

**MEETING OF THE SENATE COMMITTEE CHAIRS**

**B 331**

**Monday, September 17, 2018**

**3:30-5:00**

**Minutes**

Present: Professors Ernest Ialongo, Damaris-Lois Lang, Sandy Figueroa, Jorge Matos, Vyacheslav Dushenkov, Michael Gosset, Diana Macri, Jim Kennis, Tram Nguyen, Clarence Robertson, Sherese Mitchell, Julie Trachman, Grace Onovo, Linda Miles; Mr. Carlos Rivera; Ms. Denise Herrera

1. Called to order at 3:35
2. Acceptance of the agenda
   1. Unanimous acceptance
3. Senate Chair – Ernest Ialongo - Introduction
   1. Senate website for each committee
      1. The chairpersons were asked to check their website for accuracy
      2. Membership rosters will be updated
   2. Rules for members on leave
      1. Being on leave (sabbatical, fellowship, FMLA) does not disqualify you from committee membership, but one must be physically in attendance to count towards quorum and to vote
   3. Reminder on minutes
      1. The chairpersons were reminded to take minutes at all meetings, and, when approved by their committees, to forward them to Profs. Trachman, Gosset, and Ialongo; they will then be uploaded to the site
   4. Reports at Senate
      1. If a committee intends to present a report at Senate, they should inform the Chair of the Senate before the Senate Executive Committee meets (the Wednesday a week before Senate meets)
4. SGA President Denise Herrera – Brief Comments
   1. Ms. Herrera urged the chairpersons to give students at least a week of notice before scheduling a meeting; if students cannot come, replacements will be found
   2. It was reiterated that all changes to membership need to be communicated to Profs. Trachman and Gosset
5. Brief introductions by each Senate Committee Chairperson (accomplishments and goals)
   1. Ernest Ialongo: Chair of the Senate, the Senate Executive Committee, and the Senate Budget and Finance Committee
      1. The Executive Committee has:
         1. Worked with the Committee on Committees to help in repopulating all Senate committees, and with the Elections Committee to help with conducting varied college elections
         2. Expanded the website to increase transparency and provide a resource for the college regarding Senate matters
         3. Worked with various stake-holders on matters that have come before the Senate to ensure that discussion at Senate is as informed as possible
      2. The Budget and Finance Committee has:
         1. Met with the Provost and Senior Vice President of Administration and Finance to determine the budget process at Hostos
         2. The latter has agreed to drafting a memo in conjunction with the committee to communicate this process to the college in an accessible fashion so as to inform discussion on the matter
   2. Damaris-Lois Lang: Scholarships and Awards Committee
      1. Organized Honors Convocation
      2. Met with President to discuss support for student awards
   3. Julie Trachman and Michael Gosset: Committee on Committees
      1. Repopulated all appointable committees with people having both the skills and desire to serve
      2. Commended the Student Government for quickly providing their list of student members
   4. Michael Gosset: Facilities Committee
      1. Is comparing mandate of the committee with similar committees at other colleges
      2. Is determining what falls within their purview as people share concerns on facilities
   5. Grace Onovo: Affirmative Action Committee
      1. Issues the committee is discussing involve:
         1. Changing the name (and consequent mandate) to the Diversity Committee
         2. Increasing faculty diversity
         3. Investigating ways to address instances of bullying and harassment of junior faculty
   6. Jim Kennis: Elections Committee
      1. Is running a number of elections this semester, as it does every semester
      2. Is revising the Elections Manual
   7. Clarence Robertson: Academic Standards Committee
      1. The committee continues to fine-tune appeals and complaints procedures
      2. Has devised a means of taking and sharing minutes that protects confidentiality
      3. Procedures were developed for students to deal with the committee directly
      4. Is working on procedures to improve reporting of academic dishonesty
      5. Is developing an Academic Standards manual
   8. Sherese Mitchell: Instructional Evaluations Committee
      1. Worked with POINT Committee to present a new faculty evaluation form to the Senate
      2. Is now working on revising the student evaluation form
   9. Diana Macri: Institutional Research Committee
      1. As the committee was certified recently, it is currently determining what aspect of its mandate it will pursue
      2. It was noted that a former member of the committee has returned to campus from sabbatical and could be approached for a history of the committee’s past work
   10. Carlos Rivera: Admissions and Retention
       1. Also, as it was certified late, it is determining what aspect of its mandate to pursue initially
       2. Over the summer, enrollment data was shared amongst the committee to begin their conversations
   11. Linda Miles: Library Committee
       1. Has strengthened the ties between the committee, the Library liaisons with the departments, and the departments
       2. Is working to increasing knowledge of and use of Open Educational Resources
   12. Vyacheslav Dushenkov: Grants Committee
       1. Their goal is to inform, help, and support faculty in attaining grants
       2. Looking for external grant funding with the Grants Office and the CUNY Research Foundation
   13. Sandy Figueroa: Curriculum Committee
       1. Revised Curriculum Procedures Manual
       2. Encourages departments to talk to each other, and that members within departments talk to each other, when items are being developed that may benefit from such communication
   14. Jorge Matos: Disability Issues Committee
       1. To respond to the increasing numbers of students with disabilities that are enrolling in the college, the committee has recommend walking tours of committee members and relevant administration members to highlight issues that need resolving
       2. The committee wants to highlight to faculty that students have rights that need to be addressed through the Accessibility Resource Center, and should also be noted on syllabi
6. Discussion on common and/or specific goals, concerns, etc.
   1. Students with disabilities
      1. It was noted that the rights and interests of students with disabilities can be addressed via the Facilities, Curriculum, Disabilities Issues, Academic Standards, and Admissions and Retention committees, and that the respective chairs should communicate with each other when necessary
   2. Relations with members of the administration and administrative ex-officio members of Senate committees
      1. It was noted that such relations may be sensitive at times, but that such relations provide an opportunity to clarify the Senate committees’ mandates and how they will achieve them in conjunction with the relevant members of the administration
      2. It was reiterated that the Senate committees are ultimately responsible to the college community as a whole in fulfilling their mandate, as spelled out in the Charter
7. Next meeting date
   1. The Chair of the Senate would call a meeting at the beginning of the following semester to follow up on issues raised at the current meeting and to begin establishing long-term goals and the basis for further collaboration amongst the committees
8. Adjournment at 5 pm

Prepared by Ernest Ialongo