

**SENATE COMMITTEE CHAIRS MEETING**

**B 331**

**Monday, February 11, 2019**

**3:30-5:00**

**Minutes**

**Present:** Professors Clarence Robertson, Hector Soto, Jorge Matos, Ernest Ialongo, Julie Trachman, Michael Gosset, Sandy Figueroa, James Kennis, Tram Nguyen, Petal Leu Wai See, Vyacheslav Dushenkov, Diana Macri, Allison Franzese, Linda Miles, Damaris-Lois Lang, Mr. Carlos Rivera, and Mr. Raziel BenReuben

1. Call to Order
	1. At 3:35
2. Acceptance of the agenda
	1. Approved
3. Approval of Minutes from September 17, 2018 meeting
	1. Approved with minor revisions
4. Senate Chair – Ernest Ialongo - Report
	1. Senate website for each committee
		1. Chairs were asked to check membership, minutes, agendas, etc.
		2. Chairs were given lists of their membership for updating, to be given to the CoC
	2. Rules for members on leave
		1. Chairs were reminded that being on sabbatical does not disqualify a member from being on a committee, though members must attend the meetings
		2. If the member is on Travia, however, they are not eligible for a committee
	3. Minutes and Agendas
		1. The Chairs were reminded to submit approved agendas and minutes to Professors Julie Trachman, Michael Gossett, and Ernest Ialongo. The latter will then have them posted to the appropriate committee’s site
	4. Reports at Senate
		1. The Chairs were encouraged to present reports at Senate, but to inform the Senate Chair a week in advance (the Wednesday the week before Senate) so that it may be part of the SEC approved agenda for Senate
	5. Students on Senate Committees
		1. Mr. BenReuben submitted his list of recommendations for students on Senate committees
		2. He will forward the same list with emails attached
		3. The Committee on Committees will meet to discuss and approve the list, unless problems arise
5. SGA President Raziel BenReuben – Brief Comments
	1. Mr. BenReuben expressed the SGA’s commitment to be active members of the Senate’s Standing Committees, and requested that Senate Committee Chairs make every effort to accommodate students’ schedules when making meetings
6. Brief introductions by each Senate Committee Chairperson (what the committee has done, and plans to do)
	1. Academic Standards – Clarence Robertson
		1. Very few appeals to deal with last semester
		2. A procedures manual is being developed
	2. Committee on Committees—Julie Trachman and Michael Gosset
		1. Prof. Colon will need to be replaced as she is on sabbatical and cannot attend any meetings, and the Charter specifies the CoC must have a set number of members
		2. The CoC will be holding meetings this semester to deal with membership changes since the end of the fall semester
	3. Facilities—Petal Leu Wai See and Michael Gosset
		1. The committee has had problems getting quorum for official meetings
		2. Had one meeting last semester
		3. Their new HEO is Sherin Mathews
	4. Elections—Jim Kennis
		1. The committee conducted multiple elections last semester
		2. Will conduct a Gittelson election this semester
		3. Is working on a revision of the Elections manual
	5. Library—Linda Miles
		1. The committee seeks to increase the exposure of the liaisons with each department with an event to be held in April
		2. It is also increasing the exposure of open educations resources with an event on March 5
	6. Scholarships and Awards-Damaris-Lois Lang
		1. The committee is seeking to have the college identify funds for academic excellence; the bulk of current funding is set for financial need
	7. Institutional Evaluations—Allison Franzese
		1. Reported last semester the committee along with the POINT committee worked to have the college adopt a new faculty teaching observation form
		2. They are currently working on revising the student evaluation form and doing preliminary research
	8. Grants—Vyacheslav Dushenkov
		1. The committee continues to wait for the appointment of a new Grants Office
		2. It continues researching funding available to the faculty for research
	9. Admissions and Retention—Carlos Rivera
		1. The committee is determining how to interpret their mandate, and which goals to focus on
		2. One goal is to work on the CUNY application process
	10. Disabilities—Jorge Matos
		1. The committee is seeking to have a walk-through of trouble areas around the campus, and is seeking a common date with the relevant administration members
		2. The committee was encouraged to conduct such walk-throughs on their own in the meantime, to record what they found, and to present at Senate
		3. The committee is seeking clarification on the protocols for emergencies and fire drills
		4. The committee will have representatives at the next CUNY Diversity Conference on a panel
	11. Curriculum—Sandy Figueroa
		1. The Chair of the committee noted a delay in items appearing in the Chancellor’s Report after they had been approved in the Senate, owing to a new procedure for approval at CUNY Central
		2. The Committee Chair will address the SEC and the Senate on this matter
	12. Institutional Research—Diana Macri
		1. The committee has had trouble achieving quorum for its meetings
		2. New membership this semester may address the issue
7. Discussion on common and/or specific goals, concerns, etc.
	1. Tabled to next meeting
8. Fall Meeting—Monday, September 16, 2019, 3:30-5:00
	1. Announced at the beginning of the meeting
9. New Business
	1. Tabled to next meeting
10. Next Meeting Date
	1. The Chairs voted by acclamation that another meeting should be held in the spring semester to discuss common challenges and methods to address them
11. Adjournment
	1. Meeting adjourned at 5:15 pm, after a formal motion had been made and approved at 5 pm to extend the meeting for 15 minutes.