

**SENATE COMMITTEE CHAIRS MEETING**

**B 331**

**Monday, September 16, 2019**

**3:30-5:00**

**Minutes**

**Present:** Professors Ernest Ialongo (SEC, Budget), Clarence Robertson (Academic Standards), Julie Trachman (CoC), Michael Gosset (CoC, Facilities), Sandy Figueroa (Curriculum), James Kennis (Elections), Vyacheslav Dushenkov (Grants), Sherese Mitchell (Instructional Evaluations), Linda Miles (Library), Jason Buchanan (Institutional Research), Damaris-Lois Lang (Scholarships and Awards), Mr. Kelvin Pineda (SGA)

**Absent**: Jorge Matos (Disability Issues), Hector Soto (Affirmative Action), Carlos Rivera (Admissions)

1. Call to Order
   1. The meeting was called to order at 3:35
2. Acceptance of the agenda
   1. The agenda was accepted as presented
3. Approval of minutes from March 25, 2019 meeting
   1. The minutes were accepted after minor revisions
4. Senate Chair – Ernest Ialongo - Report
   1. The Senate Chair reminded Committee Chairs that they needed to confirm on their webpages if membership and documents were accurately noted
   2. The Senate Chair reminded the group that as the Senate and its committees take on more responsibilities, we should collectively endeavor to maintain productive and professional relations with administrative partners
   3. The Senate Chair reminded the group that all Senate terms (Senators, SEC, Senate Committees and their Chairs) **expire at the end of the Spring 2020 semester**; the CoC will develop a method of ensuring continuity from one term to the next, and it will be communicated to the Committee Chairs in Spring 2020; the method will incorporate Committee Chair’s recommendations and will recruit across the college
   4. The Senate Chair asked if Mr. Pineda would like to address the group; Mr. Pineda expressed his appreciation for being able to attend the meeting and distributed business cards so the Committee Chairs could contact him with any problems
5. Senate Committee Chairs’ Reports
   1. Executive Committee
      1. Prof. Ialongo reported the committee continues to work closely with Prof. Figueroa to ensure the smooth passage of curricular items through the Senate
      2. Additionally, he reported that he had meetings with the President regarding Senate representation on college-wide committees, as mandated by the Charter, and the meetings were positive
   2. Budget and Finance
      1. Prof. Ialongo reported that the committee would meet with SVP Rodriguez-Chardavoyne, and thereafter would release a memo that was drafted by her office, at the committee’s request, that explained the current budget situation
   3. Elections
      1. Prof. Kennis reported that revision of the Elections manual is nearly complete, and two elections will be run this semester
   4. Grants
      1. Prof. Dushenkov reported that the committee has a new Grants Director, and that there is increasing effort to share pre-award information with faculty and to research new grant opportunities
      2. Prof. Dushenkov also discussed the possibility of remote attendance at meetings, via phone or video; Prof. Ialongo would investigate the options, but emphasized that committee members have made a commitment to be present at meetings, and that Committee Chairs need to establish quorum at their meetings based on the availability of their members
   5. Academic Standards
      1. Prof. Robertson reported that the committee approved language to update the Charter as to their duties, set dates for the whole semester, and that the committee and Prof. Ialongo are seeking to clarify aspects of the Charter regarding relations between Academic Standards and Student Development
   6. Curriculum
      1. Prof. Figueroa reported that recently the Provost and Registrar were informed that they were ex officio members who had full voting rights and were counted towards quorum; the Provost, as per the Charter, designated Dean Mester as her designee
      2. Prof. Figueroa commended the SEC for working with the Curriculum Committee, and noted that that at times quorum has been difficult owing to members’ multiple commitments
   7. Library
      1. Prof. Miles reported that work continues to align committee members with their Library departmental liaisons, that a Faculty Toolkit was developed over the summer to help faculty find teaching resources on the Library website, and that a survey is being developed to help gauge how students use the Library
   8. Scholarships and Awards
      1. Prof. Lang reported the committee seeks to increase awareness of awards, as there is not enough financial support for them yet
      2. Further, she reported that the 4 subcommittees are all fulfilling their charge (Subcommittees: 1.Spreads the word on awards, 2.Works on Gift Awards, 3.Coordinates with Departments regarding awards criteria, 4.Locates funds for awards and scholarships)
      3. Finally, she reported that the committee has clarified that it is a Senate committee with those who were unaware of its position in the college
   9. Instructional Evaluations
      1. Prof. Mitchell reported that the committee is developing a survey of faculty and students to determine why there is such a low turnout rate in online student evaluations of faculty
   10. Facilities
       1. Prof. Gosset reported the committee is continuing to determine the areas its wants to focus on, and has invited Frank Virone as a guest at future committee meetings
   11. Institutional Research
       1. Prof. Buchanan reported that the goal of the committee is to smooth out the process wherein Departments can request data from OIR
       2. He further reported that the Charter membership requirements have historically made quorum difficult to achieve; Prof. Ialongo asked if making the membership requirements broader would help, and Prof. Buchanan agreed
   12. Disability Issues
       1. Prof. Trachman, as a member of the committee, reported that the committee continues to resolve the issue of the broken wheelchair lift connecting the B and C building, that the committee investigated the efficiency of fire drills on campus, and that it was not able to schedule a walk-through of areas of concern on campus with administrative members and did the walk-through on its own
       2. Prof. Matos (absent) emailed the following for inclusion in the minutes:
          1. The Committee on Disability Issues has proposed the following initiatives: Resolution to the 4th floor lift situation, developing a campaign to bring awareness about disability and mental health issues on campus and updating the emergency protocols for disabled students, faculty and staff.
   13. Admissions and Retention
       1. Mr. Rivera (absent) sent the following for inclusion in the minutes:
6. Scheduled two separate meetings (one in October and one in November).
7. We need to find out who our student representative will be.
8. After the meeting scheduling poll is sent out, I can report back to you which individuals will (or will not) be available to participate in our committee this year.
9. Continue the discussion on reviewing our current admissions letter.  At present, we admit students into the college, and not into a particular program of study.
   1. Affirmative Action
      1. Prof. Soto (absent) sent the following for inclusion in the minutes

AAC Projected Activities 2019-2020 Academic Year\*

●     Follow-up on Committee name and mission modification

●     Review of Hostos policies regarding non-discrimination, diversity, equal opportunity affirmative action with an eye to making recommendations to Senate

○     Including review of COACHE Report, relative CUNY policies and directives

○     Monitoring of developments of AA as law and policy for the remedy for past exclusion of groups

○     Providing information and updates to Senate re meaning, history developments and application of equity, diversity, inclusion and AA.

●     Determination of activities to conduct or co-sponsor

○     Re: Microagressions (in relation to non-discrimination and equal treatment)

○     OAA request re LGBQT activity

\*subject to discussion and endorsement by committee

1. Next meeting date
   1. The Senate Chair informed the group of the next meeting date, as **Monday, February 10, 2020, 3:30-5:00**
2. New Business
   1. None
3. Adjournment
   1. Meeting adjourned at 5 pm