

## **Minutes of the Council of HEOs October 14, 2011**

### **Opening:**

The first general meeting of the Council of HEOs for the academic year 2011-2012 was convened by President Carina Quintian at 12:05PM in room 630T.

### **Members Present:**

A list of members present is attached.

### **Approval of Minutes:**

A motion to approve the minutes for the meeting on April 20, 2011 was made by Dana Trimboli and second by Nancy Marshall.

### **Announcements:**

Janet Winter, the PSC Delegate, announced that there will be Pension/Benefits meeting on October 26, 2011. Janet will email the HEOs with more information.

HEOs on the Executive Board and College Council were introduced and all the new HEOs introduced themselves.

Campus-Wide Assessment HEO members are Danielle Officer, Sumaya Villanueva, and Marisol Marrero.

Nilsa Lam will be emailing a Request for Participation questionnaire at the request of Associate Provost Llana.

HEOs are encouraged to email the Board with ideas on workshop and training sessions for the upcoming academic year.

### **New Business:**

Kinya Chandler spoke about the Budget and Planning presentation. The entire presentation is available on HEO BlackBoard. The presentation was based on 2011 and a projection for 2012. The meeting in which this presentation was shown was done the day before the budget plan was due to CUNY. The following are highlights from the presentation:

- State recognizes that CUNY lived within our means; therefore, allowed tuition increase and that money will come back as operational expense.
- Maintenance of effort – as long as the economy does not get worse, CUNY will not get cut by the state. However, this does not guarantee that John Jay College will not get any cut from CUNY.
- We did not reach enrollment this year. We actually have 11, 352 FTE which was 326 less than planned. That created a budget impact of \$2.2 million. It is expected that enrollment for FY 2012 will reduce. (FTE – Full Time Enrollment denotes the number of full time students with 12 credits

or more; therefore, two 6 credit students equate to one FTE. Similarly, one 9 credit student and one 3 credit student equate to one FTE).

- Things that happened last year in answer to the budget shortfall include hiring pause and vacancy control, reduce College Assistant and OTPS budget, early planning of the FY 2012 budget, changes made in theatre services and rental, and the Executive Staff reviewed the budget with President Travis on a monthly basis. All the mentioned actions resulted with a end-of-year surplus of \$3.9 million along with tuition increase.
- More about the budget plan for FY 2012 is available on the Budget and Planning presentation on the HEO BlackBoard.

**Agenda for Next Meeting:**

Voice Your Concern will be moved to the November 17, 2011 meeting.

**Adjournment:**

A motion to adjourn the meeting was made by Carina Quintian at 1:10PM and second by Nilsa Lam. The next Council of HEOs meeting is November 17, 2011.

Minutes submitted by: Nilsa Lam

HEO Meeting Attendees  
October 14, 2011

	<b>Last Name</b>	<b>First Name</b>
1	Arismendi	Malleidulid
2	Brown	Inez
3	Casillas	Yolanda
4	Cedeno	Helen
5	Chandler	Kinya
6	Coverdale	Judith
7	Dank	Matthew
8	Delgado	Brenda
9	Dikiambi-Caldwell	Sandrine
10	Doney	Michele
11	Duffy	Margaret
12	Jaffer	Tahera
13	Johnson	Herbert
14	Kemp	Jerylle
15	Killoran	Katherine
16	Lam	Nilsa
17	Lilly	Marva
18	Marshall	Nancy
19	O'Donnell	Irene
20	O'Dowd	Michael
21	Officer	Danielle
22	O'Neill	Rose
23	Parker	Debra
24	Phillips	Anthony
25	Pizzuti	Vincent
26	Quintian	Carina
27	Rutherford	Sandra
28	Scaduto	Michael
29	Tatro	Kimberly
30	Taveras	Rita
31	Trimboli	Dana
32	Winter	Janet

## MEMORANDUM

TO: Mayra Nieves, Secretary to the College Council  
FROM: Middle States Co-Chairs Provost Jane Bowers, Professor Karen Kaplowitz, Assoc.  
Provost Jim Llana  
SUBJ: Proposal to establish Campus-Wide Assessment Committee  
DATE: May 9, 2011

---

We submit the following proposal for consideration by the College Council at its next meeting.

### **Proposal: To establish a Campus-Wide Assessment Committee**

This proposal is to establish a campus-wide committee to coordinate assessment efforts for both student learning and institutional effectiveness, broadly understood. The purpose of assessment is continuous improvement of teaching, student learning, institutional effectiveness, and service to internal and external constituencies.

The Committee shall work closely with the Director of Assessment, who shall serve *ex officio*, and with the Director of Institutional Research. The committee shall

- Propose to the Strategic Planning Subcommittee of the College Budget and Planning Committee—for its approval-- a comprehensive assessment plan and, with support from the Office of the Associate Provost for Institutional Effectiveness, guide its implementation.
- Receive assessment plans from academic departments and other departments and units of the College in order to make recommendations about them and to identify best practices for the College.
- Propose to the Strategic Planning Subcommittee—for its approval-- broad policy recommendations on the conduct and uses of assessment.
- With the assistance of the Director of Assessment, maintain a log of campus-wide assessment activities, especially actions to “close the loop.”
- Promote assessment activities and a “culture of assessment” across the campus through dissemination of information and best practices.

- At the end of each academic year, prepare an annual report on significant, ongoing assessment activities, with recommendations for the next year; the report shall be submitted to the Strategic Planning Subcommittee and to all units of the College, including the College Council.
- In collaboration with the Director of the Center for the Advancement of Teaching, recommend faculty development programs on the practice of assessment.
- Guide the development of a website for campus assessment with the support of the Office of Associate Provost for Institutional Effectiveness.

#### Membership

- Seven faculty distributed among the social sciences, humanities/arts, and natural sciences/mathematics.
- Three Higher Education Officers, with no two from the same unit.
- The Director of Assessment shall serve *ex officio*.
- The Associate Provost for Institutional Effectiveness shall chair the Committee.
- The Faculty Senate shall nominate faculty members, and the HEO Council shall nominate staff members. The College Council shall elect the members of the Committee.

#### Explanation

A single group with oversight and reporting responsibilities will allow for the most efficient sharing of information, plans, and best practices, and in general it will promote greater campus awareness about the benefits of systematic assessment. Since assessment became a critical activity in accreditation over the last twenty years, most colleges and universities have created assessment committees, and they perform similar roles, although their composition and size may vary from campus to campus. The Committee will help markedly with the College's ability to meet requirements for accreditation and re-accreditation by the Middle States Commission on Higher Education. The Strategic Planning Subcommittee unanimously approved the proposal at its meeting on May 4, 2011.