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**College-Wide Senate General Meeting** **via Zoom**

**Thursday, October 15, 2020**

**3:30-5:00 pm**

**Senate Meeting Minutes**

**Present:**

* **Allied Health:** Professors Ronette Shaw, Rayola Chelladurai and Diana Macri
* **Behavioral and Social Sciences:** Professors Nancy Genova, Ernest Ialongo (Chairperson), Felipe Pimentel
* **Business:** Professors Sandy Figueroa, Claude Fernandez
* **Counseling:** Professor Lizette Colon
* **English:** Professors Krystyna Michael, Alexandra Milsom, Tram Nguyen
* **Education:** Professors Jacqueline DiSanto, Eunice Flemister, Michael Gosset, Iris Mercado
* **Gittleson:** Mr. Clifton Pierce
* **Humanities:** Professors Humberto Ballesteros, Emmanuel Velayos, Catherine Lewis, Weldon Williams, Thomas Beachdel
* **Language and Cognition:** Professor Mildred Rabry, Karin Lundberg
* **Library:**  Professor Jorge Matos
* **Mathematics:** Professors Alexander Vaninsky, Edme Soho, Moise Koffi
* **Natural Sciences:** Professors John Gillen, Debasish Roy
* **Higher Education Officers (HEO):** Ms. Silvia Reyes, Ms. Alba Lynch, Ms. Cynthia Morales-Delbrun, Ms. Daliz Perez Cabezas, Ms. Carmen Sosa, Mr. Michael Martinez, Ms. Elizabeth Wilson, Mr. Iber Poma, Ms. Marsha Milan Bethal, Ms. Yvonne Rosario Quiroz, Ms. Mercedes Moscat
* **Public Safety/Maintenance:** PS Officer Clara Albino
* **University Faculty Senate (UFS):** Professors Gail August, Julie Trachman
* **PSC**- Prof. Craig Bernardini
* **Senate At-Large Faculty Representatives:** Professors Andrew Connolly, James Kennis, Clara Nieto-Wire
* **Adjunct Representatives:** Professors Ruben Worrell
* **Student Government Association Representatives (SGA):** President Muiz Agbaje, Vice President Student Affairs Leana Santana, Vice President Academic Affairs Lusleidy Perez, Executive Secretary Amdiya Kyemtore, Budget and Finance Comm. Brian Carter, Campus Affairs Comm. Denisse Feliz, Senators Charles Dour, Mohamed Nashir, Hatem Anaam, Reyna Soto, Susan Cortes, Ibrahim Mohammed, Isabel Neira Sanchez

**Absent (Excused):**

* **CLT**: Marino Corniel
* **HEOs**: Ms. Safiya Faustin, Mr. Theudys Mejia, Ms. Monsita Colon
* **At Large**: Prof. Hector Soto, At-Large
* **Adjunct Representative**: Prof. Ana Lopez
* **SGA**: Mr. Abdul Abubakar, Campus Affairs Comm. Ev/PT
* **UFS**: Professor Ana Ozuna

***1. Call to Order***

* Quorum established at 3:35 PM.
* Senate called to order at 3:35 PM

Rollcall completed, all Senators’ name called. Attendance taken.

***2. Acceptance of Agenda***

Chair Ialongo makes motion to accept the agenda, seconded by Prof. Pimentel. Agenda was accepted without revisions.

***3. Approval of September 17, 2020 Senate Minutes***

There being no further discussion, upon motion duly made and approved, the September meeting minutes were accepted by acclimation.

***4. Chair’s Report***

The Chair made the following announcements (prepared comments):

* Elections to the SEC
  + Vice Chair, Tram Nguyen
  + Recording Secretary, Sandy Figueroa, beginning in November
* President’ selection to Hostos Association and Auxiliary Enterprises Corporation
  + Prof. Elys Vazquez-Iscan to the Hostos Association
  + Prof. Natasha Yannacañedo to the Auxiliary Enterprises Corporation
* Names were delivered to the President for Senate representatives on her new Community Advisory Board
  + In deference to the President, the Chair will announce those names after the President makes her announcement
* Prof. Catherine Lewis continues as Senate representative on the Institutional Effectiveness Committee
* Mr. Carlos Rivera was appointed the Senate representative on the new Administrative, Education and Student Support Assessment Committee (AESAC), a subcommittee of the IEC
  + Senate representatives are intended to keep the SEC, and Senate, of the major operations of their committees, and relays ideas of the SEC and Senate back to their committees

The Chair addressed the recent emails concerning Elections:

* The Chair outlined the relationship of the Senate Chair to Elections Chair:
  + This has been a productive and collaborative relationship over the last 3 years, and before
  + For every election, we exchanged dozens of communications, at all hours, initiated by both parties
    - The Senate Chair would remind the Elections Chair what elections needed to happen every semester, at the beginning of the semester
    - The Senate Chair then offered whatever aid was requested
    - The Elections Chair kept the Senate Chair abreast of how the elections were going, and what problems may be occurring, and asked either for guidance or direct action on the part of the Senate Chair
    - The Elections Chair acted on those recommendations as they saw fit, within the confines of the Charter and the Elections Manual
    - The Elections Committee runs the elections, that is not in dispute
    - Any misunderstanding that resulted from the Senate Chair’s communications is the Senate Chair’s responsibility and he apologized for any confusion
* The Chair outlined the legality of the Senate Executive Committee’s activity in the Summer:
  + Article II, Section 11, B, 2, describing the Functions of the Executive Committee states:
    - “2. To transact such business as may be necessary between meetings of the Senate.”
    - Under this authority, the Executive Committee kept meeting with the President during the summer
    - All minutes to the meetings were posted to our website
* The Chair outlined the role of the Committee on Committees:
  + This committee is autonomous, elected by the Senators, and has wide-ranging, but explicitly defined authority, over the composition and smooth running of the Senate Standing Committees, as laid out in the Charter of Governance (Section VII, 4, B)
* Status of current election of At-Large Faculty to the College
  + On Thursday, October 8, an email went out by the Elections Chair stipulating that a winner had not emerged from Round 5 of the elections; the victor needed the majority of the votes cast
  + The email stipulated that, in consultation with the Legal Office, the candidate with the lowest votes would be dropped if the next round did not produce a victor
    - This email postulated a change in elections procedure that was at variance with the Charter of Governance (Article II, Section 2, E), and the Elections Manual (Article III, Section 5), as there needs to be twice as many candidates on the ballot as positions that need to be filled
  + The Chair of the Senate emphasized that there was no ill intent here, in fact the best effort to remain true to the spirit of the election was attempted, to quickly fill the Senate, and there was some precedence for this in the past
  + However, the decision was still at variance with our governing documents
  + The Senate Chair informed the Elections Chair, and the Legal Office, and the Chair of the Committee on Committees (Prof. Tram Nguyen), that a name could not be dropped from the ballot as it had been. Such a solution to the stalemate, however, could be proposed by the Elections Committee, and then would need to be approved by the Senate, as per the Charter (Article VII, Section 11)
  + Absent this action, the next round needed to keep twice as many candidates on the ballot as positions to be filled
* As such, the following needed to happen to complete this election
  + The Elections Committee has now been formally reconstituted by the Committee on Committees
  + A member from that committee will call a meeting and hold an election for a Chair and Recording Secretary
  + The Elections Committee will then determine to either conduct the election for At-Large Senators as per the Charter and Elections Manual, or propose a solution to expedite the election, which the Senate will vote on, as per the Charter noted above

Prof. Kennis: Noted the problem is that round 5 was out but we already agreed, and I allowed it, that for round 6 we’re going to drop a candidate, under legal advice. It’s not so much the precedence of 13 years but we have a serious problem with the Senate Chair doing what he did. Now the Chair wants to go back to the rules but now we have six candidates and we dropped one so we’re in violation of that rule already.

Prof. Ialongo: Thanked Prof. Kennis for his work all these years. Disagreed “allowing” anything, but accepted that if it was allowed, he was at fault for not noting it earlier. The ballot must have twice as many candidates so the person that was dropped should be added back. Apologized for this happening and for the confusion.

Prof. Pimentel: Noted if we only have 9 candidates, do we still run the election? We cannot attack each other for these types of technical problems. Made a motion to discuss for 5 minutes and then to move on.

Parliamentarian requested recess from Chair to confer.

Parliamentarian: Stated it’s not a rule about how many candidates have to run it’s a rule about how to break the deadlock. The process is that you drop the lowest candidate; you do that to the point where you have double the number of the positions available.

Prof. Kennis: Stated this has happened many times over the years. However, common sense should rule here. I’ve always discussed the issue with legal. Elections Chair has always been allowed to do this. This could go to 15 rounds. So, after two rounds I consult with legal. I’ve worked hard to gain trust. We’ve got to break the deadlock. We’ve got to move forward. I’d like to apologize to Tram.

Prof. Ialongo: Affirmed he believes all were working with the best intentions. That is not in question.

Prof. Pimentel: Made a motion to spend no more than 10 minutes on this topic. Muiz Agbaje seconded the motion.

Parliamentarian: Noted there’s actually no actionable item on the floor right now.

Prof. Pimentel: Made the motion to continue discussion for the next 10 minutes, ending at 4:28. Item was approved.

Prof. Ialongo: Reviewed the progression of current situation, i.e. candidates. Many candidates. This was more manageable when elections took place in state of the college meetings. Once transitioned to online elections, was easier, but has led to stalemates.

Prof. Kennis: Stated he believed we have three choices, and he did not have a preference. So, it seems we’re going by the Charter, we’ll start round 6 replacing the candidate that was removed and we’ll go by the book-currently, 12 candidates for six positions.

Prof. Ialongo: Affirmed the Elections Committee has the authority to recommend options to facilitate this election going forward, and present to the Senate.

Prof. Pimentel: Asked what are the numbers of round #4? Let’s have round 4 election and let’s recommend to those who don’t have 35 votes, to withdraw.

It was noted that candidates could not be approached to withdraw. They are entitled to withdraw, but it is completely voluntary

Parliamentarian: Noted any kind of change to procedures needed to take into account this is an election of the entire faculty, so it’ll require consultation with the voters.

Time expired at 4:28pm.

***5. President’s Comments***

The President noted that curriculum is the lifeblood of the institution and it must be attended to. She wished the college community well. She noted that multiple articles were coming out about the lives of students in public institutions during the lockdown. She also encouraged people to read the *Hostos Semanario*. She thanked all and encouraged all to “keep up the good work”, and to “be kind to one another”.

***6. SGA President’s Comments***

Since the last time I addressed the Senate, the Student Government Association [SGA] administration has been up to a few things:

1. Black Lives Matter Town Hall a success; I would like to thank everyone that helped this event become a success, either by planning, promoting or attending. We came together and played a part in making this a great event. As we agreed, it is only the opening conversation with many more to follow. We have started discussions with the counselling unit for a second event relating to mental health in our community and in the black community.
2. Association meeting: The SGA held its first Association meeting where our budget proposals were activated, which has helped trigger some of the work we have in place
3. SGA Scholarships: The SGA has $18,000.00 allocated to scholarships for this semester following the Association meeting. We are currently working with the scholarship office to work on the details of the scholarships. When we get them ready, we would need help from faculty members to get the information to the students.
4. SGA collaboration & sponsorship with academic departments in the college- This past week, I have reached out to the head of all academic departments of the college on possible events and forums that can be created for our students. Our plan is to keep them academically engaged online, outside of classes. I have scheduled meetings with everyone and held some already, so we are in progress.
5. Mid- term aid: As the midterms are coming up, the SGA will be creating flyers to remind students and also ask students how we can help them succeed in the upcoming midterms.
6. Protesting police brutality in Nigeria.

Thanked the administration for all the work they do.

1. ***Curricular Items***

**MAT 100 SI Course Revision**

Presented by Prof. Nieves Angulo.

No questions/comments. Poll opened for vote

Yes 52 No 1 Abstain 4

Action passed.

**NUR 220-Course Revision; NUR 320-Course Revision**

Presented by Prof. Edward King, as a package.

Prof. Colon: Asked in what way will these changes make this more accessible for the students? Would these changes curtail the opportunities for our students to complete this program?

Prof. King: Answered this has nothing to do with access. These are students that are currently in the Nursing Program and the reason we made these changes is because we saw students failing these courses.

Prof. Ialongo made a motion to extend meeting to 5:30 pm. Motion seconded by Prof. Pimentel, and approved by Senate. Meeting extended until 5:30 pm.

Prof. Nguyen: Made a motion to end debate. The motion carried.

Poll opened for vote, first NUR 220:

Yes 49 No 0 Abstain 4

Action passed.

**Nursing 320**

Yes 48 No 0 Abstain 4

Action passed.

**RN Program Revision**

Yes 50 No 0 Abstain 3

Action passed.

**CWCC Procedures Manual Revision**

Presented by Prof. Sandy Figueroa

Prof. Kennis: Asked if someone presents something for information why would they have to come to the Senate?

Prof. Figueroa: We felt it was important for the college community to know this.

Prof. Kennis: It doesn’t need to be mandated.

Prof. Lundberg: Requested clarification on “is not limited to”, and clarified to mean there was no intent to limit the scope of the Curriculum Committee’s responsibilities.

Prof. Vaninsky: Sought clarification on where curriculum was to be submitted, and was referred to relevant page in the document.

Prof. Macri: Motioned to end debate, was seconded and voted on:

Yes 40 No 1 Abstain 2

Action passed, move to immediate vote.

Yes 44 No 1 Abstain 7

Action passed.

***8. Non-Curricular Voting Items***

**Class Size Resolution (see Appendix)**

Presented by Prof. Craig Bernardini

Prof. Ialongo-made motion to extend time to 5:45pm. Prof. Pimentel seconded.

Yes 35 No 2 Abstain 0

Action passed.

Professor Craig Bernardini presented the Resolution on Class Size. After his presentation, Professor Ialongo opened the floor for questions and comments. Professor Bernardini thanked Mr. Daniel Casey of the PSC Executive Council for his advice and input.

Professor Bernardini made a motion: This resolution is being put forward for the College Senate support of regulating college class size. Was seconded. There being no further debate, vote was opened.

The vote was taken. The results were:

Yes 46 No 1 Abstain 1

Action passed.

***9. Reports of the Senate Standing Committees***

Committee on Committees – report delivered by Prof. Tram Nguyen, Chair.

The Committee on Committees (CoC), once elected at the September 2020 Senate, undertook the task of collating and cross-referencing over 70 Call-Out submissions, SGA recommended student representatives, Standing Chairs' recommendations, and year-end reports to constitute 11 Standing Committees before the second meeting of our College-Wide Senate. We employed four guiding notions:

1. Outgoing Chair's recommendations were to be balanced with individual’s requests;

2. Committees should be composed of a combination of newer and senior colleagues;

3. Committees should be composed of members from a range of disciplines and areas of the college;

4. And individuals should not be over-taxed.

This work did not begin simply on Sept. 29 when Prof. Nguyen was voted Chair of Committee on Committees, but instead dated back to December 2019, under the Chairship of Profs. Trachman and Gossett. This is all documented in the minutes, which are public on the Senate website. We have consistently practiced transparency and acted within the confines of the Charter. The Committee on Committees is mandated to populate and to advise all Senate committees, especially "To consider and resolve issues relating to membership status and replacement of any committee member." To that effect, we will continue to refine memberships and to discuss guidance for Chairs at our monthly meetings. As elected members, we work at your behest.

I want to thank the CoC for all their marvelous work: Profs. Genova, Gosset, Roy, Shaw, Trachman, and Ms. Lynch, Ms. Perez, and Mr. Carter. I thank them for their guidance and their institutional knowledge.

***10. UFS Update***

Presented by Prof. Julie Trachman

UFS Plenary September 22, 2020

1)Introduction of new committee chairs were made.

2)Budget Report update by Profs. N. Benton and J. Verzani: i)New York State (NYS) and New York City (NYC) revenues are significantly down. There could be cuts to CUNY and SUNY budgets. There are 3 planned dates for reassessing the situation. Currently, based on money being allocated from the state, CUNY had been allocating to the campuses 80% of what has been allocated last year per month (note: during the summer months this was OK when payroll costs were less but in the fall, this allocation is believed to be insufficient to meet payroll costs and obviously that is a problem. This issue was raised at the last Budget Advisory Committee meeting. CUNY et al. are waiting to see if federal moneys will come to help budget crisis and worrying that this money might not come. NYC did several things which impact community college finances including reductions in the form of “efficiencies” and a reduction in money to ASAP (although some of the money to ASAP was restored with the intention to find savings elsewhere). The state asked for an additional $250 per FTE and this was later adjusted to $200 per FTE. With the decrease in enrollment seen at community colleges, there is significant concern. There was some mention of details as to how the money from the first part of the CARES act was allocated and some discussion as to how the money from the second part could be distributed. This has not been finalized yet. Ii)Some of CUNY’s budget measures in response to the above: a)hiring freeze with some exceptions to be reviewed by the Budget Advisory Committee but so far no full-time personnel have let go. There was some mention of part-time non-reappointments but it was also noted that some PT personnel might have been reappointed at this time. And it was mentioned that some personnel such as College Assistants would be reappointed on a month-by-month basis. b)some contingencies that could occur: possible early retirement buyouts, furloughs, gradual deferral of salary payments. Note: CUNY does have the ability to increase tuition and to seek a wellness fee but it was not known if the Board of Trustees (BoT) will implement this change in spring 2021. As a side note, during the Q&A, there was some concern expressed about hits to library services.

3)Enrollment Management update by Prof. J. Young: Community college enrollment is down more so than the enrollment at the senior colleges. Some of this may be due to the financial uncertainties of the students. There was a mention that CUNY will no longer be using national exams to help place students at the different campuses. It was felt that this decision would start having an impact in spring 2021. It would be expected that more students would shift to enrolling at senior colleges. However, with that said, there is a concern as to how some of those students will fare at the senior colleges, i.e. what affect will this decision have on student retention. Lastly, (according to the UFS minutes), the arrival of the Vice Chancellor for Enrollment was imminent.

4)IT Advisory Community update by Prof. L. Rose: She mentioned that the health data collected from the CUNY-wide use of the Everbridge App should be restricted with respect to availability on a need to know basis. She mentioned that Brian Cohen (CUNY Vice Chancellor & University Chief Information Officer) is seeking training materials regarding best practices for online teaching. She also brought up briefly the “tech” survey used to assess student needs for hardware, hot spots, etc. It was also mentioned briefly about lingering security concerns with use of Zoom and the possible use of a possible password for access to the waiting room, etc. And lastly, regarding the consideration of online proctoring products for CUNY, there were some points made about its possible use in classroom instruction.

5)Two UFS Senators, Profs. Bennet and Matarese, suggested the formation of a UFS Advisory Committee on Inclusion, Diversity, Equity and Access (acronym, IDEA) to the UFS body. UFS Chair, M. Burke approved the recommendation.

***11. New Business***

None.

***12. Adjournment***

There being no further business of the College Senate, Professor Ialongo thanked the members of the College Senate and adjourned the meeting at 5:45 p.m. The next meeting of the College Senate is scheduled for Thursday, November 19, at 3:30 p.m. via Zoom.

Prepared by Professor Diana Macri, and Sandy Figueroa, Senate Recording Secretaries (Prof. Figueroa takes over for the November meeting).

**Appendix:**

Resolution on Departmental Authority to Determine Class Size

Hostos-PSC Executive Committee

WHEREAS, the students of Hostos Community College, who come primarily from low-income and immigrant communities, and about half of whom are first-generation college students, would benefit most from increased interaction with and individual attention from their instructors; and

WHEREAS, the distance-learning model of education has proven to be extremely challenging for both students and instructors; and

WHEREAS, research shows that many students need frequent, prompt, and involved communication with and assistance from their instructors in online classes;[[1]](#footnote-1) and

WHEREAS, research similarly shows that the amount and the urgency of the workload is greater for instructors in online classes,[[2]](#footnote-2) including, but not limited to, much more detailed anticipatory and explanatory written directions, the necessity of frequent announcements, and the need for more extensive and detailed written feedback; and

WHEREAS, the optimal size of both online and on-campus classes is a pedagogical matter best left to faculty; and

WHEREAS, different academic disciplines hold different expectations for class sizes, and, in some disciplines, disciplinary professional organizations recommend optimal class sizes for different levels of instruction; and

WHEREAS, research recommends online class sizes much smaller than current practice,[[3]](#footnote-3) and Hostos stipulates a cap of 28 for most online classes, and lower caps for classes designated as writing intensive, developmental, capstone, and honors; and

WHEREAS, the return to on-campus instruction will necessitate smaller classes for safe social distancing; therefore be it

RESOLVED, that each academic department and program has the authority to set minimum and maximum class-size limits for best pedagogical practice with its own course offerings, both online and on-campus, in accordance with all applicable city, state, and federal statutes.

1. “There is consensus that the single greatest predictor of positive self-reported student learning is instructor-student interaction. Teacher immediacy (timely and personal responsiveness) is one of the key drivers of student satisfaction (Bonnel, Ludwig, & Smith, 2008; Keeton, 2004; Schutt, Allen, & Laumakis, 2009). Citing student-to-student interactions/activities are also predictive of reported learning, but at a level half that of instructor-student interaction (Bernar et al., 2004; Keeton, 2004; Marks, Sibley, & Arbaugh, 2005). A third driver of student learning and satisfaction is ease of use of technology.” (Taft, **Susan H.,** et al. “A Framework for Evaluating Class Size in Online Education.” Quarterly Review of Distance Education, vol. 12, no. 3, 2011.) [↑](#footnote-ref-1)
2. “The online literature consistently indicates that online education benefits student access but is not more efficient; that is, the workload and intensity of effort for faculty are in general heavier for online education than for classroom-based education. (Ascough, 2002; Drago & Peltier, 2004; Fjermestad, Hiltz, & Zhang, 2005; Parry, 2009).” (Taft, **Susan H.,** et al. “A Framework for Evaluating Class Size in Online Education.” Quarterly Review of Distance Education, vol. 12, no. 3, 2011.) [↑](#footnote-ref-2)
3. See, for example, Tomei, Lawrence A, and Douglas Nelson, “The Impact of Online Teaching on Faculty Load—Revisited: Computing the Ideal Class Size for Traditional, Online, and Hybrid Courses.” *International Journal of Online Pedagogy and Course Design*, vol. 9, no. 3, 2019. [↑](#footnote-ref-3)