

# SENATE EXECUTIVE COMMITTEE

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## Minutes of September 10, 2012

**Present:** N. Afranie, C. Berotte Joseph, A. Brewer, L. Broughton, M. Coleman, J. Freeman, R. Gouraige, D. Hadaller, A. McInerney, L. Montenegro, M. Pita, R. Quinn, H. Skinner, C. Vendryes, W. Washington

**Guests:** C. Savage, T. Warren

**Meeting called to order** at 2:19 p.m., A. McInerney

1. **Welcome:** A. McInerney welcomed the two new vice-presidents: V.P. David Hadaller (Academic Affairs) and V.P. Athos Brewer (Student Affairs).
2. **Approval of September 10, 2012 SEC agenda:** Approved as amended unanimously by voice vote.
3. **Approval of May 7, 2012 SEC Minutes:** Approved unanimously with one abstention (W. Washington).
4. **Report on Nominations for College committees – Summer 2012**
  - a. A. McInerney explained the procedure. At the May 2012 Senate meeting, nominations were taken for 4 college committees. The role of the Senate Executive Committee is to forward two names for each open slot on each of these committees.
  - b. A. McInerney made the motion through email to forward the slates of names for each of the following positions to the President:
    - i. **BCC, Inc. (3):** Peter Kolozi, Alex Wolf, Sandra Tarlin, Quan Lei Fang, Ellen Hoist, Lawrence Brenner, John Athanosousrelis
    - ii. **Auxiliary Enterprises (2):** Donna Genova, Martin Pulver, Laura Broughton, Alnisa Shabazz
    - iii. **Student-Faculty Disciplinary Committee (3):** Florence Tanaka, John Molina, Leslie Hurley, Helen Papas-Kavalis, Julie Bolt
    - iv. **Student Election Review Committee (2):** Franklin Moore, Geri Burghart, Julie Bolt, Allan Gilman
  - c. Votes were collected through email. The motion passed with 9 ayes (N. Afranie, L. Broughton, R. Gouraige, A. McInerney, L. Montenegro, M. Pita, C. Vendryes, H. Wach, W. Washington) and 1 abstention (J. Freeman)
5. **Annual Evaluation of the Accomplishments and Performance of Standing Committees of the Senate** (see attachment)
  - a. L. Broughton presented the draft report to the body. L. Montenegro commented on the problems with attendance the committee on Space, Facilities, and Physical Plant has had. A. McInerney noted that the purposed of this report might be to try to reinvigorate committees that might be faltering. A. McInerney requested that L. Broughton send this draft to the committee chairs.

- b. Difficulties with coordinating with student schedules was mentioned as a persistent problem. It was recommended that committee chairs reach out to the student representatives prior to the first meeting.
- c. Put headings across all the committees (per C. Berotte Joseph)

## 6. Report from Faculty Council

- a. M. Pita noted that Pathways was the main focus of discussion at last week's meeting. The English Department put forward a resolution supporting English courses with 3 credit hours/4 contact hours. The resolution passed Faculty Council 20-1-1.

## 7. Pathways

- a. D. Hadaller noted that 95 courses are ready to be submitted to the Senate and recommended for approval. 18 of those 95 are STEM variants and do not need to go through the Pathways course committees. There are still some courses from the sciences that must be worked on for Required Core C (Life and Physical Sciences) and Flexible Core E (Scientific World). The work of the ad hoc curriculum committee over the summer served its purpose. D. Hadaller gave kudos to H. Clampman for his great work. L. Montenegro added that the Curriculum Committee is beginning its deliberations for academic programs. D. Hadaller noted that according to VC Logue 600 classes have submitted and 90% have been accepted.
- b. L. Broughton noted that the 2-year and 4-year schools have different rules about the ability to link a 3 credit science course to a credit lab course. M. Coleman noted that with course cancellations at 4-year colleges, the lab courses never gain spaces that would be available for transfer students. M. Pita spoke in favor of two-year schools being able to offer substantial integrated science courses.

8. **Approval of September 13, 2012 Senate Agenda:** Approved as amended unanimously by voice vote.

### 9. New Business:

- a. **Increased Class Sizes:** L. Broughton noted that class sizes were increased in CUNY FIRST for possibly all classes without input from department chairs. No one seems to know who had the capability to increase class sizes – it must have been someone from Academic Affairs or the Registrar.

**Adjournment** at 3:17 p.m., A. McInerney

Respectfully Submitted,



Laura C. Broughton  
Secretary

Handout: Annual Evaluation of the Accomplishments and Performance of Standing Committees of the Senate

BRONX COMMUNITY COLLEGE of the City University of New York  
Senate Executive Committee

**Annual Evaluation of the Performance and Accomplishments of the Standing Committees of the Senate: 2011-2012**

Laura Broughton, Secretary

According to the BCC Governance Plan, the Senate Executive Committee must “*Prepare an annual evaluation of the performance and accomplishments of each standing committee of the Senate*” (function #10). Prior to this year, this function does not seem to have ever been performed.

According to the BCC Governance Plan, standing committees of the Senate are required to submit an annual report at the last meeting of the Senate during the academic year. The table below shows which committees submitted reports for the academic years 2008-2009, 2009-2010, 2010-2011, and 2011-2012. These reports are attached to the Senate minutes from the May meetings of each year and further information on the accomplishments of these standing committees can be found there. Prior to 2008, annual reports were rarely, if ever, submitted.

Committee	Chair (2011-12)	Submitted Annual Report				Accomplishments (2011-2012)	Performance
		2011-2012	2010-2011	2009-2010	2008-2009		
Executive	Andrew McInerney					<ul style="list-style-type: none"> <li>The executive committee met one Monday each month during the fall 2011 and spring 2012 semesters, for a total of 7 times.</li> <li>In addition to determining each month’s Senate agenda, the committee elected representatives to the Committee on Vice Presidents and Deans; forwarded slates of nominees to the President for BCC, Inc., Auxiliary Enterprises, and the Student Election Review Committee; and discussed election procedure complaints, the budget, the Pathways initiative, the role of the NYPD on CUNY campuses, and academic attendance policies.</li> </ul>	<ul style="list-style-type: none"> <li>Routinely performs all required functions except #10.</li> <li>Has never submitted an annual report to Senate.</li> </ul>
Governance and Elections	Franklin Moore		√	√	√	<ul style="list-style-type: none"> <li>Franklin Moore replaced Simon Davis as committee chair.</li> <li>Representatives to the Committee on Space, Facilities, and Physical Plant were successfully elected: J. Freeman, A. Togha, V. Mishkin.</li> <li>The committee passed a resolution reaffirming the role of the Curriculum Committee in curricular development.</li> <li>A representative to the UFS was successfully elected: L. Lawton.</li> </ul>	<ul style="list-style-type: none"> <li>Routinely performs all required functions except #2: “Prepare and present to the Senate a biennial evaluation of the governance of the College”</li> <li>Did not submit an annual report in 2012</li> </ul>

BRONX COMMUNITY COLLEGE of the City University of New York  
Senate Executive Committee

**Annual Evaluation of the Performance and Accomplishments of the Standing Committees of the Senate: 2011-2012**

Committee	Chair (2011-12)	Submitted Annual Report				Accomplishments (2011-2012)	Performance
		2011-2012	2010-2011	2009-2010	2008-2009		
Academic Standing	Isabel Mirsky, Stephen Powers (interim Fall 2011)	√	√	√		<ul style="list-style-type: none"> <li>The Committee on Academic Standing met on the second on fourth Wednesdays of the month when school was in session and a quorum was obtained for all meetings. Every member of the Committee also served on an appeals subcommittee at least once during each semester and some members of the committee also listened to appeals during the summer of 2011 and in January 2012.</li> <li>The Committee on Academic Standing heard over 1000 appeals over the course of the year. The types of appeals that were heard were: suspension appeals, administrative appeals (WU grades), and statute of limitation appeals.</li> <li>A number of items were brought by CAS to the Senate and approved by the Senate in 2011-1012, including a revision of the Dean's List and the creation of a President's List, a revised requirement to enter the Nursing program, a requirement to enroll in online courses, a change in the language concerning the entrance exam for the RN program, an update of sections 1 and 2 of the codification, a revised attendance policy statement, and the granting of permission to students to retake math courses for which they did not receive a C or better without approval of the Math Department.</li> </ul>	<ul style="list-style-type: none"> <li>Performs both required functions (formulating policy and adjudicating student appeals) consistently and well</li> </ul>
Student Activities	<i>Melissa Kirk, secretary; 2011-2012: Eric Sutton, chair</i>	√	√	√		<ul style="list-style-type: none"> <li>Approved charters and re-certification applications for: 4 honor societies, 6 college-wide organizations, 33 clubs</li> <li>Voted to approve the 12 proposed amendments to the SGA Constitution</li> <li>In recent years working to contribute to increased student engagement in student organizations. The committee has also been focused on student learning outcomes and assessment of the club and co-curricular experience.</li> <li>Recommend that chair be a faculty or staff member.</li> </ul>	Seems to fulfill functions 1, 3, & 4, but not #2: <i>“Serve as the agency through which the College establishes and reviews rules of conduct &amp; regulations in conformity with general requirements of Article XV of the Board of Trustees Bylaws.”</i>

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Curriculum	Howard Clampman	√	√	√		<ul style="list-style-type: none"> <li>The Curriculum Committee met 6 times during the fall 2011 semester. During the fall semester the committee reviewed and approved modifications to 5 degree programs and 14 existing courses, one new course and one Letter of Intent. In addition, the committee reviewed on advisory basis one new experimental course. After its 11/29/11 meeting, the committee took a brief hiatus to allow the Pathways Steering Committee to meet during its normal time slot.</li> <li>On 2/27/12, a joint meeting with the Pathways Steering Committee was held to bring all Curriculum members up to date on the Steering Committee's work to date. Since that meeting the Curriculum Committee has met 7 times and focused solely on the Pathways Initiative and BCC's Common Core. Through its 5/7/12 meeting the Curriculum Committee has approved 15 courses for inclusion in BCC's Common Core.</li> <li>A lot of Curriculum work was planned to take place in the summer. The Curriculum Committee has discussed and acknowledged the need to form an unofficial Curriculum Committee to review the many remaining Pathways related items during the summer. That unofficial committee will present its findings to the first official Curriculum Committee in fall 2012.</li> </ul>	<ul style="list-style-type: none"> <li>Has been performing well, despite the additional pressure of Pathways.</li> <li>Do not see evidence of performing the second part of function #4: "Assemble information on all courses, both non-credit (remediation) and credit and <i>develop procedures for the evaluation of effectiveness</i> of these courses."</li> </ul>
Space, Facilities, and Physical Plant	Luis Montenegro	Oral only	√	√		<ul style="list-style-type: none"> <li>J. Freeman, A. Togha, and V. Mishkin were elected to be on the committee.</li> <li>The committee requires continuous input from students, which has been lacking the last few years. The chair recommends that alternates be appointed in order to maintain continuous engagement.</li> </ul>	<ul style="list-style-type: none"> <li>The committee has had difficult meeting quorum this year and, so, has had difficulty performing its functions this year.</li> </ul>

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Instruction and Professional Development (advisory)	Ben Yarmolinsky	√	√	√		<ul style="list-style-type: none"> <li>The CIPD meets once a month and has representation from all of the departments of the college, as well as the library, the Student Activities office and the Office of Academic Affairs.</li> <li>This semester the committee has embarked on an effort to redefine its functions and determined that combining the functions of overseeing both instruction and professional development makes the committee unique among colleges, both inside and outside of the CUNY system.</li> <li>A review of the committee's functions in the BCC Governance Plan has led us to the following conclusions: A) functions 1, 3, 4, &amp; 5 have not been carried out and often have been carried out by other college units, B) function 2 (conducting annual faculty and staff survey) has been consistently carried out, and C) functions 6 &amp; 7 have been carried out as needed.</li> <li>The committee has recommended that A) the committee functions be redefined in the Governance Plan, B) the new director of CTLT be made a member of the committee, C) the committee be used as a clearing house about developments in instruction and scholarship for members to report back to their departments, D) the committee be integral to organizing a Faculty Day at the end of the 2012-13 academic year, and E) the committee create an online repository of information pertaining to its activities.</li> </ul>	<ul style="list-style-type: none"> <li>The committee has not carried out most of its functions in the last few years.</li> <li>The self-review and recommendations by the committee are a good step in redefining the committee's role.</li> </ul>

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Community Relations and Special Events (advisory)							<ul style="list-style-type: none"> <li>• There is no record of this committee in the last 4 years of Senate meetings.</li> <li>• Has one function: <i>“Consult with and advise appropriate administrative officers on ongoing and proposed community projects and special events.”</i></li> </ul>
Vice Presidents and Deans (advisory)	Andrew McInerney	√	√	√		<ul style="list-style-type: none"> <li>• The committee met once in the academic year, on Feb. 22. The committee also conducted business electronically in April.</li> <li>• All committee business concerned implementation of the procedure for selecting faculty seats on the search committees for new vice presidents. The committee recommended a list of six names out of nine nominees for the search committee for the VP of Academic Affairs and seven faculty nominees and two non-faculty volunteers for the search committees for the VPs of Student Development and Institutional Advancement.</li> <li>• The committee deferred discussion of implementing the recommendations for evaluation of VPs (part of the recommendations passed in April 2011) along with procedures related to the new appointment and evaluation of deans to a later term.</li> </ul>	<ul style="list-style-type: none"> <li>• As noted at left, in the last two years, has been trying to perform function #2 <i>“Consult with the President concerning the criteria and the procedures to be used by the President in reviewing the performance of Vice Presidents and Deans and their office”</i> but plan implementation was delayed.</li> </ul>