

**Joint Meeting: SPS – FPS
Minutes
April 1, 2014**

Present: Jane Bowers, James Llana (*SPS Chair*), Robert Pignatello (*FPS Chair*), Ricardo Anzaldua, Janice Dunham, Mark Flower, Jay Hamilton, Karen Kaplowitz, Patricia Ketterer, Thomas Kucharski, Carina Quintian, Robert Troy, Fritz Umbach, Mariani Mewengkang (*Recorder*)

1. **Approval of Minutes from March 18, 2014.** Minutes were approved as proposed.

2. **Report on Academic Plan.** Jane gave a report on her Academic Plans for the college through fall 2017. Developing a Health curriculum is among the top priorities. There are currently 25 faculty members who are teaching health-related courses. Jane would like work to be done to develop health in the undergraduate curriculum. There are also plans to expand and market pre-med and pre-health pipeline programs. Thanks to grants we are taking steps to make this happen. The college is also committed to taking over the costs for a pre-medical, pre-health advisor once the grant is done. While we currently have a pre-med program in the science department, it is not marketed. Changes in the science curriculum are also part of the Academic Plan. There is a proposal for a Biology major. Allison Pease is also working with the science department to develop an admissions requirement for the Forensic Science major. The college will also plan to carry out the Critical Choices agenda. We will create new programs based on demands and market needs. There is also the need to develop more liberal arts majors. There is a Spanish major close to completion, and an arts major being planned. Jane also discussed the need to rebalance enrollment in the majors, especially in LPS. Chairs will be included in the discussions about ideal enrollment in the major, and in setting targets for growth.
These plans will evolve and change as needed. Though there are currently no plans for international initiatives, Jane may add some objectives later on.
Fritz asked why there is a sense of demand for health programs. Jane said that there are employment demands in the health field and that the criminal justice system has been focusing on health issues.
Pat asked if there are majors with low enrollment that should be phased out. Jane said there are departments who have been informed that they will not grow. But low enrollment numbers do not necessarily mean that a major should be phased out. Someone also asked how the college plans on diverting students to other majors. Jane said that advisement would play a key role in this. We also need to provide better messaging to our students, and let them know that they can choose other majors to get where they want to go. It was also mentioned that John Jay students will soon have the option of choosing “undeclared” as a major, allowing them to choose a major at a later time.
Jane then discussed the budget priorities for her department. Faculty hiring remains the top priority. There will be no new lines other than the 14 lines funded from the Compact. Jane is also prioritizing the John Jay Online initiatives. Progress is being made in the program, so it is important we keep supporting them. If possible, Jane would also like to have funding to develop additional programs, and to provide academic departments who are understaffed with a budget so they can hire the ideal level of academic support. It was mentioned that the faculty’s main priority is workload mitigation, and that we should work on addressing those issues before we consider hiring. Jim suggested these recommendations and concerns be put on hold until a later meeting.

- 3. Budget Update and Discussion.** As of April 1, there was no new information regarding the State budget, but Rob is expecting to find out more tomorrow. The State budget can impact the Compact. Rob said that he is expecting the Compact to be 75% of last year's Compact. The college was still able to build a \$900,000 surplus due to recalculating adjunct costs and OTPS cuts. There was also a savings of \$1.7 million through the delaying hiring in administrative vacancies. There is still worry about next year's numbers, given that our enrollment numbers look flat. While there has been a bit of growth due to the launch of master's programs, the 2016 projections look like there will be no growth. In the event we do not receive a Compact, we would face a potential deficit of \$3.8 million, if we continue with our plan to hire 14 additional faculty members.
- 4. Space Consultants Update.** Rob informed the committee that things are moving along. Two vendors are being interviewed, and both these vendors use Scott Paige. One of the vendors being interviewed previously worked with John Jay on the New Building. There is hope that there will be a decision made in May. After that there will be a six- to nine- month work period. The vendor will need different pieces of information. Therefore, the vendor will conduct interviews with Chairs, committees, etc. Because of the scale of work this will require, Tom suggested that bigger departments receive some help. The Chair should have someone who can assist with the surveys, grant information, and anything else this project may require. This suggestion will be taken into consideration. It was also mentioned that Anthony Carpi will come up with a plan for research space. If all goes well a report should be ready to give to the University long before John Jay needs to vacate North Hall.
- 5. Campus Discretionary PMP Metrics.** Broad suggestions have been made but more specific ones need to be discussed. This agenda item will be discussed at the next SPS/FPS meeting, due to time constraints.

The following resource materials are expected to be provided to consultant

Background Documents Checklist

Item		Responsible Party	Date Provided	Format
Prior to Solicitation	1	Enrollment Projections approved by Academic Affairs and The University Budget Office	Institution	
	2	Missions and Goals Statements of the Institution	Institution	
	3	Goals statement of the Planning Service	Institution	
	4	Current and past Five Year student headcount enrollment by program major, delineated by student's status: associate, baccalaureate, graduate, full or part-time	Institution	
	5	Current and past Five Year student headcount of student FTES by disciplines involved in the study (entire campus for Master Plans)	Institution	
	6	City University Board of Trustees approved Strategic Plan (approved FTE by discipline projections for five and ten years)	Institution	
	7	List of all personnel broken into 2 categories: faculty by discipline and non-faculty. The files should include the person's name, "salary" title (NOT salary amount), functional title, department, status (full time or part-time)	Institution	
	8	Any recent academic self-studies, or other strategic studies related to the Institution's programmatic direction	Institution	
	9	Synopsis of all capital improvement projects currently in planning, design or construction	FPCM	
	10	Current Space Inventory	FPCM	
	11	Building drawings for all campus facilities from Archibus database	FPCM	
	12	Previous Master Plan(s)	FPCM	
	13	Preliminary copy of latest State of Good Repair document	Institution/ FPCM	
	14	CUNY Space Guidelines	FPCM	
Prior to Project Kickoff	1	List of services managed by Auxiliary Service Corporation	Institution	
	2	List of services managed by the Institute's Foundation	Institution	
	3	List of non-CUNY organizations on campus	Institution	
	4	List of operations leased to the Institute	Institution	
	5	List of services provided by vendors	Institution	
	6	Waste Removal (mechanism/ type/ frequency/ restrictions):	Institution	
		a. Regular Refuse		
		b. Recycling		
		c. Hazardous Materials		
	7	Current Child Care Program	Institution	
	8	Current Institution telephone directory in digital format	Institution	
	9	Current Institutional course catalogue	Institution	
	10	Most recent Fall and Spring course schedules. Fields should include course, course title, section, start-stop, credit hours, contact hours, room, building, enrollment and course instructor	Institution	
	11	List of all associates, baccalaureate and graduate degree programs	Institution	
12	List of all small programs, institutes and study centers	Institution		
13	List of any active grants at the Institution with the funding source, purpose of the grant, the related department and the grant value	Institution		
14	Any accreditation studies	Institution		