

**SENATE COMMITTEE CHAIRS MEETING**

**Wednesday, February 15, 2023, via Zoom**

**3:30-5:00**

**Minutes**

**Present**: Ernest Ialongo (Senate Chair, Budget and Finance), Hector Soto (Executive Committee, Senate Vice Chair), Julie Trachman (Committee on Committees, and reporting for Committee on Disability Issues), Michael Gosset (Committee on Committees), Sara Rodberg (Academic Standards), Carlos Rivera (Admissions and Retention), Nancy Genova (Committee on Affirmative Action, Equity, Diversity, and Inclusion), Christine Hutchins (College-Wide Curriculum Committee), Edme Soho (Elections), Thomas Beachdel (Grants), Jason Buchanan (Institutional Research), Allison Franzese (Instructional Evaluations), Jennifer Tang (Library), Aaron Botwick (Library), Ronette Shaw (Scholarship and Awards), Marcella Bencivenni (Facilities), Marsha Milan-Bethel (Senate Ad Hoc JUSTICE Committee).

**Absent**: Elyse Zucker (Disabilities Committee)—Julie Trachman reporting

1. Call to Order
   1. Meeting called to order at 3:35
2. Acceptance of the agenda
   1. Agenda accepted without additions
3. Opening Remarks
   1. Ernest Ialongo, Chair, Hostos College-Wide Senate
      1. Committees require quorum to conduct business--confirm with CoC who are the official members, and request that vacancies are filled
      2. Guests are welcome at committee meetings, but cannot vote and are not counted toward quorum
      3. Ex-officio members of committees are full members, with voting rights, and counted towards quorum; they do not serve as Chairs
      4. Each meeting should have a pre-circulated agenda (with relevant documents), and minutes; both are approved by the committee and sent to Ernest Ialongo, Julie Trachman, and Michael Gosset as official records and to be posted on committee’s website
      5. If there is any confusion of the role of a committee in its dealings with members of the administration, refer to the committee mandate in the Charter, and/or reach out to the Chair of the Senate
   2. Julie Trachman and Michael Gosset, Co-Chairs, Senate Committee on Committees
      1. Calls have gone out to Academic Department Chairs and the Head of the HEO Organization to fill committee vacancies
      2. Committee Chairs should reach out to the CoC to help fill vacancies on their committees, and if temporary replacements are needed for members
      3. End of year report template will be circulated soon
4. Reports of the Senate Committee Chairs
   1. Committee on Committees
      1. Committee met Oct. 18, 2022
      2. We reached out to department chairs for faculty names and Emily Tenzer-Santoro (head of HEO organization) for HEO names and directly to CLTs in order to fill some committee vacancies. We also had a list from Leaghton Ozoria for the SGA representatives (at least for majority of the committees). Prior to meeting, by email, we had taken care of getting one SGA back on the Election Committee so they could hold campus-wide elections.
      3. On 10/18, we certified SGA reps and other faculty/HEO/CLT names we had and we let committee chairs know of these changes.
      4. Since that meeting, we have been keeping track of new vacancies as they arose and we have been getting some new faculty requests. Will act on these soon.
      5. Also we reached out to Leaghton to let him know we need update on SGA reps for spring semester – we know some students graduated, transferred.
      6. Work in progress: List of committee members – partially done from fall 2022 but at this point, we figure we should wait until next meeting is over to provide a more up to date listing.
      7. We also need to approve and submit our minutes from May 2022 as well as Oct. 2022 meeting (and agendas). (The Oct. meeting was dedicated to the certifications, which had the highest priority).
   2. Academic Standards Committee
      1. Met once in fall to address a case
      2. Has discussed with Office of Student Life its references to the Academic Standards Committee to clarify its intent.
   3. Admission and Retention Committee
      1. The committee continues to focus its work on retention, with a focus on Readmits (general and academic probation)
      2. We need to submit our agenda, minutes and report from the previous year for placement on our webpage
      3. Unfortunately, we did not get student involvement on our committee this past year
      4. Dean Sterling was selected to serve on behalf of V.P. LaToro Yates.
   4. Committee on Affirmative Action, Equity, Diversity, and Inclusion
      1. AADEI Committee met Fall 22/ 9/8, 10/14 2022 and Spring 2023/ 2/10, next meeting 3/10
      2. Committee has voted on statement they want read in the College Wide Senate meeting for March in regard to gender neutral language we're recommending for the school
      3. Committee is Co-Sponsoring an event with Public Administration Club on Monday, March 27 at 11am, a Colorism Panel.
   5. Budget and Finance Committee
      1. Committee met with SVP in early fall to discuss Hostos budget request, and will meet with SVP in spring over saving targets, and next budget request.
   6. Committee on Disability Issues
      1. Committee met on Sept. 15, 2022 and Nov. 4, 2022
      2. and we are meeting 2/21/23 to elect new co-chair (co-chair stepped down from committee)
      3. Mentioned some of points from 9/15 meeting minutes & 11/4 meeting agenda.
      4. ARC had reported there has been increased in-person foot traffic to ARC and students continue to express desire for virtual options. (9/15)
      5. Blackboard will soon be phased out in favor of D2L / BrightSpace, so BB Ally may be somewhat moot. Implementation of D2L/Brightspace has been postponed. (9/15 & 11/4)
      6. ARC and / or the DC discussed setting up a workshop for faculty on incorporating UDL / accessibility into their syllabi and curricula. We should continue to pursue optimal strategies for disseminating ADA- and accessibility-related best practices on campus. (9/15 & 11/4)
      7. Our planned Covid-19 project continues to evolve based on the ever shifting Covid landscape (primarily discussed 9/15).
   7. Curriculum Committee
      1. The CWCC site is up to date, <https://www.hostos.cuny.edu/Administrative-Offices/College-Wide-Senate/Standing-Committees/College-Wide-Curriculum-Committee>
      2. CWCC met in Fall 2022:
         1. Tuesday, 20 September 2022
         2. Tuesday, 11 October 2022
         3. Tuesday, 15 November 2022
         4. Tuesday, 29 November 2022
      3. CWCC is scheduled to meet in Spring 2023
         1. Tuesday, 28 February 2023
         2. Tuesday, 4 April 2023
         3. Tuesday, 2 May 2023
      4. Membership of CWCC remains the same as on the site.
   8. Elections Committee
      1. Last semester I was the Interim Chair for the Election Committee and conduct all the different elections:
         1. One At Large Full Time Faculty Senator position in the Hostos Senate
         2. Two Adjunct Faculty Senator positions in the Hostos Senat
         3. Full Time Faculty for positions in the University Faculty Senate (UFS).
         4. Adjunct Faculty for positions in the University Faculty Senate (UFS)
      2. Committee did not hold any meeting.
      3. Professor Andrew Connolly will resume his role as the chair of the Election Committee.
   9. Grants Committee
      1. Met-Fall
         1. FA22; 10/18
         2. FA22; 12/6; no quorum
      2. Spring planned
         1. SP23; 2/7
         2. SP23; 3/7
      3. SP23; Research Day 4/27 9:30am-12:30pm; in person c-391
      4. Members needed
         1. One available slot
         2. One student slot​.
   10. Facilities
       1. Updates: Elizabeth Friedman announced she is retiring at the end of the month. They will be an interim but don’t know yet who they are. She will be sending me a memo with some updates on ongoing and future capital projects
       2. Committee is planning to work on gathering information from faculty and staff on classrooms, office spaces, and general facilities issues. One way to do this may be a survey. We also need more opportunities for consultation and intercommunication between the administration, OAA, IT and the registrar on decisions that impact facilities
       3. Confirmed date for Spring 2023 first meeting: March 10.
   11. Institutional Research Committee
       1. In the Fall, the Institutional Research Committee (IRC)​ met in October. Prof. Carl Grindley presented on the IRB process at Hostos, and more generally, at CUNY. The Committee discussed how the IRC fits into the IRB process and can help spread information about IRB, especially when it is or is not needed for research.\
       2. In the Spring, the Institutional Research Committee will meet twice with the goal of discussing how best disseminate data to departments and department chairs. Also, the committee will ask OIR to make a presentation on data collection at Hostos Instructional Evaluations Committee
       3. Data will be collected from new Student Evaluation Form for future revisions; meetings also continue with POINT Committee on Teaching Observation Forms.
   12. Instructional Evaluations
       1. Carlos stepped down as chair, but we haven’t elected a new chair
       2. We met just once during Fall 2022; we had trouble getting quorum
       3. Plans for the spring are:
          1. Elect a new chair
          2. Meet with the provost re: student evaluations, their purpose and importance, and discuss the possibility of purchasing a software package to streamline the evaluation process and accessibility of data.
   13. Library Committee
       1. Elected new co-chairs (Botwick and Tang)
       2. Working on a survey of student needs
       3. Completing “Did You Know?” videos animated by students
       4. Continue meeting with department liaisons.
   14. Scholarship and Awards Committee
       1. An update concerning the last meeting with Ms Brennan and Dean Fabrizio. SSAC continues to collect the names and descriptions of the departmental awards as per our committee mandate. The information collected for the award names and descriptions will be shared with OAA for the convocation booklet that Sarah is working to construct. In regards to any additional preparations for Honors Convocation Ms Brennan indicated that the independent committee was established through OAA to support would continue with the preparations for the ceremony.
       2. We have another scheduled meeting with Sarah and Dean Fabrizio tomorrow at 10 am to discuss the Dean and Presidents list.
       3. Just to follow up on the request for a summary of the committee updates. The committee is currently working to highlight the available scholarships in support of our students.
   15. Senate Ad Hoc JUSTICE Committee
       1. Since we applied and received a small McKenzie Scott gift, we are reversing the previously determined order of events. This semester we will hold a Welcome Home Fair, that will take place on Wednesday, April 19th from 12 pm-4 pm. This event will be in collaboration with the Bronx DA Office, Fortune Society, and other community stakeholders.
       2. In the Fall, we will host a panel discussion on Bail Reform and the Road to Entrepreneurship for individuals with criminal/legal involvement.
   16. Closing Remarks – Prof. Soto, Senate Vice-Chair
       1. Thanked everyone for their work and their commitment to shared governance at the college.
5. Next meeting
   1. September 20, 2023, 3:30-5
6. New Business
   1. None
7. Adjournment
   1. Meeting adjourned at 5 pm.

Prepared by Ernest Ialongo