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Minutes for the Senate Executive Committee

Date and Time: November 8, 2023, 3:30 p.m. – 5:00 p.m.

Location: Zoom Virtual Meeting

Presiding: Ernest Ialongo, Chair of Senate

Present: Vice-Chair of Senate, Hector Soto; SEC Senators Christine Hutchins; Ansumana Jammeh; Jewel Jones; Diana Macri; Dainma Martinez; Alexandra Milsom; Tram Nguyen.

Excused Absence: 0

Unexcused Absence: 0

Minutes Prepared by: Christine Hutchins

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| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Call to Order | Chair Professor Ialongo called the meeting to order at 3:33 pm |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Acceptance of Agenda | Motion to accept SEC Agenda | Accepted as pre-circulated |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Approval of Minutes  SEC Minutes  October 11, 2023, meeting  Senate Minutes  October 19, 2023, meeting |  | Accepted as pre-circulated  Accepted with minor correction |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Chair’s Report | Chair Professor Ialongo shared updates from ongoing collaborations with the Office of Academic Affairs. The Senate Chair meets with OAA representatives in the afternoon prior to meetings of the Senate Executive Committee. These items are currently under discussion:  – making available an optional syllabus template for faculty who find it useful to have an ADA-compliant outline for generating a course syllabus;  – planning faculty professional development and certification opportunities for creating and offering courses in online formats;  – communicating regarding the ongoing CUNY Transfer Initiative, https://www1.cuny.edu/sites/cunyufs/2022/12/08/transfer-initiatives/  Chair also discussed populating Senate committees with student members, in collaboration with Student Government President Dainma Martinez and Senate representatives Professors Michael Gosset and Julie Trachman |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Curricular Items | CSC 300 Data Structure – Course Change; Professor Junghang Lee (Mathematics) presenting  HUM 100 Introduction to Global Humanities – Course Change; Professor Humberto Ballesteros (Humanities) presenting  SPA 101 Elementary Spanish I – Course Change; Professor Humberto Ballesteros (Humanities) presenting  Accompanies item approved at Senate May 18, 2023, SPA 111 Elementary Spanish I (Laboratory) – Course Change; Professor Humberto Ballesteros (Humanities) presenting  FRE 117 French for Heritage Speakers – Pathways Submission; Professor Nicole Wallenbrock (Humanities) presenting  HUM 141 Introduction to Global Film – Pathways Submission; Professor Nicole Wallenbrock (Humanities) presenting  HLT 106 Introduction to Health Care (Ethics & Law/Laboratory Skills) – Course Change; Professor Elys Vasquez-Iscan (Education) presenting  HLT 211 Introduction to Epidemiology – New Course; Professor Elys Vasquez-Iscan (Education) presenting  Aging and Health Studies – Program Revision, from A.A.S. to A.S.; Professor Denise Cummings-Clay (Education) presenting  Informational Item: FYS 100 New York State of Mind: Getting Ready for College – Experimental Course; Professor Gregory Marks (English) presenting | Unanimous approval |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Approval of November 16, 2023, Senate agenda |  | Unanimous approval |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| New Business & Announcements | In response to queries by members of College Wide Curriculum Committee, CWCC might consult with Jason Pelosi, Director of the Student Success Coaching Unit, about a representative of the Student Success Coaching Unit who might attend as a guest of CWCC or Senate meetings so as to be part of conversations regarding curriculum, especially as pertains to advising students.  Sharing of the course syllabus within departments is generally accepted to be good practice, although details of class materials and intellectual property are governed by [CUNY > Policy > Manual of General Policy > ARTICLE VI LEGAL > Policy 6.05 Intellectual Property > III. Ownership Of Intellectual Property > Text](https://policy.cuny.edu/policyimport/manual_of_general_policy/article_vi/policy_6.05/iii./text/index.html#Navigation_Location) |  |
| Adjournment. | 4:56 pm |  |