that all terrorism comes from outside the "homeland." She felt this description was much  
35 more realistic.

36 **A motion was made and seconded to approve SEC 2ZZ Terrorism, Security, and  
37 Emergency Management. The proposal was approved with 16 votes in favor and 3  
38 abstentions.**

## 40 **SEC 3WW Intelligence and Counterintelligence**

41 There was no discussion.

42

1   **A motion was made and seconded to approve the SEC 3WW Intelligence and  
2 Counterintelligence. The proposal was approved with 17 votes in favor and 1  
3 abstention.**

4

## 5   **SEC 3VV Safety and Security in Higher Ed**

6

7   Ray Patton introduced this course. He said the Courses Subcommittee recommended adding the  
8 word “institutions” to the end of the title, which the proposer agreed to.

9   Professor Pittman asked about examination of first amendment issues in higher ed, such as how  
10 the course would teach about hate speech or extremely provocative public discourse, and how  
11 such things might be relevant to security in higher ed institutions. Dean Byrne said she took this  
12 course to be about the physicality of the space, regardless of where the security threat originates.  
13 The course did not seem to target the psychological cause, but rather addresses institutions as  
14 physical spaces. If a protest broke out, the security issue is about masses of people storming  
15 around, regardless of the cause and/or intention of the protest. Professor Till said that was how  
16 it was intended to be read.

17   Professor Peters thought it could be clarified with a language tweak, by adding the word  
18 “facilities” to the description. The word “institution” does not convey the same meaning as  
19 “facilities.” Institution implies the type of thing that Professor Pittman is concerned about in a  
20 way that “facilities” does not.

21   Dean Byrne said the course is about the physical components of crime as opposed to discourse.  
22 There was a question about the scope of the course. Professor Oboler felt the point is an  
23 important one. Professor Pittman cited an example of disagreements between students during  
24 protests at CUNY. Dean Byrne said she felt the purview of the course is about the response  
25 planned to the situation, not what made the situation happen. She noted that the course pulls  
26 out Title IX because what we know there are special policies and procedures around it.

27   **A motion was made and seconded to approve SEC 3VV Safety and Security in  
28 Higher Ed. The course was approved with 16 votes in favor and 2 abstentions.**

29

## 30   **CSL 2XX Intimate Relationships (Ind & Soc)**

31   This course was written specifically for sophomores to build on work they have done at the 100-  
32 level general education courses. The Course/Gen Ed Subcommittee was especially  
33 complimentary of the way information literacy is built into the curriculum, developing  
34 important Gen Ed skills.

35   **A motion was made and seconded to approve CSL 2XX Intimate Relationships (Ind  
36 & Soc). The proposal was approved unanimously with 18 votes in favor.**

37

## 38   **CHS 4XX Senior Seminar in Human Services and Community 39 Justice**

40   This course will be the capstone in the new Human Services and Community Justice Major. Ray  
41 Patton spoke about the subcommittee’s feedback about threading together the various aspects of  
42 the course more seamlessly, which Professor Gordon-Nembhardt dealt with creatively by  
43 creating a new framework for the course.

1 Professor Holder asked if this course will be cross-listed in Africana Studies. Professor Lewis  
2 said it is not, the courses in the major which are required are listed under the CHS course prefix.

3 Kathy Killoran spoke about the scaffolding of the Program Planning and Development methods  
4 course into the capstone. When it was written it was very ambitious. It was agreed the 300-  
5 level course would go to a point and the additional material on program evaluation would be  
6 incorporated into this capstone course.

7 **A motion was made and seconded to approve CHS 4XX Senior Seminar in Human  
8 Services and Community Justice. The proposal was approved unanimously with 18  
9 votes in favor.**

10  
11 **Course Revisions**  
12

13 **SOC 309 Juvenile Delinquency**  
14

15 Kathy Killoran explained that the title is being changed to Youth, Crime, and Justice and the  
16 course refreshed with more current day language. Professor Barry Spunt said the Sociology  
17 Department had an ad hoc group that went through all their courses to update terms and  
18 modernize language. Many have not been changed in a long time.

19 **A motion was made and seconded to approve the revision to SOC 309 Juvenile  
20 Delinquency. The course revision was approved unanimously with 18 votes in  
21 favor.**

22  
23 The meeting concluded at 12:24pm.  
24

25 Respectfully submitted,  
26 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

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Thursday, December 14, 2017  
1:40PM, L.65.08NB, SA Conf room**

**Attendees**

Ellen Belcher  
Brian Carvajal  
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**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 4<sup>th</sup> 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**

Faculty-Student Disciplinary Committee 2017-2018

**From:** Peggilee Wupperman

**Sent:** Monday, April 23, 2018 10:52 AM

**To:** Debra Hairston

**Subject:** RE: Agendas, Minutes, Attendance and Dates of College Council Committee meetings

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**



## **FACULTY PERSONNEL COMMITTEE AGENDA**

**Friday, September 15, 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. 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  
 Faculty Personnel Appeals Committee  
 Faculty Personnel Appeals Committee  
 Faculty Personnel Appeals Committee  
 Full FPC  
 Full FPC

Friday, December 8, 2017  
 Friday, February 9, 2018  
 Friday, March 2, 2018  
 Friday, March 9, 2018  
 Friday, March 16, 2018  
 Friday, April 13, 2018  
 Friday, May 4, 2018

### **Notes:**

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Fall 2017 Committee on Faculty Personnel  
 Friday, 9/15/2017

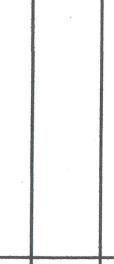
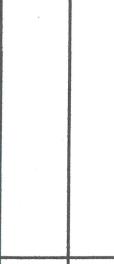
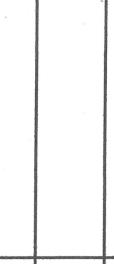
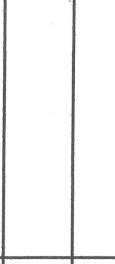
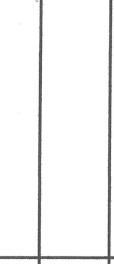
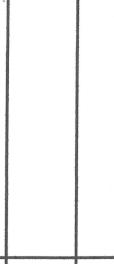
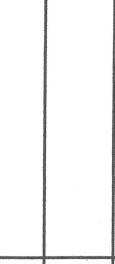
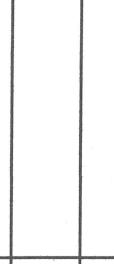
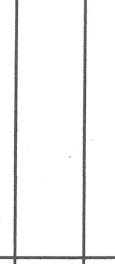
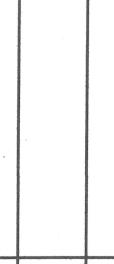
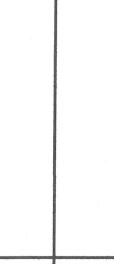
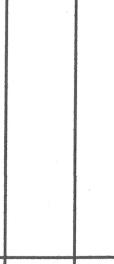
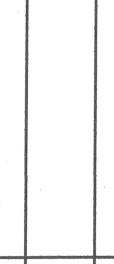
**Attendance**

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



204

Members of Committee	Signature	Left at (time)	Returned (time)
1 Ahmad, Aftab – MTH, Alternate			
2 Barberet, Rosemary – SOC, At Large			
3 Baumrin, Seth – CTA			
4 Bornstein, Avram – GRAD			
5 Byrne, Dara – UGRAD			
6 Carpi, Anthony – OAR			
7 Cauthen, James – POL			
8 Champeil, Elise – SCI, At Large			
9 Cheng, Shu Yuan – SCI			
10 Crossman, Angela – PSY			
11 Curtis, Richard – LPS			
12 D'Agostino, Maria – PAD			
13 Dapia, Silvia – MLL			
14 Garfield, Gail – SOC, At Large			
15 Gates, Jay – ENG			
16 Gordon-Nembhard, Jessica – AFR			

Members of Committee	Signature	Left at (time)	Returned (time)
17 Green, Amy – DIS			
18 Hamilton, Jay – ECO			
19 Lapidus, Benjamin – AMU			
20 Lawton, Brian – CRJ			
21 Lopes, Anne – PROVOST			
22 Marcus, Anthony – ANT			
23 Mason, Karol – PRESIDENT			
24 Morin, Jose Luis – LLS			
25 Nemeth, Charles – SFEM			
26 Perry, Matthew – HIS			
27 Petracco, Nicholas – SCI, Alternate			
28 Pfeifer, Michael – HIS, Alternate			
29 Pittman, John – PHI			
30 Pontell, Henry – SOC			
31 Salane, Douglas – MTH			
32 Sanchez, Caridad – CSL			
33 Sullivan, Larry – LIB			
34 Umeh, Davidson – HPE			
35 Velazquez-Torres, Nancy – SEEK			





## 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. The statement is forthcoming and he looks forward to being involved.

KM: It's important to have the broad representation. FPPG Section III.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 service 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.

Committee Volunteers: Silvia Dapia, John Pittman, Jose Luis Morin, Amy Green, Jay Gates

#### **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 2<sup>nd</sup> 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

##### Announcements

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**

**Full FPC/Faculty Personnel Appeals Committee**  
**Faculty Personnel Appeals Committee**  
**Faculty Personnel Appeals Committee**  
**Faculty Personnel Appeals Committee**  
**Full FPC**  
**Full FPC**

**Friday, February 9, 2018**  
**Friday, March 2, 2018**  
**Friday, March 9, 2018**  
**Friday, March 16, 2018**  
**Friday, April 13, 2018**  
**Friday, May 4, 2018**

**Notes:**

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Fall 2017 Committee on Faculty Personnel  
 Friday, 12/08/2017

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

Attendance



<u>Members of Committee</u>	<u>Signature</u>	<u>Left at (time)</u>	<u>Returned (time)</u>
1 Ahmad, Aftab – MTH, Alternate			
2 Barberet, Rosemary – SOC, At Large			
3 Baumrin, Seth – CTA			
4 Bornstein, Avram – GRAD			
5 Byrne, Dara – UGRAD			
6 Carpi, Anthony – OAR			
7 Cauthen, James – POL			
8 Champell, Elise – SCI, At Large			
9 Cheng, Shu Yuan – SCI			
10 Crossman, Angela – PSY			
11 Curtis, Richard – LPS			
12 D'Agostino, Maria – PAD			
13 Dapia, Silvia – MLL			
14 Garfield, Gail – SOC, At Large			
15 Gates, Jay – ENG			
16 Gordon-Nembhard, Jessica – AFR			

	Members of Committee	Signature	Left at (time)	Returned (time)
17	Green, Amy – DIS			
18	Hamilton, Jay – ECO			
19	Lapidus, Benjamin – AMU			
20	Lawton, Brian – CRJ	<i>Excuse</i>		
21	Lopes, Anne – PROVOST			
22	Marcus, Anthony – ANT			
23	Mason, Karol – PRESIDENT			
24	Morin, Jose Luis – LLS			
25	Nemeth, Charles – SFEM			
26	Perry, Matthew – HIS			
27	Petraco, Nicholas – SCI, Alternate			
28	Pfeifer, Michael – HIS, Alternate			
29	Pittman, John – PHI			
30	Pontell, Henry – SOC			
31	Salane, Douglas – MTH	<i>Excuse</i>		
32	Sanchez, Caridad – CSL			
33	Sullivan, Larry – LIB			
34	Umeh, Davidson – HPE			
35	Velazquez-Torres, Nancy – SEEK			





## 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 31<sup>st</sup> 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 13<sup>th</sup> FPC meeting.

NB – Asked for consideration: a cohort report in addition to a 5 -year report. The report should reflect what happened by the 1<sup>st</sup> and 4<sup>th</sup> reappointment and 4<sup>th</sup> 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

1. Keep current fore 2018.
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 1<sup>st</sup>. 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**

**Full FPC**  
**Full FPC**

**Friday, April 13, 2018**  
**Friday, May 4, 2018**

**Notes:**

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Fall 2017 Faculty Personnel Appeals Committee  
 Friday, 3/16/2018

Attendance

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



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**Members of Committee**

	Members of Committee	Signature	Left at (time)	Returned (time)
1	Ahmad, Aftab – MTH, Alternate			
2	Barberet, Rosemary – SOC, At Large			
3	Baumrin, Seth – CTA			
4	Bornstein, Avram – GRAD			
5	Byrne, Dara – UGRAD			
6	Carpi, Anthony – OAR			
7	Cauthen, James – POL			
8	Champeil, Elise – SCI, At Large			
9	Cheng, Shu Yuan – SCI			
10	Crossman, Angela – PSY			
11	Curtis, Richard – LPS			
12	D'Agostino, Maria – PAD			
13	Dapia, Silvia – MLL			
14	Garfield, Gail – SOC, At Large			
15	Gates, Jay – ENG			
16	Gordon – Nembhard, Jessica – AFR			

Members of Committee	Signature	Left at (time)	Returned (time)
17 Gentile, Katie - DIS			
18 Jacobs, Jonathan - PHI			
19 Hamilton, Jay - ECO			
20 Lapidus, Benjamin - AMU			
21 Lawton, Brian - CRJ			
22 Lopes, Anne - PROVOST	 <b>Present</b>		
23 Marcus, Anthony - ANT			
24 Mason, Karol - PRESIDENT	 <b>Present</b>		
25 Morin, Jose Luis - LLS			
26 Nemeth, Charles - SFEM			
27 Perry, Matthew - HIS			
28 Petracco, Nicholas - SCI, Alternate			
29 Pfeifer, Michael - HIS, Alternate			
30 Pontell, Henry - SOC			
31 Salane, Douglas - MTH			
32 Sanchez, Caridad - CSL			
33 Solis, Carmen - SEEK	 <b>Excused</b>		
34 Sullivan, Larry - LIB			
35 Umeh, Davidson - HPE			

Visitors	Signature	Left at (time)	Returned (time)
1	Margorie ginger	10:19	
2	Allison Pease	10:19	
3	Andrea	10:19	
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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**

Fall 2017 Faculty Personnel Appeals Committee  
 Friday, 4/13/2018

Attendance

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



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Members of Committee	Signature	Left at (time)	Returned (time)
1 Ahmad, Aftab – MTH, Alternate	Aftab		
2 Barberet, Rosemary – SOC, At Large	Rosemary		
3 Baumrin, Seth – CTA	Seth		
4 Bornstein, Avram – GRAD	Avram		
5 Byrne, Dara – UGRAD	Excused Absence		
6 Carpi, Anthony – OAR	Excused Absence		
7 Cauthen, James – POL	James		
8 Champeil, Elise – SCI, At Large	Elise		
9 Cheng, Shu Yuan – SCI	Shu Yuan		
10 Crossman, Angela – PSY	Angela		
11 Curtis, Richard – LPS	Richard		
12 D'Agostino, Maria – PAD	Maria		
13 Dapia, Silvia – MLL	Silvia		
14 Garfield, Gail – SOC, At Large	Gail		
15 Gates, Jay – ENG	Jay		
16 Gordon– Nembhbar, Jessica – AFR	Jessica		

<b>Members of Committee</b>	<b>Signature</b>	<b>Left at (time)</b>	<b>Returned (time)</b>
17 Gentile, Katie - DIS			
18 Jacobs, Jonathan - PHI	<u>Excused Absence</u>		
19 Hamilton, Jay - ECO			
20 Lapidus, Benjamin - AMU			
21 Lawton, Brian - CRJ			
22 Lopes, Anne - PROVOST			
23 Marcus, Anthony - ANT			
24 Mason, Karol - PRESIDENT	<u>Excused Absence</u>		
25 Morin, Jose Luis - LLS			
26 Nemeth, Charles - SFEM			
27 Perry, Matthew - HIS			
28 Petracco, Nicholas - SCI, Alternate			
29 Pfeifer, Michael - HIS, Alternate			
30 Pontell, Henry - SOC			
31 Salane, Douglas - MTH			
32 Sanchez, Caridad - CSL	<u>Excused Absence</u>		
33 Solis, Carmen - SEEK			
34 Sullivan, Larry - LIB			
35 Umeh, Davidson - HPE			

Visitors	Signature	Left at (time)	Returned (time)
1	MARJORIE SINGER	10:00 AM	
2	Allison Pease		
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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 2<sup>nd</sup> 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 note 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 4<sup>th</sup> 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 1<sup>st</sup> or 2<sup>nd</sup> 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 4<sup>th</sup> 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

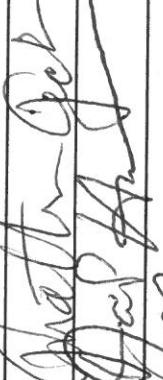
## Notes:

Attendance

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



Members of Committee	Signature	Left at (time)	Returned (time)
1 Ahmad, Aftab – MTH, Alternate	Ahmad		
2 Barberet, Rosemary – SOC, At Large	Rosemary		
3 Baumrin, Seth – CTA	Seth		
4 Bornstein, Avram – GRAD	Avram		
5 Byrne, Dara – UGRAD	Dara		
6 Carpi, Anthony – OAR	Excused		
7 Cauthen, James – POL	James		
8 Champeil, Elise – SCI, At Large	Elise		
9 Cheng, Shu Yuan – SCI	Shu Yuan		
10 Crossman, Angela – PSY	Angela		
11 Curtis, Richard – LPS	Richard		
12 D'Agostino, Maria – PAD	Maria	10:10 AM	
13 Dapia, Silvia – MLL	Silvia		
14 Garfield, Gail – SOC, At Large	Excused		
15 Gates, Jay – ENG	Jay		
16 Gordon– Nembhard, Jessica – AFR	Jessica		

Members of Committee	Signature	Left at (time)	Returned (time)
17 Gentile, Katie - DIS			
18 Jacobs, Jonathan - PHI			
19 Hamilton, Jay - ECO		1:57pm	
20 Lapidus, Benjamin - AMU			
21 Lawton, Brian - CRJ			
22 Lopes, Anne - PROVOST			
23 Marcus, Anthony - ANT			
24 Mason, Karol - PRESIDENT			
25 Morin, Jose Luis - LLS			
26 Nemeth, Charles - SFEM			
27 Perry, Matthew - HIS			
28 Petracco, Nicholas - SCI, Alternate		EXCUSED	ABSENT
29 Pfeifer, Michael - HIS, Alternate			
30 Pontell, Henry - SOC			
31 Salane, Douglas - MTH			
32 Sanchez, Caridad - CSL			
33 Solis, Carmen - SEEK			
34 Sullivan, Larry - LIB			
35 Umeh, Davidson - HPE			

Visitors	Signature	Left at (time)	Returned (time)
1	MARJORIE SINGER		
2	Allison Peace		
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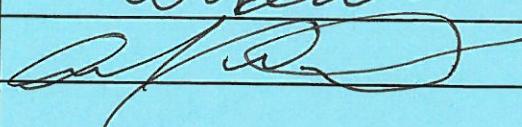
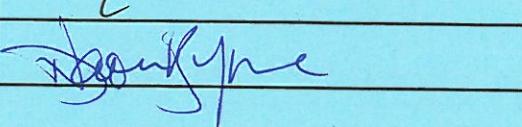
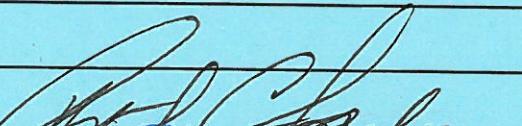
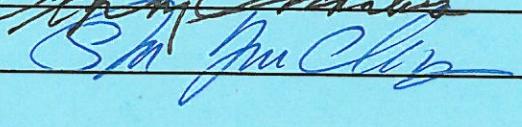
# **Budget and Planning Committee**

**Budget Planning Committee  
Meeting Agenda  
September 14, 2017  
1:40-3:00pm – Room L.61 New Building**

1. Approval of Budget
2. New Business

Budget and Planning Committee  
September 14, 2017

235  
Attendance Sheet

Baumrin, Seth	
Benton, Ned	
Bornstein, Avram	
Brownstein, Michael	
Byrne, Dara	
Carpi, Anthony	
Cauthen, James	
Chambers, Anthony	
Cheng, Shu Yaun	
Cook-Francis, Lynette	
Crossman, Angela	
Curtis, Ric	
D'Agostino, Maria	
Dapia, Silvia	
Davies, Dana	
DiKambi, Sandrine	
Flower, Mark	
Gates, Jay	
Gordan-Nembhard, Jessica	
Green, Amy	
Hamilton, Jay	
Hancock-Nicholson, Nikki	
Kaplowitz, Karen	
Lapidus, Ben	
Lawton, Brian	
Lopes, Anne	
Marcus, Anthony	

## Budget and Planning Committee September 14, 2017

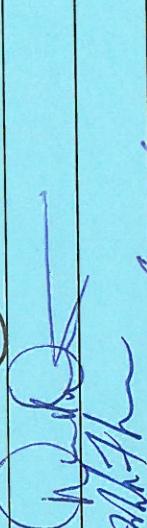
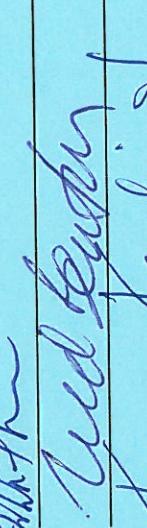
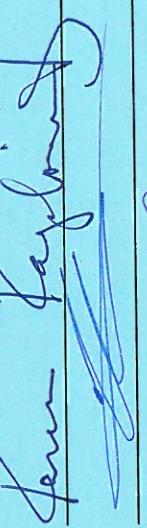
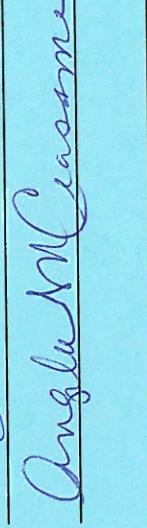
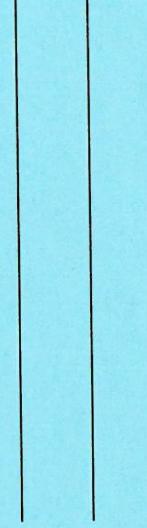
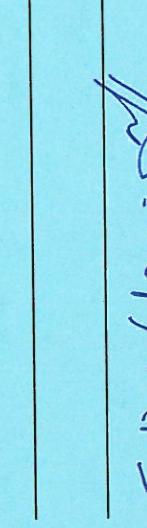
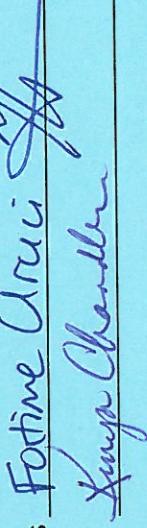
# **Financial and Strategic Planning Subcommittee**

**Budget and Planning Subcommittees  
Meeting Agenda  
August 15, 2017  
2:30-4pm – Room 610 Haaren Hall**

1. Approval of Minutes for May 30, 2017.
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

SPS-FPS Membership	Name	Signature
1. Interim, Provost and Senior Vice President for Academic Affairs	Anne Lopes	
2. Vice President for Finance and Administration	Steven Titan (FPS Chair)	
3. Interim, Vice President for Enrollment Management	Dana Davies	
4. Assistant Vice President for Finance	Mark Flower	
5. President of the Faculty Senate	Ned Benton	
6. Faculty Senate Representative	Karen Kaplowitz	
7. Faculty Senate Representative	Charles Stone	
8. Chair of the Council of Chairs	Angela Crossman	
9. Vice Chair of the Council of Chairs	Jim Cauthen	
10. Council of Chairs Representative	Jay Hamilton	
11. Council of Chairs Representative	Douglas Salane	
12. President of the Higher Education Officers Council	Sandrine Dikambi	
13. Student Representative	Grace Theresa Agatossos	
14. Director of Operations - Provost's Office (SPS only)*	Kinya Chandler	

(\* ) = Non-voting staff/guest of the subcommittee.

confirmed by  
SC but not yet  
by college  
(not voting  
today)

15. Director of Institutional Research (SPS only)\*  
16. Office of the Associate Provost (SPS only)\*

Ricardo Anzaldua

Alison Orlando

Guest(s)

17. Douglas Boettner

18. Jeff Brown

19. Chinor Thomas

20. Mena Ryjou

21. Nikki Hancock-Nicholson

22. Raj Singh

**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*)

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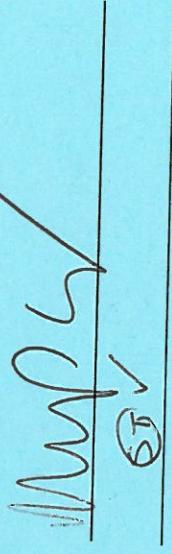
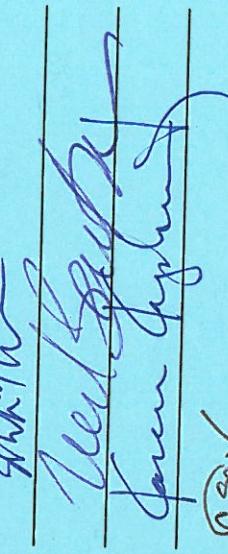
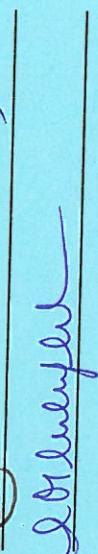
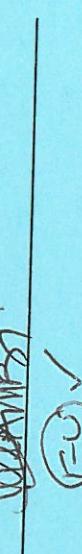
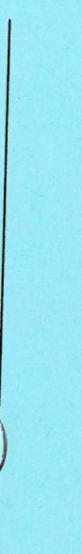
1. **Approval of Minutes from May 30, 2017.** There was a motion to approve the minutes. The motion was seconded. There was a discussion of the minutes. Fatime U. noted that her comments on the Event and Space Use Handbook had not been included. Alison O. said that she would look at her notes from the 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 travia 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 was 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.

**Budget and Planning Subcommittees  
Meeting Agenda  
September 12, 2017  
3-4:30pm – Room 610 Haaren Hall**

1. Approval of Minutes for August 15, 2017
2. John Jay's Budget

**Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)**  
**September 12, 2017**

Membership	Name	Signature
1. Interim, Provost and Senior Vice President for Academic Affairs	Anne Lopes	 Anne Lopes S.T. ✓
2. Vice President for Finance and Administration	Steven Titan (FPS Chair)	 Steven Titan (FPS Chair)
3. Interim, Vice President for Enrollment Management	Dana Davies*	 Dana Davies*
4. Assistant Vice President for Finance	Mark Flower* (FPS only)	 Mark Flower* (FPS only)
5. President of the Faculty Senate	Ned Benton	 Ned Benton C.B. ✓
6. Faculty Senate Representative	Karen Kaplowitz	 Karen Kaplowitz
7. Faculty Senate Representative	Charles Stone	 Charles Stone
8. Faculty Senate Representative	Maki Haberfeld	 Maki Haberfeld
9. Chair of the Council of Chairs	Angela Crossman	 Angela Crossman G.C. ✓
10. Vice Chair of the Council of Chairs	Jim Cauthen	 Jim Cauthen J.H. ✓
11. Council of Chairs Representative	Jay Hamilton	 Jay Hamilton D.S. ✓
12. Council of Chairs Representative	Doug Salane	 Doug Salane D.S. ✓
13. President of the Higher Education Officers Council	Sandrine Dikambi	 Sandrine Dikambi S.D. ✓
14. President of the Student Council	Fatime Uruci	 Fatime Uruci F.U. ✓

15. Senior Director of Operations - Provost's Office

Kinya Chandler  
Ric Anzaldua

Kinya Chandler\* (FPS only)

Ric Anzaldua\* (SPS only)

Guest(s)

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. \_\_\_\_\_

22. \_\_\_\_\_

J. Sherkie-Nichols  
China Thomas   
Alena Ryoo

(\*) Non-voting staff/guest of subcommittee

**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*)

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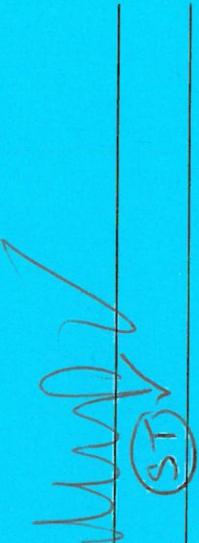
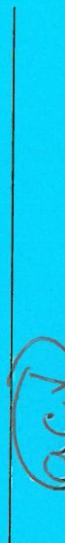
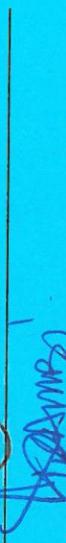
1. **Approval of Minutes from August 15, 2017.** Minutes were approved as proposed.
2. **John Jay's Budget.** Steve T. started by explaining that there have not been many changes made to the FY 2018 budget since the last meeting of the committee, and that the budget is projected to have a year-end balance 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**

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Membership	Name	Signature
1. Interim, Provost and Senior Vice President for Academic Affairs	Anne Lopes	
2. Vice President for Finance and Administration	Steven Titan (FPS Chair)	
3. Interim, Vice President for Enrollment Management	Dana Davies*	
4. Assistant Vice President for Finance	Mark Flower* (FPS only)	
5. President of the Faculty Senate	Ned Benton	
6. Faculty Senate Representative	Karen Kaplowitz	
7. Faculty Senate Representative	Charles Stone	
8. Faculty Senate Representative	Maki Haberfeld	
9. Chair of the Council of Chairs	Angela Crossman	
10. Vice Chair of the Council of Chairs	Jim Cauthen	
11. Council of Chairs Representative	Jay Hamilton	
12. Council of Chairs Representative	Doug Salane	
13. President of the Higher Education Officers Council	Sandrine Dikambi	
14. President of the Student Council	Fatime Uruci	

15. Senior Director of Operations - Provost's Office

Kinya Chandler\* (FPS only)

16. Director of Institutional Research

Ric Anzaldua\* (SPS only)

Guest(s)

17. Council of Chairs Rep

Aleena Rajjou

18. Lynelle Cook-France

20. \_\_\_\_\_

21. \_\_\_\_\_

22. \_\_\_\_\_

15. Senior Director of Operations - Provost's Office  
Kinya Clarke  
16. Director of Institutional Research  
Ric Anzaldua

17. Council of Chairs Rep  
Matthew Perry Chair of BSC  
18. Aleena Rajjou → Finance & Admin  
19. Lynelle Cook-France Student Affairs

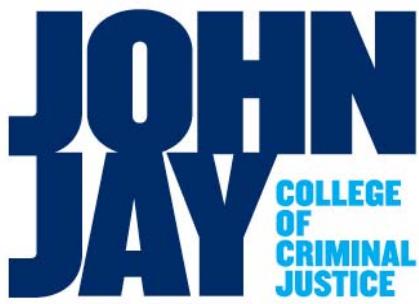
(\*) Non-voting staff/guest of subcommittee

**Joint Meeting: SPS – FPS  
Minutes  
November 30, 2017**

**Present:** Anne Lopes, Steven Titan (*FPS Chair*), Ric Anzaldua, Ned Benton, Kinya Chandler, Lynette Cook-Francis, Angela Crossman, Jim Cauthen, Sandrine Dikambi, Mark Flower, Jay Hamilton, Karen Kaplowitz, Matthew Perry, Alena Ryjov, Doug Salane, Fatime Uruci, and Alison Orlando (*Recorder*)

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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**

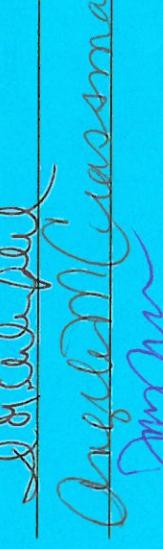
### **Agenda**

**March 15, 2018**

1. Approval of minutes for 11/30, 2018
2. Space
  - Immediate move from 54<sup>th</sup> 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

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**Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)**  
March 14, 2018

Membership	Name	Signature
1. Interim, Provost and Senior Vice President for Academic Affairs	Anne Lopes	
2. Vice President for Finance and Administration	Steven Titan (FPS Chair)	
3. Vice President for Enrollment Management and Student Affairs	Lynette Cook-Francis*	
4. Associate Provost for Institutional Effectiveness	Erez Lenchner	
5. Assistant Vice President for Finance	Mark Flower* (FPS only)	
6. President of the Faculty Senate	Ned Benton	
7. Faculty Senate Representative	Karen Kaplowitz	
8. Faculty Senate Representative	Charles Stone	
9. Faculty Senate Representative	Maki Haberfeld	
10. Chair of the Council of Chairs	Angela Crossman	
11. Vice Chair of the Council of Chairs	Jim Cauthen	
12. Council of Chairs Representative	Jay Hamilton	
13. Council of Chairs Representative	Doug Salane	

14. Council of Chairs Representative
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

Matthew Perry

Sandrine Dikambi

Fatime Uruci

Kinya Chandler\* (FPS only)

Ric Anzaldua\* (SPS only)

*M. J. Perry*  
*Sandrine Dikambi:*  
*Fatime Uruci*  
*Kinya Chandler*  
*Ric Anzaldua*

Guest(s)

19. Finance Admin.

20. TESS

21. Student

22. Naomi Davies

23. Karel Mason

24.

*Alena Reijer*  
*Chium Thomas*  
*Ric Anzaldua (Rod)*

(\*) 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*)

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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 54<sup>th</sup> 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 54<sup>th</sup> building once the lease expires on May 31. To address this situation, CUNY was able to secure the college space on the 10<sup>th</sup> 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 54<sup>th</sup> street to the 10<sup>th</sup> 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 10<sup>th</sup> floor of the BMW. Karol M. said that it is not an option to stay at 54<sup>th</sup> 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 54<sup>th</sup> 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 than 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.

**Budget and Planning Subcommittees  
Meeting Agenda  
April 10, 2018  
3:30-5:00pm – Room 610 HH**

1. Approval of minutes for 3/15/2018 (attached)

2. Budget Update

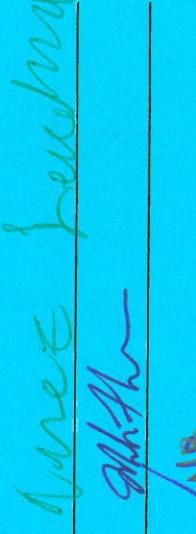
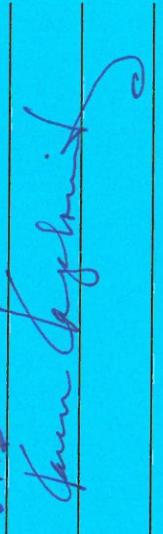
3. Space:

-Move from 54<sup>th</sup> street to BMW

-Development of Master Plan for Space Planning

## Joint Financial Planning Subcommittee (FPS) & Strategic Planning Subcommittee (SPS)

April 10, 2018

Membership	Name	Signature
1. Interim, Provost and Senior Vice President for Academic Affairs	Anne Lopes (SPS Chair)	
2. Vice President for Finance and Administration	Steven Titan (FPS Chair)	
3. Vice President for Enrollment Management and Student Affairs	Lynette Cook-Francis*	
4. Associate Provost for Institutional Effectiveness	Erez Lenchner	
5. Assistant Vice President for Finance	Mark Flower* (FPS only)	
6. President of the Faculty Senate	Ned Benton	
7. Faculty Senate Representative	Karen Kaplowitz	
8. Faculty Senate Representative	Charles Stone	
9. Faculty Senate Representative	Maki Haberfeld	
10. Chair of the Council of Chairs	Angela Crossman	
11. Vice Chair of the Council of Chairs	Jim Cauthen	
12. Council of Chairs Representative	Jay Hamilton	
13. Council of Chairs Representative	Doug Salane	



14. Council of Chairs Representative Matthew Perry
15. President of the Higher Education Officers Council Sandrine Dikambi
16. President of the Student Council Fatime Uruci
17. Senior Director of Operations - Provost's Office Kinya Chandler\* (FPS only)
18. Director of Institutional Research Ric Anzaldua\* (SPS only)
- 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**

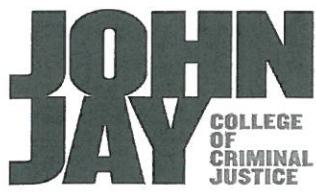
**Present:** Anne Lopes (*SPS Chair*), Steven Titan (*FPS Chair*) Ric Anzaldua, Ned Benton, Anthony Bracco, Jim Cauthen, Kinya Chandler, Lynette Cook-Francis, Angela Crossman, Naomi Davies, Sandrine Dikambi, Mark Flower, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Erez Lenchner, Alena Ryjov, Raj Singh, Doug Salane, Fatime Uruci, and Alison Orlando (*Recorder*)

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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 54<sup>th</sup> 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.



*Anne Lopes,  
Interim Provost and Senior Vice President  
of Academic Affairs  
John Jay College of Criminal Justice*

*524 West 59<sup>th</sup> Street  
621 Haaren Hall  
New York City, NY 10019  
T. 212.237.8801  
alopes@jjay.cuny.edu*

## **Strategic Planning Subcommittee (SPS)**

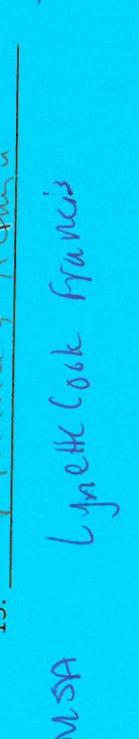
**April 24, 2018**

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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Membership	Name	Signature
1. Interim, Provost and Senior Vice President for Academic Affairs	Anne Lopes (Chair)	 Anne Lopes
2. Vice President for Finance and Administration	Steven Titan	 ST
3. Associate Provost for Institutional Effectiveness	Erez Lenchner	 Erez Lenchner
4. President of the Faculty Senate	Ned Benton	 Ned Benton
5. Faculty Senate Representative	Karen Kaplowitz	 Karen Kaplowitz
6. Faculty Senate Representative	Maki Haberfeld	 Maki Haberfeld
7. Chair of the Council of Chairs	Angela Crossman	 Angela Crossman
8. Council of Chairs Representative	Doug Salane	 Doug Salane
9. Council of Chairs Representative	Matthew Perry	 Matthew Perry
10. President of the Higher Education Officers Council	Sandrine Dikambi	 Sandrine Dikambi
11. President of the Student Council	Fatime Uruci	 Fatime Uruci
12. Director of Institutional Research	Ric Anzaldua*	 Ric Anzaldua*
Guest(s)		 Ana Ryzin
13. <u>Finance + Admin</u>	 Lynette Cook Francis	

14. SHEPHERDING UTMAN POWELL
15. Facilities / Space Planning
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

NOMINATIONS

- Anthony Bracco  
 Raj Singh <sup>(1)</sup>   
Marc Flower   
Kinya Chandler <sup>(2)</sup>

(\*) Non-voting staff/guest of subcommittee

**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.

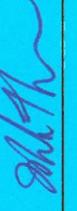
3. **Strategic Planning – Updates on the 2018-2019 academic affairs plan/Processes for Future Strategic Planning.** – Anne L. spoke about updating the academic affairs plan. She explained that each division has their own plan that they update for the year ahead. She explained that the SPS Committee should 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 where 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

Membership	Name	Signature
1. Interim, Provost and Senior Vice President for Academic Affairs	Anne Lopes (SPS Chair)	
2. Vice President for Finance and Administration	Steven Titan (FPS Chair)	
3. Vice President for Enrollment Management and Student Affairs	Lynette Cook-Francis*	
4. Associate Provost for Institutional Effectiveness	Erez Lenchner	
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12. Council of Chairs Representative	Jay Hamilton	
13. Council of Chairs Representative	Doug Salane	

14. Council of Chairs Representative	Matthew Perry
15. President of the Higher Education Officers Council	Sandrine Dikambi
16. President of the Student Council	Fatime Uruci
17. Senior Director of Operations - Provost's Office	Kinya Chandler* (FPS only)
18. Director of Institutional Research	Ric Anzaldua* (SPS only)
<b>Guest(s)</b>	
19. <u>Roger Garcia</u>	Financial Budget Director <i>RG</i>
20. <u>Anthony Bracco</u>	Facilities
21. <u>Natalie Davis</u>	DEPTK SPRE PLANNING & CAPITAL BUDGET
22. <u>John</u>	
23. <u>John</u>	
24. <u>Morgan</u>	Hono. Regon

(\*) Non-voting staff/guest of subcommittee

**Joint Meeting: SPS-FPS  
Minutes  
May 8, 2018**

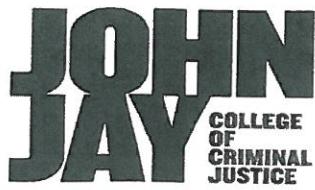
**Present:** Anne Lopes (*SPS Chair*), Steven Titan (*FPS Chair*), Ric Anzaldua, Ned Benton, Anthony Bracco, Jim Cauthen, Lynette Cook-Francis, Angela Crossman, Naomi Davies, Mark Flower, Rafael Garcia, Maki Haberfeld, Jay Hamilton, Karen Kaplowitz, Erez Lenchner, Alena Ryjov, Doug Salane, Raj Singh, Charles Stone, Fatime Uruci, and Alison Orlando (*Recorder*)

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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.



*Anne Lopes,  
Interim Provost and Senior Vice President  
of Academic Affairs  
John Jay College of Criminal Justice*

*524 West 59<sup>th</sup> Street  
621 Haaren Hall  
New York City, NY 10019  
T. 212.237.8801  
alopes@jjay.cuny.edu*

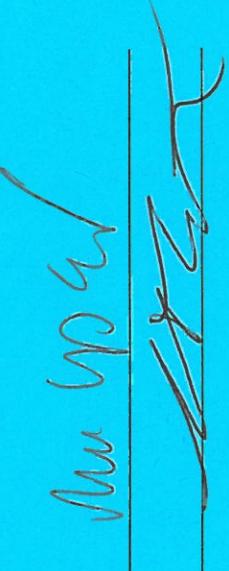
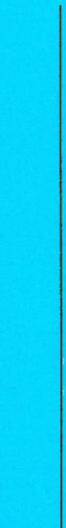
## **Strategic Planning Subcommittee (SPS)**

**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

**Strategic Planning Subcommittee (SPS)**

**May 16, 2018**

<b>Membership</b>	<b>Name</b>	<b>Signature</b>
1. Interim, Provost and Senior Vice President for Academic Affairs	Anne Lopes ( <i>SPS Chair</i> )	
2. Vice President for Finance and Administration	Steven Titan	
3. Vice President for Enrollment Management and Student Affairs	Lynette Cook-Francis*	
4. Associate Provost for Institutional Effectiveness	Erez Lenchner	
5. President of the Faculty Senate	Ned Benton	
6. Faculty Senate Representative	Karen Kaplowitz	
7. Faculty Senate Representative	Maki Haberfeld	
8. Chair of the Council of Chairs	Angela Crossman	
9. Council of Chairs Representative	Doug Salane	
10. Council of Chairs Representative	Matthew Perry	
11. President of the Higher Education Officers Council	Sandrine Dikambi	
12. President of the Student Council	Fatime Uruci	
13. Director of Institutional Research	Ric Anzaldua* ( <i>SPS only</i> )	

- Guest(s)
14. Anthony Bracco
  15. NAOMI DAVIES
  16. Marc Flower
  17. Rafael Garcia
  18. Alena Rybar
  19. Alison Orlando

14. NB
15. Naomi
16.  ✓
17.  ✓
18.  ✓
19. Alison Orlando

(\*) Non-voting staff/guest of subcommittee

**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 Garcia, Karen Kaplowitz, Erez Lenchner, Matthew Perry, Alena Ryjov, Doug Salane, Fatime Uruci, and Alison Orlando (*Recorder*)

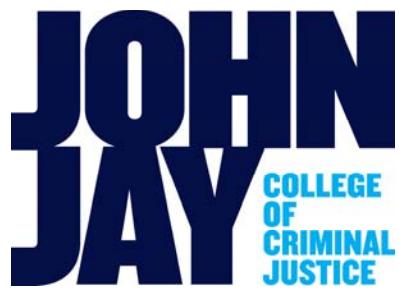
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1. **Space Planning – Process.** Anne L. began by asking if anyone had any ideas or comments about the space planning process. Ned B. explained that there is a body of annual information that this committee should receive regarding space and we should 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 college. Anthony B. added that there needs to be 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**

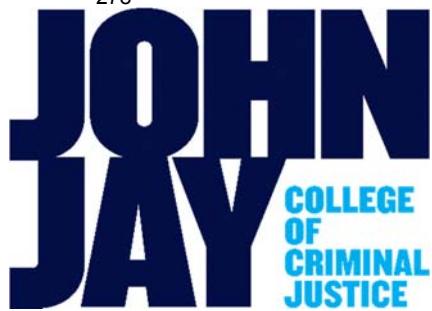


## **Committee on Graduate Studies**

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.
  - 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.
  - 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.
  - 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**

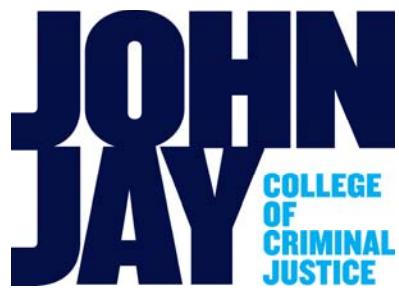
- Interim Dean Bornstein reminded the program directors that online students, excluding MPA students, are currently prohibited from taking face-to-face courses.

**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:**

<b>Program</b>	<b>Full-time</b>	<b>Part-time</b>
ECONOMICS	Christian Parenti	Julio Huato
FORENSIC SCIENCE		Andrew Schweighardt

### **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

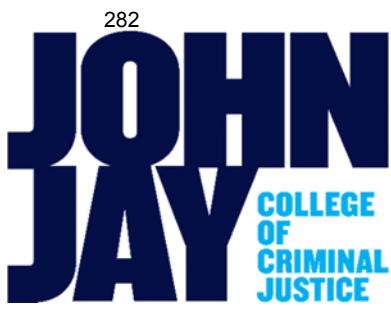
### **5. HSI Profile**

### **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*).
  - 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.
  - 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.
  - The faculty member was **approved 13-0-0**.

### 4. Curriculum Proposals

- **New course proposals for MA program in Human Rights:**
  - 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.a 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.

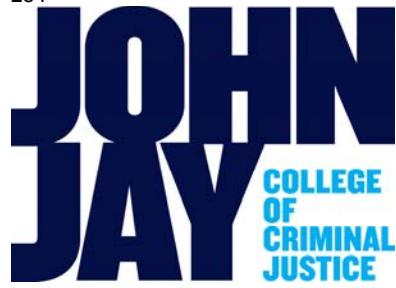
**Due to time constraints, the following items were tabled until the next meeting:**

#### **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:

Program	Full-time	Part-time
EMERGENCY MANAGEMENT		Paul Kearns

### 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

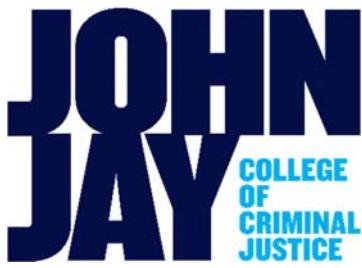
### 6. Student Survey

### 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, Mechthild 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 8<sup>th</sup>.

### 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.
  - The faculty member was **approved 13-0-0**.

### 4. Curriculum Proposals

- **New course proposals for MA program in Human Rights:**

- 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
- A motion was made to slate the six proposals for a single vote.
- The slate was **approved 13-0-0**.

- **Change in degree program: ICJ MA**

- Prof. Arsovska presented the proposal to add CRJ 713 to the list of electives for the International Crime and Justice MA program.
- 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

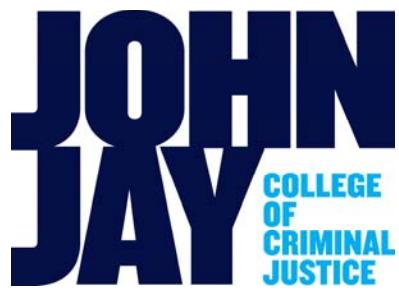
- Associate Dean Meeks initiated a discussion on behalf of Graduate Studies regarding the grade appeal process.
- Currently, there is no standardized procedure for how the relevant committees within each program should investigate these appeals.
- There was general agreement that program directors should 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.**

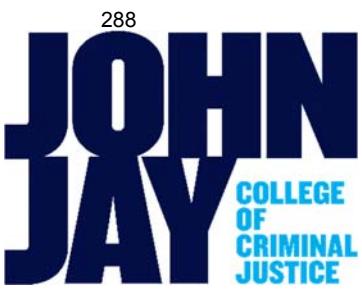


## **Committee on Graduate Studies**

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**



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## 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 HEO 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.

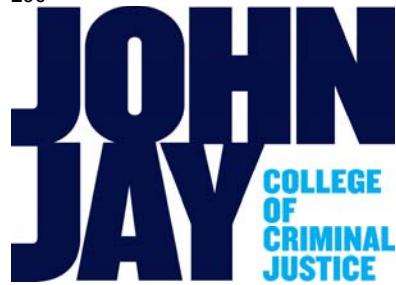
**5. HSI Profile**

- 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:**

Program	Full-time	Part-time
FORENSIC SCIENCE		Sheila Estacio Dennis

### **5. Proposal to Adopt Institutional Learning Goals**

### **6. Curriculum Proposals**

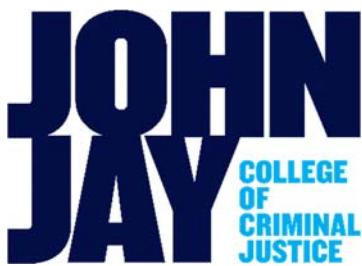
- New program proposal: BA/MA in International Crime and Justice
- New course proposal: PAD 768
- New course proposal: PSY 770

### **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**
  - Profs. Benton and Pammer requested that this proposal be tabled pending further review by the MPA programs.
- **New course proposal: PSY 770**
  - Profs. 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)**

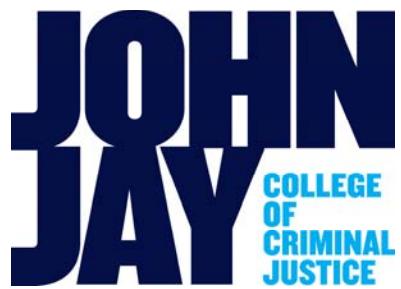
- Interim Dean Bornstein re-introduced the proposal to hire a HEO in Graduate Studies who would be paid through a percentage of differential tuition, excellence fee, and online incentive monies.
- The proposal was **approved 12-0-0**.

## **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**

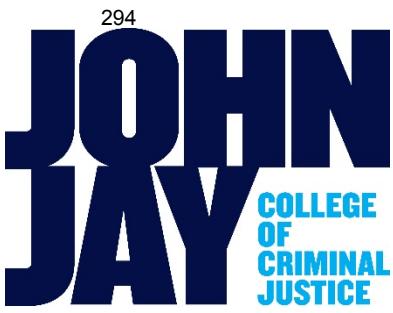
### **3. Curriculum Proposals**

- 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**
  - 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.
  - 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**

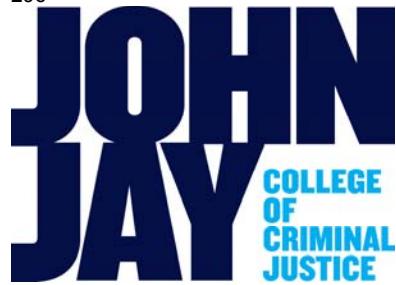
- Interim Dean Bornstein introduced the topic of graduate grade appeals and relayed several recent experiences of engaging in this process.
- He indicated to the program directors that he is willing to let the individual appeals committees determine how much involvement they would like him to have.
- 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

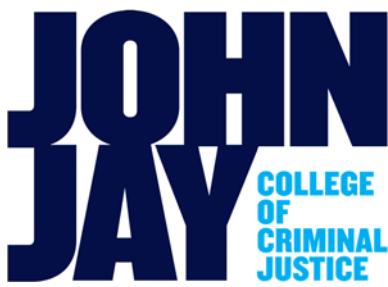
### **5. Policy on Graduate Students Taking Undergraduate Courses (P/F v. CR/NC)**

### **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 Bornstein 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**

SEOF Meeting  
Minutes  
Wednesday, September 6, 2017

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 8<sup>th</sup>, 2017:** 1:45pm – 2:45pm (Provost’s Conference Room – 620T Haaren Hall)

**Wednesday, December 6<sup>th</sup>, 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.
  - 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**

Keith Markus
Aida Martinez-Gomez
Daniel Yaverbaum
Sydney Manansala (recorder)

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 8<sup>th</sup>, 2017:** 1:45pm – 2:45pm (Provost's Conference Room – 620T Haaren Hall)

**Wednesday, December 6<sup>th</sup>, 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 committees 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**

Keith Markus
Aida Martinez-Gomez
Daniel Yaverbaum
Brett Stoudt
Brian Carvajal
Alex Almonte
Valerie Negron (recorder)

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 6<sup>th</sup>, 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

**Meeting Members**

Keith Markus
Aida Martinez-Gomez
Daniel Yaverbaum
Brett Stoudt
Brian Carvajal
Sydney Manansala (recorder)

SEOF Meeting  
Minutes  
Wednesday, December 6, 2017

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 7<sup>th</sup>, 2018:** 1:30pm – 3:00pm (Provost’s Conference Room – 620T Haaren Hall)

**Tuesday, March 6<sup>th</sup>, 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

**Meeting Members**

Keith Markus
Aida Martinez-Gomez
Brett Stoudt
Brian Carvajal
Sydney Manansala (recorder)

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 conference) and Sydney Manansala (recorder)

**Spring 2018 Meeting Schedule**

**Tuesday, March 6<sup>th</sup>, 2018:** 11:00am – 12:30pm (Provost's Conference Room – 620T Haaren Hall)

**Wednesday, April 18<sup>th</sup>, 2018:** 1:30pm – 3:00pm (Provost's Conference Room – 620T Haaren Hall)

**Tuesday, May 15<sup>th</sup>, 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

**Meeting Members**

Alex Almonte (Phone conferenced)
Sydney Manansala (recorder)
Keith Markus
Aída Martínez-Gómez
Daniel Yaverbaum

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 18<sup>th</sup>, 2018:** 1:30pm – 3:00pm (Provost's Conference Room – 620T Haaren Hall)

**Tuesday, May 15<sup>th</sup>, 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

**Meeting Members**

Alex Almonte (Phone conferenced)
Brian Carvajal
Keith Markus (Phone conferenced)
Aída Martínez-Gómez
Valerie Negron (recorder)
Brett Stoudt
Daniel Yaverbaum

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

SEOF Meeting  
Attendance  
Wednesday, April 18, 2018

**Meeting Members**

Keith Markus
Aída Martínez-Gómez
Valerie Negron (recorder)
Brett Stoudt
Daniel Yaverbaum

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
- 

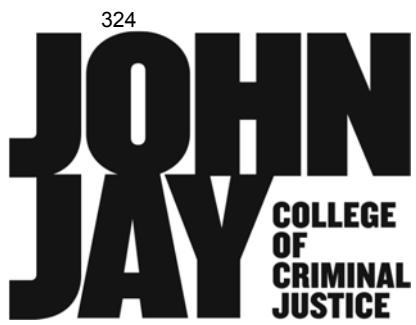
**Meeting Members:** Keith Markus, Aída Martínez-Gómez, Daniel Yaverbaum, Brian Carvajal, and Valerie Negron (recorder)

Attendance  
Tuesday, May 15, 2018

**Meeting Members**

Brian Carvajal
Keith Markus
Aída Martínez-Gómez
Valerie Negron (recorder)
Daniel Yaverbaum

# **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 \_\_\_\_\_

# **Provost's Advisory Council**

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September 6, 2017

Minutes

Present: A. Lopes (Chair), Kimberly Charles (Recorder), N. Benton, J. Cauthen, S. Yuan Cheng, A. Crossman, R. Curtis, J. Hamilton, B. Lapidus, A. Marcus, J. Luis Morin, C. Nemeth, J. Pittman, D. Salane, C. Sanchez, L. Sullivan, D. Umeh

## 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

# **Provost's Advisory Council**

September 6, 2017

## Minutes

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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.

## **Provost's Advisory Council**

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September 6, 2017

Minutes

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*

Provost 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.

## **Provost's Advisory Council**

September 6, 2017

Minutes

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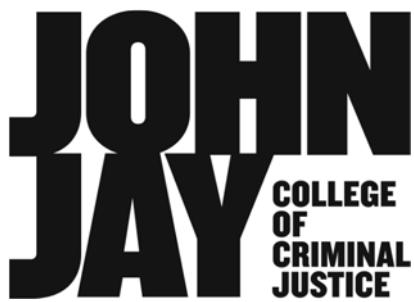
Meeting adjourned at 3:48pm

## Provost's Advisory Council

10/17/17

## Attendance Sheet

1. Ned Benton Ned Benton
2. Seth Baumrin Seth Baumrin
3. James Cauthen James Cauthen
- 4.✓ Kim Chandler Kim Chandler
5. Kimberly Charles (recorder) Kimberly Charles
6. Shu Yuan Cheng Shu Yuan Cheng
7. Angela Crossman Angela Crossman
8. Ric Curtis Ric Curtis
9. Maria D'Agostino Maria D'Agostino
10. Silvia Dapia Silvia Dapia
11. Jay Hamilton Jay Hamilton
12. Amy Green Amy Green
13. Debi Koetzle Debi Koetzle
14. Ben Lapidus Ben Lapidus
- 15.✓ Anne Lopes (Chair) Anne Lopes
16. Evan Mandery Evan Mandery
17. Anthony Marcus Anthony Marcus
18. Jessica Nembhard Jessica Nembhard
19. Jose Luis Morín Jose Luis Morín
20. Charles Nemeth Charles Nemeth
21. Jay Gates Jay Gates
22. Mathew Perry Mathew Perry
23. John Pittman John Pittman
24. Henry Pontell Henry Pontell
25. Douglas Salane Douglas Salane
26. Cary Sanchez Cary Sanchez
27. Larry Sullivan Larry Sullivan
28. Davidson Umeh Davidson Umeh
29. Nancy Velazquez-Torres Nancy Velazquez-Torres
30. Francis X. Sheehan Francis X. Sheehan



## **Provost's Advisory Council**

Tuesday, October 17, 2017  
 2:15pm – 3:45 p.m., Room 610T  
 Action Minutes

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 2<sup>nd</sup> and 7<sup>th</sup> 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 1<sup>st</sup>, 8<sup>th</sup> and 9<sup>th</sup> 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 know, 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-emergency 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 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.

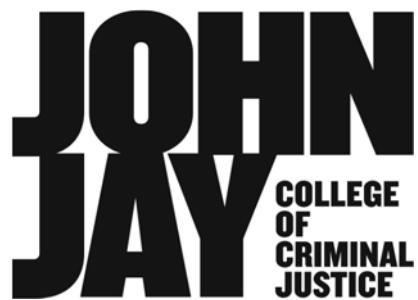
Action needed:

- i. Chairpersons should think about substitutes for next year because we have some faculty members who 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 bring 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 28<sup>th</sup>**



**Provost's Advisory Council**

Tuesday, November 28, 2017

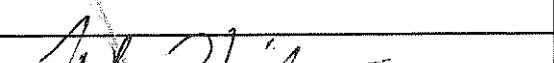
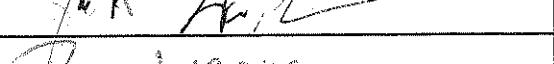
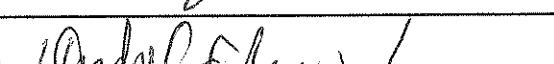
2:15pm – 3:45 p.m., Room 610T

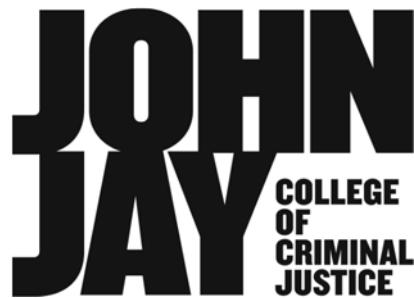
Agenda

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 20<sup>th</sup> for the data)
5. Undergraduate online courses—DFWs and faculty development plans
6. Faculty search progress
7. Assistance needs
8. New business

## Council of Chairs Meeting

DATE: 11/28/17

Last	First	Department	Signature
Baumrin	Seth	Communication & Theatre Arts	
Benton	Ned	Faculty Senate President (ex-officio, non-voting)	
Cauthen	James	Political Science	
Cheng	Demi	Science	
Crossman	Angela	Psychology	
Curtis	Richard	Law, Police Science & CJA	
Dagostino	Maria	Public Management	
Dapia	Silvia	Modern Languages & Literatures	
Gates	Jay	English	
Gordon Nembhard	Jessica	Africana Studies	
Green	Amy	Interdisciplinary Studies	
Hamilton	Jay	Economics	
Lapidus	Benjamin	Art & Music	
Lawton	Brian	Criminal Justice	
Marcus	Anthony	Anthropology	
Morin	Jose Luis	Latin American & Latina/o Studies	
Nemeth	Charles	Security, Fire & Emergency Management	
Perry	Matthew	History	
Pittman	John	Philosophy/Criminal Justice Ethics (Fall 2017)	
Pontell	Henry	Sociology	
Salane	Douglas	Mathematics & Computer Science	
Sanchez	Cary	Counseling, Human Services	
Sullivan	Larry	Library	
Umeh	Davidson	Health & Physical Education	
Velazquez-Torres	Nancy	SEEK (Fall)	



### **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**

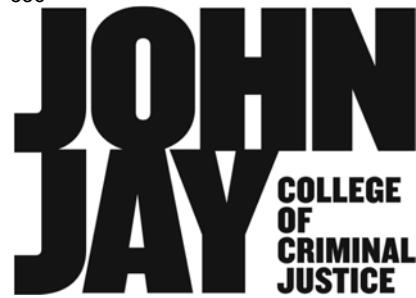
As of now, we are not sure if we have North Hall and we will not know until the Spring. Therefore, Chairs are asked to reduce sections by 10% between 2<sup>nd</sup> and 7<sup>th</sup> period for Fall 2018 to prepare for the possibility of losing North Hall.

Here are some ways to prepare:

- Provide more hybrid classes-back-to-back weeks
- Place more sections in the 1<sup>st</sup>, 8<sup>th</sup> and 9<sup>th</sup> 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 20<sup>th</sup> 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.

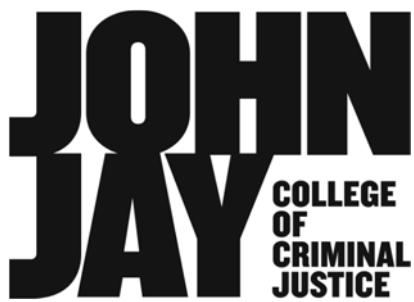
### **Chair Assistance needs**

- 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

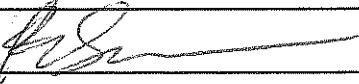
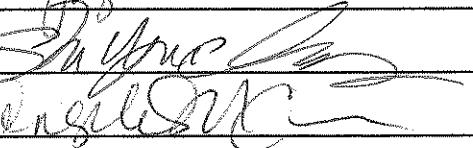
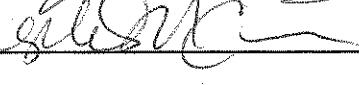
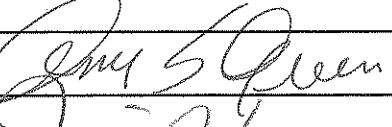
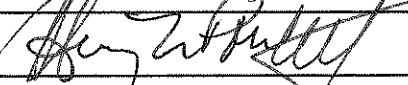
2:15pm – 3:45 p.m., Room 9.68NB

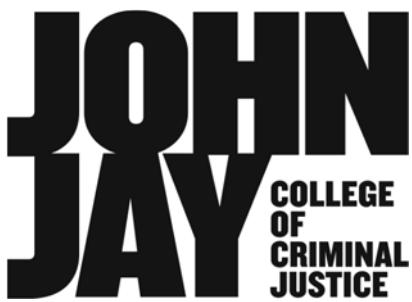
Agenda

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

## Council of Chairs Meeting

DATE: 12/11/17

Last	First	Department	Signature
Baumrin	Seth	Communication & Theatre Arts	
Benton	Ned	Faculty Senate President (ex-officio, non-voting)	
Cauthen	James	Political Science	
Cheng	Demi	Science	
Crossman	Angela	Psychology	
Curtis	Richard	Law, Police Science & CJA	
Dagostino	Maria	Public Management	
Dapia	Silvia	Modern Languages & Literatures	
Gates	Jay	English	
Gordon Nembhard	Jessica	Africana Studies	
Green	Amy	Interdisciplinary Studies	
Hamilton	Jay	Economics	
Lapidus	Benjamin	Art & Music	
Lawton	Brian	Criminal Justice	
Marcus	Anthony	Anthropology	
Morin	Jose Luis	Latin American & Latina/o Studies	
Nemeth	Charles	Security, Fire & Emergency Management	
Perry	Matthew	History	
Pittman	John	Philosophy/Criminal Justice Ethics (Fall 2017)	
Pontell	Henry	Sociology	
Salane	Douglas	Mathematics & Computer Science	
Sanchez	Cary	Counseling	
Sullivan	Larry	Library	
Umeh	Davidson	Health & Physical Education	
Velazquez-Torres	Nancy	SEEK (Fall)	



**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.
      - Training in course development
      - 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 together and in the interim we are going to be proactive in the reporting so that we have the data ready.

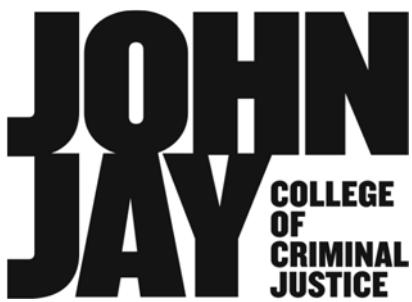
### Progress on Fall initiatives and Activities

- ❖ 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

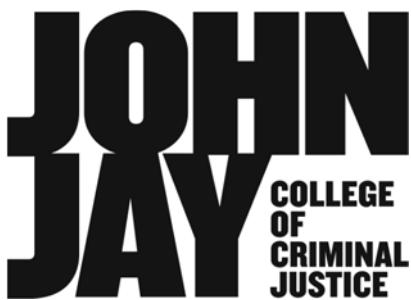
1. Announcements
2. Chair Concerns
3. Space
4. Workload
5. Service Proposal of the Faculty Senate and FPC Joint Faculty Working Group
6. New Business

**Provost's Advisory Council  
2/15/18  
Attendance Sheet**

Anne Lopes (Chair)

Kimberly Charles (Minutes)

1. Jessica Gordon-Nembhard
2. Jim Cauthen
3. Matt Perry
4. Shu-Yuan Cheng
5. Harry Sullivan
6. Henry Pontell
7. Jay Hamilton
8. CARMEN L. SOLIS
9. Gary Sanchez - Counseling & Human Services
10. Martia Dugashvili
11. Sven Diebach (for Doug Salazar MPA/SS)
12. Ned Beaton (for Diane MPA/SS)
13. SILVIA DAPIA
14. BEN LACIEUS
15. Angela Crossman
16. KINYA CHANDLER
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**Provost's Advisory Council**  
**Thursday, February 15, 2018**  
**2:15pm-3:45pm p.m., Room 610T**  
**Action Minutes**

**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 54<sup>th</sup> 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.

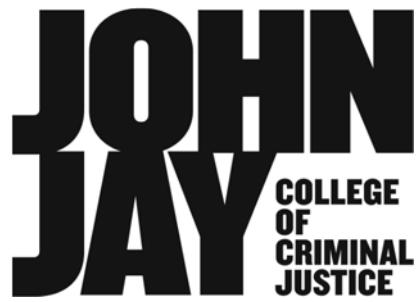
**Workload Reallocation-** This is the last year after we wrap up the Spring 18/19 semester. After that, starts the 3/3 workload.

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



**Provost's Advisory Council**

Monday, March 12, 2018

2:15pm-3:45pm p.m., Room 610T

Agenda

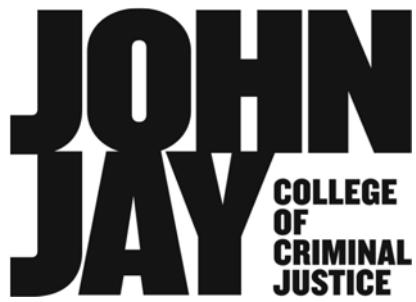
1. Workload distribution for administrative work/service/leadership etc.
2. Workload proposal for next year
3. Departmental Planning
4. Online Faculty Development

**Provost's Advisory Council  
3/12/18  
Attendance Sheet**

Interim Provost, Anne Lopes (Chair)

Kimberly Charles (Minutes)

1. Angela M Crassme
2. Jean Goh - Nenrich
3. Say Gates
4. Mather Perleth
5. Karen Gauthier
6. John Jacobs
7. BRIAN LAWTON
8. Jenny Sale
9. Gary Sackey
10. Bob
11. Mark P. Saylor
12. Jeffrey Murray
13. Danayra E. Tolame
14. Debi Koetz
15. Sanya Chander
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## **Provost's Advisory Council**

Monday, March 12, 2018

2:15pm-3:45pm p.m., Room 610T

### **ACTION MINUTES**

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:

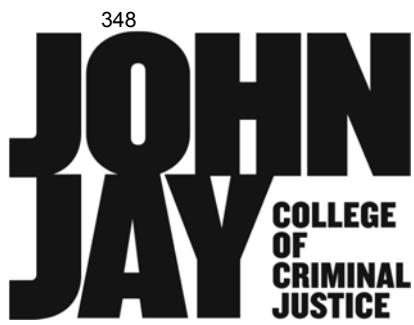
Design Seminar: July 16-August 17

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**



**Provost's Advisory Council**  
April 25, 2018  
2:15pm-3:45pm p.m., Room 610T  
Agenda

1. Announcements
2. Workload
3. Department planning
4. Chair development
  - a. New chairs
5. Student success update
6. Lines 2018-2019
7. Substitutes 2018-2019
8. Chair matters for new provost
9. New business

III

**Provost's Advisory Council**  
**4/25/18**  
**Attendance Sheet**

Interim Provost, Anne Lopes (Chair)

Kimberly Charles (Minutes)

1. Jane Doe
2. J. D. Becker
3. John Smith
4. Garre Ogas
5. Susan Clark
6. Campbell
7. Dr. P. Hamilton
8. Carmen L. Salas
9. Davidson Umeh
10. Beth Ruth
11. Clay Russell
12. Karen Smith
13. Danny Sullivan
14. FREE LENDER
15. Debi Koestte
16. Michael Bernstein
17. Jon Jacobs
18. Matthew Perry
19. Jean Carter
20. J. T.
21. Angela M. Caseman
22. Jean Kelly-Nester
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**Provost's Advisory Council**

April 25, 2018

2:15pm-3:45pm p.m., Room 610T

Action Minutes

**Provost Announcements**

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
  - 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 12<sup>th</sup> 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 1<sup>st</sup>.

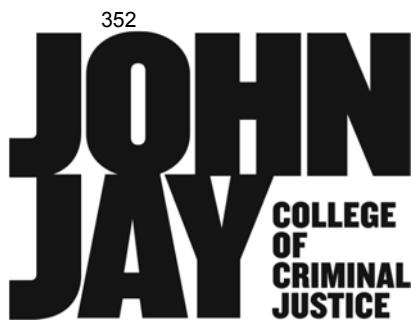
Possible concerns for new Provost:

- 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 15<sup>th</sup>. 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 Gorda-Nembhard
4. Maria D'Agostin
5. Henry Pontell
6. Jessica & Nease
7. Caryn Sarche Legault
8. Robert Till
9. Dave Umeh
10. BRIAN LAWTON
11. Shu-Yuan Cheng
12. Say P. Hamilton
13. Carmen C. Solis
14. Jim Caithner
15. Donna Zucca-John
16. Ted Beaudoin
17. Debi Koehler
18. Matt Perry
19. Dany Delane
20. David Paul Gates
21. Kanya Chandler
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# **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)

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS COORDINATORS 2017-2018  
Wednesday, September 13<sup>th</sup> 2017 Room 630T

356

PROGRAM	COORDINATOR
Anthropology (BA)	Johanna Lessinger
Applied Mathematics: Data Science & Cryptography	Sam Graff <i>Sam Graff</i>
Cell & Molecular Biology (BS)	Jason Rauceo <i>Jason Rauceo</i>
Computer Science and Information Security (BS)	Sven Dietrich <i>Sven Dietrich</i>
Criminal Justice (BA) Crime Control and Prevention	Brian Lawton <i>Brian Lawton</i>
Criminal Justice (BS) Institutional Theory and Practice	VACANT
Criminal Justice Management (BS)	Coordinator Yi Lu Advisor Yvonne Purdie <i>Yi Lu</i>
Criminology (BA)	Coordinator Barry Spunt Advisor Layne Meemey Jay Pastrana Robert Garot <i>Barry Spunt</i>
Culture and Deviance Studies (BA)	Ed Snajdr <i>Ed Snajdr</i>
Dispute Resolution	Maria R. Volpe <i>Maria R. Volpe</i>
Economics (BS)	Concentration A Fraud Examination & Financial Forensics (BS) Jon Childerley <i>Jon Childerley</i>
English (BA)	John Staines <i>John Staines</i>
Fire and Emergency Services (BA)	Robert Till <i>Robert Till</i>
Fire Science (BS)	Robert Till <i>Robert Till</i>
Forensic Psychology (BA)	Coordinator Dr. Silvia Mazzula Advisor <i>Silvia Mazzula</i>
Forensic Science (BS)	FOS Coordinator / Advisor Nicholas Petracco Advisor Shu-Yuan Cheng (Demi) Sandra Swenson <i>Nicholas Petracco</i>
	Edgardo Sanabria-Valentin, Ph.D. <i>Edgardo Sanabria-Valentin, Ph.D.</i>
Adviser FOS 402 Research Internship	<i>Stephen Sorenson</i>
Gender Studies (BA)	Antonio Jay Pastrana <i>Antonio Jay Pastrana</i>

✓ now presenting HTS

Global History (BA)	<i>Coordinator</i> Stephen Russell <i>Major Advisor</i> Michael Pfeiffer <i>Advisor</i> James DeLorenzi <i>Advisor</i> Anissa Helie	<i>M. OJ</i>
Humanities and Justice (BA)	Hyunhee Park (Leave)	<i>Hyunhee Park</i>
	Stephen Russell (Fall 2017)	<i>S. Russell</i>
International Criminal Justice (BA)	Mangai Natarajan	
Library	Karen Okamoto (Leave Fall 2017)	<i>Karen Okamoto</i>
	Ellen Belcher	<i>E. Belcher</i>
Latin American and Latina/o Studies	Isabel Martinez	
Law and Society (BA)	<i>Co-Coordinator</i> Veronica Michel <i>Co-Coordinator/Advisor</i> Monica Varsanyi	<i>V. Michel</i> <i>M. Varsanyi</i>
Legal Studies (BA) not accepting new students	James Cauthen	
Philosophy (BA)	Mary Ann McClure	
Police Studies (BS)	Joe Pollini	<i>J. Pollini</i>
Political Science (BA)	<i>Co-Coordinator</i> Brian Arbour <i>Co-Coordinator/Advisor</i> Jennifer Rutledge	<i>B. Arbour</i> <i>J. Rutledge</i>
Public Administrations (BS)	<i>Coordinator</i> Yi Lu	
	<i>Advisor</i>	
Security Management (BS)	Yvonne Purdie	<i>Yvonne Purdie</i>
Sociology (BA)	<i>Coordinator</i> Robert McCrie <i>Advisor</i> Robert Garot	<i>R. McCrie</i> <i>R. Garot</i>
Spanish (BA)	<i>Concentration A</i> Aida Martinez Gomez	<i>A. Martinez Gomez</i>
	<i>Concentration B</i> Maria Julia Rossi	<i>Maria Rossi</i>
Toxicology	Shu-Yuan Cheng (Dem) <i>S. Cheng</i>	

UNDERGRADUATE MINORS COORDINATORS 2017-2018

PROGRAM	COORDINATOR
Accounting	
Addiction Studies	Daniel Yalisove
Africana Studies	Charlotte Walker-Said
Africana Studies Honors	Charlotte Walker-Said
Anthropology	Johanna Lessinger
Art	Cyriaco Lopes-Pereira
Biology	Jason Rauco
Chemistry	Francis Sheehan
Computer Science	Shaobai Kan
Corrections	Martin Horn
Counseling (not admitting new students)	Mickey Melendez
Criminology	Barry Spunt
Dispute Resolution	Maria Volpe
Economics	Geert Dhont
English	Helen Kapstein
Film Studies	Lyell Davies
Fire Science	Robert Till
Fraud Examinations	Jon Childerley
Gender Studies	Antonio Jay Pastrana
Health and Physical Education	Vincent Maiorino
History	Coordinator Andrea Balis
Human Rights Studies	Charlotte Walker Said
Human Services (Counseling Dept.)	Mickey Melendez
Humanities and Justice	Stephen C. Russell

Digital Media and Journalism Minor (English Dept.) <i>Coordinator</i>	Devin Harner Alexa Capeloto
Latin American and Latina/o Studies	Lyell Davies Isabel Martinez
Latin American and Latina/o Studies Honors	Isabel Martinez
Latina/o Literature	Richard Perez Belinda Rincon <i>Belinda Rincon</i>
Law	Eugene O'Donnell
Mathematics	Hunter Johnson
Music	Benjamin Bierman
Philosophy	Mary Ann-McClure
Police Studies	Joe Pollini
Political Science <i>Co-Coordinator</i> <i>Co-Coordinator/Advisor</i>	Jennifer Rutledge Samantha Majic
Psychology	Angela Crossman
Public Administration	Yi Lu
Security Management	Robert McCrie
Sociology <i>Coordinator</i> <i>Advisor</i>	Robert Garot Richard Ocejo
Spanish	Maria Julia Rossi
Spanish Certificate Programs	Aida Martinez-Gomez
Speech and Media/Theatre (CTA Dept.)	Lorraine Moller
Environmental Justice	Sandra Swenson
Theatre Arts (CTA Dept.)	Lorraine Moller
Creative Writing	TBD <i>Tiffany Herman</i> <i>Ajfer</i>

GUEST
Svetlana Villanueva
Louise Frerkmann
DANIEL HATTON
Kate Suck
JESSICA STEVENS

**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 Rauseo, 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

**A G E N D A**  
**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:**

1. Shopping Carts will open on Monday, October 16, 2017.
2. Registration Appointments will be assigned to all students by October 25, 2017.
3. Registration will begin on Wednesday, November 1, 2017.

MEMBERS OF THE COUNCIL OF UNDERGRADUATE MAJORS COORDINATORS 2017-2018

PROGRAM	COORDINATOR	Signature
Anthropology (BA)	Johanna Lessinger	<i>Johanna Lessinger</i>
Applied Mathematics: Data Science & Cryptography	Sam Graff	<i>Sam Graff</i>
Cell & Molecular Biology (BS)	Jason Rauceo	
Computer Science and Information Security (BS)	Sven Dietrich	
Criminal Justice (BA) Crime Control and Prevention	Brian Lawton	
Criminal Justice (BS) Institutional Theory and Practice	VACANT	
Criminal Justice Management (BS)	<i>Coordinator</i> Yi Lu <i>Advisor</i> Yvonne Purdie	<i>Yi Lu</i>
Criminology (BA)	<i>Coordinator</i> Barry Spunt <i>Advisor</i> Jayne Mooney <i>Advisor</i> Robert Garot	<i>Barry Spunt</i> <i>Jayne Mooney</i> <i>Robert Garot</i>
Culture and Deviance Studies (BA)	Ed Snajdr	<i>Ed Snajdr</i>
Dispute Resolution	Maria R. Volpe	<i>Maria R. Volpe</i>
Economics (BS)	<i>Concentration A</i> Geert Dhondt	<i>Geert Dhondt</i>
Fraud Examination & Financial Forensics (BS)	Jon Childerley	<i>Jon Childerley</i>
English (BA)	John Staines	<i>John Staines</i>
Fire and Emergency Services (BA)	Robert Till	<i>Robert Till</i>
Fire Science (BS)	Robert Till	<i>Robert Till</i>
Forensic Psychology (BA)	<i>Coordinator</i> Dr. Silvia Mazzula <i>Advisor</i>	<i>Dr. Silvia Mazzula</i>
Forensic Science (BS)	<i>FOS Coordinator / Advisor</i> Nicholas Petracca <i>Advisor</i> Shu-Yuan Cheng (Demi) <i>Advisor</i> Sandra Swenson	<i>Nicholas Petracca</i> <i>Shu-Yuan Cheng (Demi)</i> <i>Sandra Swenson</i>
<i>Advisor FOS 402 Research Internship</i>	Edgardo Sanabria-Valentin, Ph.D.	<i>Edgardo Sanabria-Valentin, Ph.D.</i>
Gender Studies (BA)	Antonio Jay Pastrana	<i>Antonio Jay Pastrana</i>
Global History (BA)	<i>Coordinator</i> Stephen Russell	<i>Stephen Russell</i>

	<i>Major Advisor</i> <i>Michael Pfeiffer</i>	<i>Minh Jir</i>
	<i>Advisor</i> <i>James DeLorenzi</i>	
	<i>Advisor</i> <i>Anissa Helie</i>	
Humanities and Justice (BA)	Hyunhee Park (Leave)	
	Stephen Russell (Fall 2017)	
International Criminal Justice (BA)	Mangai Natarajan	
Library	Karen Okamoto (Leave Fall 2017) Ellen Beicher	
Latin American and Latina/o Studies	Isabel Martinez	
Law and Society (BA)	<i>Co-Coordinator</i> <i>Veronica Michel</i>	<i>Monica Varsanyi</i>
	<i>Co-Coordinator/Advisor</i>	<i>Monica Varsanyi</i>
Legal Studies (BA) not accepting new students	James Caughen	
Philosophy (BA)	Mary Ann McClure	
Police Studies (BS)	Joe Pollini	<i>Bk Cn S</i>
Political Science (BA)	<i>Co-Coordinator</i> <i>Brian Arbour</i>	
	<i>Co-Coordinator/Advisor</i>	<i>Jennifer Rutledge</i>
Public Administrations (BS)	<i>Coordinator</i> <i>Yi Lu</i>	
	<i>Advisor</i>	<i>Yvonne Purdie</i>
Security Management (BS)	<i>Coordinator</i> <i>Robert McCrie</i>	
Sociology (BA)	<i>Advisor</i> <i>Robert Garot</i>	
	<i>Antonio Jay Pastrana</i>	<i>Anthony Pastrana</i>
Spanish (BA)	<i>Concentration A</i> <i>Aida Martinez Gomez</i>	<i>Concentration B</i> <i>Maria Julia Rossi</i>
Toxicology	Shu-Yuan Cheng (Demi)	

**UNDERGRADUATE MINORS COORDINATORS 2017-2018**

<b>PROGRAM</b>	<b>COORDINATOR</b>	<b>Signature</b>
Addiction Studies	Daniel Yalisove	
Africana Studies	Charlotte Walker-Said	<i>Radian Salmaay Penn</i>
Africana Studies Honors	Charlotte Walker-Said	
Anthropology	Johanna Lessinger	
Art	Cyriaco Lopes-Pereira	
Biology	Jason Rauceo	
Chemistry	Francis Sheehan	<i>J. Kihara on behalf of Martin Horn</i>
Computer Science	Shaobai Kan	
Corrections	Martin Horn	
Counseling (not admitting new students)	Mickey Melendez	
Criminology	Barry Spunt	
Dispute Resolution	Maria Volpe	<i>Maria Volpe</i>
Economics	Geert Dhont	
English	Helen Kapstein	<i>Helen Kapstein</i>
Film Studies	Lyell Davies	
Fire Science	Robert Till	
Fraud Examinations	Jon Childerley	
Gender Studies	Antonio Jay Pastrana	<i>Antonio Jay Pastrana Jr.</i>
Health and Physical Education	Vincent Maiorino	
History	<i>Coordinator</i> Andrea Balis	
Human Rights Studies	Charlotte Walker Said	
Human Services (Counseling Dept.)	Mickey Melendez	
Humanities and Justice	Stephen C. Russell	
Digital Media and Journalism	Devin Harner	
Minor (English Dept.) Coordinator	Alexa Capeloto	
	Lyell Davies	

Latin American and Latina/o Studies	Isabel Martinez
Latin American and Latina/o Studies Honors	Isabel Martinez
Latina/o Literature	Richard Perez Belinda Rincon
Law	Eugene O'Donnell
Mathematics	Hunter Johnson
Music	Benjamin Bierman
Philosophy	Mary Ann-McClure
Police Studies	Joe Pollini
Political Science	Co- Coordinator Co-Coordinator/Advisor
Psychology	Jennifer Rutledge Samantha Majic
Public Administration	Angela Crossman Yi Lu
Security Management	Robert McCrie
Sociology	Coordinator Advisor
Spanish	Robert Garot Richard Ocejo Maria Julia Rossi
Spanish Certificate Programs	Aida Martinez-Gomez
Speech and Media/Theatre (CTA Dept.)	Lorraine Moller
Environmental Justice	Sandra Swenson
Theatre Arts (CTA Dept.)	Lorraine Moller
Creative Writing	TBD
GUEST	
Academic Advisement	Sumaya Villanueva
Academic Advisement	Louise Freymann
Registrar	Daniel Matos
SASP	Jessica Stevens
SASP	Katalin Szur
UGS	Katherine Killoran

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initial counts honest

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**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 hold
    - i. Upper sophomore holds will be removed November, 22<sup>nd</sup>
  - d. The first round of appointments for registration fall on November 10<sup>th</sup>.
  - 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 8<sup>th</sup>
  - 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 1<sup>st</sup>, 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:**

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3. Registration will begin on Wednesday, November 1, 2017.

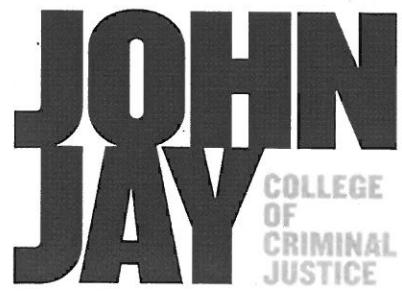
**A G E N D A**  
**Major / Minor Coordinators**  
**Tuesday, December 12<sup>th</sup>, 2017**  
**Room L61NB**  
**Community Hour: 1:40-2:55 PM**

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 12<sup>th</sup>, 2017**  
**Room L61NB**  
**Community Hour: 1:40-2:55 PM**

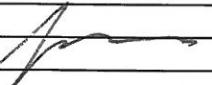
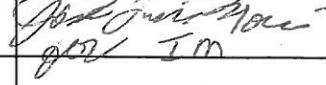
1. Greetings and Dean's Announcements
  - a. Student dashboard about progress in major
  - b. Snapshot for progress
  - c. Analytic tool sponsored by Robin Hood Foundation to flag at-risk students who may not complete degree (next semester)
  - d. At 90 credits student risk scores would be identified (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



**A G E N D A**  
**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
2. Bulletin Addition: Experiential Learning Descriptions
3. Incomplete and Change of Major Policy
4. DegreeWorks Update
5. Re-enrollment Outcomes
6. Spring '18 Majors & Minors Campaign Update

NAME	POSITION/TITLE	UNIT	PROGRAM	SIGNATURE
Aida Martinez-Gomez	Coordinator	Spanish (BA)	MAJOR	
	Advisor	Spanish Concentration A		
Andrea Balis	Coordinator <i>Adviser MINOR</i>	History	MINOR	
Anissa Helie				
Anthony Marcus	Chair	Anthropology		
Antonio Jay Pastrana	Coordinator	Gender Studies (BA)	MAJOR	
	Advisor	Sociology (BA)		
Barry Spunt	Coordinator	Criminology (BA)	MAJOR	
Belinda Rincon	Coordinator	US Latino Literature	MINOR	
Benjamin Bierman	Coordinator	Music		
Benjamin Lapidus	Chair	Art and Music		
Brian Arbour	Co-Coordinator	Political Science (BA)	MAJOR	
Brian Lawton	Coordinator	Criminal Justice (BA)	MAJOR	
Charlotte Walker-Said	Coordinator	Africana Studies	MINOR	
		Africana Studies Honors	MINOR	
		Human Rights	MINOR	
Cyriaco Lopes-Pereira	Coordinator	Art		
Daniel Matos		Registrar		
Daniel Yalisove	Coordinator	Addiction Studies	MINOR	
Dara Byrne		UGS		
Daryl A. Wout		Psychology	MINOR	
	Digital Media and Journalism (Minor)	Coordinator	MINOR	
Devin Harner				
Edgardo Sanabria-Valentin	Advisor	FOS 402 Research Internship		
Edward Snajdr	Coordinator	Culture and Deviance Studies	MAJOR	
Elizabeth Jeglic	Advisor	Forensic Psychology (BA)		
Eugene O'Donnell	Coordinator	Law		
Francis Sheehan	Coordinator	Chemistry		
Geert Dhondt	Coordinator	Economics (BS)	MAJOR	
Helen Kapstein	Coordinator	English	MINOR	
Hunter Johnson	Coordinator	Mathematics	MINOR	
Hyunhee Park	Coordinator	Humanities and Justice (BA)	MAJOR	
Isabel Martinez	Coordinator	Latin American and Latina/o Studies	MAJOR	
James Delorenzi		History	MAJOR	
James Head		Interdisciplinary Studies		
Jason Raucoo	Coordinator	Cell & Molecular Biology	MAJOR	
Jayne Mooney	Advisor	Sociology		
	Advisor	Criminology (BA)		
Jeffrey Heiman	Coordinator	Creative Writing		
Jennifer Rutledge	Co-Coordinator	Political Science (BA)	MAJOR	
Jessica Stevens		SASP		
Johanna Lessinger	Coordinator	Anthropology	MAJOR	
John Staines	Coordinator	English (BA)	MAJOR	
Jonathan Childerley	Coordinator	Fraud Examination and Financial Forensics (BS)	MAJOR	
Joseph Pollini	Coordinator	Police Studies (BS)	MAJOR	

Julio Valentin	Coordinator	Law and Police Science		
Karen Okamoto		Library	MAJOR	
Katalin Szur		SASP		
Katherine Killoran		UGS		K.K.O.
Katherine Stavrianopoulos	Coordinator	Human Services and Community Justice	MAJOR	
Lorraine Moller	Coordinator	Speech and Media Theatre		
		Theatre Arts		
Louise Freymann		Academic Advisement		
Lucia Trimbur	Advisor	Criminology (BA)		
Lyell Davies		Digital Media and Journalism (Minor)		
Mangai Natarajan	Coordinator	International Criminal Justice (BA)	MAJOR	Mangai Natarajan
Maria R Volpe	Coordinator	Dispute Resolution	MAJOR	Maria R Volpe
Maria Rossi	Advisor	Spanish (BA) - Concentration B		
Martin Horn	Coordinator	Corrections	MINOR	Martin Horn
Mary Ann McClure	Coordinator	Philosophy (BA)	MAJOR	Mary Ann McClure
Michael Pfeifer	Coordinator/Major Advisor	Global History (BA)	MAJOR	Michael Pfeifer
Mickey Melendez	Coordinator	Counselling and Human Services	MINOR	Mickey Melendez
Monica Varsanyi	Co-Coordinator	Law and Society (BA)	MAJOR	Monica Varsanyi
Nicholas Petracco	Coordinator	Forensic Science (BS)	MAJOR	
Richard Ocejo	Coordinator/Advisor	Sociology (BA)	MAJOR	
Richard Perez	Coordinator	Latino Literature	MINOR	
Robert Garot	Advisor	Sociology (BA)	MAJOR	
	Advisor	Criminology (BA)	MAJOR	
Robert McCrie	Coordinator	Security Management (BS)	MAJOR	Robert McCrie
Robert Till	Coordinator	Fire and Emergency Services (BA)	MAJOR	Robert Till
	Coordinator	Fire Science (BS)	MAJOR	Robert Till
Rulisa Galloway-Perry		Africana Studies		Rulisa Galloway-Perry
Samantha Majic	Co-Cordinator/Advisor	Political Science (BA)	MAJOR	Samantha Majic
Samuel Graff	Coordinator	Applied Mathematics: Data Science & Cryptography	MAJOR	Samuel Graff
Sandra Swenson	Advisor	Forensic Science		Sandra Swenson
	Coordinator	Environmental Justice	MINOR	
Serguei Cheloukhine ✓	COORDinator	CJBS	MAJOR	Serguei Cheloukhine
Shaaobai Kan	Coordinator	Computer Science	MINOR	
Shu-Yuang Cheng (Demi)	Advisor	Forensic Science (BS)	MAJOR	Shu-Yuang Cheng (Demi)
	Coordinator	Toxicology	MAJOR	
Silvia Mazzula	Coordinator	Forensic Psychology (BA)	MAJOR	Silvia Mazzula
		Psychology	MINOR	
Sumaya Villanueva		SASP		
Sven Dietrich	Coordinator	Computer Science and Information Security	MAJOR	Sven Dietrich
Veronica Michel-Luviano	Co-Coordinator	Law and Society (BA)	MAJOR	
Vincent Maiorino	Coordinator	Health and Physical Education		
Virginia Moreno				
Yi Lu	Coordinator	Criminal Justice Management (BS)	MAJOR	Yi Lu
	Coordinator	Public Administration (BS)	MAJOR	Yi Lu
Yvonne Purdie W.	Advisor	Public Management		Yvonne Purdie W.
	Advisor	Fraud Examination		
	Advisor	Criminal Justice Management (BS)		



**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 Cheloukhine, Shu-Yuang Cheng, Sylvia Mazzula, Sven Dietrich, Yi Lu, Yvonne Purdie, Sumayalanueva, Louise Freymann, Vijay Sampath, Daniel Matos, Katalin Szur

**1. Greetings and Dean's Announcements**

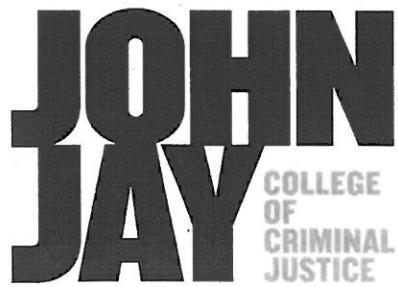
Meeting commenced at 1:40pm with welcoming remarks from Dean Byrne, the introduction of new Curriculum Support Specialist, Kristina Hardy and subsequent introductions of members in attendance.

**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).

**2. Bulletin Addition: Experiential Learning Descriptions**

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.



**A G E N D A**  
**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 17<sup>th</sup>)
4. Re-enrollment Dates
  - a. Upper Sophomore Advising Hold placed March 7<sup>th</sup>; released April 30<sup>th</sup>
  - b. Fall Registration begins April 17<sup>th</sup>

NAME	POSITION/TITLE	UNIT	PROGRAM	SIGNATURE
Aida Martinez-Gomez	Coordinator	Spanish (BA)	MAJOR	
	Advisor	Spanish Concentration A		
Alexa Capeloto	Coordinator		MINOR	
Alexander Schlutz	Coordinator		MINOR	
Andrea Balis	Coordinator	History	MINOR	
Angela Crossman	Coordinator		MINOR	
Anissa Helie				
Antonio Jay Pastrana	Coordinator	Gender Studies (BA)	MAJOR	
	Advisor	Sociology (BA)	MAJOR	
Barry Spunt	Coordinator	Criminology (BA)	MAJOR	
Belinda Rincon	Coordinator	US Latino Literature	MINOR	
Benjamin Bierman	Coordinator	Music	MINOR	
Brian Arbour	Co-Coordinator	Political Science (BA)	MAJOR	
Brian Lawton	Coordinator	Criminal Justice (BA)	MAJOR	
Catherine Kleint	Advisor	Law and Society	MAJOR	
		Political Science (BA)	MAJOR	
Charlotte Walker-Said	Coordinator	Africana Studies	MINOR	
		Africana Studies Honors	MINOR	
Cyriaco Lopes-Pereira	Coordinator	Human Rights	MINOR	
Daniel Matos		Art	MINOR	
Daniel Yalisove	Coordinator	Addiction Studies	MINOR	
Dara Byrne	Dean	UGS		
Daryl A. Wout		Psychology	MINOR	
Devin Harner	Coordinator	Digital Media and Journalism (Minor)	MINOR	
Edgardo Sanabria-Valentin	Advisor	FOS 402 Research Internship		
Edward Snajdr	Coordinator	Culture and Deviance Studies	MAJOR	

NAME	POSITION/TITLE	UNIT	PROGRAM	SIGNATURE
Elizabeth Jeglic	Advisor	Forensic Psychology (BA)	MAJOR	
Eugene O'Donnell	Coordinator	Law	MINOR	
Francis Sheehan	Coordinator	Chemistry	MINOR	
Geert Dhondt	Coordinator	Economics (BS)	MAJOR	<i>GHD</i>
Helen Kapstein	Coordinator	English	MINOR	<i>HK</i>
Hunter Johnson	Coordinator	Mathematics	MINOR	<i>HJ</i>
Hyunhee Park	Coordinator	Humanities and Justice (BA)	MAJOR	
Isabel Martinez	Coordinator	Latin American and Latina/o Studies	MAJOR	
James Delorenzi		History	MAJOR	
James Head		Interdisciplinary Studies	MINOR	
Jason Rauseo	Coordinator	Cell & Molecular Biology	MAJOR	<i>Jason Rauseo</i>
Jayne Mooney	Advisor	Sociology	MINOR	
Jeffrey Heiman	Advisor	Criminology (BA)	MAJOR	
Jessica Gordon Nembhard	Coordinator	Creative Writing	MINOR	<i>Excluded</i>
Jessica Stevens	Coordinator		MINOR	<i>JS</i>
Johanna Lessinger	Coordinator	SASP		
John Staines	Coordinator	Anthropology	MAJOR	
Jonathan Childerley	Coordinator	English (BA)	MAJOR	
Jose Luis Morin		Fraud Examination and Financial Forensics (BS)	MAJOR	<i>JLM</i>
Joseph Pollini	Coordinator	Police Studies (BS)	MAJOR	
Julio Valentin	Coordinator	Law and Police Science		
Karen Okamoto		Library	MAJOR	
Katalin Szur		SASP		
Katherine Killoran		UGS		
Katherine Stavrianopoulos	Coordinator	Human Services and Community Justice	MAJOR	
Lawrence Kobilinsky				

NAME	POSITION/TITLE	UNIT	PROGRAM	SIGNATURE
Lorraine Moller	Coordinator	Speech-and-Media-Theatre	MINOR	<i>Lorraine Moller</i>
		Theatre Arts	MINOR	<i>Jeanne Doree</i>
Louis Kontos	Coordinator		MINOR	<i>Louis Kontos</i>
Louise Freymann	<i>Advicor</i>	Academic Advisement	MINOR	<i>Louise Freymann</i>
Lucia Trimbur	Advisor	Criminology (BA)	MAJOR	<i>Lucia Trimbur</i>
Lyell Davies		Digital Media and Journalism (Minor)	MINOR	
Mangai Natarajan	Coordinator	International Criminal Justice (BA)	MAJOR	<i>Mangai Natarajan</i>
Maria Rossi	Advisor	Spanish (BA) - Concentration B	MAJOR	
Maria Volpe	Coordinator	Dispute Resolution	MAJOR	
Martin Horn	Coordinator	Corrections	MINOR	
Mary Ann McClure	Coordinator	Philosophy (BA)	MAJOR	<i>Mary Ann McClure</i>
Michael Pfeifer	Coordinator/Major Advisor	Global History (BA)	MAJOR	<i>Michael Pfeifer</i>
Mickey Melendez	Coordinator	Counselling and Human Services	MINOR	
Monica Varsanyi	Co-Coordinator	Law and Society (BA)	MAJOR	
Nicholas Petracco	Coordinator	Forensic Science (BS)	MAJOR	
Nicole Elias	Coordinator		MINOR	
Professor Kimora	Coordinator		MINOR	<i>Excellent</i>
Richard Ocejo	Coordinator/Advisor	Sociology (BA)	MAJOR	
Richard Perez	Coordinator	Latino Literature	MINOR	
Robert Garot	Advisor	Sociology (BA)	MAJOR	<i>Robert Garot</i>
	Advisor	Criminology (BA)	MAJOR	<i>Robert Garot</i>
Robert McCrie	Coordinator	Security Management (BS)	MAJOR	<i>Robert McCrie</i>
Robert Trill	Coordinator	Fire and Emergency Services (BA)	MAJOR	

NAME	POSITION/TITLE	UNIT	PROGRAM	SIGNATURE
Rulisa Galloway-Perry	Coordinator	Fire Science (BS)	MAJOR	
Samantha Majic	Co-Coordinator/Advisor	Political Science (BA)	MAJOR	<i>Excused</i>
Samuel Graff	Coordinator	Applied Mathematics: Data Science & Cryptography	MAJOR	
Sandra Swenson	Advisor	Forensic Science	MAJOR	
Serguei Cheloukhine	Interim Advisor	Sustainability and Environmental Justice	MINOR	<i>deceased</i>
Shaaobai Kan	Coordinator	CJBS	MAJOR	
Shu-Yuang Cheng (Demi)	Coordinator	Computer Science	MINOR	
Silvia Mazzula	Coordinator	Forensic Science (BS)	MAJOR	<i>Excused</i>
Stephen Russell	Coordinator	Toxicology	MAJOR	
Sumaya Villanueva	Coordinator	Forensic Psychology (BA)	MAJOR	
Sven Dietrich	Coordinator	Psychology	MINOR	
Veronica Michel-Luviano	Co-Coordinator	Humanities and Justice (BA)	MAJOR	
Vincent Maiorino	Coordinator	SASP		
Virginia Moreno	Coordinator	Computer Science and Information Security	MAJOR	
Vijay Sampath	Coordinator	Law and Society (BA)	MAJOR	
Yi Lu	Coordinator	Health and Physical Education	MINOR	
Yvonne Purdie W.	Advisor	Public Management	MAJOR	<i>Yvonne Purdie</i>
	Advisor	Criminal Justice Management (BS)	MAJOR	
	Advisor	Public Administration (BS)	MINOR	
	Advisor	Public Management	MINOR	
	Advisor	Fraud Examination	MINOR	
	Advisor	Criminal Justice Management	MAJOR	



**MINUTES**  
**Major / Minor Coordinators Meeting**  
**Tuesday, March 13th, 2018**  
**Room L61NB**  
**Community Hour: 1:40-2:55pm**

<b>Presiding:</b>	Dean Dara Byrne
<b>Excused:</b>	Jeffrey Heiman, Professor Kimora, Samantha Majic, Shu-Yuang Cheng,
<b>Present:</b>	Aida Martinez-Gomez, Geert Dhondt, 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 22<sup>nd</sup> 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 17<sup>th</sup>) 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

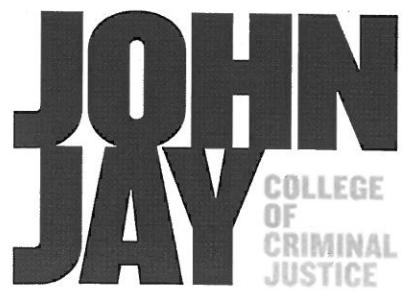
a. Upper Sophomore Advising Hold placed March 7, released April 30  
This hold is a Major hold and not a general advising hold. It cannot be removed unless students meet with Major advisor. Emphasis is being placed on getting students to the right office at the right time – before collections. This serves 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.

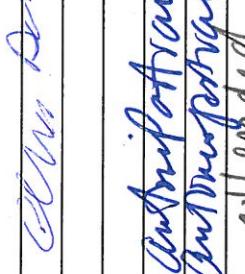
Meeting concluded at 2:33pm.

Date of next Meeting: April 10, 2018.



**A G E N D A**  
**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 16<sup>th</sup>
  - Bulletin Language on Double Major and Declaration of Major approved by College Council
  - Due date for Experiential Learning Blurb: April 17<sup>th</sup>
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

NAME	POSITION/TITLE	UNIT	PROGRAM	SIGNATURE
Aida Martinez-Gomez	Coordinator	Spanish (BA)	MAJOR	
	Advisor	Spanish Concentration A		
Alexa Capeloto	Coordinator		MINOR	
Alexander Schlutz	Coordinator		MINOR	
Andrea Balis	Coordinator	History	MINOR	
Angela Crossman	Coordinator		MINOR	
Anissa Helie				
Antonio Jay Pastrana	Coordinator	Gender Studies (BA)	MAJOR	
	Advisor	Sociology (BA)	MAJOR	
Barry Spunt	Coordinator	Criminology (BA)	MAJOR	
Belinda Rincon	Coordinator	US Latino Literature	MINOR	
Benjamin Bierman	Coordinator	Music	MINOR	
Brian Arbour	Co-Coordinator/Advisor	Political Science (BA)	MAJOR	
Brian Lawton	Coordinator	Criminal Justice (BA)	MAJOR	
Catherine Kleint	Advisor	Law and Society	MAJOR	
		Political Science (BA)	MAJOR	
Charlotte Walker-Said	Coordinator	Africana Studies	MINOR	
		Africana Studies Honors	MINOR	
		Human Rights	MINOR	
Cyriaco Lopes-Pereira	Coordinator	Art	MINOR	
Daniel Matos		Registrar		
Daniel Yalisove	Coordinator	Addiction Studies	MINOR	
Daryl A. Wout		Psychology	MINOR	
Devin Harner	Coordinator	Digital Media and Journalism (Minor)	MINOR	
Edward Snajdr	Coordinator	Culture and Deviance Studies	MAJOR	
Elizabeth Jeglic	Advisor	Forensic Psychology (BA)	MAJOR	
Eugene O'Donnell	Coordinator	Law	MINOR	
Francis Sheehan	Coordinator	Chemistry	MINOR	

NAME	POSITION/TITLE	UNIT	PROGRAM	SIGNATURE
Geert Dhondt	Coordinator	Economics (BS)	MAJOR	<del>✓</del>
Helen Kapstein	Coordinator	English	MINOR	<del>✓</del>
Hunter Johnson	Coordinator	Mathematics	MINOR	<del>✓</del>
Hyunhee Park	Coordinator	Humanities and Justice (BA)	MAJOR	<del>✓</del>
Isabel Martinez	Coordinator	Latin American and Latina/o Studies	MAJOR	<del>✓</del>
James Cauthen	Co-Coordinator/Advisor	Political Science (BA)	MAJOR/MINOR	<del>✓</del>
James Delorenzi		History	MAJOR	<del>✓</del>
James Head		Interdisciplinary Studies	MINOR	
Jason Rauseo	Coordinator	Cell & Molecular Biology	MAJOR	
Jayne Mooney	Advisor	Sociology	MINOR	
Jeffrey Heiman	Coordinator	Criminology (BA)	MAJOR	
Jessica Gordon Nembhard	Coordinator	Creative Writing	MINOR	
Jessica Stevens		SASP	MINOR	<del>✓</del>
Johanna Lessinger	Coordinator	Anthropology	MAJOR	<del>✓</del>
John Staines	Coordinator	English (BA)	MAJOR	<del>✓</del>
Jonathan Childerley	Coordinator	Fraud Examination and Financial Forensics (BS)	MAJOR	<del>✓</del>
Jose Luis Morin		Police Studies (BS)	MAJOR	
Joseph Pollini	Coordinator	Law and Police Science	MAJOR	
Julio Valentin	Coordinator	Library	MAJOR	
Karen Okamoto		SASP		
Katalin Szur		UGS		
Katherine Killoran		Human Services and Community Justice	MAJOR	<i>Excused</i>
Katherine Stavrianopoulos	Coordinator			
Lawrence Kobilinsky				
Lorraine Moller	Coordinator	Speech and Media Theatre	MINOR	<i>Janine Moller</i>

NAME	POSITION/TITLE	UNIT	PROGRAM	SIGNATURE
Louis Kontos	Coordinator	Theatre Arts	MINOR	
Louise Freymann		Academic Advisement	MINOR	<i>Louise Freymann</i>
Lucia Trimbur	Advisor	Criminology (BA)	MAJOR	
Lyell Davies		Digital Media and Journalism (Minor)	MINOR	Excused - Fellowship Leave <i>Ex Cused</i>
Mangai Natarajan	Coordinator	International Criminal Justice (BA)	MAJOR	
Maria Rossi	Advisor	Spanish (BA) - Concentration B	MAJOR	<del>Maria Rossi</del>
Maria Volpe	Coordinator	Dispute Resolution	MAJOR	
Martin Horn	Coordinator	Corrections	MINOR	
Mary Ann McClure	Coordinator	Philosophy (BA)	MAJOR	<i>Mary Ann McClure</i>
Michael Pfeiffer	Coordinator/Major Advisor	Global History (BA)	MAJOR	<i>Michael Pfeiffer</i>
Mickey Melendez	Coordinator	Counselling and Human Services	MINOR	<i>Mickey Melendez</i>
Monica Varsanyi	Co-Coordinator	Law and Society (BA)	MAJOR	
Nicholas Petracco	Coordinator	Forensic Science (BS)	MAJOR	<i>Nicholas Petracco</i>
Nicole Elias	Coordinator		MINOR	
Professor Kimora	Coordinator		MINOR	
Richard Ocejo	Coordinator/Advisor	Sociology (BA)	MAJOR	
Richard Perez	Coordinator	Latino Literature	MINOR	
Robert Garot	Advisor	Sociology (BA)	MAJOR	
	Advisor	Criminology (BA)	MAJOR	
Robert McCrie	Coordinator	Security Management (BS)	MAJOR	<i>Robert McCrie</i>
Robert Till	Coordinator	Fire and Emergency Services (BA)	MAJOR	<i>Robert Till</i>
	Coordinator	Fire Science (BS)	MAJOR	<i>Robert Till</i>
Rulisa Galloway-Perry	Advisor	Africana Studies	MINOR	<i>Rulisa Galloway-Perry</i>

NAME	POSITION/TITLE	UNIT	PROGRAM	SIGNATURE
Samantha Majic	Co-Coordinator/Advisor	Political Science (BA)	MAJOR	
Samuel Graff	Coordinator	Applied Mathematics: Data Science & Cryptography	MAJOR	<i>attended.</i>
Sandra Swenson	Advisor	Forensic Science	MAJOR	
Serguei Cheloukhine	Interim Advisor	Sustainability and Environmental Justice	MINOR	
Shaobai Kan	Coordinator	CJBS	MAJOR	<i>for seq class</i>
Shu-Yuang Cheng (Demi)	Advisor	Computer Science	MINOR	<i>Excused</i>
	Coordinator	Forensic Science (BS)	MAJOR	
Silvia Mazzula	Coordinator	Toxicology	MAJOR	
Stephen Russell = Hyunhee Park	Coordinator	Forensic Psychology (BA)	MAJOR	
Sumaya Villanueva		Psychology	MINOR	
		Humanities and Justice (BA)	MAJOR	<i>VA</i>
Sven Dietrich	Coordinator	SASP		
Veronica Michel-Luviano	Co-Coordinator	Computer Science and Information Security	MAJOR	Excused - Foreign Travel
Vincent Maiorino	Coordinator	Law and Society (BA)	MAJOR	
Virginia Moreno		Health and Physical Education	MINOR	
Vijay Sampath		Public Management	MAJOR	
Yi Lu	Coordinator	Criminal Justice Management (BS)	MAJOR	<i>Yi Lu</i>
Yvonne Purdie W.	Coordinator	Public Administration (BS)	MAJOR	<i>Yvonne Purdie</i>
	Advisor	Public Management	MINOR	
	Advisor	Fraud Examination	MINOR	
ROBERT TULL	ADVISOR	Criminal Justice Management	MAJOR	<i>Robert Tull</i>
SILVIA MAZZULA	COORDINATOR	Forensic Psychology	MINOR	<i>Silvia Mazzula</i>
		Humanities and Justice	MINOR	<i>Silvia Mazzula</i>

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

Present: Aida Martinez-Gomez, Andrea Balis, Antonio Jay Pastrana, Barry Spunt, Eugene O'Donnell, Geert Dhondt, Helen Kapstein, Hyundee Park, Isabel Martinez, Jessica Stevens, John Staines, Lorraine Moller, Louise Freymann, Maria Volpe, Mary Ann McClure, Michael Pfeifer, Mickey Melendez, Nicholas Petracco, Robert McCrie, Robert Till, Rulisa Galloway-Perry, Samuel Graff, Serguei Cheloukhine, Silvia Mazzula, Yi Lu, Yvonne Purdie.

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 16<sup>th</sup>

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 17<sup>th</sup>

Members are reminded to put a few sentences together for the bulletin and on the webpage. Fall registration is opening on April 17<sup>th</sup> 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 1<sup>st</sup>. Developing more teaching capacity for first year seminars in first semester is being explored. 12,102 undergrads registered so far.

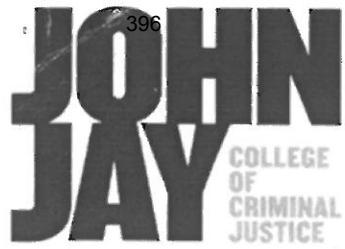
### 6. Registrar Update

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



## A G E N D A

### 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) Malu Huleefeld for Serg Chetokline - LPS
3. Kulisa Galenay Perry Africana Studies
4. Monica Varsanyi CHS + POL
- 5) Samaya Villanueva, Fungi 201
- 6) Osborne W. Purdie, Public Management
- 7) Jason Raucedo, Cell & Molecular Biology
- 8) Robert Till, Security, Fire & Emergency management
- 9) Jonathan Chilko, FZFF
- 10) Antonio (JAY) Pastrana, SOCIOLOGY & GENDER STUDIES
- 11) Alangai Natarajan TCT
- 12) Mickey C. McKnabz, Counseling & Human Services
- 13) Andrea Balis History minor
- 14) Silvia Mazzula Psychology
- 15) Aida MARTINEZ-GOMEZ TCC (Spartan)
- 16) Sven Dietrich Path & Comp Science (Computer Science ad)
- 17) Samuel Groff Samuel Groff Entomology Student
- 18) John Staines English Major
- 19) Jessica Stevens
- 20) Katherine Kilian
- 21) Raymond Patten
- 22) Dabul ~~✓~~ ISABEL MARTINEZ LLS
- 23) Feareis Shechan Science Chem Minor
- 24) Karen Okamoto Library

25

Sandra Swenson

Scenes

26

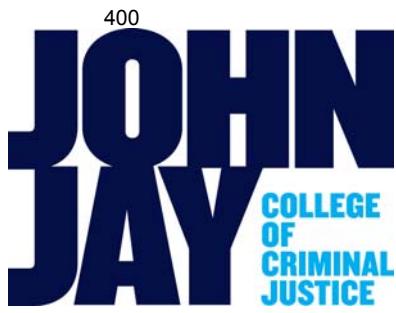
Gene O'Brien

LQSC + 8388

27

Hyunhee Park HJS

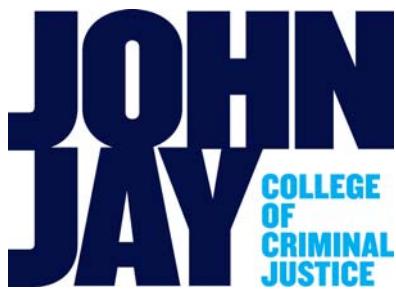
# **Committee on Honors, Prizes, and Awards**



**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)



**John Jay College of Criminal Justice  
Committee on Honors, Prizes, and Awards  
L65.08 at 1:40pm  
Minutes for April 11, 2018**

**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.

**Vote:** Favor [3] Opposed [0] Abstained [2]

**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 Urucci 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

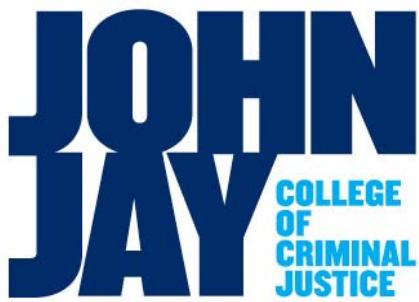
**Second:** Marta Concheiro-Guisan

**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.**



*Lynette Cook-Francis  
Vice President for Student Affairs*

*524 West 59<sup>th</sup> Street Suite L.65  
New York City, NY 10019  
T. 212.237.8102  
F.212.237.8282  
lcook-francis@jjay.cuny.edu*

## **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

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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 1and 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

Newsletter: ALL

Objectives

Assessment video/tutorial/blackboard course (TLC) see above; under activities

Meeting adjourned: 3pm

Minutes by MP, 9-14-17



**College Wide Assessment Committee (CWAC)**  
**Agenda for October 16, 2017**

**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 29<sup>th</sup> -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 1and 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**

## **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 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?)

## **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**

Tentative Outputs – Activities - Fellow Program grant/ follow up

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 1<sup>st</sup>, 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 materiel. 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<sup>st</sup>, 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.

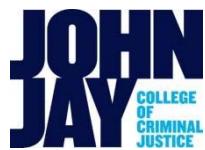
**LV** – combine, fix format, and send out for final review by January 8.

**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 2<sup>nd</sup> 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 ☺



## College Wide Assessment Committee (CWAC) Meeting Minutes for February 8, 2018

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**



## College Wide Assessment Committee (CWAC) Meeting Minutes for March 27, 2018

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



## College Wide Assessment Committee (CWAC) Meeting Agenda for April 18, 2018

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)



## College Wide Assessment Committee (CWAC) Meeting Minutes for April 18, 2018

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 27<sup>th</sup>, 2018. Last call. **ALL** - please send reports and reviews to LV and DT.
- Deadline for **LV** and **DT** is May 15<sup>th</sup>, 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 15<sup>th</sup>, 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 15<sup>th</sup>, discuss at CWAC meeting May 16<sup>th</sup>, finalize and distribute final version via email May 17<sup>th</sup>
- 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.



## College Wide Assessment Committee (CWAC) Meeting Minutes for May 16, 2018

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 30<sup>th</sup> (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*

**Attendance at CWAC meeting**

<b>CWAC members</b>	9/14/2017	10/16/2017	11/21/2017	12/11/2017	2/8/2018
Lucia Velotti	x	x	x	x	x
Jennifer Rutledge		x			
Alison Orlando			x	x	x
Lissette Delgado Cruzata	x	x	x	x	x
Mechthild Prinz	x	x	x	x	x
Maureen Richards	x	x		x	x
Dante Tawfeeq		x		x	x
Anne Lopes (ex officio)					x
Erez Lechner (ex officio)					x

3/27/2018 4/18/2018 5/16/2018

x	x	x
x	x	x
x	x	x
x	x	
x		
x	x	x

# **Committee on Faculty Elections**

**From:** Maria Kiriakova  
**Sent:** Wednesday, November 1, 2017 4:49 PM  
**To:** Brandon Tilghman <[btilghman@jjay.cuny.edu](mailto:btilghman@jjay.cuny.edu)>  
**Cc:** Kyeanna Bailey <[kbailey@jjay.cuny.edu](mailto:kbailey@jjay.cuny.edu)>; Schevaletta Alford <[salford@jjay.cuny.edu](mailto:salford@jjay.cuny.edu)>; Chelsea Binns <[cbinns@jjay.cuny.edu](mailto:cbinns@jjay.cuny.edu)>; Ekaterina Korobkova <[ekorobkova@jjay.cuny.edu](mailto:ekorobkova@jjay.cuny.edu)>; Ned Benton <[nbenton@jjay.cuny.edu](mailto: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 Rauseo -	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.

**From:** Maria Kiriakova  
**Sent:** Wednesday, May 02, 2018 3:44 PM  
**To:** Sydney Manansala <[smanansala@jjay.cuny.edu](mailto:smanansala@jjay.cuny.edu)>  
**Cc:** Matthew Murphy <[matmurphy@jjay.cuny.edu](mailto:matmurphy@jjay.cuny.edu)>; Ekaterina Korobkova <[ekorobkova@jjay.cuny.edu](mailto:ekorobkova@jjay.cuny.edu)>; Schevaletta Alford <[salford@jjay.cuny.edu](mailto:salford@jjay.cuny.edu)>; Karen Kaplowitz <[kkaplowitz@jjay.cuny.edu](mailto:kkaplowitz@jjay.cuny.edu)>; Ned Benton <[nbenton@jjay.cuny.edu](mailto:nbenton@jjay.cuny.edu)>  
**Subject:** Spring 2018 At-Large/Alternate Election

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)

