

**SENATE COMMITTEE CHAIRS MEETING**

**Wednesday, September 28, 2022, 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), Victor Torres-Velez (Grants), Jason Buchanan (Institutional Research), Carlos Guevara (Instructional Evaluations), Madeline Ford (Library), Jennifer Tang (Library), Ronette Shaw (Scholarship and Awards).

**Absent**: Marcella Bencivenni (Facilities), on sabbatical; Elyse Zucker (Disabilities), conflicting meeting.

1. Call to Order
	1. Meeting called to order at 3:37
2. Acceptance of the agenda
	1. Agenda accepted without additions
3. Opening Remarks
	1. Ernest Ialongo, Chair, Hostos College-Wide Senate
		1. Guidance on Zoom meetings and in person meetings will be offered when CUNY offers their guidance
		2. Committees require quorum to conduct business--confirm with CoC who are the official members, and request that vacancies are filled
		3. Guests are welcome at committee meetings, but cannot vote and are not counted toward quorum
		4. Ex-officio members of committees are full members, with voting rights, and counted towards quorum; they do not serve as Chairs
		5. 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
		6. 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. List needed for CLT call out
		4. Members on sabbaticals may serve on committees if they choose
4. Reports of the Senate Committee Chairs
	1. Academic Standards Committee
		1. Meetings continue on student appeals
		2. New Chair and Recording Secretary are sought
		3. Issue of SDEM communications referencing the committee need to be clarified
	2. Admission and Retention Committee
		1. The committee is completing a report on initiatives to be posted shortly on their site
		2. Retention is the priority for the committee
	3. Committee on Affirmative Action, Equity, Diversity, and Inclusion
		1. Multiple meetings held in the spring
		2. Planning a workshop on syllabi with gender-neutral language
	4. Budget and Finance Committee
		1. Committee met with SVP in August and September on operational budget and financial plan; minutes to both meetings will be available on committee site
	5. Committee on Disability Issues
		1. Planning a workshop for universally accessible syllabi
		2. 4th floor lift in C building still not operational
	6. Curriculum Committee
		1. Updated membership will be shared
		2. Meetings have been occurring as scheduled, with Pathways items a priority
	7. Elections Committee
		1. Planned elections for the semester will go forward, with Prof. Soho stepping in
	8. Grants Committee
		1. There are plans for another Research Day, and the attendant website will be updated pending support for the effort
	9. Institutional Research Committee
		1. Form to request data from OIERA will be completed by end of semester, and presented to Senate in spring
	10. Instructional Evaluations Committee
		1. Data will be collected from new Student Evaluation Form for future revisions; meetings also continue with POINT Committee on Teaching Observation Forms
	11. Library Committee
		1. New Co-Chairs will be elected next week; discussions as to committee events are planned
	12. Scholarship and Awards Committee
		1. Departmental awards will be reviewed this semester, in preparation for Honors Convocation in the spring
5. Next meeting
	1. February 15, 2023, 3:30-5
6. New Business
	1. None
7. Adjournment
	1. Meeting adjourned at 5 pm.

Prepared by Ernest Ialongo