

**SENATE COMMITTEE CHAIRS MEETING**

**Wednesday, March 2, 2022, via Zoom**

**3:30-5:00**

**Minutes**

**Present (names and committee chair designations):** Ernest Ialongo (Senate; SEC; Budget and Finance), Julie Trachman and Michael Gosset (Committee on Committees), Carlos Rivera (Admissions and Retention), Nancy Genova (Affirmative Action, Equity, Diversity and Inclusion), Christine Hutchins (College-Wide Curriculum), Elyse Zucker and Jessica Powell (Disability Issues), Andy Connolly (Elections), Marcella Bencivenni (Facilities), Thomas Beachdel (Grants), Carlos Guevara (Instructional Evaluations), Jason Buchanan (Institutional Research), Linda Miles and Eugena Griffin (Library), Damaris-Lois Lang (Scholarships and Awards), Brian Carter (President, SGA)

**Absent:** Sara Rodberg (Academic Standards, annual leave)

1. Call to Order
	1. Meeting called to order at 3:35
2. Acceptance of the agenda
	1. The agenda was accepted as pre-circulated
3. Opening Remarks
	1. Julie Trachman and Michael Gosset, Co-Chairs, Senate Committee on Committees
		1. Welcome
		2. Chairs should be prepared to deliver end of year reports by May 13
		3. Let CoC know of absences on your committees; there are attendance requirements for committees, noted in Charter of Governance; many committees require student members
		4. If presenting at Senate, let CoC Co-Chairs and Senate Chair know
		5. Make sure to send all agendas and minutes to CoC Co-Chairs and Senate Chair
	2. Ernest Ialongo, Chair, Hostos College-Wide Senate
		1. Welcome
		2. Reminders
			1. Confirm your membership
			2. You need quorum to call a meeting to order, and to pass any items
			3. Inform CoC Co-Chairs and Senate Chairs of items passed by your committee
			4. Many committees are missing agendas and minutes on their site; send them in as soon as possible
			5. Ex-officios on your committees are voting members, and counted toward quorum; cannot be chairs
4. Reports of the Senate Committee Chairs
	1. Academic Standards
		1. Sent after the meeting by Chair Sara Rodberg:
		2. The committee adjudicated two cases in Fall 2021. Both were determined to be not under the committee’s purview and the cases were redirected to the appropriate areas.
		3. A committee meeting is scheduled for next week to discuss nominations of a recording secretary.
		4. Vacancies have been reported to Prof. Trachman and Prof. Gosset.
	2. Admissions and Retention
		1. Surveyed communications to students
		2. Working towards mapping out how to improve retention
	3. Affirmative Action, Equity, Diversity, and Inclusion
		1. Working towards setting up meeting with President to advise on evolving policies
		2. Held workshops on the challenges of women in the workplace
		3. Held workshops on racial equality
	4. Budget and Finance
		1. Regular meetings once a semester continue with SVP Rodriguez-Chardavoyne when budgets are drawn up
	5. College-Wide Curriculum
		1. Prof. Hutchins newly elected; has already had two meetings and is approving items for presentation to SEC and Senate
	6. Disability Issues
		1. Working on Project Catharsis (post-Covid) for this semester
	7. Elections
		1. Elections took place in fall, and are scheduled for this spring
		2. Elections Manual continues to be updated
	8. Facilities
		1. Ramp on 4th floor C building still an issue
		2. Concerned about elevators as people return to campus
	9. Grants
		1. Working on Research Day and wanting to expand to student research
	10. Institutional Research
		1. Continues to work on a form to facilitate how to request data from OIERA
	11. Instructional Evaluations
		1. Just had approved a new student evaluation form
		2. Working to update the web site on which the form is submitted
	12. Library
		1. Maintains contact with departments through departmental liaisons
	13. Scholarships and Awards
		1. Working on Honors Convocation with OAA
		2. Seeing to re-introduce financial awards for students
	14. Student Government Association
		1. President Carter will seek to appoint newest members to Senate committees
5. Next meeting
	1. September 21, 2022, 3:30, via Zoom
6. New Business
	1. None
7. Adjournment
	1. Meeting adjourned at 5:10 pm